

Oelwein Community Schools

STAFF POLICIES

AND

ADMINISTRATIVE RULES

HANDBOOK

Updated August 17, 2009

The purpose of this handbook is to provide all Oelwein Community Schools employees with basic information on policy and administrative rules. The book is in no way intended to be all inclusive of every policy or rule for our district. It is however, an excellent guide for all.

Any questions about material in this handbook should be brought to the appropriate building principal, immediate supervisor or superintendent of schools.

I hope you will find this handbook a tool for clarification of many of the day-to-day happenings in our schools.

Jim Patera

POLICIES AND ADMINISTRATIVE RULES AFFECTING OELWEIN CSD PERSONNEL

Mission Statement

The mission of the Oelwein Community School District is:

“Forming the Future...Putting Students First”

Phone Numbers

Central Office	319-283-3536
High School	319-283-2731
Middle School	319-283-3015
LHLC	319-283-2302
Parkside	319-283-1245
Harlan	319-283-2726
Wings Park	319-283-1982
Regional Ed. Ctr.	319-283- 2845
RAMS	319-283-3010

NOTICE OF NONDISCRIMINATION

Students, parents, employees and others doing business with or performing services for the Oelwein Community School District are hereby notified that this school district does not discriminate on the basis of race, color, national origin, gender, creed, religion, age, marital status or disability in admission or access to, or treatment in its programs and activities. Any person having inquires concerning the school districts’ compliance with the regulations to implement Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), Section 504 or Iowa Code 280.3 is directed to contact Jim Patera, Superintendent of Schools | Chad Kohagen, High School Principal | John Amick, Middle School Principal | Dan Ratcliff, Elementary Principal | Mary Beth Steggall, Elementary Principal. These individuals have been designated by the district to coordinate the school districts efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, Section 504 and Iowa Code 280.3.

EOE statement, Policy 401.1

It is the policy of the Board of Directors to extend equal opportunities to all employees, and to applicants for employment who meet the qualifications established for the class or position for which they apply. No employee or applicant shall be discriminated against on the basis of race, color, creed, sex, national origin, religion, age, or disability.

Certified Personnel

All licensed staff, including teachers, school nurses, paraeducators, and bus drivers, shall file their original certificate with the superintendent prior to the commencement of service. This certificate and approval form will then be kept in the central office file during the individual’s service in the Oelwein School System.

Licensure:

(Policy 404.3, Certification)

All professional employees shall be properly certificated as required by statutory enactment, the Iowa Department of Education, and the Iowa Board of Educational Examiners.

Policy 404.5 – State of Iowa Evaluation and License Issues: Our district follows all regulations regarding State of Iowa evaluation and licensure renewal procedures for teacher induction, probationary teachers and career teachers.

A current copy of employee licensure must be on file at the Central Office. Notification of renewal is given to employees by Central Office in advance of expiration date.

Ethical Behavior

All district employees are expected to follow sound business and professional practices and ethical behavior. It is understood that even the perception of fraudulent behavior is cause for serious concern.

Security

All district staff will be provided a district identification badge and are required to wear this identification at all times while in Oelwein School Buildings. (NO EXCEPTIONS)

Visitors to our buildings are required by law to check into the building office immediately upon entering any district building. Visitors will be given a visitors pass by the office, which must be worn at all times during their visit. Violators may be charged with criminal trespass. Staff members that observe visitors in the building that are not wearing identification or have not checked into the office should contact the building principal's office immediately.

Workplace Privacy: The school district attempts to maintain equipment and supplies which permit work to be accomplished in the most efficient and effective manner possible. While employees are encouraged to use these items, it is important to understand that they are school district property and only to be used for conducting school district business.

In addition, it must be understood that while the use of equipment, desks, chairs, etc. is normally restricted to a particular classroom or department, the administration may use any school district property for alternate school business at their discretion. The property belongs to the district and not to the individual teacher, department head or department. (It is noted that certain items, such as Title 1, Special Education or TAG equipment is not to be shared outside of their department.)

As a part of their employment, the school district may make a desk or work space available to employees. The desk and the work space are school district property. Because the desk and the work space are District property, not the personal property of the employee, the desk and the work space are subject to being inspected by the District at any time, with or without notice to the employee.

The district assumes no responsibility or liability for any items of personal property which are placed in the desk or workspace which is assigned to the employee. If the District conducts an examination or inspections under the terms of this policy, there will be at least two individuals present at the time of the examination or inspection.

Student Teacher Supervision: Student teachers are assigned, according to the needs of the college, to experienced teachers who are willing to give necessary time and attention to this important aspect of teacher training. Each teacher who accepts this supervisory position commits himself/herself to the job of instructing these teaching candidates. The supervisor cannot be of assistance without being in the room. As experience and confidence are acquired by the teacher, it is no doubt valuable and important to them to be left on their own for short periods; but this should be the exception rather than the rule. NOTE: All student teachers are to have background checks on file in the Central Office.

Equipment

No school equipment is to be transferred from one room to another or one building to another, without prior permission from the building principal. No school equipment will be allowed to be taken home without prior permission from the immediate supervising administrator.

Keys

All school keys must be recorded with the building principal. Loss of keys should be immediately reported to the building principal. **It is important to remember that no one other than school employees are to have access to any school keys.** Students should **NEVER** be given keys to the school.

Duties

As a member of the Oelwein School Team, we will all need to realize that we have an obligation to more than just the four walls of our room or our individual jobs. As a staff member, whether a teacher or any support staff, we all accept a responsibility for the young people we are working with. The building principals have worked long and hard to schedule equitable extra duties for all of us. Please accept these responsibilities with a positive attitude. Together we will make this the best school possible. Without the help of everyone we will not reach our goals of excellence.

Time Sheets

Any employees that use time sheets should mark them daily. Time sheets must always be an accurate record of the workers **actual time worked.** Questions should be brought to your immediate supervisor. Under NO circumstances should anyone other than the individual employee be responsible for marking a time sheet.

All non-exempt staff will be required to keep accurate time sheets. Questions pertaining to those that may or may not qualify as exempt employees should be taken to your immediate supervisor or to the District Business Manager. (All Teachers that are employed by the district are considered exempt employees.) Certified Teachers that are employed by the district in a capacity other than that of part of the regular district teaching staff, may not qualify as exempt. Please check with your immediate supervisor if you have questions.

NOTE: All employees are responsible for the time on the job which they are assigned. Each employee must develop work habits and systems to eliminate back-tracing or poor usage of time. This requires initiative and planning on the employee's part. Do not allow students, teachers, fellow workers or others to interrupt your work with lengthy conversations; simply excuse yourself and say that you have work to do.

Guidelines in the Fair Labor Standards Act state non-exempt (non-salaried, hourly) employees are not to begin work prior to their scheduled start time. Employees are expected to be at their designated work area ready to begin work at their scheduled start time and **the start and stop time should be accurately reflected on timesheets every day**. To be paid overtime, that time must be pre-approved by the employee's supervisor.

Failure to comply with any of the rules and regulations dealing with time sheets will result in discipline up to and including termination.

Overtime

Policy 401.4

Non-exempt employees shall be paid time and a half (1 1/2) for all hours employed over (40) per week. Any paid holidays and vacations shall be included in the forty (40) hours.

Tardiness: An employee is expected to be at the job site and ready to begin work at the appointed starting time. Arriving late for work or leaving the job early is not acceptable. In extreme emergencies, notify your immediate supervisor if you need to be late for work. Absence or tardiness because of obligations to other job or outside activity is not acceptable as an excuse. No other income-producing activity takes precedence over your job with the Oelwein School District.

Leave Sheets:

All employees need to fill out leave sheets for any type of leave. The front side of all forms (orange-personal & unpaid, pink-illness, jury duty, bereavement & family illness, green-professional) need to be filled out, signed by the building principal and turned into Central Office requesting leave. The form will be processed and returned to the respective building. The backside of the form **must** be filled out **after** the leave has been taken, appropriate signatures obtained and turned into Central Office. Any form pre-approved and then not taken needs to be returned to Central Office marked **VOID**. Forms should be completed in a timely matter for substitutes to receive pay.

Professional leave forms require a Transportation Request attached if any type of transportation will be needed for the leave.

Incomplete forms delay the request and subsequently could cost the employee the leave.

Each employee will receive a written notice of their eligible leave for the current school year by September 1st.

Leave Requests

All employees are expected to file **ALL** leave requests on appropriate forms with their immediate supervisor in a timely manner, prior to the leave, in accordance with rules set in Board Policy and the Master Contract.

Contracted / scheduled hours

Hourly employees are expected to work the assigned times set by their immediate supervisor. In the rare instance that additional hours are required, permission should be given by the immediate supervisor prior to working the extra time. *(The rare exception is in the case of emergency or when there is an unexpected need brought on out of the need to supervise students.)* **The immediate supervisor must be notified following such an incident.**

Pay on Trips

Hourly workers will be paid normal working hours when attending assigned meetings for the school that are held out of the district.

Reimbursement

All expenses must be properly documented for reimbursement (*Receipts are **REQUIRED***) As per law, meal reimbursements for daily travel will be reimbursed through the payroll account as a taxable meal reimbursement. Meal reimbursements for events that require overnight travel are not taxable, payment will be made from the general fund. Registrations that include a meal in the cost of registration are not considered taxable. Contact the Business Office if you have any questions.

Absence due to sickness

Each employee is required to notify his/her immediate supervisor as soon as it is apparent that he/she will not be able to work. This early notification will allow some time for the supervisor to secure a substitute.

Transportation Requests

All requests for transportation must be made on a form that is available in the principal's office. This form includes the destination, number of miles, time schedule for the trip, number of students going, how the trip is being paid for and other information pertinent to the trip. No request will be honored without prior approval from the building principal or immediate supervisor. These forms must be returned to the Director of Transportation at least three days prior to the scheduled trip.

The district will reimburse at Master Contract rate / mile for use of a private vehicle if a school vehicle was requested and denied or not available.

Transporting of Students by Employees

Generally, transportation of students shall be in a motor vehicle owned by the school district and driven by an employee. In some cases, it may be more economical or efficient for the school district to allow an employee of the school district to transport the students in the employee's motor vehicle. Employees who transport students for school purposes must have the permission of the superintendent or his/her designee.

This policy statement applies to transportation of students for school purposes in addition to the regular bus route transporting students to and from their designated attendance centers.

Use of District Vehicle

The use of any and all district vehicles will be permitted only with prior approval of the Superintendent or District Director of Transportation. Unauthorized use of district vehicles will be considered a serious violation of district policy and rule.

When district transportation is authorized, the employee needs to make arrangements for access to the vehicle and district gas credit cards, if appropriate, well in advance. REMEMBER: “Poor planning on your part does not necessarily constitute an emergency for someone else.” Please contact your building administrator for transportation requests or talk to the District Director of Transportation if you have any questions. **Vehicles are to be left at the district bus barn or other designated area when not in use, not at a personal residence.**

Fraud Prevention

It is the responsibility of all employees to immediately notify their immediate supervisor or the District Business Manager in the event of becoming aware of or suspecting any misuse of district funds or other fraudulent behavior by any district employee. District employees are expected to always perform their jobs in an ethical and honest manner. Any actions deemed unethical or dishonest will incur appropriate discipline. Licensed staff members are expected to know and understand the Code of Ethics of the Iowa Board of Educational Examiners. It is available at: <http://www.iowa.gov/boee/doc/ethHndot.pdf>.

Any deliberate deception which secures an employee unfair or unlawful gain will be grounds for discipline and may be turned over to law enforcement. Any licensed employee will also be charged with fraud as a violation of the Iowa Board of Educational Examiners’ Code of Ethics and the district will petition for license revocation.

Personal Profit: District employees and students are to be free of coercion to purchase or contribute to any product or cause that benefits any employee personally. Employees are not to engage in soliciting or selling for personal benefit or profit. For any licensed employee, such behavior violates the Iowa Board of Educational Examiners’ Code of Ethics, and the district shall report such. The Iowa Board of Educational Examiners Code of Ethics can be found at: <http://www.iowa.gov/boee/doc/ethHndot.pdf>.

Theft: All thefts should be reported immediately to the principal or supervisor. Any convictions of theft will result in appropriate discipline, up to and including termination.

Misc. Funds and Cash

The amount of cash that may be kept in the school building for any one day shall be sufficient for the day’s operations. Funds raised by students shall be kept in the Student Activity Fund and deposited in the designated bank as soon as possible – Never longer than 48 hours – **NEVER kept at home.**

Please Note:

All miscellaneous funds MUST be kept as part of the activities fund. No school official may collect or handle funds related in any way to Oelwein Schools without recording all receipts and expenditures in the district account. Most often that account would be the building activities account. This means that ALL fundraising or sales of any product MUST be approved by your building principal and ALL MUST be recorded in the activities account.

“NO EXCEPTIONS”

Fundraising

Students may raise funds for school-sponsored events with the permission of the principal. Fundraising by students for events other than school-sponsored events is not allowed without permission in advance from the Building Principal. Collection boxes for school fundraising must have prior approval from the principal before being placed on school property. It is the responsibility of the Activities Director, in conjunction with the principal, to develop administrative regulations regarding this policy.

Purchasing

No purchase is to be made without an authorized purchase order. **All purchase orders MUST be approved and coded by the building principal or immediate district supervisor prior to requesting approval from the superintendent.**

*Unauthorized purchases will become the responsibility of the individual and **NOT THE SCHOOL DISTRICT.***

Employee Complaints

Complaints of employees against fellow employees should be discussed directly between employees. If necessary, complaints shall be brought directly to the immediate supervisor, principal or superintendent and shall be made in a constructive and professional manner. Complaints shall never be made in the presence of other employees, students or outside persons.

A formal grievance procedure is contained in the master contracts between the employee's bargaining unit and the board. This policy shall not apply to a complaint that has been or could be filed at the employee's discretion under that formal grievance procedure.

Inclement Weather

When school is canceled due to inclement weather prior to the start of the school day, you will be notified over radio stations or you can find the update posted on the Board Web Page at: <http://www.oelwein.k12.ia.us/Supt%20Folder/school%20closing.htm>

The missed day will have to be made up at a later date. Extracurricular activities or practices scheduled for the day or evening of a day when school is canceled or dismissed early are generally canceled and rescheduled.

Emergency Alert

Should the school receive a warning of severe weather; the Superintendent's Office will notify all buildings. In the event a building is notified directly by the police or civil defense personnel, the Superintendent's Office should also be notified immediately. Each principal will provide a plan of action for his/her building and familiarize you with it. In addition, each principal will discuss with you the procedure to follow in the event of any emergency.

Copy Machines

Each building is equipped with copy machines. These machines are for limited use by staff members. Materials needed in excess of building limits on these machines need to be reproduced in the **Copy Center**. We are very fortunate to have the support of such a facility and staff. Please take advantage of the center but not of the staff that are there to help you.

COPYRIGHT POLICY

Policy 602.20

The Oelwein School District shall abide by the federal copyright laws. The district permits employees to copy only materials (print or non-print) allowed by;

- (1) copyright law,
- (2) fair use guidelines,
- (3) specific licenses or contractual agreements, or
- (4) other types of permission.

District employees who willfully disregard the copyright law are in violation of district policy, doing so at their own risk and assuming all liability as well as any disciplinary consequences that will result from the school district.

Planning and Conference Time

Your schedule may provide for a period of time for planning or conferencing during a particular work day. It is important for all of us to have a “short break” from the routine from time to time, **but we should not use this break as an entire period in a teachers’ lounge accomplishing little that is constructive to self, students or the profession.** Use of the lounge should be limited to short breaks during approved times in your schedule, rather than the entire period. **Basically, we should all be available to students during the day.**

NOTE:

Staff members are NOT to leave their rooms during class time or when supervising students. Anytime you leave your students unattended, you are putting yourself and the school in a very serious liability situation. In an emergency, get someone to cover your class or call the office.

Staff Members Dealing with Confrontation

It is understood that teachers and/or support staff may be confronted from time to time by upset students, parents or community members. Our Oelwein staff deserves the support of district administrators during these unfortunate occurrences. Building administration will make every effort to see to it that this type of incident will not interfere with the day-to-day classroom routine. They will make every effort to ensure that these types of confrontations do not take place during classroom time. In the very rare instance that staff are confronted by students, parents or community members during scheduled class time, they should contact the office immediately for support.

In the event of a confrontation outside of classroom hours or away from school, staff are advised to inform their building principal as soon as possible with details about the incident. When possible, confrontational discussions should take place in the presence of a district witness, preferable the building principal.

Communication with Parents

A very important part of our job as educators is to have good and regular communication with the parents of the students we have in class. There are many ways of accomplishing this. Some examples include phone calls, personal letters or cards, progress reports, welcome letters to students and parents, class newsletters, home visits, parent-teacher conferences, e-mail, and more. We all need to do our part to encourage this kind of communication. Let's do all we can to make the parents of our young people active partners in their education.

Letters of Achievement

One of the most effective and positive communication tools used by teachers and support staff is the **"Letter of Achievement"**. We would like to ask each of you to consider sending one positive letter of achievement to the parents of a student you have in school, each month. We would suggest that students who have had trouble succeeding in school in the past and have shown improvement are great recipients of most of these letters. Another target group are those students that seldom get a pat on the back. ***The important thing is that we get some positive communication going into the homes of our students. The results of this little effort will pay big dividends for all of us, especially the students and parents receiving them.***

Dress for Professionals

Teachers and classroom staff are expected to present themselves as professionals in their daily dress and appearance. This does not mean that gentlemen are required to dress in shirt and tie or that ladies need to be in a dress every day. It does mean, however that we should always hold ourselves as examples of the very best in our profession. Dressing appropriately is part of what we do to establish an appropriate climate in our school. **All staff members are encouraged to dress in Oelwein colors or spirit shirts, sweat shirts, pins, etc. on Fridays.**

PLEASE NOTE: *Fridays are not "dress down days". They are **SPIRIT DAYS!** Please help set the climate for an outstanding educational atmosphere that has high standards and expectations for all members.*

The following are general work rules that ALL Oelwein Community School Employees are required to be aware of and to comply with at all times. Any failure to follow these simple work rules will result in disciplinary action that may include suspension or dismissal.

Absenteeism: In order to accomplish the goals and mission of the district, daily attendance by all employees is imperative. Employees are encouraged to limit absenteeism to emergencies and appropriate instances that cannot be scheduled outside of the workday. Employees must notify their supervisors or principals of all times when they will be absent. Absences arranged in advance (Vacations and personal days, etc.) do not require a call when absent or when returning to work, unless outside the scheduled time off. If an employee is absent for three consecutive workdays without proper notification and authorization, the employee shall be considered to have abandoned his/her position and may be terminated.

Misuse of leave procedures or misrepresentation of reasons for leave may lead to disciplinary action. Failure to report promptly at the starting time or leaving before the scheduled quitting time or failure to timely notify the proper supervisor of impending absence or tardiness, prior to the designated starting time, is reason for disciplinary action. Leaves of absence without pay are not encouraged and are only approved at the discretion of the Superintendent in compliance with the Master Contract and/or Board Policy. It should be expected that requests for leave of absence without pay will generally be denied unless there is an emergency or circumstances that would be considered serious in nature. Every employee should know to whom they report absences and submit leave requests. If you have any questions about this, you should contact your building principal or the Central Office.

Abuse of Breaks / Meal Periods: Leaving the place of duty during a work shift without permission is cause for discipline, except during unpaid breaks such as lunch or dinner. Employees are expected to return to work immediately upon completion of a paid or sanctioned unpaid break. (Note: Teachers are not to leave the building grounds during prep time unless they have been given permission by the building principal.)

Abuse of District or Co-Worker Property: Abuse or misuse of district or non-district owned property is to be reported immediately. Failure to do so will limit district responsibility or increase employee responsibility. It is expected that all employees will use care and caution using district and non-district property. Abuse or misuse or unauthorized use of district property, private property, materials and equipment is subject to disciplinary action.

Confidential Records: School employees are entrusted with confidential information – whether it be about students or fellow employees. Employees must not disclose confidential student information. Give careful thought to what you discuss concerning school matters with parents, colleagues, and members of the community. Rumors and criticism are promoted by outside gossip. Many rumors and unnecessary criticism can be avoided by referring critical community members to the school principal or other staff members. Much care and judgment must be exercised in the handling of confidential information. A break in confidentiality can result in disciplinary action and expose the employee to personal liability for violations of privacy laws.

Tobacco, Drugs & Alcohol Use for Employees: Oelwein Community School District is a tobacco free environment. No tobacco is to be used on any school property or in any school vehicle at any time.

Alcoholic beverages, illegal substances and legal substances used illegally shall not be consumed at any time on school property or during the employee's work shift. Reporting to work in an unsafe condition, or in a condition which impairs the employee's judgment or performance of job functions due to the use of alcohol or other substances during any work hours, while on district time or property, or while engaging in any district business will result in discipline, including possible immediate dismissal.

Failure to Complete Reports or Make Required Reports: In order to have the district function in a timely manner, all employees are expected to meet deadlines for all assigned paper or electronic reporting, including time sheets, grade reports, student records, and testing results. Failure to meet the deadline may result in disciplinary action.

All on-the-job injuries shall be reported to the immediate supervisor and the principal in a very timely manner within 24 hours of the incident. An accident report is required for this kind of reporting. This shall be done regardless of whether medical attention is required or not.

Fighting: Any verbal or physical altercations between or among employees or others will not be tolerated and may subject the employee(s) to disciplinary action.

Violence in the Workplace: Violence in the workplace will not be tolerated in any form, and the violent acts will be punished to the full extent of the law. Acts deemed violent, even if not covered specifically in board policies, may incur discipline.

Threatening, intimidating, interfering with, or using abusive and profane language toward others, including ethnic slurs, will not be tolerated by district employees. Violations will incur discipline, up to and including terminations.

Insubordination: Insubordination, disobedience, failure or refusal to follow the written or oral instructions of supervisory authority or to carry out work assignments will not be tolerated. Insubordination may result in discipline including termination.

Weapons in the Workplace: The board believes weapons, other dangerous objects and look-a-likes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district. Violations will lead to discipline including discharge.

School district facilities are not an appropriate place for weapons, dangerous objects and look-a-likes. Weapons and other dangerous objects and look-a-likes will be taken from students and others who bring them into the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Mandatory Cooperation in Workplace Investigation: Any workplace investigation conducted by administrative staff or their designee will receive complete cooperation of all employees.

Mandatory Reporting of Post-Employment Arrests and Convictions: Any employee who is arrested or convicted shall report such to the district administration. Failure to do so shall incur discipline, up to and including termination.

Performing Unauthorized Work While on Duty: All district employees are prohibited from performing unauthorized work while on duty. Doing so could result in discipline, up to and including termination.

Relationship with Students: District employees are encouraged to create professional relationships with students so as to assist with their learning. Employees should be wary of creating a relationship that is unhealthy or illegal. Adults must always be in a position to be trusted and caring for students, but the district will not tolerate any inappropriate relationships.

Sleeping on the Job: Loafing, loitering, sleeping, engaging in unauthorized personal business or prolonged visiting while on duty is strictly prohibited and will result in discipline.

Treatment of Patrons of District: Patrons of the district are to be treated with respect on school grounds and at school events. Employees should be courteous at all times, and report to district administration any mistreatment by district patrons. Employee safety is a major district concern, and employees should remove themselves and report any situations where their safety may be compromised or where they are being mistreated verbally or physically.

Treatment of Students: District students are to be treated with respect on school grounds and at school events. Employees should be courteous at all times, and report to district administration any mistreatment by students. Employee as well as student safety is a major district concern, and employees should remove themselves and report any situations where their safety may be compromised. **Employees must report any incident of mistreatment of students by a school employee.**

Conflict of Interest

We are all partners in the education of young people in a small, Iowa community. The members of our district community watch all we do very critically. Please use good judgment when selecting services or purchasing goods for or through the school district. **We will always want to give local district vendors an opportunity to bid or compete for our business. We must also use good judgment when purchasing from or providing work for relatives or family members.**

Classroom Climate

It is the responsibility of each teacher to establish a climate within his/her classroom that is conducive to learning. This, of course, includes a position that the teacher is in charge of the class, but a more ideal condition is one in which mutual respect is shown between teacher and student. This cannot be fostered without both firmness and fairness. Belittling a student in front of his/her class is never appropriate. ***We teach more by our actions than words.*** As professionals we have all learned techniques that are very effective for classroom management. Private conferences when possible, with a disruptive student can often bring positive results. It is seldom positive to deal with disruptive students when they have the audience of their peers.

A well-planned lesson that starts promptly with wide class involvement helps set the pace for learning. Allowing students to never participate in class is an indication to them that you expect nothing from them. **If you expect a behavior, TEACH IT!**

If we wish to establish firmer guidelines for student conduct, it will take cooperation and consistency from ALL of us. Research tells us that students need; structure, predictability, consistency, and social skill training to be successful.

“Social skills are what allow us to pass as normal. Whether one can pass as normal depends not so much on whether one can read or write but rather on one’s level of social development.”

- Dr. Stephen Greenspan, Director of Project on Personal Competence in At-Risk Youth 1980

Research studies support the need for appropriate social skills development.

- Students with deficient social skills have a high incidence of delinquency.
- Socially unpopular students are deficient in a variety of social skills.
- Students with deficient social skills have a higher incidence of school maladjustment.
- Socially deficient children have a high incidence of dropping out of school.
- Inadequate social skills have been related to lower self-esteem.
- Inadequate social skills have been related to delayed cognitive development.
- 85% of those who lose jobs do so because of inadequate social skills.

- Gresham, F.M. (1981) Assessment of children’s social skills. *Journal of School Psychology*. 19, 2, 120-133.

“There are those who would admonish their pupils to behave rather than teach them how to relate positively to each other. Seldom would we admonish a pupil to read in place of teaching the necessary skills.” - Morse, *Teaching Exceptional Children*, 1982

District Lights, Doors and Windows

We all recognize the importance of conserving energy in our world today. We have an even more important responsibility to maintain a secure and safe environment for everyone that attends this learning institution. Please remember to keep all doors and windows shut and locked when you are not in a room at school. Local law officials will require a building administrator or designated person to secure the building if doors or windows are found open at night or if lights are left on. Please do not be the person responsible for causing the building principal or superintendent to have the need to get out of bed in the middle of the night and meet the police to secure a building, because you were careless with your responsibility.

Technology / Internet and Email Use by Staff

The internet and the use of email are not only a convenience in today’s world, but a requirement for all teachers in the Oelwein District. Teaching staff and Administrators need to be up-to-date with the latest technology and must be able to use that technology to assist learning in the classroom as well as to enhance communication between staff, administrators, parents, students and outside education related resources. The expectation of this technology literacy is the responsibility of all of us. All staff must accept the responsibility to learn and use these tools. The district must accept the responsibility to offer a reasonable amount of training to assist in this effort for staff. (If you have needs for training in any area of technology, please inform your building principal so arrangements can be made.)

Email and internet use are provided as a tool for staff to use as part of their job. Abuse of this tool by using it for personal use during contract time could result in disciplinary action being taken. The use of the school computer should not be for personal shopping during the school or work day. **Non school related email should be restricted to non school hours.** Employees are discouraged from use of non school email during school hours as well. (Examples include): Yahoo, Hotmail, local ISP web mail. If you have a special need for these email services, please make contact with your building principal and director of technology for electronic permission. **District employees are urged to use great care and discretion when using social networking and blogging venues such as MySpace, Facebook, Twitter, etc. for school use. District issued technology is subject to inspection at any time and any district computer that is on our network is monitored 24 hours / day for inappropriate use. (Social network usage as well as any internet browsing for other than school related business is not allowed during the school day.)**

Please report any concern of abuse to your principal immediately.

NOTE: Only approved district staff are to manage or work on any district computer, network, software or any other program used by the Oelwein Community School District. If there is a need for outside assistance for any of our technology or equipment, permission must be approved by the Director of Technology and/or the Superintendent of School. "NO EXCEPTIONS!"

For assistance with any software program or web based program, please contact your building media specialist. If that person is not able to assist you, they will make contact with the district Director of Technology and arrange for the help you need.

Please contact your principal if you have any questions about this policy.

Telephone / Cell Phone Use: District and personal phones and message devices are to be used appropriately at a time that does not conflict with the employees' duties. All personal calls should be made during sanctioned breaks. District telephones are only for official school business. In the case of an emergency, a message may be received or telephone call made. We trust that employees will not abuse this emergency use.

(Board Policy 606.1) INTERNET – APPROPRIATE USE and REGULATION

I. Responsibility for Internet Use

- A. The Board of Directors is legally responsible for all matters relating to the operation of the Oelwein Community School District.
- B. The authority for appropriate use of electronic Internet resources is delegated to the trained staff employed by the school district. For the purpose of this policy, Internet is defined as the following:

Internet is a collection of interconnected computer networks involving millions of computers and tens of millions of users around the world. It is a collaboration of private, public, educational, commercial, governmental and industrial sponsored networks whose operators cooperate to maintain the network infrastructure.

- C. Training in the proper use of the Internet system will be available to staff members who will then provide similar training to their students.
- D. All users are expected to practice appropriate use of the Internet. Violations of appropriate use will result in discipline.

II. Internet Access

- A. Access to the Internet should be made available to all staff and students as a source of information and a vehicle of communication. As per current federal regulation, the District utilizes filtering software and devices to regulate appropriate use of the Internet.
- B. Students will be able to access the Internet through their teachers as well as through group and individual accounts. An Internet account will give access to the world-wide web, ftp, Gopher, Telnet, and Newsgroups. Electronic mail addresses will be available to students and non-staff individuals who fit under the guidelines established by the Internet provider and involve a set-up charge.
 - 1. Making Internet access available to students carries with it the potential that some students might encounter information that may not be appropriate for students. However, on a global network, it is impossible to control all materials. Because information on the Internet appears, disappears, and changes constantly, it is not possible to predict or control what students may locate.
 - 2. It is a goal to allow teachers and students access to the rich opportunities on the Internet, while we protect the rights of students and parents who choose not to risk exposure to questionable material.

3. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines requiring efficient, ethical and legal utilization of network resources.
4. In order to reduce unnecessary system traffic, users may use real-time conference features such as talk/chat/Internet relay chat, only with the approval of the network administrator.
5. Transmission of material, information or software in violation of any district, local, state or federal law is prohibited. Correct citation of material obtained over the Internet is required.
6. Downloaded files must be checked for viruses (automatic when a disk is used in our networks) in order to avoid spreading computer viruses in our local area networks (LAN's).

III. Permission to Use the Internet

- A. The parent/guardian shall grant or deny student permission to use the Internet resources on a by-building basis. This will be done using the "Internet Access Permission Form for Students." Permission will remain in effect unless withdrawn by supervisory personnel under the terms of "Student Violations: Consequences and Notification" or by the parent/guardian at any time.
- B. Electronic mail for non-staff individuals who fit under the guidelines established by the Internet provider will involve a set-up charge in order to receive an electronic mail address and an account on the mail server.

IV. Staff/Student Use of the Internet

A. Equal Opportunity

1. Internet shall be available to all staff/students within the District through their teachers as well as through group and individual accounts. The amount of time available to staff and students may be limited by the number of available CPU's and the demand for use.
2. The Internet applications which are available to individuals having an Internet account are shared by everyone using the network. It is important that you follow the procedures given to you in your training in order to insure the smooth operation of the network for everyone on it.

B. On-Line Etiquette

1. The use of the Internet is a privilege. As a user of the Internet, staff and students may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of each of these other networks.
2. Staff/Students should adhere to on-line protocol:
 - a. Respect all copyright and license agreements.
 - b. Cite all quotes, references, and sources.
 - c. Only remain on-line long enough to get needed information.

- d. Apply the same privacy, ethical, and educational considerations utilized in other forms of communication.
- 3. Staff/Student access for electronic mail will be through individual accounts. **Remember that email is not private – never send private or confidential material. Staff/Students must adhere to the following electronic mail guidelines:**
 - a. Read and download or delete email on a regular basis.
 - b. Delete unwanted messages immediately.
 - c. Use of vulgar and/or abusive language is prohibited.
 - d. Always sign your name to messages.
 - e. Always acknowledge that you have received a document or file that someone has sent you.
 - f. Mailing lists of any type may not be subscribed to unless permission is received in advance from the system administrator.
- 4. Staff and student access to Newsgroups will be through their individual accounts.
 - a. Use of vulgar and/or abusive language is prohibited.
 - b. Always sign your name to messages.

C. Restricted Material

- 1. **Staff/Students shall not intentionally access or download any text file or picture, or engage in any form of communication that advocates or depicts violence, racism, anarchy, treason, discrimination, or pornography.**

D. Unauthorized Costs

- 1. If a staff member or student gains access to any service via the Internet which has a cost involved, the Oelwein Community School District will not be responsible for those costs. The staff member or the student's parents/guardian will be responsible for those costs.

V. Student Violations, Consequences, and Notifications

- A. Students who access and/or download inappropriate/objectionable items or send messages with vulgar/abusive language while on the Internet shall be subject to the following consequences:
 - 1. **First Offense:**
For the first violation during the school's fiscal year (July 1 through June 30), a verbal and written "Warning" notice will be issued to the student by the principal's office using the prescribed form. The student will lose Internet access for a period of three weeks. A copy of the notice will be mailed to the student's parents/guardian by the building principal's office and a copy kept on file in the building principal's office.
 - 2. **Second Offense:**
For the second violation during the school's fiscal year (July 1 through June 30), a verbal and written "Second Infraction" notice will be issued to the student by the principal's office using the prescribed form. The student will lose Internet access for a period of nine weeks. A copy of the

notice will be mailed to the student's parents/guardian by the building principal's office and a copy kept on file in the building principal's office.

3. **Third Offense:**

For the third violation during the school's fiscal year (July 1 through June 30), a verbal and written "Third Infraction" notice will be issued to the student by the principal's office using the prescribed form. The student will lose Internet access for a period of one year. A copy of the notice will be mailed to the student's parents/guardian by the building principal's office and a copy kept on file in the building principal's office.

Any student who has lost his/her Internet privileges by committing a "Third Offense" may, at the beginning of the next regular school year, petition the "Principal's Advisory Committee" to have his/her Internet privileges reinstated on a trial basis. A "trial basis" places the student on probation for one year. If during this one year time period, the student commits an additional offense his/her Internet privileges will be permanently suspended for the remainder of his/her time as a student in the Oelwein Community School District.

Legal References: Iowa Code Section 279.8 (2007)

Approved Aug. 19, 1996

Reviewed April 9, 2007

Revised April 23, 2007

ADMINISTRATIVE NOTE TO STAFF AND STUDENTS:

If at any time you would accidentally open a site that would be considered a violation of the appropriate use policy, including sites that would include *any text file or picture, or engage in any form of communication that advocates or depicts violence, racism, anarchy, treason, discrimination, or pornography, the student or staff member should report it immediately.*

Students: Report the incident to the teacher or teacher associate that is supervising the area or class.

Staff: Report the incident to your building principal and the Director of Technology.

The Oelwein School District monitors all district computers that are part of our school district network. Any violation of the appropriate use policy is recorded and will be reported to school officials.

(1/3)

ANTI-BULLYING/HARASSMENT POLICY

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

(2/3)

ANTI-BULLYING/HARASSMENT POLICY

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

(3/3)

ANTI-BULLYING/HARASSMENT POLICY

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The Building Principal or designee will be responsible for handling all complaints by students alleging bullying or harassment. **The Level 1 Investigator** or designee will be responsible for handling all complaints by employees alleging bullying or harassment.

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the board. The superintendent shall report to the board on the progress of reducing bullying and harassment in the board.

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook,
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district’s web site,
- (other)_____

and a copy shall be made to any person at the central administrative office at (307 8th Ave. SE, Oelwein, IA 50662).

Legal References: 20 U.S.C. §§ 1221-1234i (2004).
 29 U.S.C. § 794 (1994).
 42 U.S.C. §§ 2000d-2000d-7 (2004).
 42 U.S.C. §§ 12001 *et. seq.* (2004).
 Senate File 61, 1st Regular Session, 82nd General Assembly,
 (2007).
 Iowa Code §§ 216.9; 280.3 (2007).
 281 I.A.C. 12.3(6).

Cross References: 500 Student Rights and Responsibilities
 502 Student Discipline
 507 Student Records

Approved Sept. 21, 1993 Reviewed July 16, 2007 Revised Aug. 20, 2007

ANTI-BULLYING/HARASSMENT COMPLAINT FORM

Name of complainant: _____

Position of complainant: _____

Date of complaint: _____

Name of alleged harasser
or bully: _____

Date and place of incident or incidents: _____

Description of misconduct: _____

Name of witnesses (if any): _____

Evidence of harassment or bullying, i.e., letters, photos, etc. (attach evidence
if possible): _____

Any other information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: _____ / _____ / _____

ANTI-BULLYING/HARASSMENT WITNESS DISCLOSURE FORM

Name of witness: _____

Position of witness: _____

Date of testimony, interview: _____

Description of incident witnessed: _____

Any other information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: ____ / ____ / ____

ANTI-BULLYING/HARASSMENT INVESTIGATION PROCEDURES

Individuals who feel that they have been harassed should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.
- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
 - tell a teacher, counselor or principal; and
 - write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
 - what, when and where it happened;
 - who was involved;
 - exactly what was said or what the harasser did;
 - witnesses to the harassment;
 - what the student said or did, either at the time or later;
 - how the student felt; and
 - how the harasser responded.

COMPLAINT PROCEDURE

An individual who believes that the individual has been harassed or bullied will notify **The Building Principal**, or the designated investigator. The alternate investigators are **Barb Schmitz** or **Joel Hunzelman**. The investigator may request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible.

The investigator, with the approval of the principal, or the principal has the authority to initiate an investigation in the absence of a written complaint.

INVESTIGATION PROCEDURE

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions. The investigator will provide a copy of the findings of the investigation to the superintendent.

ANTI-BULLYING/ HARASSMENT INVESTIGATION PROCEDURES

RESOLUTION OF THE COMPLAINT

Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps which may include discipline.

Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

POINTS TO REMEMBER IN THE INVESTIGATION

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

CONFLICTS

If the investigator is a witness to the incident, the alternate investigator shall investigate.

TOBACCO & ALCOHOL FREE SCHOOL ENVIRONMENT

(Policy 402.7)

TOBACCO-FREE ENVIRONMENT

School district facilities and grounds, including school vehicles, are off limits for tobacco use. This requirement extends to students, employees and visitors. This policy applies at all times, including school-sponsored and nonschool-sponsored events. Persons failing to abide by this request are required to extinguish their smoking material, dispose of the tobacco product or leave the school district premises immediately. It is the responsibility of the administration to enforce this policy.

Legal Reference: Goals 2000: Educate America Act, Pub. L. No. 103-227, 108 Stat. 125 (1994).
House File 2212, Iowa General Assembly (2008)
Iowa Code §§ 142B; 279.8, .9; 297 (2007).

Cross Reference: 903.4 Public Conduct on School Premises
 905.1 Community Use of School District Buildings & Sites &
Equipment

Approved Nov. 28, 1994 Reviewed August 18, 2008 Revised September 15, 2008

SUBSTANCE-FREE WORKPLACE

(Policy 402.8)

The board expects the school district and its employees to remain substance-free. No employee shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcoholic beverage as defined by federal or state law. "Workplace" includes school district facilities, school district premises or school district vehicles. Workplace also includes non-school property if the employee is at any school sponsored, school approved or school related activity, event or function, such as field trips or athletic events where students are under the control of the school district or where the employee is engaged in school business.

If an employee is convicted of a violation of any criminal drug offense committed in the workplace, the employee shall notify the employee's supervisor of the conviction within five days of the conviction.

The superintendent will make the determination whether to require the employee to undergo substance abuse treatment or to discipline the employee. An employee who violates the terms of this policy may be subject to discipline up to and including termination. An employee who violates this policy may be required to successfully participate in a substance abuse treatment program approved by the board. If the employee fails to successfully participate in a program, the employee may be subject to discipline up to and including termination.

The superintendent shall be responsible for publication and dissemination of this policy to each employee. In addition, the superintendent shall oversee the establishment of a substance-free awareness program to educate employees about the dangers of substance abuse and notify them of available substance abuse treatment programs.

Legal Reference: 41 U.S.C. 701-707 (1994)
42 U.S.C. 12101 etc. (1994)
34 C.F.R. Pt. 85 (2002)
Iowa Code 204; 279.8 (2005)

Adopted Aug. 15, 1994

Reviewed June 19, 2006

Revised July 17, 2006

SUBSTANCE-FREE WORKPLACE REGULATION

(Policy 402.9)

A superintendent who suspects an employee has a substance abuse problem shall follow these procedures:

1. Identification - the superintendent shall document the evidence which leads the superintendent to conclude the employee has violated the Substance-Free Workplace policy. After the superintendent has determined there has been a violation of the Substance-Free Workplace policy, the superintendent shall discuss the problem with the employee.
2. Discipline - if, after the discussion with the employee, the superintendent determines there has been a violation of the Substance-Free Workplace policy, the superintendent may recommend discipline up to and including termination or may recommend the employee seek substance abuse treatment. Participation in a substance abuse treatment program is voluntary.
3. Failure to participate in referral - if the employee refuses to participate in a substance abuse treatment program or if the employee does not successfully complete a substance abuse treatment program, the employee may be subject to discipline up to and including termination.
4. Conviction - if an employee is convicted of a criminal drug offense committed in the workplace, the employee must notify the employer of the conviction within five days of the conviction.

Legal Reference:

Adopted Aug. 15, 1994

Reviewed June 19, 2006

Revised July 17, 2006

OCCUPATIONAL EXPOSURE to BLOOD BORNE PATHOGENS

(Policy 402.4)

The Oelwein Community School District adopts this policy in compliance with Federal and State Requirements of the Department of Labor, Occupational Safety & Health Administration and the recommendations of the Department of Education. This abbreviated policy establishes the following and is more specifically spelled out in the fully developed Exposure Control Plan for Blood Borne Pathogens here attached.

- A. Exposure Determination by degree shall be determined by:
 - 1. Job classifications and degree of risks shall be identified per building.
 - 2. Procedures and tasks leading to exposure shall be identified.
- B. To reduce and eliminate the risk to exposure there shall be a schedule and method of compliance:
 - 1. Universal Precautions shall be implemented
(ie: Guidelines minimizing contact when dealing with blood and secretions)
 - 2. Engineering and work practice controls
(ie: Emergency Response Team / Building)
 - 3. Personal Protective Equipment
(ie: Employees shall be provided & utilize barriers such as gloves & gauze)
 - 4. Housekeeping
(ie: Routine cleaning of certain surfaces, specific disinfectants, and cleaning up after a blood spill)
 - 5. Hepatitis B vaccinations
(ie: Those at high risk shall be encouraged to obtain)
 - 6. Communicate to employees the hazards of being exposed
(ie: Annual training)
 - 7. Records for each employee with Occupational Exposure shall be established and maintained, including records on training.
- C. Post-Evaluation and Follow-up Plan shall be utilized when an employee is exposed to another's blood (ie: Needle stick or broken skin)
- D. Copies of the Exposure Control Plan shall be in every building.
- E. Plan of Review and update shall be yearly and as warranted.

Legal Reference:

Adopted June 15, 1992

Reviewed June 19, 2006

Revised July 17, 2006

EXPOSURE CONTROL PLAN FOR BLOOD BORNE PATHOGENS

A. EXPOSURE CONTROL PLAN

The Oelwein Community School District establishes this written exposure control plan to eliminate or minimize district occupational exposure to blood borne pathogens such as Hepatitis B virus (HBV), which causes Hepatitis B, a serious liver disease; Human Immunodeficiency Virus (HIV), which causes Acquired Immunodeficiency Syndrome (AIDS) and other blood borne pathogens. Employees face a significant health risk as the result of occupational exposure to blood and other potentially infectious materials (ie: vomit, secretions, wastes) because they contain pathogens (micro-organisms causing disease).

By using a combination of engineering and work practice controls, personal protective clothing and equipment, training, medical surveillance, Hepatitis B vaccination, signs and labels, and other provisions, exposure to these pathogens can be minimized or eliminated.

This exposure control plan is also set forth to meet the requirements of the Department of Labor, Occupational Safety and Health Administration, 29 Code of Federal Regulations (CFR), Part 1910.1030. This district exposure control plan includes; exposure determination, schedule and method of compliance, provision for plan copies to be accessible and available upon request, and the review and updating of the plan.

B. EXPOSURE DETERMINATION

This school district has identified the following classifications of employees who in the performance of their duties may have;

- 1) reasonably anticipated skin, eye, mucous membrane, or parenteral (broken skin) contact with blood or other potentially infectious materials such blood, semen, vaginal secretions, internal body fluids, and body fluids visibly contaminated with blood,
- 2) reasonable anticipated contact with all body fluids in situations where it is difficult or impossible to differentiate between body fluids,

This exposure determination shall be made without regard to the use of personal protective equipment (specialized clothing/equipment like gloves and gowns designed to protect against infection hazards). The list of employees and tasks/procedures in this exposure plan are listed on the enclosed list of:

- 1) Job Classifications and Degree of Risk (See EPC)
- 2) Procedures/Tasks Leading to Potential Exposure.

2. PROCEDURES/TASKS LEADING TO POTENTIAL EXPOSURE

A. Accidents leading to the following and/or assisting with the care of the following:

- 1) broken skin (ie: abrasions, cuts, scrapes, puncture wounds)
- 2) oral problems with teeth, gums, cheek, tongue, etc.
- 3) skin irritations/dryness causing breaks or cracks in skin
- 4) assisting with bloody secretions, ie: nasal, oral
- 5) head injury causing leakage of fluid from ears, nose, wounds
- 6) chemical, electrical, or thermal burns
- 7) open sores such as cold sores, chicken pox
- 8) nosebleeds
- 9) disrupted wounds such as a scab torn off

- 10) assault
- 11) vomit, urine, stool, sweat with blood in it
- 12) infectious drainage such as from the sinuses, mouth, ears, etc.
- 13) hemorrhage such as rectal, vaginal, urethral
- 14) assisting with CPR

B. Procedures setting one up for potential exposure

- 1) preparing food (ie: slicing and dicing)
- 2) working with machinery, plumbing, wiring (ie: maintenance, VoAg, art, and Industrial Tech)
- 3) working with sharp objects (glass, knives, needles in art and FCS)
- 4) cleaning body surfaces (ie; changing diapers)
- 5) removing embedded objects (ie: slivers)
- 6) cleaning surfaces contaminated with blood, human wastes, secretions (ie: janitors)
- 7) working with braces, loose teeth (ie: elementary ed staff)
- 8) invasion procedures such as removing slivers, trimming nails

C. SCHEDULE AND METHOD OF COMPLIANCE

- 1) Universal precautions shall be observed to prevent contact with blood or other potentially infectious materials. (See accompanying Universal Precautions guidelines) Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials.
- 2) Engineering and work practice controls
 - a) Engineering and work practice controls shall be used to eliminate or minimize employee exposure.
 - 1. Emergency Response Team, (ERT), designated and trained to respond to potential exposure to gross blood.
 - 2. Exposure Control Kit, (ECK), to be used in cleaning up bloody spills.
 - 3. Machinery guards and shields in place.
 - 4. Equipment quality control and equipment checks for optimum working order.
 - 5. All wastebaskets lined with plastic liners.
 - 6. Special container for sharps such as hypodermic and diabetic needles.

Where occupational exposure remains after institution of these controls, personal protective equipment (ie: gloves, goggles) shall also be used.

- b) Employers shall provide hand washing facilities. If not feasible, the employer shall provide either an appropriate antiseptic hand cleaner in conjunction with clean cloth/paper towels or antiseptic towelettes. Hands shall be washed with soap and running water as soon as feasible.
- c) When provision of hand washing facilities is not feasible, the employer shall provide either an appropriate antiseptic hand cleanser in conjunction with clean cloth/paper towels or antiseptic towelettes. Hands shall be washed with soap and running water as soon as feasible.

- d) All employees must wash their hands immediately or as soon as feasible after removal of gloves or other personal protective equipment.
- e) Employees must wash hands and any other skin with soap and water, or flush mucous membranes with water immediately or as soon as feasible following contact with blood or other potentially infectious materials or body areas.
- f) Contaminated needles and other contaminated sharps shall not be bent, recapped, or removed from syringe. Immediately or as soon as possible after use, contaminated reusable sharps shall be placed in puncture resistant closable, labeled and color coded, and leak proof containers until properly reprocessed. That container must be maintained in an upright position, replaced routinely, and not be overfilled.
- g) Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is reasonable likelihood of occupational exposure. No food or drink shall be kept in refrigerators, freezers, shelves, cabinets, or on countertops where blood or other potentially infectious materials are present.
- h) All procedures involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splashing, spraying, spattering and generation of these substances.
- i) Specimens of blood or other potentially infectious materials shall be placed in a container which prevents leakage during collection, handling, processing, storage, transport, or shipping.
- j) Equipment which may become contaminated with blood or other potentially infectious materials shall be examined and decontaminated as necessary.

3. Personal protective equipment

- a) When there is occupational exposure, the school will provide, at no cost to the employee, appropriate personal protective equipment such as, but not limited, gloves, gowns, lab coats, face shields, eye protection, and pocket masks.
- b) Employees must use appropriate personal protective equipment when exposed to blood or bodily secretions.
- c) The school will provide the appropriate personal protective equipment in the appropriate sizes, readily accessible at the worksite or issued to employees.
- d) The school shall clean, launder, and dispose of personal protective equipment at no cost to the employee.
- e) The school shall repair or replace personal protective equipment as needed to maintain its effectiveness, at no cost to the employee.
- f) If a garment(s) is penetrated by blood or other potentially infectious material, the garment(s) shall be removed immediately or as soon as feasible.
- g) When personal protective equipment shall be removed prior to leaving the work area.

- h) All personal protective equipment shall be removed prior to leaving the work area.
 - i) Gloves shall be worn when it can be reasonably anticipated that the employee may have hand contact with blood, other potentially infectious materials, mucous membranes, and non-intact skin and when handling or touching contaminated items or surfaces.
 - j) Utility gloves may be decontaminated for reuse if the integrity of the glove is not compromised.
4. Housekeeping
- a) The school shall ensure that the worksite is maintained in a clean and sanitary condition. An appropriate written schedule for cleaning and method of decontamination based upon the;
 - 1. location within the facility,
 - 2. type of surface to be cleaned,
 - 3. type of soil present
 - 4. tasks or procedures being performed in the area must be determined and implemented.
 - b) All equipment and environmental and working surfaces shall be cleaned and decontaminated with an appropriate disinfectant after contact with blood and other potentially infectious materials.
 - c) Contaminated laundry shall be handled as little as possible, and shall be transported in bags labeled forewarning the need for Universal Precautions in handling.

HEPATITIS B VACCINATION AND POST-EXPOSURE EVALUATION AND FOLLOW-UP

A. General

- 1) The school will make available (at no cost to the employee) the Hepatitis B vaccine and vaccination series to all employees who have occupational exposure, and post-exposure evaluation and follow-up to all employees who have had an exposure incident.
- 2) The school will ensure that all medical evaluations and procedures including the hepatitis B vaccine and vaccination series and post-exposure evaluation and follow-up, including prophylaxis, are made available at no cost to the employee; made available to the employee at a reasonable time and place; performed by and under the supervision of a licensed physician or another licensed healthcare professional; and provided according to recommendations of the U.S. Public Health Service current at the time these evaluations and procedures take place.
- 3) The school will ensure that all lab tests are conducted by an accredited lab at no cost to the employee.

B. Hepatitis B Vaccination

- 1) Hepatitis B vaccination shall be made available after the employee has received the required training and within 10 working days of initial assignment to all employees who have occupational exposure unless the employee has previously received the

complete hepatitis B vaccination series, antibody testing has revealed that the employee is immune, or the vaccination is contraindicated for medical reasons.

- 2) The school will not make participation in a prescreening program a prerequisite for receiving hepatitis B vaccination.
- 3) If the employee initially declines hepatitis B vaccination but at a later date decides to accept the vaccination, the school shall make available hepatitis B vaccination at that time, at no cost to the employee.
- 4) Employees who decline to accept hepatitis B vaccinations offered by the school, must sign a statement declining the vaccinations. (See enclosed sheet)
- 5) If a routine booster dose(s) of hepatitis B vaccine is recommended by the U.S. Public Health Service at a future date, such booster dose(s) shall be available at no cost to the employee.

C. Post-Exposure Evaluation and Follow-Up

Following a report of an exposure incident, the school shall make immediately available to the exposed employee a confidential medical evaluation and follow-up including:

- 1) documentation of the route of exposure and circumstances causing it,
- 2) identification and documentation of the source individual,
- 3) the source individual's blood shall be tested for HBV and HIV infectivity unless already known to be positive.
- 4) Results of the source individual's testing shall be made available to the exposed employee,
- 5) The exposed employee's blood shall be collected and tested,
- 6) Counseling and further evaluation if indicated.

D. Information Provided to the Healthcare Professional

- 1) The healthcare professional responsible for the employee's hepatitis B vaccination will be provided a copy of the Federal Blood Borne Pathogen Rules/Regulations by the school.
- 2) The healthcare professional evaluating an employee after an exposure incident will be provided the same Rules/Regulations.

E. Healthcare Professional's Written Opinion

The school will obtain and provide the employee with a copy of the healthcare professional's written opinion within 15 days of the completion of the evaluation.

COMMUNICATION OF HAZARDS TO EMPLOYEES

A. Labels and signs

Warning labels shall be affixed to containers of regulated waste containing blood or other potentially infectious material with the following legend or red containers/bags may be substituted for such labels.

B. Information and training

- 1) All employees with occupational exposure must participate in a training program which must be provided at no cost to the employee and during working hours.
- 2) Training shall be provided as follows: at the time of initial assignment to tasks where occupational exposure may take place, within 90 days of the standard (3-6-92), and at least annually thereafter.
- 3) Additional training will be provided if there are any changes or new procedures.
- 4) Materials must be content and vocabulary appropriate.

RECORD KEEPING

A. Medical records for each employee with occupational exposure must be established and maintained including:

- 1) the employee's name and social security number;
- 2) the employee's hepatitis B vaccination status;
- 3) results of all the employee's examinations, medical testing, and follow-up procedures;
- 4) the healthcare professional's written opinion.

The employee's medical records are confidential and are to be kept on file for the duration of employment plus 30 years.

B. Training records shall include the following information:

- 1) dates of training;
- 2) contents of training;
- 3) names/qualifications of person conducting training;
- 4) names/titles of those attending.

These records are to be maintained for 3 years.

C. COPIES OF THIS EXPOSURE CONTROL PLAN will be provided to all district employees and is available for examination and copying by other persons upon request.

D. PLAN REVIEW AND UPDATE shall be reviewed and updated annually and whenever necessary to reflect new or modified tasks and procedures which effect occupational exposure and to reflect new or revised employee positions with occupational exposure.

UNIVERSAL PRECAUTIONS

Blood and certain body fluids of all persons are considered potentially infectious for human immunodeficiency virus (HIV), Hepatitis B Virus (HBV), and other blood borne pathogens. "Universal Blood and Body Fluid Precautions" should be consistently used regardless of any persons blood borne infection status. These precautions are intended to prevent parenteral, mucous membrane, and non-intact skin exposures of workers to blood borne pathogens.

Universal Precautions APPLY to blood and other body fluids containing visible blood. These precautions also apply to semen and vaginal secretions although these have not been implicated in occupational exposures.

Universal Precautions DO NOT APPLY to feces, nasal secretions, sputum, sweat, tears, urine, or vomitus unless they contain visible blood.

I. Use of Protective Barriers

- A. Gloves should be worn for touching blood or body fluids containing visible blood, mucous membranes or non-intact skin and for handling items or surfaces soiled with blood or body fluids that contain visible blood. Gloves should be changed after each individual contact.

Note: Rubber gloves are recommended for cleaning any body fluid spill (ie: vomitus, urine, or feces) because these body fluids commonly transmit other infections (Hepatitis A, salmonella).

- B. Masks and protective eyewear prevent exposure of the mucous membranes of the eye, nose or mouth. They should be worn if the procedure or care given is likely to produce droplets of blood fluids contaminated with blood.
- C. Hands, skin surfaces and clothing should be washed thoroughly and as soon as possible if they become contaminated with blood or body fluids containing visible blood.
- D. Precautions should be taken to prevent injuries caused by needles or other sharp instruments or devices.
- When cleaning instruments
 - During disposal of needles. Needles should not be recapped, bent, or broken by hand or removed from disposable syringes.
 - Needles and sharp should be immediately placed in puncture resistant containers which are located as close as practical to use area.

II. Minor Scrapes and Cuts

When possible, students should be encouraged to take care of their own minor injuries. They can wash the cuts and apply bandages. Employees who help clean minor cuts and scrapes should remember that getting blood on their own unbroken skin is not at risk. HIV cannot penetrate unbroken skin. Hands should be washed afterwards.

III. Large Blood Spills (as from serious nosebleeds or cuts)

Employees should provide a barrier between their skin and the blood of others. This can be done with rubber gloves. Teachers or coaches can also encourage students to apply pressure with their own hand over a bloody nose or wound, and the teacher can press down on the student's hand. A thick layer of paper towels or cloth can also provide a barrier.

IV. Cleaning and Decontaminating Spills of Blood

All spills of fluids containing visible blood should be promptly cleaned up using an EPA-approved germicide or a 1:100 solution of household bleach in the following manner while wearing gloves.

- A) Visible blood should be first removed with disposable towels or other appropriate means that will ensure against direct contact with blood.
- B) If splashing is anticipated, protective eyewear should be worn along with an impervious gown or apron which provides an effective barrier to splashes.

- C) The area should then be decontaminated with an appropriate germicide.
- D) Hands should be washed following removal of gloves.
- E) Soiled cleaning equipment should be cleaned and decontaminated or placed in an appropriate container and disposed according to school policy.
- F) Non-reusable contaminated items should be placed in a plastic bag and disposed as conventional garbage.
- G) Plastic bags should be available for removal of contaminated items from the site of the spill.

V. Disposing of Soiled Linen

Blood contaminated linen should be handled as little as possible. The linen should be placed and transported in bags that prevent leakage. Normal laundry cycles should be used according to the washer and detergent manufacturers' recommendations. Hot or warm water is necessary for decontamination purposes.

INFORMATION ABOUT HEPATITIS B VACCINE

The Disease

Hepatitis B is a viral infection caused by Hepatitis B virus (HBV) which causes death in 1-2% of patients. Most people with Hepatitis B recover completely, but approximately 5-10% become chronic carriers of the virus. Most of these people have no symptoms, but can continue to transmit the disease to others. Some may develop chronic active hepatitis and cirrhosis. HBV may be a causative factor in the development of liver cancer. Immunization against the Hepatitis B virus can prevent acute hepatitis and its complications.

The Vaccine

Hepatitis B vaccine is produced from yeast cells. It has been extensively tested for safety and effectiveness in large scale clinical trials.

Approximately 90% of healthy people who receive two doses of vaccine and a third dose as a booster, achieve high levels of surface antibody (anti-HBs) and protection against Hepatitis B virus. Hepatitis B vaccine is recommended for workers with potential for contact with blood or body fluids. Full immunization requires 3 doses of vaccine over a six month period, although some persons may not develop immunity even after 3 doses.

There is no evidence that the vaccine has ever caused Hepatitis B. However, persons who have been infected with HBV prior to receiving the vaccine may go to develop clinical hepatitis in spite of immunization.

Dosage and Administration

The Hepatitis B vaccine is given in three intra-muscular doses in the deltoid muscle. Two initial doses are given one month apart and the third dose is given six months after the first.

Possible Vaccine Side Effects

The incidence of side effects is very low. No serious side effects have been reported with the vaccine. Ten to 20 percent of persons experience tenderness and redness at the site of injection and low grade fever. Rarely rash, nausea, joint pain, and mild fatigue have been reported. The possibility exists that other side effects may be identified with more extensive use.

1/10/92 (IOSHHBV)

Footwear Policy

General: Because slips and falls in the workplace are a leading cause of injuries, this policy is established to provide information and practices to minimize the risk of accidents.

All employees are expected and required to comply with this policy.

Purpose: To establish a policy for defining what footwear is appropriate to be worn by employees while performing their work.

Policies and Procedures:

1. Employees should wear safe and appropriate footwear for work activities and site conditions.
2. Employees assigned to work in routinely wet/slippery areas (e.g., kitchens) should wear slip-resistant rubber-soled (not leather) footwear. Points to consider:
 - ✓ The sole should have a raised tread pattern on heel and sole with a leading edge in many directions. In other words, a crosshatch, or similar, design.
 - ✓ The tread pattern should extend over whole sole and heel area.
 - ✓ The sole should have a flat, flexible bottom construction.
 - ✓ A square heel breast (acts as leading edge) is recommended as opposed to a rounded edge.
 - ✓ While it is recommended that the footwear have steel toes and fully cover the ankle (3/4 work shoes) this is not a district requirement.
 - The school will reimburse any school district custodian, maintenance worker or food service worker for the purchase of a high quality work shoe with a steel toe up to \$50 if the shoe meets ANSI approval. Replacement of these shoes will also be awarded \$50 if the old shoes are found to be defective and are turned into the Central Office for replacement. (Original receipts for these purchases will be required for any reimbursement. NO EXCEPTIONS. Cancelled checks or credit card receipts are not accepted as receipts for this purchase.)
3. Maintenance and other employees exposed to foot injury hazards (such as but not limited to falling or rolling objects, objects piercing the sole, chemicals, electrical hazards, and/or slips) shall wear appropriate foot protection and are NOT

permitted to wear open toe or sandal type shoes, or shoes constructed of light material such as vinyl, cloth, or canvas. Appropriate footwear should be constructed of heavy, cut-resistant material with soles designed to protect against puncture, slipping, and exposure to chemical or electrical hazards. ANSI approved steel-toed footwear is preferred (should be labeled as Complies with ASTM F 2412-05 and F 2413-05). See "Selection Chart for Foot and Leg Protection" on page 11 for guidance in selecting appropriate safety footwear.

4. Protective shoe guards may be used where an employee is only occasionally exposed to foot hazards on the job. Protective guards consist of either shoe-caps or metatarsal guards. Protective guards can provide protection from foot injury, but should not be used to replace steel-toed safety footwear.
5. Chemical protective safety shoes and boots may be required to prevent or minimize chemical penetration when working with corrosives, caustics, cutting oils, or petroleum products.
6. Any employee working on the stripping of school district floors will be required to wear stripping boots over their work shoe. These will be provided by the district.
7. It is the supervisor's responsibility to determine the suitability of footwear for the task being performed.
8. Management recognizes that it has no control over what shoes customers or visitors wear to their facilities. Therefore, flooring selections and maintenance protocols should be conservatively geared to address shoe selections that present the greatest hazards, such as high-heel shoes and shoes with slick soles that present a low coefficient of friction. In addition, adequate lighting should be maintained in all working/walking areas.

Appropriate Footwear: Examples of appropriate footwear include shoes with:

- ✓ Closed toes and heels or heel supports (sling backs)
- ✓ Low heels that provide good ankle support and stability (heels 3" or less in height and heel base width 1" minimum)
- ✓ Non-skid soles
- ✓ Winter footwear should be considered during winter weather conditions.



Inappropriate Footwear: Examples of inappropriate footwear include:

- ✓ Flip flops/beach shoes
- ✓ Open-toed/open-backed shoes

- ✓ Slides/mules (backless shoes)
- ✓ Sandals
- ✓ Footwear with heels greater than 3"
- ✓ Shoes with spiked heels
- ✓ Platform shoes (soles greater than 1")
- ✓ Molded/plastic "gummy" shoes or "Crocs"

Gym Floors: Appropriate athletic footwear is required when using gymnasium floors.

- ✓ Street shoes are prohibited
- ✓ No running shoes or shoes with sharp protrusions
- ✓ No "turf" shoes
- ✓ No shoes having black waffle bottoms
- ✓ No shoes suspected of marking the floor

Selection Chart for Foot and Leg Protection

The following chart provides general guidance for the proper selection of foot and leg protection for hazards associated with the listed hazard "source" operations.

Source	Typical Occupations Requiring Protection	Protection
IMPACT - Heavy tools, equipment, or objects that might roll or fall onto the feet of an employee.	Construction, demolition, or renovation operations; plumbing; building maintenance; trenching; utility work; grass cutting; materials handling.	Safety shoes or boots. Toe guards may be used over regular footwear only if an employee is infrequently exposed to this type of foot hazard.
PUNCTURE - Work where wire, tacks, staples, metal, or nails could be stepped on by employees causing a foot injury.	Construction, demolition, and renovation operations; building maintenance.	Safety shoes or boots with puncture protection.
COMPRESSION - Handling of unusually heavy objects or using heavy tools or equipment that present a compression hazard to the top of the foot.	Heavy materials handling, such as work activities involving skid trucks around heavy pipes; work using a jackhammer; pavement breaking.	Metatarsal footwear. Metatarsal guards may be used over regular footwear only if an employee is infrequently exposed to this type of foot hazard. Shin guards may be required for some operations where the lower leg is exposed to a rolling impact hazard.

<p>HEAT- Exposure to molten metal or other super-heated fluids.</p>	<p>Furnace operations; pouring, casting, hot dipping; welding, cutting and brazing.</p>	<p>Foundry or heat resistant shoes or boots as appropriate. Leggings should be used as appropriate to protect the lower legs from molten metal or welding sparks.</p>
<p>CHEMICALS - Splash hazard or direct contact/work with chemicals.</p>	<p>Acid and chemical handling, degreasing, plating. Chemical spill response.</p>	<p>Consult the manufacturer's literature for a chemical resistant boot appropriate for the chemical hazard. Footwear may need to incorporate a safety toe if an impact hazard is also present.</p>
<p>CONDUCTIVE - Work near or in explosive or hazardous atmospheres.</p>	<p>Explosives manufacturing, grain milling, spray painting or similar work with highly flammable materials.</p>	<p>Conductive footwear.</p>
<p>ELECTRICAL - Work with or near exposed energized electrical wiring or components.</p>	<p>Building maintenance; utility work; construction; wiring; work on or near communications, computer or similar equipment; and arc or resistance welding.</p>	<p>Electrical hazard safety-toe footwear.</p>

SLIP AND FALL PREVENTION NOTES

Employee's name _____ Date _____

Employer _____ Trainer _____

Slips and falls can be caused by any of these:

- Slippery and cluttered floors and stairs
- Uneven walking surfaces
- Loose or bumpy carpets and floor mats
- Defective ladders and foot stool
- Poor visibility
- Improper shoes

You must observe the following safety rules to prevent slips and trips:

- Report any tripping or slipping hazards to your supervisor immediately.
- Keep floors and stairs clean, dry and non-slippery.
- Use warning signs to indicate wet floors and other walking hazards.
- Observe warning signs and barricades placed to segregate wet/slippery areas.
- Keep floors and stairs clear of debris and obstructions.
- Report any lighting inadequacies and replace any burned out bulbs and fluorescent tubes as soon as possible.
- Make sure mats and carpeting are free of holes and bumps that may cause tripping.
- Make sure stepladders are in good repair and have non-skid feet.
- Never stand on the top step of a stepladder.
- Do not use defective ladders.
- Do not use chairs, boxes or tables as substitutes for ladders.
- Do not leave oven, dishwasher or cupboards doors open. These may present a tripping hazard for you or your co-workers.
- Follow footwear policy.
- **When in doubt, always ask your supervisor.**

JOB DESCRIPTIONS FOR DISTRICT EMPLOYEES:

Title: **High School and Middle School Teacher**

Qualifications:

- Appropriate License for State of Iowa
- Demonstrates aptitude or competence for assigned responsibilities
- Background &/or training in leadership skills appropriate position
- Such alternatives to the above qualifications as the Board or Administration may find appropriate and acceptable

Reports to: Oelwein Community Schools Building Principal

Job Goal: To participate as a member of the instructional staff to direct learning activities in the attainment of subject, school and system objectives.

Performance Responsibilities:

1. Demonstrate ability to enhance academic performance and support for implementation of the school district's student achievement goals
2. Demonstrate competence in content knowledge appropriate to the teaching position
3. Demonstrate competence in planning and preparing for instruction
4. Use strategies to deliver instruction that meets the multiple learning needs of students
5. Use a variety of methods to monitor student learning
6. Demonstrate competence in classroom management
7. Engage in professional growth
8. Fulfill professional responsibilities established by the school district
9. Attend staffing meetings as assigned by Building Principal
10. Work with Curriculum and Development at building level in all areas assigned
11. Maintain a positive working relationship with staff and community partners
12. Maintain an adequate understanding of technologies utilized in classroom and related areas
13. Perform all other duties and assume all other responsibilities as may be assigned by the High School and Middle School Principal

Terms of Employment: Standard teaching contract of 191 days. Exempt position.

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

Title: Elementary School Teacher

Qualifications:

- Appropriate License for State of Iowa
- Demonstrates aptitude or competence for assigned responsibilities
- Background &/or training in leadership skills appropriate position
- Such alternatives to the above qualifications as the Board or Administration may find appropriate and acceptable

Reports to: Oelwein Community Schools Building Principal

Job Goal: To participate as a member of the instructional staff to direct learning activities in the attainment of subject, school and system objectives.

Performance Responsibilities:

1. Demonstrate ability to enhance academic performance and support for implementation of the school district's student achievement goals
2. Demonstrate competence in content knowledge appropriate to the teaching position
3. Demonstrate competence in planning and preparing for instruction
4. Use strategies to deliver instruction that meets the multiple learning needs of students
5. Use a variety of methods to monitor student learning
6. Demonstrate competence in classroom management
7. Engage in professional growth
8. Fulfill professional responsibilities established by the school district
9. Attend staffing meetings as assigned by Building Principal
10. Work with Curriculum and Development at building level in all areas assigned
11. Maintain a positive working relationship with staff and community partners
12. Supervise student activities including but not limited to recess, lunch, passing in halls, as assigned by Building Principal
13. Maintain an adequate understanding of technologies utilized in classroom and related areas
14. Perform all other duties and assume all other responsibilities as may be assigned by the Elementary School Principal

Terms of Employment: Standard teaching contract of 191 days. Exempt position.

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

Title: District Vocational Ag Teacher / FFA Advisory

Qualifications:

- Appropriate License for State of Iowa
- Demonstrates aptitude or competence for assigned responsibilities
- Background &/or training in leadership skills appropriate position
- Such alternatives to the above qualifications as the Board or Administration may find appropriate and acceptable

Reports to: Oelwein Community Schools High School Principal

Job Goal: To participate as a member of the instructional staff to direct learning activities in the attainment of subject, school and system objectives.

Performance Responsibilities:

1. Vocational Agriculture Instructor at HS and MS as assigned by High School Principal
2. Demonstrate ability to enhance academic performance and support for implementation of the school district's student achievement goals
3. Demonstrate competence in content knowledge appropriate to the teaching position
4. Demonstrate competence in planning and preparing for instruction
5. Use strategies to deliver instruction that meets the multiple learning needs of students
6. Use a variety of methods to monitor student learning
7. Demonstrate competence in classroom management
8. Engage in professional growth
9. Fulfill professional responsibilities established by the school district
10. Responsible for student discipline in classroom, during all FFA activities and, as assigned by High School Principal
11. Supervise and serve as district advisory for all FFA activities during the entire calendar year
 - These duties include but are not limited to the following:
 - Responsible for FFA Test Plot
 - Responsible for all FFA activities
 - Responsible for all Oelwein student county and state fair activities
 - Responsible to maintain good financial records and make regular accounting to the High School Principal of the same
 - Develop travel schedules and work cooperatively with the District Director of Transportation to provide appropriate transportation for ALL FFA activities in a timely manner
 - All other duties as assigned by the High School Principal
12. Attend staffing meetings as assigned by High School Principal.
13. Work with Curriculum and Development at building level in all areas related to Vocational Ag
14. Maintain a positive working relationship with staff and community partners
15. Maintain an adequate understanding of technologies utilized in classroom and Ag related
16. Perform all other duties and assume all other responsibilities as may be assigned by the High School Principal

Terms of Employment: Standard teaching contract of 191 days with an extended contract of 60 days.
Exempt position

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

Title: District At-Risk Teacher

Qualifications:

- Appropriate License for State of Iowa
- Demonstrates aptitude or competence for assigned responsibilities
- Background &/or training in leadership skills appropriate position
- Such alternatives to the above qualifications as the Board or Administration may find appropriate and acceptable

Reports to: Oelwein Community Schools Building Principal

Job Goal: To help students overcome problems that impede learning and to assist them in making educational, occupational, and life plans that hold promise for their personal fulfillment as mature and responsible men and women. To participate as a member of the instructional staff to direct learning activities in the attainment of subject, school and system objectives as they relate to district goals.

Performance Responsibilities:

1. Demonstrate ability to enhance academic performance and support for implementation of the school district's student achievement goals
2. Demonstrate competence in content knowledge appropriate to the teaching position
3. Demonstrate competence in planning and preparing for instruction
4. Use strategies to deliver instruction that meets the multiple learning needs of students
5. Use a variety of methods to monitor student learning
6. Demonstrate competence in classroom management
7. Engage in professional growth
8. Fulfill professional responsibilities established by the school district
9. Attend staffing meetings as assigned by Building Principal
10. Work with Curriculum and Development at building level in all areas assigned
11. Uses a variety of techniques to help students and families find solutions to their personal-social problems related to home and family relations, peer relations, and emotional adjustment regardless of gender, culture or ethnic background
12. Works with all students suspected to be at-risk, and suggests more professional help when appropriate
13. Works directly with the Guidance Departments in providing appropriate services for students
14. Maintain a positive working relationship with staff and community partners
15. Maintain an adequate understanding of technologies utilized in classroom and related areas
16. Perform all other duties and assume all other responsibilities as may be assigned by the Building Principal

Terms of Employment: Standard teaching contract of 191 days. Exempt position

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

Title: High School Counselor

Qualifications:

- Appropriate License for State of Iowa
- Demonstrates aptitude or competence for assigned responsibilities
- Background &/or training in leadership skills appropriate position
- Such alternatives to the above qualifications as the Board or Administration may find appropriate and acceptable

Reports to: Oelwein Community High School Building Principal

Job Goal: To help and counsel students to overcome problems that impede learning and to assist them in making educational, occupational, and life plans that hold promise for their personal fulfillment as mature and responsible men and women. To participate as a member of the instructional staff to direct learning activities in the attainment of subject, school and system objectives as they relate to district goals.

Performance Responsibilities:

1. Demonstrate ability to enhance academic performance and support for implementation of the school district's student achievement goals
2. Demonstrate competence in content knowledge appropriate to the teaching position
3. Demonstrate competence in planning and preparing for instruction
4. Use strategies to deliver instruction that meets the multiple learning needs of students
5. Use a variety of methods to monitor student learning
6. Demonstrate competence in classroom management
7. Engage in professional growth
8. Fulfill professional responsibilities established by the school district
9. Attend staffing meetings as assigned by Building Principal
10. Work with Curriculum and Development at building level in all areas assigned
11. Uses a variety of techniques to help students and families find solutions to their personal-social problems related to home and family relations, peer relations, and emotional adjustment regardless of gender, culture or ethnic background
12. Works with all students and suggests more professional help when appropriate
13. Assists in scheduling students in appropriate classes
14. Assists students in seeking and applying for post secondary financial assistance as well as applications to post secondary institutions
15. Works directly with the Guidance Departments in providing appropriate services for students
16. Maintain a positive working relationship with staff and community partners
17. Maintain an adequate understanding of technologies utilized in classroom and related areas
18. Perform all other duties and assume all other responsibilities as may be assigned by the Building Principal

Terms of Employment: Standard teaching contract of 191 days with an extended contract of 11 days. Exempt position

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

Title: Middle School Counselor

Qualifications:

- Appropriate License for State of Iowa
- Demonstrates aptitude or competence for assigned responsibilities
- Background &/or training in leadership skills appropriate position
- Such alternatives to the above qualifications as the Board or Administration may find appropriate and acceptable

Reports to: Oelwein Community Middle School Building Principal

Job Goal: To help and counsel students to overcome problems that impede learning and to assist them in making educational, occupational, and life plans that hold promise for their personal fulfillment as mature and responsible men and women. To participate as a member of the instructional staff to direct learning activities in the attainment of subject, school and system objectives as they relate to district goals.

Performance Responsibilities:

1. Demonstrate ability to enhance academic performance and support for implementation of the school district's student achievement goals
2. Demonstrate competence in content knowledge appropriate to the teaching position
3. Demonstrate competence in planning and preparing for instruction
4. Use strategies to deliver instruction that meets the multiple learning needs of students
5. Use a variety of methods to monitor student learning
6. Demonstrate competence in classroom management
7. Engage in professional growth
8. Fulfill professional responsibilities established by the school district
9. Attend staffing meetings as assigned by Building Principal
10. Work with Curriculum and Development at building level in all areas assigned
11. Uses a variety of techniques to help students and families find solutions to their personal-social problems related to home and family relations, peer relations, and emotional adjustment regardless of gender, culture or ethnic background
12. Works with all students and suggests more professional help when appropriate
13. Assists in scheduling students in appropriate classes
14. Works directly with the Guidance Departments in providing appropriate services for students
15. Maintain a positive working relationship with staff and community partners
16. Maintain an adequate understanding of technologies utilized in classroom and related areas
17. Perform all other duties and assume all other responsibilities as may be assigned by the Building Principal

Terms of Employment: Standard teaching contract of 191 days with an extended contract of 3 days.
Exempt position

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

Title: Librarian / Media Specialist

Qualifications:

- Appropriate License for State of Iowa
- Demonstrates aptitude or competence for assigned responsibilities
- Background &/or training in leadership skills appropriate position
- Such alternatives to the above qualifications as the Board or Administration may find appropriate and acceptable

Reports to: Oelwein Community Schools Building Principal

Job Goal: The School Media Specialist operates and supervises the Media Center and, with the Principal, Media Resource Specialist and Instructional Support Resource Specialist, develops a program which provides students and teachers with an enriched variety and range of materials that will invite intellectual growth. The School Media Specialist is a teacher and aides all students in acquiring the skills needed to take full advantage of the Media Center resources. The School Media Specialist will plan with all teachers to develop use of the library collection and computer resources to support classroom activities.

Performance Responsibilities:

1. Demonstrate ability to enhance academic performance and support for implementation of the school district's student achievement goals
2. Demonstrate competence in content knowledge appropriate to the teaching position
3. Demonstrate competence in planning and preparing for instruction
4. Use strategies to deliver instruction that meets the multiple learning needs of students
5. Use a variety of methods to monitor student learning
6. Demonstrate competence in classroom management
7. Engage in professional growth
8. Fulfill professional responsibilities established by the school district
9. Attend staffing meetings as assigned by Building Principal.
10. Perform all other duties and assume all other responsibilities as may be assigned by the Building Principal
11. Effectively utilizes district technologies appropriate to the position and assumes responsibility for attending district training needed to successfully perform designated responsibilities as directed by supervisor.
12. Implements the objectives of the District, of the Media Program, and of the curriculum in all areas.
13. Plans with teachers to coordinate the integration of study skills, classroom units, curriculum, and available resources.
14. Teaches study skills and information retrieval skills and communicates student progress to parents and classroom teachers.
15. Creates units of study to support classroom endeavors and to effectively utilize the media center.
16. Communicates to children, through special activities, the myriad of resources available in the media center.
17. Enhances the skill of reading through a strong collection and activities designed to encourage reading.
18. Helps students to develop good study habits, to acquire independence in learning, and to gain techniques of inquiry and critical evaluation.

Librarian / Media Specialist (cont'd)

LIBRARY-RELATED RESPONSIBILITIES:

1. Maintains a flexible schedule to allow the greatest availability of the media center to students.
2. Conducts collection assessment and development and sets up criteria, reads, evaluates, selects, and requisitions new materials, both print and non-print, to enhance the media center collection.
3. Works with parents and community to promote the use of all Media Center facilities
4. Organizes materials for efficient and accessible use, and manages the clerical duties pertaining to the Media Center
5. Communicates the services available to teachers and staff
6. Evaluates the Media Center Program with the Principal, Media Resource Specialist, and the Instructional Support Resource Specialist and makes changes as new innovations in the curriculum take place

TECHNOLOGY RESPONSIBILITIES:

1. Maintains accurate AV equipment inventory
2. Requests repair of AV and library equipment
3. Trains staff and students in use of AV and computer equipment
4. Responsible for operation, maintenance, and training of school-wide video delivery system
5. Accepts other responsibilities appropriate to the Media Center as assigned by the principal

Terms of Employment: Standard teaching contract of 191 days. Exempt position.

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

Title: School Nurse

Qualifications:

- Appropriate License for State of Iowa
- Demonstrates aptitude or competence for assigned responsibilities
- Background &/or training in leadership skills appropriate position
- Such alternatives to the above qualifications as the Board or Administration may find appropriate and acceptable

Reports to: Oelwein Community School Building Principal and District Director of Medical Services

Job Goal: The School Nurse is employed to give leadership and guidance in the development and maintenance of a total School Health Program. The School Nurse functions as the manager of health care services within the School Health Program. The School Nurse is the deliverer of health services; an advocate for the rights of children; counselor for health concerns of children, families, and staff; and educator for school/community health concerns. Provides health services as needed for preschool students; provides parent training/classes on health and nutrition; may visit homes to provide individualized health care.

Performance Responsibilities:

- Effectively utilizes district technologies appropriate to the position and assumes responsibility for attending district training needed to successfully perform designated responsibilities as directed by supervisor
- Maintains regular attendance
- Complies with State Law and District policies and regulations
- **Health Appraisal** - Assesses and evaluates the health and developmental status of the student in order to make a nursing diagnosis and establish priority for action
- **Health Counseling** - Assists pupils and their families to achieve a greater degree of self-sufficiency in handling their health problems
- **Special Education Programs** - Assists when needed in the planning of educational services appropriate for the student and serves as a member of the Placement Committee for special education programs
- **Communicable Disease Program** - Responsible for implementing the prevention and control of communicable diseases in the school, for the protection of all pupils and school personnel, in compliance with the rules and regulations established by the local and Iowa State Health Department
- **Environmental Health and Accident Prevention** - Assists with plans to promote an environment conducive to health and safety
- **Health Education** - Serves as a health consultant and resource person in health instruction curriculum by providing current scientific information from related fields
- **School-Community Health Program** - Serves as a liaison among the parents, school, and community health matters
- **Care of the Sick and Injured** - Assumes the responsibility in caring for the sick and injured in the school in accordance with school policy and the accepted standards of practices for Nurses
- **Inservices** - Responsible for providing on-site inservice and updating of skills to the Nurse Assistant assigned to the schools
- **Performs such related duties** - as determined necessary by the Superintendent

Terms of Employment: Standard teaching contract of 191 days. Exempt position.

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

Title: **Business Manager / Board Secretary**

Qualifications:

1. Bookkeeping and accounting background and/or vocational training / 4 year college (CPA) preferred.
2. Demonstrates aptitude or competence for assigned responsibilities.
3. Such alternatives to the above qualifications as the Board or Administration may find appropriate and acceptable.

Reports to: Superintendent of Oelwein Community School District & Oelwein Board of Education

Job Goal: To assist in the district's business affairs so as to provide the best possible educational services with the financial resources available.

Performance Responsibilities:

1. Maintain a complete and systematic set of records of all financial transactions of the district
2. Establish and supervise a program of accounting adequate to record in detail all income and expenditures
3. Supervise all accounting operations and manage a budget control system for the district.
4. Act as payroll officer for the district
5. Supervise the collection, safekeeping, and distribution of all funds
6. Work with the Superintendent in budget development and long-range financial planning including the preparation of the Aid & Levy Worksheet and publishing the Annual Budget
7. Assist in the management of the district's insurance programs
8. Act as advisor to the Superintendent on all questions relating to the business and financial affairs of the district
9. Arrange for the internal/external auditing of school accounts
10. Help interpret the district financial matters to the Superintendent and the Board of Education through the Superintendent
11. Reconcile cancelled payroll and accounts payable checks with bank statements and verify bank balance
12. Prepare withholding, IPERS, FICA, insurance payments, and maintain tax records.
13. Prepare employment contracts for all employees
14. Assist in the coordinating of bus route information and distribution to students and parents
15. Complete end of the year reports for all Title, Phase, CAR, Special Ed. Supplement, and special education programs, as well as other end of the year reports as assigned by the Superintendent
16. Supply salary negotiations cost information for the Superintendent and Board of Education
17. Maintain an accounting system of Superintendent's office fund, building activities accounts, phase monies, grant funds, and all flex programs
18. Prepare the local vendor bills each month and prepare such for school board action
19. Work with local and county officials in providing materials for school elections
20. Prepare and deliver all required publications
21. Serve as Health Insurance Portability and Accountability Act, HIPAA Officer for the district.
22. Maintain and update Board Secretary Web Page
23. Monitor compliance of human resource issues
24. Prepare management discussion and analysis for annual audit
25. Coordinate the taking of an annual inventory & recording of fixed assets depreciation schedule
26. Prepare all specifications and issue bid calls when authorized
27. Coordinate the establishment and operation of an efficient system of ordering all school district supplies and equipment

Business Manager / Board Secretary (cont'd)

28. Supervise and assume final responsibility for Food Services and Transportation records and the reports required by the State Department of Education
29. Negotiate with suppliers concerning adjustments in price, late delivery, substitutions of specified articles, and reporting of damaged articles as received in delivery
30. Coordinate the district rental of school buildings and grounds
31. Attend all board meetings and prepare and publish minutes
32. Supervise all financing requirements of the school corporation including the sale of bonds and anticipatory warrants and the investment of idle funds
33. Maintain membership and active participation in various civic and professional associations and committees
34. Prepare all Special Education Tuition forms and bill other districts sending students to our district
35. Maintain an adequate understanding of technologies utilized in operation of school business matters
36. Perform all other duties and assume other responsibilities as may be assigned by the Superintendent
37. Serve as immediate supervisor for the District Accounting Clerk (including input on annual evaluation of this individual)
38. Serve as immediate supervisor for the Secretary in all financial recording matters

Terms of Employment: Twelve month contract each year, terms of which to be established by the Board of Education. Exempt position.

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

Title: Superintendent

Qualifications:

- Appropriate Administrative License for State of Iowa
- Evaluator Approval License for State of Iowa.
- Demonstrates aptitude or competence for assigned responsibilities
- Background &/or training in leadership skills appropriate to HS building level
- Such alternatives to the above qualifications as the Board or Administration may find appropriate and acceptable

Reports to: Board of Education

Job Goal: To provide the leadership and accountability of the school district, staff and facilities. To lead the Oelwein Community School in all areas of educational advancement for the good of the students we serve.

Performance Responsibilities:

1. Promote the success of all students facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.
2. Promote the success of all students by advocating, nurturing and sustaining a school culture and instructional program conducive to student learning and staff professional development.
3. Promote the success of all students by ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment.
4. Promote the success of all students by collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources.
5. Promote the success of all students by acting with integrity, fairness, and in an ethical manner.
6. Promote the success of all students by understanding, responding to, and influencing the larger political, social, economic, legal, and cultural context.

In addition the Superintendent of Schools shall:

- a) Be in all respects the chief executive officer of the Board except as otherwise provided by law. He / She shall have the power to make rules not in conflict with law or with the policies of the Board, and decide all matters of administrative and supervisory detail in connection with the operation and maintenance of the Schools.
- b) Be directly responsible to the Board; he / she shall be expected to initiate and direct the development of policies for the approval of the Board, and to delegate such responsibility to associates and subordinates as he / she may deem desirable.
- c) Attend all meetings of the Board except those concerned with his / her own contract status and be granted the privilege of taking part in the deliberations, but shall not vote.
- d) In order to assist the Board in reaching sound judgments, establishing policies and approving those matters which the law requires the Board to approve, be responsible for placing before the Board necessary and helpful facts, comparisons, investigations, information and reports and for making available at the proper time the personal advice on special or technical matters of those persons who, in his / her opinion or that of the Board or the President, are particularly qualified to furnish it.
- e) Have the power to recommend the appointment, assignment, transfer, promotion, demotion, discharge, and/or suspension of all employees of the Board as provided by law and the policies of the Board, with such recommendations reported to the Board for final approval and confirmation.

Superintendent (cont'd)

- f) Direct the professional supervisory staff in its visitations of the schools under his/her charge. Through his/her staff he/she shall direct, assign, and assist teachers and all other educational employees in the performance of their duties, classify, assign, and control the promotion of pupils; and perform such other duties as the Board determines.
- g) Direct the work of his / her professional staff in the evaluation of curriculum and textbooks, and upon the basis of such study shall make recommendations for consideration and judgment.
- h) Supervise the establishment or modification of the boundaries of school attendance and transportation areas subject to approval of the Board.
- i) Direct the preparation of an annual budget showing the estimated receipts and disbursements necessary to cover the total needs of the district for the ensuing fiscal year and submit this estimate to the Board in accordance with the requirements of the law.
- j) Approve and direct, in accordance with law and rules of the Board, purchases and expenditures, within the limits of the detailed budget approved by the Board.
- k) Supply information concerning the salary programs and make recommendations regarding same to the Board. After their adoption by the Board, he / she shall assign salaries to personnel on the basis of said programs.
- l) Exercise leadership in directing necessary studies of sites and buildings, taking into consideration the population trend and the educational and cultural needs of the district to assure timely decisions by the Board and electorate regarding construction and renovation projects.
- m) Represent the district as its chief executive officer in all dealings with other school systems, social institutions, business firms, agencies of government, and the general public.
- n) Keep the public informed about modern educational practices, educational trends, and the practices and problems of the school district.

Terms of Employment: Twelve month contract each year, (terms of which to be established by the Board of Education). Exempt position.

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

Title: High School Principal

Qualifications:

- Appropriate Administrative License for State of Iowa
- Evaluator Approval License for State of Iowa.
- Demonstrates aptitude or competence for assigned responsibilities
- Background &/or training in leadership skills appropriate to HS building level
- Such alternatives to the above qualifications as the Board or Administration may find appropriate and acceptable

Reports to: Superintendent of Oelwein Community Schools

Job Goal: To provide the leadership and accountability of the High School building, staff and facilities. To lead the Oelwein Community School High School Building in all areas of educational advancement for the good of the students we serve.

Performance Responsibilities:

1. Promote the success of all students facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.
2. Promote the success of all students by advocating, nurturing and sustaining a school culture and instructional program conducive to student learning and staff professional development.
3. Promote the success of all students by ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment.
4. Promote the success of all students by collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources.
5. Promote the success of all students by acting with integrity, fairness, and in an ethical manner.
6. Promote the success of all students by understanding, responding to, and influencing the larger political, social, economic, legal, and cultural context.
7. Responsible for supervision and evaluation of teaching and support staff.
8. Responsible for student discipline.
9. Attend staffing meetings for students with an IEP or assign replacement.
10. Attend STEP meetings when appropriate.
11. Work with Curriculum and Development at building level in all areas.
12. Supervise the building as needed and assign other to do the same.
13. Responsible for supervision and coordination of ALL district activities or assign others as replacement.
14. Responsible to evaluate all teachers and support staff assigned to your building. (Not to include food service)
15. Responsible for keeping accurate maintenance, inventory and financial records for building.
16. Responsible for presenting and following an annual budget for your building.
17. Responsible for the accurate communication of events with coaches, students, staff, parents, media and community.
18. Responsible to supervise all duties of assistant principal / activities director.
19. Act as District Leader in schedule management and conflict management of ALL building issues.
20. Serve as liaison with the NICC for all shared classes and programs.
21. Develop and maintain a positive working relationship with staff and community partners.
22. Maintain regular and positive communication with Wellness Center and LHLC officials.
23. Be responsible for building support staff at high school.
24. Maintain an adequate understanding of technologies utilized in classroom and staff development matters as well as those used in relationship to district activities.
25. Keep Central Office and all district buildings, media, students and parents informed of accurate schedules and any high school issues.
26. Serve as administrative of Health Services Department.
27. Perform all other duties and assume all other responsibilities as may be assigned by the Superintendent.

Terms of Employment: Eleven month contract each year, (terms of which to be established by the Board of Education). Exempt position.

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

Title: High School Assistant Principal / Activities Director

Qualifications:

- Appropriate Administrative License for State of Iowa
- Evaluator Approval License for State of Iowa.
- Demonstrates aptitude or competence for assigned responsibilities
- Background &/or training in leadership skills appropriate to HS building level
- Background &/or training as Activities Director for ALL District Activities
- Such alternatives to the above qualifications as the Board or Administration may find appropriate and acceptable

Reports to: Superintendent of Oelwein Community Schools and High School Principal

Job Goal: To assist in the leadership and accountability of the High School building, staff and facilities. To lead the Oelwein Community School District in all areas of extra-curricular and co-curricular activities.

Performance Responsibilities:

1. Responsible for supervision and evaluation of teaching and support staff as assigned by high school principal.
2. Responsible for student discipline as assigned by high school principal.
3. Attend staffing meetings for students with an IEP, as assigned by high school principal.
4. Attend STEP meetings when appropriate.
5. Work with Curriculum and Development at building level in all areas with supervision in the areas of Math and Physical Education.
6. Supervise the building as assigned by high school principal.
7. Responsible for supervision and coordination of ALL district activities including but not limited to:
 - Attendance and supervision at home and away events
 - Responsible for scheduling of ALL district activities
 - Responsible for all district facilities used for activities, including Gymnasiums, Fields, Practice Areas, etc.
 - Responsible for supervision at ALL Oelwein Community Schools hosted activities
 - Responsible for assigning workers and supervision appropriate for ALL Oelwein Community Schools activities. (In cooperation with all departments, including speech, drama, music, athletics, etc.)
8. Responsible to evaluate, immediately following each activity, the entire coaching staff of ALL activities.
9. Responsible for keeping accurate maintenance, inventory and financial records for ALL activities.
10. Responsible for presenting and following an annual budget for ALL activities.
11. Responsible for the accurate communication of events with coaches, students, staff, parents, media and community.
12. Responsible to set ALL practice schedules, in cooperation with staff, for ALL activities.
 - Must keep up-to-date with community events that might conflict with district schedules
 - Must be an active participant in setting the district schedule
 - Must be an active participant in setting all practice and use schedules in the Wellness Center
13. Serve as first level of involvement in all Code of Conduct issues.
 - Responsible for enforcement of the code as per board policy
14. Work with the District Booster Clubs.
15. Act as District Leader in schedule management and conflict management of ALL activities.
16. Serve as the official contact between OCSD and the IHSAA, IGHSAA, IHSSAA, and other state level organizations sponsoring school activities.
17. Serve as liaison with the NEIC as member of conference as well as all related duties.
18. Responsible for maintaining appropriate supervision for ALL school activities, including but not limited to:
 - Practice for all activities
 - Weight room
 - Activities in the Wellness Center

High School Assistant Principal / Activities Director (cont'd)

19. Responsible for the appropriate upkeep and care of all district athletic and activity facilities, including but not limited to:
 - Football field
 - Practice fields
 - Baseball fields
 - Softball fields
 - Parking, etc. for ALL events
 - Gymnasiums
 - Weight Rooms
 - MS Pool (In cooperation with MS Principal and Pool Tech.)
20. Develop travel schedules and work cooperatively with the District Director of Transportation to provide appropriate transportation for ALL activities in a timely manner.
21. Provide accurate financial requests to the business office for required payment for officials, judges, and events, etc. in a timely manner.
22. Develop and maintain a positive working relationship with staff and community partners.
23. Maintain regular and positive communication with Wellness Center officials.
24. Be responsible for building support staff at high school as assigned by high school principal.
25. Maintain an adequate understanding of technologies utilized in classroom and staff development matters as well as those used in relationship to district activities.
26. Work cooperatively with conference and other area schools in developing a mutually acceptable schedule and coordination of events for school activities.
27. Assume all responsibilities of building principal in the absence of the high school principal.
28. Keep Central Office and all district buildings, media, students and parents informed of accurate schedules and any schedule changes in the district.
29. Perform all other duties and assume all other responsibilities as may be assigned by the Superintendent and/or high school principal.

Terms of Employment: Eleven month contract each year, (terms of which to be established by the Board of Education). Exempt position.

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

Title: Middle School Principal

Qualifications:

- Appropriate Administrative License for State of Iowa
- Evaluator Approval License for State of Iowa.
- Demonstrates aptitude or competence for assigned responsibilities
- Background &/or training in leadership skills appropriate to MS building level
- Such alternatives to the above qualifications as the Board or Administration may find appropriate and acceptable

Reports to: Superintendent of Oelwein Community Schools

Job Goal: To provide the leadership and accountability of the Middle School building, staff and facilities. To lead the Oelwein Community Middle School Building in all areas of educational advancement for the good of the students we serve.

Performance Responsibilities:

1. Promote the success of all students facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.
2. Promote the success of all students by advocating, nurturing and sustaining a school culture and instructional program conducive to student learning and staff professional development.
3. Promote the success of all students by ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment.
4. Promote the success of all students by collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources.
5. Promote the success of all students by acting with integrity, fairness, and in an ethical manner.
6. Promote the success of all students by understanding, responding to, and influencing the larger political, social, economic, legal, and cultural context.
7. Responsible for supervision and evaluation of teaching and support staff.
8. Responsible for student discipline.
9. Attend staffing meetings for students with an IEP or assign replacement.
10. Work with Curriculum and Development at building level in all areas.
11. Supervise the building as needed and assign other to do the same.
12. Responsible for supervision and coordination of ALL Middle School activities or assign others as replacement.
13. Responsible to evaluate all teachers and support staff assigned to your building. (Not to include food service)
14. Responsible for keeping accurate maintenance, inventory and financial records for building.
15. Responsible for presenting and following an annual budget for your building.
16. Responsible for the accurate communication of events with coaches, students, staff, parents, media and community.
17. Act as District Leader in schedule management and conflict management of ALL Middle School building issues.
18. Develop and maintain a positive working relationship with staff and community partners.
19. Responsible for assigning those to supervise and maintain pool.
20. Be responsible for building support staff at middle school.
21. Maintain an adequate understanding of technologies utilized in classroom and staff development matters as well as those used in relationship to district activities.
22. Keep Central Office and all district buildings, media, students and parents informed of accurate schedules and any high school issues.
23. Serve as District Equity Director.
24. Serve as Director of Special Education for the District.
25. Perform all other duties and assume all other responsibilities as may be assigned by the Superintendent.

Terms of Employment: Eleven month contract each year, (terms of which to be established by the Board of Education). Exempt position.

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

Title: Elementary Principal

Qualifications:

- Elementary Administrative License for State of Iowa
- Evaluator Approval License for State of Iowa.
- Demonstrates aptitude or competence for assigned responsibilities
- Such alternatives to the above qualifications as the Board or Administration may find appropriate and acceptable

Reports to: Superintendent of Oelwein Community Schools

Job Goal: To provide the leadership and accountability of the Elementary building staff and facilities. To lead the assigned Oelwein Community Elementary School buildings in all areas of educational advancement for the good of the students we serve.

Performance Responsibilities:

1. Promote the success of all students facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.
2. Promote the success of all students by advocating, nurturing and sustaining a school culture and instructional program conducive to student learning and staff professional development.
3. Promote the success of all students by ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment.
4. Promote the success of all students by collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources.
5. Promote the success of all students by acting with integrity, fairness, and in an ethical manner.
6. Promote the success of all students by understanding, responding to, and influencing the larger political, social, economic, legal, and cultural context.
7. Maintain a complete and systematic set of records for the CSIP of the district.
8. Supervise a program of curriculum development in line with district goals in the CSIP
9. Manage and supervise all Title and Grant funding and manage a budget control system for the district.
 - Title One is managed by 2 – 5 Elementary Principal
10. Serve as Elementary Principal / Educational Leader for assigned buildings.
11. Develop and supervise building staff development that ties directly to district goals and the CSIP.
12. Develop and maintain a positive working relationship with all partners
13. Be responsible for building support staff
14. Evaluate all support staff each year.
15. Evaluate Certified Staff as part of the district evaluation process.
16. Participate as a member of the Little Husky Day Care Board of Directors if assigned to LHLC building.
17. Participate as an active member of the District Cabinet (Administrative Team).
18. Maintain an adequate understanding of technologies utilized in classroom and staff development matters.
19. Perform all other duties and assume other responsibilities as may be assigned by the Superintendent.

Terms of Employment: Ten and one-half months contract each year, (terms of which to be established by the Board of Education). Exempt position.

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

Title: Director of Equity

Qualifications:

- Administrative License for State of Iowa
- Demonstrates aptitude or competence for assigned responsibilities
- Background &/or training in School Improvement Process in Iowa
- Such alternatives to the above qualifications as the Board or Administration may find appropriate and acceptable

Reports to: Superintendent of Oelwein Community Schools

Job Goal: To assure that Oelwein Community Schools operates in an equitable manner in all educational and business affairs.

Performance Responsibilities:

1. Responsible to monitor district equity issues.
2. Establish and meet annually with a district equity committee
 - a. Evaluate equity issues in the district
 - b. Recommend policy in the area of equity
 - c. Review all new textbook series purchases
3. Serve the district as initial investigator on all equity investigations.
4. Perform all other duties and assume other responsibilities as may be assigned by the Superintendent.

Title: Director of Special Education

Qualifications:

- Administrative License for State of Iowa
- Demonstrates aptitude or competence for assigned responsibilities
- Background &/or training in School Improvement Process in Iowa
- Such alternatives to the above qualifications as the Board or Administration may find appropriate and acceptable

Reports to: Superintendent of Oelwein Community Schools

Job Goal: To assure that Oelwein Community Schools operates in a legal and appropriate manner in all educational and business affairs dealing with Special Education.

Performance Responsibilities:

1. Monitor and make recommendations to Superintendent and Cabinet all district practices dealing with Special Education.
2. Responsible to make recommendations on policy issues related to Special Education.
3. Responsible to ensure appropriate record keeping by all district staff in relations to Special Education issues.
4. Coordinate administrative efforts in special education accountability and reform.
5. Perform all other duties and assume other responsibilities as may be assigned by the Superintendent

Title: Director of District Health Services

Qualifications:

- Administrative License for State of Iowa
- Demonstrates aptitude or competence for assigned responsibilities
- Background &/or training in School Improvement Process in Iowa
- Such alternatives to the above qualifications as the Board or Administration may find appropriate and acceptable

Reports to: Superintendent of Oelwein Community Schools

Job Goal: To assure that Oelwein Community Schools operates in a legal and appropriate manner in all health services areas.

Performance Responsibilities:

1. Monitor and make recommendations to Superintendent and Cabinet all district practices dealing with Health Services
2. Responsible to make recommendations on policy issues related to Health Services
3. Responsible to ensure appropriate record keeping by all district staff in relations to Health Services and Medicare / Title 19 issues
4. Coordinate administrative efforts in Health Services accountability and reform
5. Ensure that all health services staff are evaluated by building principals
6. Perform all other duties and assume other responsibilities as may be assigned by the Superintendent

Title: Director of Title 1 and K-12 Reading

Qualifications:

- Administrative License for State of Iowa
- Demonstrates aptitude or competence for assigned responsibilities
- Background &/or training in School Improvement Process in Iowa
- Such alternatives to the above qualifications as the Board or Administration may find appropriate and acceptable

Reports to: Superintendent of Oelwein Community Schools

Job Goal: To assure that Oelwein Community Schools operates in a legal and appropriate manner in all reading and Title 1 matters.

Performance Responsibilities:

1. Monitor and make recommendations to Superintendent and Cabinet
2. Responsible to make recommendations on policy issues related to Reading Services
3. Responsible to ensure appropriate record keeping by all district staff in relations to Reading and CSIP issues related to the same
4. Coordinate administrative efforts in Reading Services accountability and reform
5. Ensure that all Title 1 and Reading services staff are evaluated by building principals
6. Assist District Business Manager in managing the Title 1 budget
7. Perform all other duties and assume other responsibilities as may be assigned by the Superintendent

Title: School Improvement Director

Qualifications:

- Administrative License for State of Iowa or Iowa Teaching License with experience in School Improvement
- Demonstrates aptitude or competence for assigned responsibilities
- Background &/or training in School Improvement Process in Iowa
- Such alternatives to the above qualifications as the Board or Administration may find appropriate and acceptable

Reports to: Superintendent of Oelwein Community Schools as a Central Office Staff Member

Job Goal: To lead the Oelwein Community School District in school improvement issues

Performance Responsibilities:

1. Maintain a complete and systematic set of records for the CSIP of the district
2. Supervise a program of curriculum development in-line with district goals in the CSIP
3. Manage and supervise all Grant funding and manage a budget control system for the district in cooperation with District Business Manager
4. Title I is managed by 2-5 Elementary Principal
5. Supervise the grant funding and expenditures as they are tied to CSIP / along with Business Manager
6. Work with the Superintendent as chair of District School Improvement Advisory Committee
7. Serve as District Information / Communication Specialist, responsible for regular educational editorials, pamphlets, community relations and communication with the public on all school issues.
8. Act as District Leader in annual data review with district staff
9. Prepare APR each year
10. Prepare and report on AYP each year
11. Assist the Superintendent in reporting progress on APR and AYP
12. Act as advisor to the Superintendent on all questions relating to curriculum and CSIP
13. Develop and supervise district staff development that ties directly to district goals and the CSIP
14. Develop and maintain a positive working relationship with all partners
15. Responsible for management and supervision of the District Curriculum Program
16. Perform all other duties and assume other responsibilities as may be assigned by the Superintendent

Terms of Employment: Eleven month contract each year, (terms of which will be established by the Board of Education). Exempt position.

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

Title: District Director of Maintenance & Grounds

Qualifications:

1. High school diploma.
2. Five years' experience as a school custodian, or the equivalent in maintenance service in other institutions and/or firms.
3. Demonstrated knowledge and expertise in the basic techniques of electrical repair and maintenance, carpentry, and building, grounds and boiler maintenance.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports to: Superintendent of Schools

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

Performance Responsibilities:

1. Examines all school buildings and grounds on a regular basis for needed repairs and maintenance.
2. Maintains such personnel and other records as are required.
3. Evaluate each year all Maintenance and Grounds staff
4. Responsible for all Asbestos in the district, training, removal, records, etc.
5. Responsible for appropriate handling and posting of all chemicals in the district.
6. Responsible for the care and upkeep of Southside School Storage
7. Responsible for general maintenance and cleaning supplies.
 - a. Order for buildings and district
 - b. Provide equipment and supplies for custodial help
 - c. Provide training on use of supplies and equipment
8. Monitor the changing of district filters and the regular maintenance of all equipment
9. Monitor the maintenance and cleaning of all roof drains and gutters.
10. Monitor the monthly checking of all playground equipment and grounds.
11. Responsible to direct all building and maintenance work being done by staff.
12. Responsible to direct and monitor all summer work projects.
13. Regulates heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to insure economical usage of fuel, water, and electricity.
14. Shovels, plows, and/or sands walks, driveways, parking areas, and steps, as appropriate.
15. Reports immediately to the Superintendent any damage to school property.
16. Remains on the school premises during school hours and during non-school hours when the use of the building has been authorized and his/her attendance is required by the Superintendent.
17. Conducts an on-going program of general maintenance, upkeep, and repair.
18. Moves furniture or equipment within buildings as required for various activities and as directed by the principal or Superintendent.
19. Compiles with local laws and procedures for the storage and disposal of trash, rubbish, and waste of all kinds.
20. Cleans and maintains all boilers and other equipment.
21. Participates in necessary painting and general repairs to plumbing, electrical, carpentry, and general mechanical areas.

District Director of Maintenance & Grounds (cont.)

22. Responsible for mowing and trimming of trees and shrubs.
23. Responsible for maintenance of pool as directed by Superintendent.
24. Replaces broken windows.
25. Participates in the general cleaning and maintenance of the school building and grounds as assigned by the Superintendent.
26. Assumes responsibility for the general fire safety of the building.
27. Sets schedule for coverage of all outside activities during the school year.
28. Perform all other duties and assume all other responsibilities as may be assigned by the Superintendent.

Terms of Employment: Salary to be established by the Board. Exempt position.

Evaluation: The Superintendent will evaluate performance of this job annually

Title: Maintenance & Grounds Staff

Qualifications:

1. High school diploma.
2. Five years' experience as a school custodian, or the equivalent in maintenance service in other institutions and/or firms.
3. Demonstrated knowledge and expertise in the basic techniques of electrical repair and maintenance, carpentry, and building, grounds and boiler maintenance.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports to: Director of Maintenance and Grounds and Superintendent of Schools

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

Performance Responsibilities:

1. Examines all school buildings and grounds on a regular basis for needed repairs and maintenance as directed by director of M&G.
2. Maintains such personnel and other records as are required.
3. Regulates heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to insure economical usage of fuel, water, and electricity.
4. Shovels, plows, and/or sands walks, driveways, parking areas, and steps, as appropriate.
5. Reports immediately to the Director of M&G, principal and head custodian any damage to school property.
6. Remains on the school premises during school hours and during non-school hours when the use of the building has been authorized and his/her attendance is required by the principal or Superintendent.
7. Conducts an on-going program of general maintenance, upkeep, and repair.
8. Moves furniture or equipment within buildings as required for various activities and as directed by the principal or head custodian.
9. Compiles with local laws and procedures for the storage and disposal of trash, rubbish, and waste of all kinds.
10. Cleans and maintains all boilers and other equipment as directed by Director of M&G.
11. Participates in necessary painting and general repairs to plumbing, electrical, carpentry, and general mechanical areas.
12. Responsible for mowing and trimming of trees and shrubs.
13. Responsible for maintenance of pool as directed by Superintendent.
14. Replaces broken windows.
15. Participates in the general cleaning and maintenance of the school building and grounds as assigned by the Superintendent.
16. Assumes responsibility for the general fire safety of the building.
17. Assists in coverage of all outside activities as part of the maintenance team during the school year.
18. Perform all other duties and assume all other responsibilities as may be assigned by the Superintendent and Director of M&G.

Terms of Employment: Salary to be established by the Board. Non-exempt position.

Evaluation: The Director of M&G will evaluate performance of this job annually

Title: Custodian

Qualifications:

1. High School diploma or equivalent.
2. Ability to read basic operating instructions and write reports.
3. Demonstrated aptitude for successful completion of the tasks assigned.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
5. Able to lift up to 50 pounds

Reports to: Building Principal

Job Goal: To provide students and staff with a safe, attractive, comfortable, clean, and efficient place in which to teach, learn, play and develop.

Performance Responsibilities:

1. Keeps building and premises, including sidewalks, driveways, and play areas neat and clean at all times.
2. Regulates heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to insure economical usage of fuel, water, and electricity.
3. Shovels, plows, and/or sands walks, driveways, parking areas, and steps, as appropriate.
4. Checks daily to insure that all exit doors are open as assigned, and all panic bolts are working properly during the hours of building occupancy.
5. Raises the United States and Iowa flags at or before 8:00 a.m. on each school day, and lowers them at or after 3:30 p.m. as assigned by building principal.
6. Performs such yard keeping chores as grass cutting, tree trimming, and the like as necessary, to maintain the school grounds in a safe and attractive condition.
7. Performs a weekly inspection and repair as needed for all playground equipment and facilities.
8. Keeps all floors in a clean and attractive condition and in a good state of preservation.
9. Makes such minor building repairs, as he/she is capable of, reporting those beyond capability to building principal and head of maintenance.
10. Maintains on a regular schedule all motors and other mechanical equipment requiring scheduled servicing including changing all filters in heating / cooling or geothermal units as recommended by Maintenance Dept.
11. Reports immediately to the principal any damage to school property.
12. Remains on the school premises during school hours, and during non-school hours when the use of the building has been authorized and his/her attendance is required by the principal.
13. Assumes responsibility for the 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 turned off.
14. Conducts an on-going program of general maintenance, upkeep and repair.
15. Moves furniture or equipment within buildings as required for various activities and as directed by the principal or head custodian.
16. Complies with local laws and procedures for the storage and disposal of trash, rubbish and waste of all kinds.
17. Cleans and maintains all boilers and other equipment.

Custodian (cont'd)

18. Supervises and participates in necessary painting and general repairs to plumbing, electrical, carpentry, and general mechanical areas.
19. Replaces broken windows.
20. Supervises and participates in the general cleaning and maintenance of the school building and grounds.
21. Assumes responsibility for the general fire safety of the building.
22. Perform all other duties and assume all other responsibilities as may be assigned by the building Principal and/or Superintendent.

Terms of Employment: Wages to be established by the Board. Non-exempt position.

Evaluation: The Building Principal will evaluate performance of this job annually.

Title: Wellness Center Custodian

Qualifications:

1. High School diploma or equivalent.
2. Ability to read basic operating instructions and write reports.
3. Demonstrated aptitude for successful completion of the tasks assigned.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
5. Able to lift up to 50 pounds

Reports to: Building Principal

Job Goal: To provide students and staff with a safe, attractive, comfortable, clean, and efficient place in which to teach, learn, play and develop.

Performance Responsibilities:

1. Keeps building and premises, including sidewalks, driveways, and play areas neat and clean at all times.
2. Regulates heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to insure economical usage of fuel, water, and electricity.
3. Shovels, plows, and/or sands walks, driveways, parking areas, and steps, as appropriate.
4. Checks daily to insure that all exit doors are open as assigned, and all panic bolts are working properly during the hours of building occupancy.
5. Performs a weekly inspection and repair as needed for all equipment and facilities.
6. Keeps all floors in a clean and attractive condition and in a good state of preservation.
7. Makes such minor building repairs, as he/she is capable of, reporting those beyond capability to building principal and head of maintenance.
8. Maintains on a regular schedule all motors and other mechanical equipment requiring scheduled servicing including changing all filters in heating / cooling or geothermal units as recommended by Maintenance Dept.
9. Reports immediately to the principal and Director of Wellness Center any damage to school property.
10. Remains on the school premises during school hours, and during non-school hours when the use of the building has been authorized and his/her attendance is required by the principal or Director of Wellness Center.
11. Conducts an on-going program of general maintenance, upkeep and repair.
12. Moves furniture or equipment within buildings as required for various activities and as directed by the principal or Director of Wellness Center.
13. Complies with local laws and procedures for the storage and disposal of trash, rubbish and waste of all kinds.
14. Supervises and participates in necessary painting and general repairs to plumbing, electrical, carpentry, and general mechanical areas.
15. Replaces broken windows.
16. Supervises and participates in the general cleaning and maintenance of the school building and grounds.
17. Assumes responsibility for the general fire safety of the building.
18. Perform all other duties and assume all other responsibilities as may be assigned by the building Principal and/or Superintendent.

Custodian (cont'd)

Other detailed work duties to include but not be limited to:

- Clean restrooms, dust mop hallways, clean windows, vacuum rugs, take out garbage, clean locker rooms, clean free weight room across from Therapy Room. (Every Night)
- Prepare gym for the scrubber, dust mop gym and purple floor, vacuum rugs and track, dust mop racquetball court, wipe glass doors clean. (Every Night)
- Run Scrubber in gym. (Every Night)
- Clean Scrubber and check doors for security

Tuesday and Thursdays:

- Clean Cardio Room. Clean and mop pads, wipe down equipment
- Clean Weight Room. Clean and mop pads, wipe down equipment

Fridays:

- Run scrubber on all floors
- Work with 4th shift personnel:
 - Wax floors
 - Shovel snow
 - Clean outside windows
 - Sweep outside
 - Pick up trash
 - Change light bulbs
 - Rake and sweep leaves
 - Repair fitness equipment and other minor maintenance
 - Wipe out and disinfect drinking fountains in hallways
 - Mop, disinfect sinks and toilets, fill needed paper goods, clean mirrors, etc.
- Other duties as assigned.

Within this 8 hour time period, employees are entitled to two – fifteen minute breaks and a 20 minute paid supper break. (You are required to remain on site).

Terms of Employment: Wages to be established by the Board. Non-exempt position.

Evaluation: The Building Principal will evaluate performance of this job annually.

Title: District Director of Transportation

Qualifications:

1. High school diploma.
2. Recommended four years' experience in transportation, including two years in a supervisory capacity, preferably in a school district.
3. Demonstrated knowledge and expertise in auto and bus maintenance and repair.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
5. Holds a valid bus drivers license.

Reports to: Superintendent of Schools

Supervises: All transportation personnel

Job Goal: To enable each student, through safe and efficient transportation, to take full advantage of the complete range of curricular and extracurricular activities offered by the district's schools.

Performance Responsibilities:

1. Develops and administers a transportation program to meet all the requirements of the daily instructional program and extracurricular activities.
2. Prepares bus routes for all public and nonpublic schools using transportation in the district.
3. Prepares the updated bus schedules for all public and nonpublic schools in the district.
4. Assists in the filing of fuel tax refund each year.
5. Recruits, trains and supervises all transportation personnel, and makes recommendations on their employment, transfer, promotion and release.
6. Evaluates all transportation personnel under his/her direction.
7. Maintains all district-owned transportation equipment and develops plans for preventive maintenance.
8. Together with the Superintendent of Schools, prepares and administers the transportation budget.
9. Okays transportation time cards.
10. Authorizes purchases in accordance with budgetary limitations and district rules.
11. Maintains safety standards in conformance with state and insurance regulations and develops a program of preventive safety.
12. Cooperates with school principals, activities director and others responsible for planning special school trips.
13. Takes an active role in solving discipline problems occurring on school buses.
14. Develops recommendations for future equipment and personnel needs based on a survey of resident students, distances and grade levels.
15. Acts as liaison with parents for complaints and special requests.
16. Conforms to all state laws and regulations regarding school transportation.
17. Completes and dispatches insurance reports.
18. Submits all reports required by the district and state authorities.
19. Advises Superintendent on road hazards for decision on school closing during inclement weather.

District Director of Transportation (cont'd)

- 20. Attends appropriate committee and staff meetings.
- 21. Informs drivers when they need to go for a drug or alcohol test or both.
- 22. Perform all other duties and assume other responsibilities as may be assigned by the Superintendent

Terms of Employment: Salary to be established by the Board. Exempt Position.

Evaluation: Superintendent of Schools will evaluate performance of this job annually

Information:

This position will be a 12 month position, from July 1st through June 30th.

Holidays and vacation as per board policy

Christmas vacation as per teacher calendar

August - End of School } 8 hour days

June and July as needed to complete job related duties

Summer or Weekend Driving @ \$15.20 / hour

Insurance as Central Office Staff

Title: Assistant District Director of Transportation

Qualifications:

1. High school diploma.
6. Recommended four years' experience in transportation, including two years in a supervisory capacity, preferably in a school district.
7. Demonstrated knowledge and expertise in auto and bus maintenance and repair.
8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
9. Holds a valid bus drivers license.

Reports to: Superintendent of Schools

Supervises: All transportation personnel

Job Goal: To enable each student, through safe and efficient transportation, to take full advantage of the complete range of curricular and extracurricular activities offered by the district's schools.

Performance Responsibilities:

- 1) Assist with checking roads during the school year.
- 2) Help maintain all district-owned transportation equipment and develops plans for preventive maintenance under the direction of the Director of Transportation.
- 3) Maintains safety standards in conformance with state and insurance regulations and develops a program of preventive safety.
- 4) Conforms to all state laws and regulations regarding school transportation.
- 5) Attends appropriate committee and staff meetings.
- 6) Keeps assigned bus barn clean.
- 7) Cleans bus barn floor regularly.
- 8) Maintains all bus barn equipment and reports concerns to District Director of Transportation.
- 9) Keeps all spare buses clean, fueled and checks fluid levels.
- 10) Reports all bus maintenance concerns to the District Director of Transportation.
- 11) Reports all safety concerns to the District Director of Transportation.
- 12) Perform all other duties and assume other responsibilities as may be assigned by the Superintendent and/or Director of Transportation

Terms of Employment: Salary to be established by the Board. (Non-exempt position)

Evaluation: Superintendent of Schools and Director of Transportation will evaluate performance of this job annually

Information:

This position will be based on 30 hours of work / week during the school year.

Insurance as Central Office Staff

Title: **Bus Barn Foreman**

Qualifications:

1. Valid license to drive a school bus.
2. Such additional health and age requirements as the Board may require.

Reports to: District Director of Transportation

Job Goal: To enable each student, through safe and efficient transportation, to take full advantage of the complete range of curricular and extracurricular activities offered by the district's schools.

Performance Responsibilities:

1. Keeps assigned bus barn clean.
 - a. Cleans bus barn floor regularly.
 - b. Maintains all bus barn equipment and reports concerns to District Director of Transportation.
2. Keeps all spare buses clean, fueled and checks fluid levels.
3. Reports all bus maintenance concerns to the District Director of Transportation.
4. Reports all safety concerns to the District Director of Transportation.
5. Non-exempt position.

Evaluation: The District Director of Transportation will evaluate performance of this job annually.

Title: **Bus Driver**

Qualifications:

1. Valid license and permit to drive a school bus.
2. Such additional health and age requirements as the Board may require.

Reports to: District Director of Transportation

Job Goal: To enable each student, through safe and efficient transportation, to take full advantage of the complete range of curricular and extracurricular activities offered by the district's schools.

Performance Responsibilities:

1. Obeys all traffic laws.
2. Observes all mandatory safety regulations for school buses.
3. Maintains discipline when students are on the bus.
4. Reports undisciplined students to the Director of Transportation.
5. Keeps assigned bus and/or spare bus clean.
6. Keeps to assigned schedule.
7. Checks bus before each operation for fluid levels and mechanical defects.
8. Notifies the proper authority in case of mechanical failure or lateness.
9. Picks up and discharges students only at authorized stops.
 - a. The District Director of Transportation must approve any special un-assigned stop.
10. Exercises responsible leadership when on out-of-district school trips.
11. Transports only authorized students.
12. Reports all accidents and completes required reports.
13. Enforces regulations on behavior, including rules against smoking, drinking and eating on the bus.
14. Helps with bus inspections twice a year. (On their bus)
15. Reports to medical clinic for drug or alcohol testing when directed to do so.
16. Washes bus, removes paper, etc. from alongside or between the seats and cleans bus floor. (This will include the removal of gum and candy at the end of the year cleaning.)
17. Cooperates with other drivers and school employees.
18. Uses bus radio for official business only.
19. Perform all other duties and assume other responsibilities as may be assigned by the Director of Transportation and/or the Superintendent

Terms of Employment: Regular school days and full year activity schedule. Wage to be established by the Board. Non-exempt position.

Evaluation: The District Director of Transportation will evaluate performance of this job annually.

Title: Director of Technology

Qualifications:

- Demonstrates aptitude or competence for assigned responsibilities
 - Two years experience managing and maintaining a network environment preferred.
- Background &/or training in leadership skills appropriate for position
 - Possesses and maintains advanced technology industry certification(s).
- Such alternatives to the above qualifications as the Board or Administration may find appropriate and acceptable

Reports to: Superintendent of Schools

Job Goal:

- Providing a full time on-site network administrator
- Providing an on-site technician available for up to 40 hours per week
- Implementing a preventive maintenance program to foresee any problems and/or necessities that may arise
- Securing the most cost effective industry prices possible for hardware and software
- Providing quality service and honesty by providing efficient and top quality work.

Performance Responsibilities:

1. Maintaining district computer networks (Windows Server 2003 Environment)
2. Maintaining district email system
 - a. Maintain a working knowledge of all computers, video and phone systems and related peripherals
3. Maintain district technology
4. Train assigned district staff on general upkeep and maintenance as site support
5. Support for district staff maintaining the district web site
6. Maintain a working knowledge of all computers and related peripherals in the district.
 - a. To include but not be limited to, computers, printers, scanners, video projectors, LCD units, networking, etc.
6. Procure related equipment and repairs
7. Reinstall and upgrade system software as needed
8. Other technology maintenance tasks as required.

Coordination:

1. Coordinate and maintain volume and site license agreements for all software, etc.
2. Coordinate and maintain site license agreements for all software, etc.
3. Work with District Technology Committee to recommend software, hardware, peripherals, etc.
4. Work with District Technology Committee to relocate computers within the buildings, matching computer capabilities with student / teacher needs
5. Coordinate and purchase recommended software for the district at the most competitive and appropriate cost to the district

6. Manage technology budget with the Business Manager to ensure adequate funding allocations to meet the needs of all students as well as use technology to deliver student services.
7. Work with Technology Committee to develop and implement a long-term (5 year) strategic plan for use of technology in the school system.

Communication:

1. Keep the superintendent informed of budget condition and major revisions, repairs, purchases, changes, etc.
2. Regularly attend district Technology Committee Meetings, Web Committee meetings and Infinite Campus Committee meetings and training.

Staff Development:

1. Attend training and/or meetings as assigned by the superintendent
2. Stay current with technology trends
3. Provide assistance to staff with software programs, including but limited to: Infinite Campus, Nutrikids, Alexandria, File Maker Pro, Dreamweaver, Microsoft Office 2003 and 2007, Internet Browsers, Security Programs, Virus Protection, District Firewalls, VPN connections, Video Surveillance systems, Phone Systems, Smart Phones, The ICN, and other programs as needed.

Other:

1. Responsible for coordination of annual fixed assets inventory related to district technology.
2. Responsible to prepare and file all USF (e-rate) applications and paper work, with all copies to be filed in Central Office
3. Maintain a working knowledge of distance learning and assist staff with use of the same
4. Provide support for technology grant writing
5. Handle all work orders / technology concerns in a timely manner
6. Perform all other duties and assume all other responsibilities as may be assigned by the Superintendent

Terms of Employment: 12 month contract, exempt position.

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

Title: Building Secretary

Qualifications:

1. High School diploma or equivalent
2. A high degree of proficiency in word processing with above average computer skills.
3. A working knowledge of basic office procedures and the operation of office equipment and machines.
4. Proven success as a secretary in the past.
5. Evidence of the emotional maturity and stability necessary for the specialized work involved.
6. Such additional qualifications as the Board may find appropriate and acceptable.

Reports to: Building Principal

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

Performance Responsibilities:

1. Performs the usual office routines and practices associated with a busy yet productive and smoothly run office.
2. Maintains such student records as shall be required including the maintenance and upkeep of the current student management system. (Infinite Campus)
3. Receives and routes all incoming phone calls and messages in a pleasant and courteous manner.
4. Greets all visitors to the office (student, parent, and public) in a pleasant and courteous manner while assisting them in any way you can.
5. Prepare daily announcements and weekly communications to staff and students as required by the Principal.
6. Responsible for daily student activity programs for school events as needed.
7. Type and prepare student activity programs for school events as needed
8. Organize, gather, and distribute AEA 1 materials via van delivery.
9. Type and prepare items for Principal as requested.
10. Keep organized filing system for all school/office records.
11. Record lunch money and credit accounts as required.
12. Record and deposit all activity and other money as required.
13. Assist with registration and student records.
14. Assist as lunch cashier as needed or assigned by the Principal.
15. Organize and process student progress reports as directed by the Principal.
16. Keep an accurate record of activity calendar events.
17. Become proficient with the student data system used and be able to use the system to record student data and report information as required by the Principal.
18. Manage discipline records and reports as required by the Principal.
19. Maintain staff absence reports as required by the Principal.
20. Administer medications when approved and trained as directed by appropriate school officials.
21. Process requisitions and purchase orders.
22. Assist Principal in securing substitutes for absent staff.
23. Maintain records for free and reduced lunch programs as directed.
24. Assume all other duties as assigned by the building Principal.

Terms of Employment: Wages and work year to be established by the Board. Non-exempt position.

Evaluation: Building Principal will evaluate performance of this job.

Title: High School Secretary

Qualifications:

1. High School diploma or equivalent
2. A high degree of proficiency in word processing with above average computer skills.
3. A working knowledge of basic office procedures and the operation of office equipment and machines.
4. Proven success as a secretary in the past.
5. Evidence of the emotional maturity and stability necessary for the specialized work involved.
6. Such additional qualifications as the Board may find appropriate and acceptable.

Reports to: Building Principal

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

Performance Responsibilities:

1. Performs the usual office routines and practices associated with a busy yet productive and smoothly run office.
2. Maintains such student records as shall be required including the maintenance and upkeep of the current student management system. (Infinite Campus)
3. Receives and routes all incoming phone calls and messages in a pleasant and courteous manner.
4. Greets all visitors to the office (student, parent, and public) in a pleasant and courteous manner while assisting them in any way you can.
5. Prepare daily announcements and weekly communications to staff and students as required by the Principal.
6. Responsible for daily student activity programs for school events as needed.
7. Type and prepare student activity programs for school events as needed
8. Type and prepare items for Principal, Associate Principal and/or HS Guidance Counselor as requested.
9. Keep organized filing system for all school/office records.
10. Record and deposit all activity and other money as required.
11. Assist with registration and student records.
12. Organize and process student progress reports as directed by the Principal.
13. Keep an accurate record of activity calendar events.
14. Become proficient with the student data system used and be able to use the system to record student data and report information as required by the Principal.
15. Manage discipline records and reports as required by the Principal.
16. Maintain staff absence reports as required by the Principal.
17. Administer medications when approved and trained as directed by appropriate school officials.
18. Process requisitions and purchase orders.
19. Assist Principal in securing substitutes for absent staff.
20. Prepare and file contracts and work agreements with schools, officials, etc. as assigned
21. Assist the guidance counselor with duties as assigned by the Principal
22. ** Serve as Asst. District Data Manager as assigned by Superintendent
23. Assume all other duties as assigned by the building Principal.

Terms of Employment: Wages and work year to be established by the Board. Non-exempt position.

Evaluation: Building Principal will evaluate performance of this job.

Title: District Accounting Clerk (Secretary/Receptionist to Business Manager)

Qualifications:

1. High School Diploma or equivalent
2. Previous business and accounting experience desirable
3. Demonstrated competence of assigned tasks
4. Such alternatives to the above qualifications as the Board or Administration may find appropriate and acceptable

Reports To: Business Manager

Job Goal: To assist the Business Manager in such a manner as to provide the best possible educational services with the financial resources available.

Performance Responsibilities:

1. Works cooperatively with other administrators and staff members
2. Answer phones and provides reception for Central Office
3. Record details of school financial transactions in appropriate journals and ledgers such as purchase orders, invoices, receipts, etc.
4. Enter records and post entries to accounting records via computerized accounting system
5. Receive invoices for merchandise received, verifies shipment received and cost amount, prepares invoices for payment
6. Filing of invoices, checks, or other accounting records
7. Reconcile bank accounts for appropriate funds
8. Print and verify accounts payable checks
9. Prepare monthly accounts payable reports for the Board and newspaper
10. Prepare payroll checks for disbursement
11. Maintain an adequate understanding of technologies utilized in operation of school business matters
12. Perform other duties as may be assigned by the Superintendent or Business Manager

Terms of Employment: Twelve month contract each year, terms of which to be established by the Board of Education. Non-exempt position.

Evaluation: Business Manager will evaluate the performance of this position.

Title**Teacher Associate / Paraeducator****Qualifications:**

1. High School Diploma or greater. Paraeducator must have a minimum of two years of college or meet all requirements as outlined by the Iowa Department of Licensure.
2. Demonstrates interest in children and education
3. Demonstrates aptitude for the work to be performed.
4. Evidence of the emotional maturity and stability necessary for the specialized work involved.
5. Such additional qualifications as the Board may find appropriate and acceptable.

Reports to: Teacher & Building Principal

Job Goal: To provide a well organized, smoothly functioning class environment in which students can take full advantage of the instructional program and available resource materials. This position may require the person to work closely with handicapped pupils on a regular basis in an effort to provide them with the physical help and emotional support they need to gain full benefits from the district's education program.

Performance Responsibilities:

1. Under the assistance of a licensed teacher, prepares for classroom activities.
2. Works with small groups of students to reinforce material initially introduced by the teacher.
3. Assist individual children in need of special attention.
4. Performs clerical duties as assigned.
5. Guides independent study, enrichment work, and remedial work set up by the teacher.
6. Sets up audiovisual equipment.
7. Assists the teacher with non-instructional classroom duties, such as snack, toilet, and clothing routines.
8. Checks notebooks, papers and supervises testing and make-up work.
9. Assists in drill work.
10. Assists with reading and storytelling.
11. Assists small groups of students in the library.
12. Accompanies the student(s) to whom assigned when trips to the office or to the school nurse are necessary, etc.
13. Participates in in-service training programs when assigned.
14. Assists in preparing class displays and bulletin boards.
15. Assists teacher in duties relating to the supervision of playground, study hall, cafeteria, and bus duty.
16. Assists with all other duties as assigned by the teacher or immediate supervisor.

Terms of Employment: Wages and work year to be established by the Board.
Non-exempt position

Certification: After reaching Paraeducator certification, all materials of completion should be filed at Central Office

Evaluation: Performance of this job will be evaluated by the building Principal.

Title: Copy Center Aide

Qualifications:

1. High School diploma or equivalent.
2. A working knowledge of basic office procedures and the operation of office equipment and machines
3. Evidence of ability to work with others.
4. Such additional qualifications as the Board may find appropriate and acceptable.

Reports to: Middle School Principal

Job Goal: To assure the smooth and efficient operation of the copy center so as to provide a maximum positive impact on the education of children in our system.

Performance Responsibilities:

1. Prepares copies for all district needs as per staff requests.
2. Order supplies necessary for operation of copy center.
3. Assist with Middle School Duties as assigned by Middle School Principal.

Terms of Employment: Wages and work year to be established by the Board
Non-exempt position

Evaluation: The Middle School Principal will evaluate performance of this job.

Title: **Library Aide**

Qualifications:

1. High School Diploma
2. Demonstrates interest in children and education.
3. Demonstrates aptitude for the work to be performed.
4. Evidence of the emotional maturity and stability necessary for the specialized work involved.
5. Such additional qualifications as the Board may find appropriate and acceptable.

Reports to: Librarian or building Principal

Job Goal: To provide a well organized, smooth functioning class environment in which students can take full advantage of the materials available.

Performance Responsibilities:

1. Types and processes orders, reports, bibliographies, forms, library schedules, letters to publishers, catalog cards and the like.
2. Orders and receives books selected for purchase by the librarian or building Principal.
3. Maintains files of catalog cards, vertical file material, publishers' catalogs, and the like.
4. Writes daily notices to teachers concerning overdue books, and collects fines for such books as directed in school policy.
5. Makes simple repairs on damaged books and processes more severely damaged books for repair at the bindery.
6. Monitors attendance in the library and keeps attendance records.
7. Monitors discipline and maintain a learning environment in the library at all times.
8. Prepares current magazines for shelving and maintains the back number stacks.
9. Assists in the annual inventory of library materials and the preparation of lists of missing books and books to be discarded.
10. Shelves all incoming books.
11. Maintains current inventory of supplies and suggests items for acquisition as needed.
12. Oversees the general neatness and attractiveness of the library and its displays.
13. Follows other directions as given by the building Principal.

Terms of Employment: Wages and work year to be established by the Board.
Non-exempt position

Evaluation: Performance of this job will be evaluated by the building Principal.

Title: Food Service Director

Qualifications:

1. Two or Four years of college with a major in related field.
2. Five years of experience in menu planning, food purchasing, and food preparation.
3. At least one year experience with a school district.
4. Such alternatives to the above qualifications as the Board may find appropriate.

Reports to: Superintendent

Job Goal: To provide each school child with food of high nutritious quality in an atmosphere of cleanliness, cheerfulness, and personal caring.

Performance Responsibilities:

1. Supervise and direct all food service personnel.
2. Purchase and maintain an inventory of all food, supplies, and equipment.
3. Maintain inventory of supplies and equipment.
 - a. Present annually to business office.
4. Plans and checks all menus for school lunches and special dinners.
5. Interviews and employs all food service employees.
6. Checks all bills and purchase orders for accuracy before presenting them to the business office for payment.
7. Checks all food service personnel payroll/time cards and reports directly to Director of Business Affairs.
8. Plans disposition of government commodities as part of the ongoing food service program.
9. Visits ALL lunchrooms and cafeterias as often as possible, checking that high standards of health and safety are maintained, and observing possible improvements in operations.
10. Assist or substitute, when necessary, in other food service positions.
11. Manage Free and Reduced program
 - a. Send all letters to parents about F&R status
 - b. Assume first level of appeal for F&R
 - c. Maintain list of qualified students for each building.
12. Standardizes as much as possible the size of portions served as related to lunch type.
13. Makes application for federal subsidies. (CNP-1)
14. Arranges for audits or inspections of cafeteria.
15. Works with the administration to prepare specifications and bid conditions for all items requiring such bids by law or board policy.
16. Supervises the planning and preparation of any special meals required for district.
17. Informs the public, through the local press or newsletter of planned lunch and breakfast menus on a monthly basis.
18. Evaluate all personnel on an annual basis.
19. Work with special education teachers to use their students in kitchen work if possible, as a training service for the student.
20. Perform all other duties and assume other responsibilities as may be assigned by the Superintendent

Terms of Employment: Wages and work year to be established by the Board
Exempt position

Evaluation: The Superintendent will evaluate performance of this job.

Title: **Head Building Cook**

Qualifications:

1. High School diploma or equivalent.
2. Demonstrates aptitude for successful performance of the tasks involved.
3. Such alternatives to the above qualifications as the Board may find appropriate.

Reports to: Food Service Director

Job Goal: To serve the students attractive and nutritious meals in an atmosphere of efficiency, cleanliness, and warmth.

Performance Responsibilities:

1. Supervises and instructs kitchen personnel in the safe, proper, and efficient use of all kitchen equipment.
2. Maintains the highest standards of safety and cleanliness in the kitchen.
3. Checks food shipments into the school building, signing invoices only after each order has been verified.
4. Determines the quantities of each food to be prepared daily.
5. Determines the size of serving to meet the necessary age requirements.
6. Prepares food according to the planned menu and tested, uniform recipes, and determines if the finished product is of best quality both in flavor and appearance before it is served.
7. Records all food requisitions from the storeroom and records all meals served, designating with or without milk.
8. Oversees the locking of the storeroom and the maintaining of a correct monthly inventory.
9. Orders on a weekly basis all necessary supplies.
10. Reports immediately to the Principal and Food Service Director any problem or accident occurring in the kitchen or the cafeteria premises.
11. Confers with the Food Service Director regarding any personnel problems.
12. Reports to the Food Service Director any faulty or inferior quality food that is received.
13. Supervises the daily cleaning of all kitchen equipment and the washing and sterilizing of all dishes, silverware, and utensils.
14. Performs related duties as required by Food Service Director.

Terms of Employment: Wages and work year to be established by the Board
Non-Exempt position

Evaluation: The Food Service Director will evaluate performance of this job.

Title: **Building Cook**

Qualifications:

1. Demonstrates aptitude for successful performance of the tasks involved.
2. Such alternatives to the above qualifications as the Board may find appropriate.

Reports to: Head Building Cook

Job Goal: To serve the students attractive and nutritious meals in an atmosphere of efficiency, cleanliness, and warmth.

Performance Responsibilities:

1. Assists in the preparation and serving of food in a quick and pleasant manner
2. Assumes responsibility for seeing to it that during meal service periods the supply of foods offered is replenished regularly
3. Assists in the daily clean up of the kitchen and service areas
4. Performs major cleaning of refrigerators, freezers, and storerooms as regularly scheduled intervals as designated by the Building Head Cook
5. Assumes responsibility for storage and disposal of unused foods
6. Assists in the cleaning of all kitchen equipment and the washing and sterilizing of all dishes, silverware, and utensils
7. Performs related duties as required by the Building Head Cook or Food Service Director.

Terms of Employment: Wages and work year to be established by the Board
Non-exempt position

Evaluation: the Food Service Director will evaluate performance of this job.

Title: Food Service Cook

Qualifications:

1. High School diploma or equivalent
2. Neat and clean appearance
3. Is physically able to work in a standing position for prolonged periods and to walk much of the time during the day.
4. Is able to work in warm surroundings.
5. Has manual dexterity to handle knives and other kitchen equipment.
6. Is able to complete the basic school food service short course and safety and sanitations course.
7. Is able to lift materials weighing up to 50 pounds.
8. Such alternatives to the above qualifications as the Board may find appropriate.

Reports to: Director of Food Service

Job Goal: To provide each school child with food of high nutritious quality in an atmosphere of cleanliness, cheerfulness, and personal caring.

Performance Responsibilities:

1. Assist in preparing food
2. Assist in setting up service areas as directed.
3. Assist with cleaning and storing of eating utensils, dishes, trays, pots, pans and other kitchen equipment.
4. Assist in the portioning and serving of food items as directed.
5. Clean lunchroom after use as directed.
6. Able to use various pieces of kitchen equipment such as dishwashing machines, slicers, ovens and other cooking equipment.
7. Perform all other duties and assume other responsibilities as may be assigned by the Director of Food Service and/or the Superintendent

Terms of Employment: Wages and work year to be established by the Board
Non-exempt position.

Evaluation: The Director of Food Service will evaluate this position annually.

Title: Food Service Cashier

Qualifications:

1. High School diploma or equivalent
2. Ability to be pleasant with students and staff
3. Basic computer skills
4. Basic math skills
5. Neat and clean appearance
6. Such alternatives to the above qualifications as the Board may find appropriate.

Reports to: Director of Food Service

Job Goal: To provide each school child with food of high nutritious quality in an atmosphere of cleanliness, cheerfulness, and personal caring.

Performance Responsibilities:

1. Programs student's accounts for breakfast and lunch daily.
2. Keeps accurate account of all lunches served.
3. Keeps account of free and reduced priced lunches served.
4. Must maintain confidentiality on all student information.
5. Prepares an accounting each day of money collected.
6. Assists kitchen in any way manager can use help.
7. Provide and account for each month's claim report.
8. Perform all other duties and assume other responsibilities as may be assigned by the Director of Food Service and/or the Superintendent

Terms of Employment: Wages and work year to be established by the Board
Non-exempt position

Evaluation: The Director of Food Service will evaluate this position annually.

Title: Food Service Dishwasher

Qualifications:

1. High School diploma or equivalent
2. Neat and clean appearance
3. Is physically able to work in a standing position for prolonged periods and to walk much of the time during the day.
4. Is able to work in warm surroundings.
5. Is able to complete the basic school food service short course and safety and sanitations course.
6. Is able to lift materials weighing up to 50 pounds.
7. Such alternatives to the above qualifications as the Board may find appropriate.

Reports to: Director of Food Service

Job Goal: To provide each school child with food of high nutritious quality in an atmosphere of cleanliness, cheerfulness, and personal caring.

Performance Responsibilities:

1. Cleaning and storing of eating utensils, dishes, glassware, trays, pans, and all other kitchen equipment.
2. Assist in setting up service areas.
3. Clean lunchroom after use.
4. Assist in the portioning and serving of food items.
5. Able to use various pieces of kitchen equipment.
6. Perform all other duties and assume other responsibilities as may be assigned by the Director of Food Service and/or the Superintendent

Terms of Employment: Wages and work year to be established by the Board
Non-exempt position

Evaluation: The Director of Food Service will evaluate this position annually.

Title: Food Service Manager

Qualifications:

1. High School diploma or equivalent
2. Two years of experience in food preparation.
3. Personal habits of cleanliness and orderliness along with the ability to work cooperatively with others as a team member.
4. Ability to complete basic food service short course.
5. Enjoys working around children
6. Understands and supports the principles of School Food Service
7. Is physically able to work in standing position for pro-longed periods and to work much of the time during the day.
8. Is able to work in warm surroundings.
9. Has manual dexterity to handle kitchen utensils and equipment.
10. Is able to lift materials weighing up to 50 pounds.
11. Understands use of ovens and can operate kitchen equipment and utensils.
12. Such alternatives to the above qualifications as the Board may find appropriate.

Reports to: Director of Food Service

Job Goal: To provide each school child with food of high nutritious quality in an atmosphere of cleanliness, cheerfulness, and personal caring.

Performance Responsibilities:

1. Manages all personnel in that building kitchen in a pleasant atmosphere of efficiency.
2. Prepares correct amounts and portion sizes for each meal
3. Prepares food on time and in a neat and appetizing manner
4. Maintains and records proper food temperatures.
5. Checks recipes, quantities and supplies for amounts to be prepared.
6. Orders food and supplies from Food Service Director
7. Maintains standards of sanitation and safety.
8. Understands and practices good nutrition in the preparation and serving of food.
9. Maintains good public relations with students, parents, faculty and community.
10. Keeps records of food production.
11. Keeps storeroom, freezer and walk-in cooler organized.
12. Maintains an accurate inventory
13. Rotates food to keep inventory fresh
14. Responsible for security of kitchen, freezer and cooler.
15. Responsible to ensure transport is on time and loaded with correct amounts of food.
16. Maintains standards of sanitation and food safe handling practices.
17. Practices good nutrition principles in the preparation and serving of food.
18. Maintains good public relations and communication with co-workers, students and staff.
19. Perform all other duties and assume other responsibilities as may be assigned by the Director of Food Service and/or the Superintendent

Terms of Employment: Wages and work year to be established by the Board
Non-exempt position

Evaluation: The Director of Food Service will evaluate this position annually.

Title: Food Service Server

Qualifications:

1. High School diploma or equivalent
2. Neat and clean appearance
3. Is physically able to work in a standing position for prolonged periods and to walk much of the time during the day.
4. Is able to work in warm surroundings.
5. Is able to complete the basic school food service short course and safety and sanitations course.
6. Is able to lift materials weighing up to 50 pounds.
7. Such alternatives to the above qualifications as the Board may find appropriate.

Reports to: Director of Food Service

Job Goal: To provide each school child with food of high nutritious quality in an atmosphere of cleanliness, cheerfulness, and personal caring.

Performance Responsibilities:

1. Prepare and serve breakfast daily
2. Set up serving area for lunch
3. Assist with cooking
4. Prepare sandwiches and salads in correct amounts for each day
5. Appropriate portioning and serving of food items.
6. Clean lunchroom after use
7. Able to use various pieces of kitchen equipment such as a dish washer, etc.
8. Helps transport driver load and unload so driver can stay on schedule.
9. Perform all other duties and assume other responsibilities as may be assigned by the Director of Food Service and/or the Superintendent

Terms of Employment: Wages and work year to be established by the Board
Non-exempt position

Evaluation: The Director of Food Service will evaluate this position annually.

Title: Food Service Worker at Little Husky Learning Center

Qualifications:

1. High School diploma or equivalent
2. Two years of experience in food preparation.
3. Personal habits of cleanliness and orderliness along with the ability to work cooperatively with others as a team member.
4. Ability to complete basic food service short course.
5. Enjoys working around children
6. Understands and supports the principles of School Food Service
7. Is physically able to work in standing position for pro-longed periods and to work much of the time during the day.
8. Is able to work in warm surroundings.
9. Has manual dexterity to handle kitchen utensils and equipment.
10. Is able to lift materials weighing up to 50 pounds.
11. Understands use of ovens and can operate kitchen equipment and utensils.
12. Such alternatives to the above qualifications as the Board may find appropriate.

Reports to: Director of Food Service

Job Goal: To provide each school child with food of high nutritious quality in an atmosphere of cleanliness, cheerfulness, and personal caring.

Performance Responsibilities:

1. Prepares correct amounts and portion sizes for each meal
2. Prepares food on time and in a neat and appetizing manner
3. Maintains and records proper food temperatures.
4. Checks recipes, quantities and supplies for amounts to be prepared.
5. Orders food and supplies from Middle School and Senior High.
6. Checks leftover food after lunch and stores properly.
7. Maintains standards of sanitation and food safe handling practices.
8. Practices good nutrition principles in the preparation and serving of food.
9. Maintains good public relations and communication with co-workers, students and staff.
10. Perform all other duties and assume other responsibilities as may be assigned by the Director of Food Service and/or the Superintendent

Terms of Employment: Wages and work year to be established by the Board
Non-exempt position

Evaluation: The Director of Food Service will evaluate this position annually.

Title: Lunch Van Driver

Qualifications:

1. High School diploma or equivalent
2. License to drive a motor vehicle
3. Ability to drive a lunch van
4. Ability to lift materials weighing 50 to 100 pounds.
5. Such alternatives to the above qualifications as the Board may find appropriate.

Reports to: Director of Food Service

Job Goal: To provide each school child with food of high nutritious quality in an atmosphere of cleanliness, cheerfulness, and personal caring.

Performance Responsibilities:

1. Drive lunch van to eight school buildings from two central kitchens to deliver meals.
2. Load van safely and accurately for each stop.
3. Deliver money bags to food service director.
4. Deliver mail to buildings.
5. Maintain van in good running order – general maintenance, snow tires, filled with gas at all times, keeps interior and exterior clean, etc.
6. Transport food and other
7. Perform all other duties and assume other responsibilities as may be assigned by the Director of Food Service and/or the Superintendent

Terms of Employment: Wages and work year to be established by the Board
Non-exempt position

Evaluation: The Director of Food Service will evaluate this position annually.