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Hydaburg City School District Classified Handbook FY17 Draft Revision



1. PURPOSE OF THE HANDBOOK

This Handbook is intended to assist employees by establishing guidelines and procedures to supplement Board policies and administrative regulations. In the event of a conflict between this Handbook and Board policies and administrative regulations, the policies and regulations shall be controlling. This Handbook is not an exhaustive set of guidelines and procedures and does not cover every possible aspect of the employment relationship between the District and classified employees. Furthermore, it does not reiterate all Board policies and administrative regulations dealing with classified employees. The District reserves the right to revise, supplement, or rescind all or portions of the Handbook from time to time as it deems appropriate. The administration shall notify classified employees of such changes to the Handbook as they occur.

From time to time in this Handbook there are references to Board Policy numbers (for example, BP 4030). Copies of the Policy Manual are available for review in the District and school administrative offices.

2. DEFINITIONS

Classified Employee. The employee who is not required to hold a teacher's certificate.

Full-Time Employee. The employee who is assigned to work at least thirty (30.00) hours per week.

Part-Time Employee. The employee who is assigned to work less than thirty (30.00) hours per week.

Probationary Employee. The employee who has not completed the first sixty (60) working days after initial appointment to a regular position.

Permanent Employee. The employee who has successfully completed the probationary period.

Temporary/Substitute Employee. The employee who occupies a position for a limited duration and/or who substitutes for an absent employee.

School/Fiscal Year. The period between July 1 and the following June 30.

3. NONDISCRIMINATION IN EMPLOYMENT

The District shall not discriminate against the employee on the basis of gender, race, color, religious creed, national origin, ancestry, age over forty, marital status, physical or mental disability, veteran status, good faith reporting to the Board on matters of public concern, or in any other manner prohibited by law. (See BP 4030.)

4. EMPLOYEE CONDUCT

Drug and Alcohol Free Workplace. It is a violation of Board policy for the employee at a District workplace to unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of any alcoholic beverage, drug, or controlled substance as defined in the Controlled Substances Act and Code of Federal Regulations. "District workplace" is defined as any place where District work is performed, including a District building or

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other District premises; any District-owned or District-approved vehicle used for any District purpose including but not limited to vehicles used to transport students to and from school or school activities; any off-District sites when accommodating a District-sponsored or District-approved activity or function, such as a field trip or athletic event, where students are under District jurisdiction; or during any period of time when an employee is supervising students on behalf of the District or otherwise engaged in District business. Violation of the drug and alcohol free workplace requirements may be grounds for immediate dismissal. (See BP 4020.)

Sexual Harassment. Sexual harassment of or by any employee shall not be tolerated and should be reported immediately to any administrator so that prompt action may be taken to eliminate the harassment. Sexual harassment by the employee may be grounds for immediate dismissal. (See BP 4219.11.)

Legal Expectations. The employee is expected to abide by applicable federal, state, and local laws, ordinances, and regulations and the policies, regulations, and directives of the District. The commission of a crime that would constitute a felony or a crime of violence may be grounds for immediate dismissal.

Dependability. The employee is expected to follow assigned work schedules and to report an impending absence as far in advance as is practicable.

Confidentiality. Except as may be provided under law or District policies, the employee shall not release confidential records or information including but not necessarily limited to confidential records or information pertaining to students, personnel, executive sessions of the Board, collective bargaining, or pending legal matters. Such release may be grounds for immediate dismissal. (See BP 4219.23.)

Ethics. The employee is expected to maintain high standards of ethical conduct. Dishonesty or theft shall not be tolerated and may be grounds for immediate dismissal.

Courtesy. The employee is expected to treat other employees, students, and visitors to the school with courtesy.

Personal Phone Calls and Internet Use. The employee shall not charge personal phone calls to the District or use District internet connections for personal purposes.

Personal Use of School Vehicles. District vehicles are intended for the conduct of official District business only. Notwithstanding, while using a District vehicle for official business, the employee may conduct personal business that takes an insignificant amount of time, does not require additional mileage, and is strictly incidental to the official business.

5. DUTIES

Representative duties are delineated under the specifications for each position. In addition to the representative duties, the employee may be assigned specific duties by the supervisor.

6. WORKING HOURS

Work Schedules. The work schedule for the classified employee shall be established by the supervisor and may be varied from time to time as required.

Overtime Pay/Compensatory Time Off. Overtime shall be considered any time worked in excess of eight (8) hours per day or forty (40) hours per week and shall be compensated at time-and-one-half (in pay or in compensatory time off). Employees must have written approval of the Superintendent before any overtime is worked. All overtime must be initialed on the time sheet by the Principal or Superintendent. (See BP 4253.)

Emergency Call-Outs. If the employee is called out for emergency work, the employee shall be credited with two (2) hours work, or the actual hours worked if more than two (2) hours work is performed. The two (2) hour minimum is not applicable if the employee works immediately before or after the regularly scheduled shift. Call-out work must be initialed on the time sheet by the authorizing supervisor.

Time Sheets. The regular classified employee shall record work hours on an electronic time sheet which shall be approved and forwarded to the Business Office as required. Temporary employees, on-call employees, and employees whose work is away from the school or outside of normal business hours may be required to submit a paper time sheet and/or use a time clock to log hours. All time in addition to that regularly assigned shall be approved by the Superintendent before it is worked.

7. PAYROLL

Wage Schedules. See Section 23.

Pay Days. Pay days shall be the last business day coinciding with or preceding the Fifteenth (15th) and the last day of the month. Pay checks shall not be released prior to the date on the checks.

Pay Advances. Upon written request and the approval of the Superintendent, the employee may be granted up to two (2) pay advances per school year of no more than 75% of their estimated net paycheck. Repayment of any payroll advance will be made in full from the employee's next paycheck. Pay advances will be paid within 5 business days.

Payroll Deductions. Pay checks shall be subjected to deductions for withholding taxes, Social Security and Social Security Medicare as applicable, Public Employees' Retirement System as applicable, and for such other/purposes as the employee and the District agree upon in writing.

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403-B Plans. The permanent employee may elect to enroll in a District approved 403-B plan by payroll deduction up to the rate established by law. The 403-B deduction shall remain-in force unless revoked or changed. Deductions may be changed twice per calendar year.

8. RETIREMENT AND INSURANCE BENEFITS

Retirement. The permanent employee who is regularly assigned to work at least fifteen (15.00) hours per week shall be enrolled in the Public Employees' Retirement System.

Group Health/Life Insurance. The permanent, full-time employee who is regularly assigned to work at least thirty (30.00) hours per week shall be enrolled in the group health/life insurance plan as provided to the District's teachers. The employee may elect health insurance coverage for the spouse and/or eligible child(ren) dependents for payment of the applicable premium(s).

Workers' Compensation and Unemployment Compensation Insurance. The employee shall be covered by worker's compensation insurance and unemployment compensation insurance as required by law.

9. LEAVES

Leave Requests. Leave requests shall be submitted to the supervisor for approval as far in advance as is practicable. Taking leave without approval or falsification of a leave request or report shall be grounds for immediate dismissal.

Sick Leave. The permanent employee shall accrue sick leave at the rate of, 0.05 hours per 1.0 hour on pay status. (A day of sick leave shall constitute the number of hours in the employee's regular work day at the time of accrual.) Accumulation shall be year-to-year without limit. Unused sick leave shall have no cash value.

The employee shall be entitled to use accrued sick leave for illnesses, injuries, or deaths in the immediate family that reasonably require the employee's absence. The duration of such leaves shall be determined by the District. The District may require a certificate from the attending health care provider relative to the illness or injury. For purposes of this section, "immediate family" shall include the employee's spouse, sibling, parent, and child. After three (3) consecutive days of sick leave, the District may require a certificate from the attending health care provider.

Jury Duty Leave. The employee shall be granted compensated leave if the employee is ordered to serve on a jury by a court with jurisdiction in Hydaburg. In such event, the employee shall promptly remit to the District any compensation received from the court other than reimbursement for travel, lodging, and meals.

Military Leave. Temporary military leave without pay may be granted to the permanent employee upon written request of the military authority. This request shall state the reasons why the military service cannot be fulfilled during non-work periods. The military authorities shall provide the Superintendent with a copy of the orders for military service.

Administrative Leave. If an employee participates in seminars, classes or meetings, which have been determined by the supervisor to be of benefit to the District, the time required for such participation shall be designated as administrative leave and no loss of pay shall result from such participation. Out-of-town travel time is considered part of this required time, including possible delays because of weather. The District will not be liable for any overtime pay because of this type of participation. Prior approval must be obtained for administrative leave unless participation is required by the District.

Other Leaves. Upon request, the Superintendent may grant leaves other than those specified above.

10. TRAVEL EXPENSES

While on approved travel status on District business, the employee shall be paid per diem as provided under Board policy, or (if the District so notifies the employee in advance) the employee may be reimbursed for actual expenses, or the employee may travel under such other arrangements as the employee and the Superintendent may agree upon in advance.

11. PAID HOLIDAYS

Paid holidays for permanent employees include New Years' Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving Day, and Christmas Day. If a holiday falls on a Saturday, the Friday prior to the holiday shall be the holiday. If the holiday falls on a Sunday, the following Monday shall be the holiday. In order to be eligible for holiday pay, the employee must be on pay status on the employee's last scheduled work day before, and the first scheduled work day after, the holiday. If a holiday falls outside the employee's scheduled work year, the holiday shall not be a paid holiday.

12. HEALTH EXAMINATIONS

Upon appointment and every third year thereafter, the employee shall have a physical examination and furnish the District with a doctor's certificate of fitness. (See BP 4212.4.)

13. EVALUATION

The probationary employee shall be evaluated at the end of the probationary period.

The permanent employee shall be evaluated at least once each school year. (See Section 23.)

14. SECURITY BACKGROUND/FINGERPRINT CHECK

A security background/fingerprint check is required upon initial appointment to a permanent position. (See BP 4212.5.)

15. CONFLICT OF INTEREST

Gifts. Except as may be expressly authorized by the Board or the Superintendent, no employee shall accept any gifts or favors in any form from any person, firm, or corporation that is directly or indirectly involved or interested in business dealings with the District.

Employment of Relatives. Except by the approval of the Board, the employee shall not be assigned to a position in which a member of the immediate family maintains supervisory or evaluation responsibilities.

16. EMPLOYEE SAFETY

The employee is expected to obey safety rules and to exercise caution in all work activities. Where personal protective equipment and/or safety procedures have been provided or prescribed, the employee shall use the equipment/follow the procedures. Failure to do so may result in disciplinary action up to and including dismissal. The employee shall immediately report any unsafe condition to the supervisor. In the case of accidents that result in injury, regardless of how insignificant the injury may appear, the employee shall immediately notify the supervisor and complete an accident report.

17. ACCESS TO PERSONNEL FILES

The District maintains a personnel file on each employee. The employee may inspect the personnel upon request during business hours. (See BP 4212.6.)

18. CONTRACTS AND CONTINUING EMPLOYMENT

The permanent employee shall be employed on an annual contract subject to termination by either party upon 2 weeks written notice. Unless notified in writing of non-renewal by the District by the end of the contract term, the employee has a reasonable expectation of an annual contract for the following school year.

19. COMPLAINT PROCEDURE

A complaint procedure has been established to provide the employee with a process for addressing employment concerns. (See BP 4244.)

20. DISCIPLINARY ACTION

The employee shall be subject to disciplinary action (suspension without pay, reduction in pay grade, or dismissal) only for cause. Cause shall include unsatisfactory performance, insubordination, tardiness, absence without leave, substantial noncompliance with applicable laws, regulations, policies, and written rules of the Superintendent, dishonesty, or other similar cause. (See BP 4218.)

21. TERMINATION OF EMPLOYMENT

Dismissal. The permanent employee may be dismissed as provided under disciplinary actions above and/or as provided under the annual employment contract. The probationary employee may be dismissed for any reason deemed appropriate by the Superintendent.

Resignation. The employee may resign upon two (2) weeks written notice to the supervisor.

Reduction in Force. The employee may be laid off because of elimination of the position, lack of work, insufficient funds, or other similar reason. For a period of twelve (12) months after the effective date of the layoff, the employee shall be granted preference over new hires for appointment to a position in the same classification from

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which the employee was laid off. If the laid off employee is offered and refuses a position in the same classification as the one from which the employee was laid off, the employee shall be removed from the preference list.

22. WAGES

Substitutes

13.75/hour	Substitute for classified employee
85.00/day 16.75/hour	Substitute teacher (non-certified)
120.00/day 20.00/hour	Substitute teacher (certified)

The substitute teacher rate will be prorated based on hours worked when a substitute teacher works less than a full day.

Temporary Employees

9.75/hour	Student worker
13.75/hour	Casual worker
14.50/hour	Laborer
18.00-21.00/hour	Skilled labor, construction trades
21.00-25.00/hour	Foreman

Probationary and Permanent Employees

Step Placement. Step placement is based on the number of fiscal years of District experience consisting of not less than 140 days on pay status.

Range Placement.

Range 1	Custodian
Range 2	Lead Cook, Instructional Aide
Range 3	School Secretary, Accounting Clerk
Range 4	Accounting Technician
Range 5	Maintenance Mechanic, Cultural Instructor, Technology Coordinator

Placement on the salary schedule may be other than at the beginning step depending on experience and/or advanced academic achievement.

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WAGE SCHEDULE (HOURLY)					
Step	Range 1	Range 2	Range 3	Range 4	Range 5
0	13.75	15.00	16.75	18.25	20.00
1	14.00	15.25	17.00	18.50	20.25
2	14.25	15.50	17.25	18.75	20.50
3	14.50	15.75	17.50	19.00	20.75
4	14.75	16.00	17.75	19.25	21.00
5	15.00	16.25	18.00	19.50	21.25
6	15.25	16.50	18.25	19.75	21.50
7	15.50	16.75	18.50	20.00	21.75
8	15.75	17.00	18.75	20.25	22.00
9	16.00	17.25	19.00	20.50	22.25
10	16.25	17.50	19.25	20.75	22.50
11	16.50	17.75	19.50	21.00	22.75
12	16.75	18.00	19.75	21.25	23.00
13	17.00	18.25	20.00	21.50	23.25
14	17.25	18.50	20.25	21.75	23.50
15	17.50	18.75	20.50	22.00	23.75
16	17.75	19.00	20.75	22.25	24.00
17	18.00	19.25	21.00	22.50	24.25
18	18.25	19.50	21.25	22.75	24.50

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23. EVALUATION

HYDABURG CITY SCHOOL DISTRICT Classified Employee Performance Evaluation Report

Employee Name: _____

Position: _____ Location: _____

Evaluator Name: _____ Date: _____

Check Evaluation Type: _____ Probationary (90 day)
 _____ Year 1 (March 15)
 _____ Annual (November 15)

Check Recommendation: _____ Continue Employment*
 _____ Terminate Employment
 _____ Plan of Improvement (attached)

Rating Descriptors:

- 4 = Above Proficient The employee consistently accomplishes tasks/demonstrates performance that exceeds expectations. Actions enhance services and goals of the organization. Works at a high level of independence.
- 3 = Proficient The employee meets the standards of a well-trained employee, e.g., accomplishes tasks/demonstrates performance that demonstrates knowledge of the organization. Performance supports services and goals of the organization. Works with minimal supervision.
- 2 = Needs Improvement The employee needs assistance and direction with familiar/routine tasks. Performance demonstrates an incomplete understanding/knowledge of the organization. Requires ongoing supervision.
- 1 = Unacceptable The employee demonstrates little to no knowledge of assigned duties and of the organization as a whole.

*Checking the "Continue Employment" block does not necessarily mean that your position or number of work hours will remain the same the next school year. Student enrollment determines the positions and the number of hours that are available each school year.

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Rating	Performance Area	Comments
	Quantity (amount of satisfactory work performed and completion of work on schedule, ability to plan, organize, coordinate work efficiently and effectively)	
	Quality (extent to which work meets quality standards of accuracy, compliance with instructions, neatness, thoroughness)	
	Knowledge of Work and Job Skill Level (knowledge of job, procedures, equipment, versatility, experience, ability to apply knowledge to various work situations)	
	Initiative (planning and suggesting actions and/or solutions, requests additional tasks when assigned work is completed)	
	Ability to Learn and Adaptability (adapts to changes in job duties, responsibilities, methods, and procedures)	
	Decision-Making (makes sound decision under normal or unusual circumstances. Ability to analyze and solve problems)	
	Work Habits (punctuality, use of safety practices, adherence to established rules and procedures, degree to which employee can be depended on to perform duties in desired manner, completes assignments on schedule, and personal appearance)	
	Relationship with Others (ability to work with others, teamwork, cooperativeness, tact, courtesy, responds to supervision in a positive and constructive manner)	
	Confidentiality	
	Safety/Health Practices (work methods and practices as they affect self and others, compliance with safety rules and use of protective equipment)	
	Reflection (evaluates own performance and makes needed changes to improve)	
Goal(s): (Specific, Measureable, Attainable, Realistic, Timely)		

Signature indicates the classified employee received a copy of his/her evaluation.

 Signature – Classified Employee

 Date

 Signature –Principal

 Date

24. POSITION SPECIFICATIONS

The Superintendent shall prepare and regularly update specifications for all positions. Position specifications shall delineate essential duties of the position, the degree of responsibility the position entails, the type and extent of training required, and the position of the person to whom the employee reports. (See BP 4219.3.) Position specifications are not intended to provide an exhaustive list of duties. In addition to the "representative duties" outlined in the position specifications, the supervisor may prescribe specific duties related to the particular job.

Position Title: Custodian

Wage Range: 1

Hours/Week: 29.75 Days/Year: 210
Reports to: Principal/Superintendent

Qualifications:

- High school diploma or equivalent.
- Ability to follow written instructions regarding the safe handling, mixing, and use of chemicals.
- Alaska driver's license.
- Ability to lift and move seventy (70) pounds.

Representative Duties:

- Cleans floors, walls, windows.
- Cleans and sanitizes showers, locker rooms, and restrooms.
- Removes trash from buildings and grounds.
- Removes snow from walkways.
- Mows grass.
- Changes lamps and performs minor maintenance.
- Performs other duties as assigned.

Position Title: Instructional Aide

Wage Range: 2

Hours/Week: 29.75 Days/Year: 188
Reports to: Assigned Teachers/Principal/Superintendent

Qualifications:

- High school diploma or equivalent.
- Must be "highly qualified" pursuant to NCLB.
- Ability to work well with students and teachers.

Representative Duties:

- Under the direction of the teacher, assists with instruction and tutoring.
 - Performs other duties as assigned.
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Position Title: Lead Cook

Wage Range: 2

Hours/Week: 27.50

Days/Year: 188

Reports to: Principal/Superintendent/Business Manager

Qualifications:

- High school diploma or equivalent.
- Ability to follow written recipes and to accurately complete menu plans and production and inventory reports.
- Ability to lift and move forty (40) pounds.
- At least two (2) years of institutional or commercial food service experience preferred.

Representative Duties:

- Plans, prepares, and serves student meals and snacks and senior meals.
 - Cleans dishes, trays, utensils, pots, pans, kitchen equipment, tables, etc.
 - Prepares timely requisitions for food and supplies.
 - Prepares menu plans, production reports, and inventories.
 - Operates the food service program within applicable state and federal guidelines and District budget parameters.
 - Performs other duties as assigned.
-

Position Title: School Secretary

Wage Range: 3

Hours/Week: 29.75

Days/Year: 188

Reports to: Principal/Superintendent

Qualifications:

- High school diploma or equivalent.
- Ability to use data processing equipment effectively.
- Ability to work well with students, staff, and the public.
- At least two (2) years of secretarial experience preferred.

Representative Duties:

- Provides clerical support to the Principal and to teachers.
 - Maintains attendance records and student permanent files.
 - Receives and sends student transcripts.
 - Handles phone calls and distributes messages and mail.
 - Takes care of mailings to parents.
 - Checks in visitors.
 - Performs other duties as assigned.
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Position Title: Administrative Clerk **Wage Range: 3**

Hours/Week: 10 – 14 Days/Year: 210

Reports to: Accounting Technician, Business Manager, Principal, and/or
Superintendent

Qualifications:

- High school diploma or equivalent; AA Degree preferred.
- At least two years' of bookkeeping experience preferred.
- Ability to use spreadsheet and accounting software.

Representative Duties:

- Prepares purchase requisitions and submits for approval.
- Prepares travel authorizations and submits for approval.
- Calculates hourly employees' leave and compensated time.
- Maintains record of employee leave for each pay period and submits to Principal at the end of each pay period.
- Maintains files as directed.
- Provides clerical support to Principal.
- Assists with preparation and distribution of school board related materials; provides administrative support during school board meetings as directed
- Performs other duties as assigned.

Position Title: Accounting Clerk **Wage Range: 3**

Hours/Week: 29.75 Days/Year: 210

Reports to: Accounting Technician, Business Manager, Principal, and/or
Superintendent

Qualifications:

- High school diploma or equivalent; AA Degree preferred.
- At least two years' of bookkeeping experience preferred.
- Ability to use spreadsheet and accounting software.

Representative Duties:

- Prepares purchase orders from approved requisitions.
- Calculates hourly employees' leave and compensated time.
- Prepares accounts payable check requests.
- Enters data into the accounting system.
- Maintains files.
- Performs other duties as assigned.

Position Title: Accounting Technician

Wage Range: 4

Hours/Week: 40

Days/Year: 260

Reports to: Business Manager, Principal, and/or Superintendent

QUALIFICATIONS:

- Minimum of High School diploma or equivalent with some post secondary education; associates degree or higher with emphasis in business or accounting preferred.
- Cleared background check.
- Ability to work well with teachers, staff, and students.
- Experienced administrative professional who is dependable and highly organized with business maturity, discretion, enthusiasm, and a positive attitude.
- Technology and clerical experience; types with basic speed and high accuracy.
- Good mathematical and problem-solving skills required.
- Strong written, verbal and interpersonal skills preferred.
- Must have knowledge of the State of Alaska retirement systems – PERS/TRS; be knowledgeable of all payroll processing functions from issuing pay to processing payroll liabilities, to complete quarterly 941's and ESC reports, an annual W2's and W3.
- Good organizational skills and record keeping (attention to detail is critical).
- Experience and/or knowledge of Black Mountain accounting program preferred.
- Working knowledge of and skill using Microsoft Office Word and Excel required.
- Self-starter who can work independently and meet deadlines in advance.
- Skill in establishing priorities and managing workload.
- Ability to follow verbal and written instructions.

DUTIES:

- Receive and post deposits to proper accounts in Black Mountain accounting program.
- Perform scanning/document imaging and renaming, sorting and filing.
- Process all Accounts Payable completely disbursing checks or electronic payment to vendors, and process all semi monthly Payroll.
- Maintain office electronic filing and storage systems.
- Monitor and order office supplies, with prior approval.
- Distribute/file/scan all incoming mail.
- Perform errands that assist daily/weekly functions: post office, bank , etc.
- General reception duties: relaying calls as needed.
- Staff Assistance: Making copies, preparing binders, etc.
- Adhere to all HCSD policies.
- Maintain the same high level of ethical behavior and confidentiality of information about students and the school as is expected of fully licensed teachers.
- Perform such other tasks and assume other responsibilities as the supervisor may assign.

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Position Title: Maintenance Mechanic

Wage Range: 5

Hours/Week: 29.75 Days/Year: 240

Reports to: Principal/Superintendent

Qualifications:

- High school diploma or equivalent.
- Working knowledge of various building maintenance crafts including but not necessarily limited to carpentry, electrical, mechanical, and plumbing.
- Ability to understand technical manuals and to implement written maintenance procedures.
- Computer skills.
- At least two (2) years of building maintenance or construction experience.
- Ability to lift and move seventy (70) pounds.
- Alaska driver's license.

Representative Duties:

- Maintains buildings and grounds.
- Performs scheduled and unscheduled maintenance procedures.
- Enters maintenance activities into computerized maintenance management system.
- Prepares timely requisitions for maintenance materials, equipment, and spare parts.
- Performs other duties as assigned.

Position Title: Cultural Instructor

Wage Range: 5

Hours/Week: to be determined Days/Year: 188

Reports to: Principal/Superintendent

Qualifications:

- High school diploma or equivalent.
- Age 18 years or older.
- Demonstrated skill in monitoring student behaviors to ensure safety.
- Demonstrated skill in taking direction and working at an independent level.
- Strong work ethic.
- Knowledge/skill in area of instruction.

Representative Duties:

- Instructs students in cultural activities
- Monitors behaviors to ensure safety.
- Follows schedules
- Serves as a positive role model for participants, e.g., dress, actions, words, etc.
- Follows and completes assigned tasks/duties.
- Maintains a high level of ethical behaviors, e.g., confidentiality, attendance and punctuality, etc.

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- Participates in any required professional development activities.
- Provides a safe and orderly, appropriate class environment.
- Performs other duties as assigned.

Position Title: Technology Coordinator

Wage Range: 5

Hours/Week: to be determined

Days/Year: 215

Reports to: Principal/Superintendent

QUALIFICATIONS:

- Demonstrated knowledge of Web Page Design and Macintosh and PC platforms and operating systems
- Demonstrated competency in network design, development, implementation, and training
- Educational Technology Certification preferred
- Knowledge of video conferencing and distance delivery systems
- Demonstrated skill in taking direction and working at a semi-independent level
- Demonstrated strong work ethic, e.g., meets deadlines, works effectively with varied agencies and people
- High school diploma required; college/advanced degree preferred

PERFORMANCE RESPONSIBILITIES:

❖ Collaboration

- Participate as a member of HCSD's Technology Committee
- Work with HCSD's State and Federal Grant's Coordinator to order technology equipment and programs identified in grants
- Work with staff, students, and community agencies to identify needs, provide training, install programs, and maintain equipment
- Update supervisor and school board regarding the status of HCSD's Technology Infrastructure, Programs, and ongoing needs

❖ Technology

- Demonstrates knowledge and skill in using PC and Mac platforms
- Demonstrates skill using and creating documents in Microsoft Office Suite (e.g., MS Word, database, spreadsheet, power point, etc.) and maintaining data in PowerSchool Student Information System
- Demonstrates knowledge of and effective use of varied search engines, email, texting, etc.
- Creates and updates HCSD's Web Page and provides web page development training to staff
- Demonstrates knowledge of and skill in troubleshooting technology equipment and office machines, e.g., computers (both Mac and PC platforms), copiers, printers, faxes
- Recommends and updates HCSD's infrastructure on an ongoing basis
- Ensures equipment, including computers, VTC, cameras, VCR, etc. is ready for staff and student use at the beginning of each school year

