



CLASSIFIED EMPLOYEE HANDBOOK

DRAFT

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EMPLOYMENT DEFINITIONS

MANAGEMENT RIGHTS

The District reserves exclusive rights to operate and control its schools and maintains authority to establish policies and regulations. The District, through the Superintendent or designee, may prescribe working rules pertaining to conduct, discipline, and safety of classified employees, [and may create, eliminate, or change classified positions](#).

EMPLOYMENT OF PERSONNEL

All classified employees are employed and may be terminated only by the Superintendent.

All pertinent hire documents (application, W-4, I-9 and proof of identity, PERS paperwork, highly-qualified information and verification (if applicable), and the board policy on drug and alcohol-free workplace) are required to be on file with the District Office BEFORE any employee can be classified as permanent. Until such documents are on file in the District Office, the employee will be classified as temporary or substitute.

All employees will be placed on Probationary Status for the initial ninety (90) days of employment [in the initial year of employment with the district](#), at which time the immediate supervisor will complete an evaluation to determine whether the employee will be placed on permanent status. Neither sick leave nor annual leave may be taken during the probationary period. ~~This is also referenced in Sections 380, 385, and 520 of the Negotiated Agreement between Southeast Island School District and Southeast Island Education Association (the Classified Bargained Agreement).~~

CONFIDENTIALITY

District employees shall maintain the confidentiality of all confidential records until such time as laws, state regulations and/or bylaws of this district permit disclosure. Information and records pertaining to executive sessions, negotiations, and student records are not subject to public disclosure.

Any employee who willfully releases confidential information about students, staff, or any topic properly confined to an executive session shall be subject to disciplinary action up to and including dismissal from district service. Any action by an employee, which inadvertently or carelessly results in release of confidential information, shall be recorded, and the record shall be placed in the employee's personnel file.

Depending on the circumstances, the Superintendent or designee may deny the employee further access to any privileged information and shall take any steps necessary to prevent any further unauthorized release of such information.

WORKWEEK

The Superintendent or designee shall establish the standard workweek for permanent full-time year-round employees. The standard working hours of business for full-time District Office positions shall be according to the District Office schedule and subject to approval of the Superintendent or designee. The standard working hours for school positions shall be according to each school's daily schedule and subject to the approval of the Lead Teacher, Principal, or Superintendent.

Deviations from the standard schedule may be approved by the Superintendent or designee for District Office positions or the Principal or Lead Teacher for school site positions.

BREAKS

The School District does not provide compensable (paid) breaks (breaks less than 20 minutes). Employees between the ages of 14 and 17 who work more than 5 consecutive hours and are going to continue to work must have a lunch break of 30 minutes or more scheduled within 5 hours of when the employee starts working. Employees 18 years or older can be scheduled for and take a non-paid lunch break of 20 minutes or more (typically at least 30 minutes) where they are not performing work.

OVERTIME

Overtime work shall not be permitted, unless approved on an emergency basis by the Superintendent/designee.

The administrative procedure regarding overtime is as follows:

- I. In accordance with AS, Sec. 23.10.060, the School District shall pay any employee at the rate of one and one-half times the regular hourly rate of pay for any hours more than forty (40) hours a week or for more than eight (8) hours a day.

The procedure for use of overtime shall be:

- I. Overtime or work beyond daily budgeted hours must be pre-approved by the superintendent [or designee](#).
- II. Emergency call outs shall be paid portal to portal and shall equal a minimum of two (2) hours of overtime pay if the above restrictions are met.
 - A. If these occur on a paid holiday, employee shall receive time and one-half in addition to full holiday pay.

The District may, upon request of the employee and at the discretion of the Superintendent or designee, provide compensatory time off in lieu of compensatory pay; this is only considered with prior approval and is subject to the restrictions of the Fair Labor Standards Act. Unworked paid days shall not accumulate toward overtime.

FULL-TIME EMPLOYMENT

Permanent full-time educational support employee: One who has completed his/her probationary period in a regularly budgeted position, is employed at least thirty (30) hours per week, and is a 12-month employee.

PART-TIME EMPLOYMENT

Permanent part-time educational support employee: One who has completed his/her probationary period and is employed less than thirty (30) hours per week or less than 12 months per year.

PROBATIONARY EMPLOYMENT

Probationary educational support employee: One who is appointed to a regularly budgeted position, but who has not yet completed the first three (3) working month probationary period [in the initial year of employment. Probationary Period is defined in Section 385 of the Classified Bargained Agreement.](#)

TEMPORARY EMPLOYMENT

Temporary employee: One who 1) works on an irregular basis, 2) has not met highly qualified requirements and works in a position that requires an employee to be highly qualified, or 3) who has been appointed for a period of less than six working months.

[An employees who is considered to be a temporary employee because he/she has not met highly qualified requirements and is working in position that requires him/her to be highly qualified has 45 calender days to 1\) meet highly qualified requirements, and 2\) submit the required supporting documentation to the Personnel Officer in the District Office.](#)

BREAK IN SERVICE

A break in service is defined as any termination of employment with SISD, including declining enrollment at the Site or District level or changing needs or programs at the Site or District. Any employee who experiences a break in service due to declining enrollment at the site or District level or changing needs or programs at the site or District level will need to reapply when the position reopens. Prior service and experience will be given consideration. SISD will make decisions based on what is best for students. Any person rehired subsequent to a break in service will be reinstated at the wage commensurate to their years with the district.

LEAVE

Absences of classified employees from duty shall be for reasons approved by their supervisor and shall be covered with leave which has been duly authorized, reported, and recorded.

SICK LEAVE

All educational support personnel shall be entitled to sick leave.

Sick leave shall be accrued at the rate of .05 hours per hour. Each leave day is equivalent in hours paid to the regular work day. For example, a regular six-hour employee will be paid sick

leave at the daily rate of six hours.

Sick leave and annual leave will not accrue during the term of any leave without pay. Sick leave after three (3) consecutive days shall be accompanied by a health care provider's certificate if requested by the supervisor.

Sick leave shall be approved by the supervisor.

Sick leave is allowable for illness in the immediate family requiring the physical presence of the employee in the interest of family welfare. Immediate family is defined as a spouse, child, foster child, stepchild, parent, foster parent, stepparent, grandparent, grandchild, sibling, stepsibling, foster sibling, or in-law.

Up to ten (10) days sick leave with pay may be used per occurrence per contract year by an employee in the event of death, serious injury, or serious illness of the employee's immediate family, as defined above. Additional leave time will be charged to annual leave (if applicable) and then to leave without pay.

Sick leave for the death in the immediate family beyond twenty (20) consecutive workdays may be granted, subject to the approval of the superintendent or his/her designee.

Employees are eligible for sick leave with pay after they have been continuously employed for ninety (90) days. Sick leave is earned, however, from the first full pay period.

Permanent part-time employees who have been hired to an 'on-call' position are eligible for sick leave only on days when they have been called in to work.

ANNUAL LEAVE

All permanent full time educational support employees working at least 30 hours per week shall be entitled to annual leave with pay to be accrued at the rate of:

- I. Period of Service:
 - A. **0 - 2 years:** One (1) leave day per month.
 - B. **Over 2 years:** One and three quarters (1 3/4) leave days per month.
 - C. **Over 5 years:** Two (2) leave days per month.
 - D. **Over 10 years:** Two and one quarter (2 1/4) leave days per month.

Each leave day is equivalent in hours paid to the regular work day. For example, a regular six-hour employee will be paid annual leave at the daily rate of six hours.

Definitions:

- I. A year of service is defined as one calendar year from date of hire, taking into consideration a break for summer recess.

Leave schedules must be planned with supervisors and have their advance approval.

During an employee's probationary period, annual leave will accrue, but will not be used until successful completion of his/her probationary period.

Leave will not accrue while an employee is on leave without pay. Annual leave may be accrued to a total of 45 working days. One-half of the annual leave must be used prior to

September 1 of each year. No more than 31½ working days shall be used consecutively. The business office will deduct unused, excess leave in September of each year.

ADMINISTRATIVE LEAVE

If an employee participates in seminars, classes or meetings that 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.

CIVIC LEAVE

- I. All educational support staff members shall be free to perform civic duties, such as holding elective public office and/or service on committees, commissions or other appointive bodies established by the Superintendent, Board, Commissioner of Education, State Commissions, Governor, or State Legislature providing that service in this capacity does not, in the opinion of the Superintendent of Schools, disrupt the position for which the staff member is hired or add unreasonable burden to the District.
- II. Requests and leave slips for Civic Leave will be forwarded by the employee to their supervisor for recommendation before submittal to the Superintendent. At the direction of the Superintendent, an educational support staff member may be granted a leave with pay for civic duties at the state and local level.
- III. The District will not be liable for any travel or per diem.
- IV. In the case of jury duty or subpoenaed witness duty, the employee shall turn over to the District all monies received from the court as compensation (except travel and per diem) for services, and in turn shall be paid his/her current salary while on court leave.

When an employee is summoned as a witness in a proceeding involving or arising from personal activities outside District employment or personal affairs, the employee shall not be entitled to civic leave for this purpose.

If an employee is a disaster responder, he/she shall be released from duty in order to respond to a disaster call. Full pay shall be received for time missed for such duty but the employee shall remit any pay earned while performing such volunteer services not to exceed the salary which would have been earned had the employee been on duty.

MILITARY LEAVE

An employee who is duty bound to answer a call for temporary military service with the National Guard or any other military organization of the United States shall be permitted to serve. Upon submittal of orders verifying the service, the employee shall be granted ten (10) days administrative leave, accrued annual leave will be applied from that point. In the event the employee does not have sufficient annual leave to participate, the employee shall be granted leave without pay for the duration of the required military service.

HOLIDAYS

Holiday pay for all classified employees for the following holidays: New Years, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving (if employee normally works on Fridays), Dec. 24 & 25, New Years Eve. Should a holiday land on a weekend, the day preceding or following will be considered the day off.

A day is defined as the number of hours per day authorized for the employee to work at the time the holiday is taken.

COMPENSATION

SALARY: Hourly employees will be paid according to the appropriate range on the adopted salary schedule (Appendix B, Classified Pay Range Schedule). Any exceptions must be approved by the Superintendent.

PLACEMENT ON THE SALARY SCHEDULE: Initial placement shall be made by the Superintendent based upon job description and position responsibilities. Experience within a classification or in related job descriptions will be considered.

ADVANCEMENT ON THE SALARY SCHEDULE: Advancement on the salary schedule shall be an annual event and shall become effective for all eligible classified employees on July 1 of each year, pending a satisfactory evaluation by the supervisor. Note: It is a shared responsibility of the employee to insure that an evaluation is completed on schedule by the supervisor.

To be eligible for annual advancement on the salary schedule, a classified employee must have been employed by SISD at least seven (7) months in the immediately preceding fiscal year in the category for which the advancement is being considered. Any absence necessitated by an accidental job-related injury or by required military service will not be considered a break in service for purposes of establishing the seven (7) months work criteria. Non-exempt, hourly employees shall advance one (1) horizontal step each year as determined by the classified salary schedule based upon a satisfactory evaluation. Any exceptions must be approved by the Superintendent.

EMPLOYEE INSURANCE

- I. The Southeast Island School District shall provide a group health care plan for classified employees and dependents with benefits for all permanent and full-time employees working 30 hours or more per week.
- II. No employee covered by this plan will receive health insurance from more than one School District insurance policy.
- III. The Board shall provide \$250 annual contribution as a matching dollar effort to each classified employee, towards the financing of life insurance. Life insurance will be purchased through an independent provider (of the employees choice). Reimbursement will be paid upon receipt of premium invoice.
- IV. Eligible employee is defined as Permanent full-time employees working 30 hours per week.

RETIREMENT PLAN

- I. The District shall participate with all eligible educational support employees of the District in the State Public Employees Retirement System.
- II. The District shall pay Permanent employees for one seventh (1/7) of the value of their unused sick leave upon retirement through the Public Employees Retirement System (PERS).

TRAINING ASSISTANCE: The District will work cooperatively with employees to improve employees' skills, knowledge, and abilities relating to present positions or to classified positions to which they might logically progress. This may involve approval for employees to attend conferences and seminars, tuition reimbursement for approved course of study on file at the district office, and other related activities. Hire preference generally will be given to those who take advantage of specific training opportunities provided by the District.

NON-SCHOOL EMPLOYMENT

All employees will notify their immediate supervisor of outside employment. No employee shall accept any outside employment that will interfere with the duties for which the employee is paid.

EVALUATION

All employees shall be evaluated annually prior to June 30. The performance evaluation shall include areas of strength as well as any areas needing improvement. Nothing in this section precludes a supervisor from evaluating an employee more often than annually if deemed necessary.

DISCIPLINE

Employees may be disciplined for ~~any conduct tending to be detrimental to the best interests of the school district or tending to reflect adversely on the employee's competence, efficiency, or willingness to perform duties at the required level of performance~~ because as defined by Alaska law. Disciplinary action shall follow the policies set forth in SISD Board Policy 4218, Dismissal/Suspension/Disciplinary Action, ~~and Section 396 of the Classified Bargaining Agreement~~. Types of discipline include, but are not limited to, verbal warning, written reprimand, suspension without pay, demotion, reduction of pay step in class, or dismissal. It is understood that these elements of discipline may be implemented at any level by the superintendent or immediate supervisor depending on the seriousness of the offense. Documentation will be placed in the personnel file for every disciplinary action.

At any time prior to the expiration of the probationary period, the Superintendent or designee may dismiss a probationary classified employee from district employment. A probationary employee shall not be entitled to a hearing.

Permanent classified employees shall be subject to personnel action (suspension without pay, demotion, reduction of pay step in class, dismissal) only for cause. The Board's determination of the sufficiency of the cause for disciplinary action shall be conclusive.

The Superintendent shall be kept informed in writing of any disciplinary action taken against any employee.

A permanent employee may, within five calendar days after receiving the recommendation of personnel action described in BP 4218, file an appeal to the Board for reconsideration of the personnel action by submitting a request to the Superintendent or designee.

If the employee against whom a recommendation of personnel action has been filed fails to appeal within the time specified in these rules, the employee shall be deemed to have waived the right to request reconsideration.

At any time before an employee's appeal is finally submitted to the Board for reconsideration, the Superintendent or designee may, with the consent of the Board, serve on the employee and file with the Board an amended or supplemental recommendation of personnel action.

The Board may affirm, modify or revoke the recommended personnel action.

INJURIES

All employee injuries occurring while on duty shall be reported to the employee's immediate supervisor and the Personnel Officer (~~Chris Page Haufe~~) immediately. Employees shall complete the employee section of the Workers' Compensation "Report of Occupational Injury or Illness" form. This form shall be submitted to the Principal, Lead Teacher or designee, who shall forward it to the District Office.

CLASSIFIED TERMINATION

Upon termination of employment, the supervisor shall notify the Personnel Officer (~~Chris Page Haufe~~) and Payroll Officer (~~Margie Eads~~). A final paycheck will be prepared and forwarded to the terminated employee or authorized account within the timeline prescribed by law. All accumulated sick leave will be forfeited. Any unused vacation leave will be reimbursed at the employee's daily per diem rate. Terminated employees will be notified of options available to them through COBRA and other mandated options.

At the end of employment, each employee must sign a notice of termination form for both SISD and PERS (if PERS is applicable). In instances when an employee has not reported for work for a period of five (5) working days and is not on approved leave, termination forms will be completed for the employee and submitted with notation that the employee was not available to sign.

FIXED RATE SCHEDULE

Temporary Workers: (Pre-approved by Superintendent/designee only)

Temporary Casual Worker	\$9. 75 80* - \$11.01 per hour
Temporary Cultural Specialist	\$20.00 per hour
Temporary Laborer	\$15.00 per hour
Temporary Skilled Laborer I	\$20.00 per hour
Temporary Skilled Laborer II	\$25.00 per hour

~~* the minimum rate for a Temporary Casual Worker increases to \$9.80 per hour on 1/1/17, when the Alaska Minimum Wage increases to that amount.~~

Substitute Teachers: \$16.00 per hour (non-certified); \$18.00 per hour (certified). The maximum work hours for a substitute teacher each day may not exceed the number of hours students are in class.

PLEASE NOTE: The payroll cycle is from the 1st of the month to the last day of the month. Time cards are generally due by the last Friday of each month in order to distribute by the 5th day of the following month. The Payroll Officer (~~Margie Eads~~) will notify staff of changes to this date. Time cards must be signed/completed by the employee and approved by the supervisor (generally lead teacher or principal), who will submit them to the Payroll Officer (~~Margie Eads~~) by the date specified. Any time card received after the deadline will be processed in the following month. Checks will be distributed by the 5th day of the following month.

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JOB DESCRIPTIONS

SOUTHEAST ISLAND SCHOOL DISTRICT Classified Employee Position Description

BUILDING CUSTODIAN

Qualifications:

- Able to read and understand instructions
- Able to lift and move fifty (50) pounds.
- Demonstrated skill in taking direction and working at an independent level.
- Strong work ethic.
- Cleared Background Check (BP/AR 4112.5/4212.5/4312.5)

Reports To and Is Evaluated By:

- Building Lead Teacher/Principal

Position Goal:

- To provide a safe, clean, orderly environment.

Performance Responsibilities:

- ❖ Under the direction of the Lead Teacher/Principal:
 - Implements scheduled cleaning tasks as directed.
 - Maintains cleaning supplies' inventory, completes supply requisition forms, stores supplies in a safe manner, etc.
 - Completes and sends forms requesting major building/equipment repairs.
 - Inspects school and grounds for damage and safety concerns; completes and submits reports.
 - Makes minor repairs as needed.
 - Ensures all windows and doors are locked, lights turned off (except security lights) before leaving work.
 - Complies with local laws and procedures for storage/disposal of trash, rubbish, waste, etc.
 - Moves furniture/equipment as required for varied activities.
 - Plans, organizes, and coordinates work tasks in an efficient manner.
 - Serves as a positive role model for students and staff, e.g., dress, actions, words, etc.
 - Demonstrates ability to adapt and generalize skills to changes in job duties, methods, and procedures.
 - Maintains a high level of ethical behaviors, e.g., confidentiality, attendance and punctuality, etc.
 - Participate in district required professional development activities.
 - Create and/or update a Material Safety Data Sheet on all cleaning chemicals twice a year and post on the inside door of cleaning closet (this is a State requirement).
 - Other duties as assigned.

Terms of Employment:

Work schedule is to be established by the Lead Teacher/Principal.
Salary is determined based on SISD's Salary Schedule.

Evaluation:

A new employee will be evaluated at the end of his/her probationary period (90 days). Year 1 employees will be evaluated again by March 15. All employees will be evaluated annually (November 15) by their supervisor(s). Supervisors may conduct additional evaluations of any employee as needed.

Suggested Cleaning Schedules Attached (each school site will create their own and submit to the district office). Create a Winter Break and Summer Break School cleaning schedule and submit to the District Office for approval (November/May) annually. Collaborate with site Lead Teacher/Principal to create schedules.

SOUTHEAST ISLAND SCHOOL DISTRICT
Classified Employee Position Description
BUS DRIVER/SUBSTITUTE BUS DRIVER

Qualifications:

- Valid Commercial Driver's License (CDL) and current Bus Driver's physical.
- Meets all Department of Transportation requirements for pupil transportation
- Demonstrated skill in taking direction and working at a semi-independent level.
- Strong work ethic.
- Cleared Background Check (BP/AR 4112.5/4212.5/4312.5)

Reports To and Is Evaluated By:

- Pupil Transportation Supervisor - Fleet Mechanic/Bus Monitor/Trainer

Position Goal:

- To provide safe transportation for students to/from school and related student activities.

Performance Responsibilities:

- Completes pre and post-trip inspections of vehicle.
- Re-fuels vehicle.
- Ensures safe loading/unloading of passengers.
- Supervises passengers to ensure safe travel.
- Cleans interior/exterior of vehicle.
- Completes and submits records and reports in a timely manner, e.g., bus inspection, student behavior, etc.
- Participates in required professional development activities.
- Serves as a positive role model for students and staff, e.g., dress, actions, words, etc.
- Demonstrates ability to adapt and generalize skills to changes in job duties, methods, and procedures.
- Follows and completes assigned tasks/duties.
- Maintains a high level of ethical behaviors, e.g., confidentiality, attendance and punctuality, etc.
- Other duties as assigned.

Terms of Employment:

School year.

Salary is determined based on SISD's Salary Schedule.

Evaluation:

A new employee will be evaluated at the end of his/her probationary period (90 days). Year 1 employees will be evaluated again by March 15. All employees will be evaluated annually (November 15) by their supervisor(s). Supervisors may conduct additional evaluations of any employee as needed.

SOUTHEAST ISLAND SCHOOL DISTRICT
Classified Employee Position Description
CULTURAL SPECIALIST

Qualifications:

- High School diploma or equivalent
- Meets Alaska Paraprofessional qualifications: completed 48 semester credits of higher education, completed Associate's Degree or higher, or passed the HELP Test or ParaPro Assessment and Paraprofessional Standards Checklist.
- Ability to work well with teachers and students.
- Skill in monitoring student behaviors to ensure safety
- Experience making traditional regalia.
- Strong work ethic.
- Skill in taking direction and working at an independent level.
- Cleared Background Check (BP/AR 4112.5/4212.5/4312.5)

Reports To and Is Evaluated By:

- Building Lead Teacher/Principal
- Grants Manager

Position Goal:

- To assist in providing learning opportunities for students that result in positive social, emotional, and academic growth.
- To assist in providing a safe, orderly environment.

Performance Responsibilities:

- Under the direction of the classroom teacher:
 - Instruct students in grades K-12 in cultural activities.
 - Assist with ordering materials.
 - Collaborate with teachers for scheduling instruction.
 - Assist with organizing show of student work to community.
- Serve as a positive role model for participants, e.g., dress, actions, words, etc.
- Participate in staff meetings as determined by the principal.
- Monitors behaviors to ensure safety.
- Maintains a high level of ethical behaviors, e.g., confidentiality, attendance and punctuality, etc.
- Follows and completes assigned tasks/duties.
- Other duties as assigned.

Terms of Employment:

- Part time. Work schedule is to be established by the Lead Teacher/Principal.
- Salary is determined based on SISD's Salary Schedule.

Evaluation:

A new employee will be evaluated at the end of his/her probationary period (90 days). Year 1 employees will be evaluated again by March 15. All employees will be evaluated annually (November 15) by their supervisor(s). Supervisors may conduct additional evaluations of any employee as needed.

SOUTHEAST ISLAND SCHOOL DISTRICT
Classified Employee Position Description
DISTRICT REGISTRAR

Qualifications:

- High school diploma or equivalent; additional education desired
- Technology and clerical experience
- Good written and oral skills
- Demonstrated skill in taking direction and working at a semi-independent level
- Knowledge of School-related databases
- Strong work ethic
- Cleared Background Check (BP/AR 4112.5/4212.5/4312.5)

Reports to:

- Principal

Position Goal:

- To maintain accurate district-wide student records.
- To ensure staff are knowledgeable of and compliant in maintain accurate student recordkeeping procedures.

Performance Responsibilities:

- Presents a friendly, supportive demeanor to the public, students, and staff.
- Facilitates communications, e.g., messages, scheduling appointments, email, mail distribution, intercom use, etc.
- Instructs sites on maintains student files/records, e.g., attendance, enrollment, report cards, etc.
- Demonstrates ability to enact organizational systems that enhance school/staff effectiveness and efficiency, e.g. enrollment, student records, attendance, timesheets etc.
- Provides staff training with student recordkeeping systems, e.g., report cards, attendance, health, etc.
- Works with district staff to complete and submit OASIS data reports.
- Assists in organizing Professional Development related activities.
- Demonstrates job-specific technology skills, e.g., student recordkeeping programs, databases, etc
- Provides and participates in required professional development activities.
- Serves as a positive role model for students and staff, e.g., dress, actions, words, etc.
- Demonstrates ability to adapt and generalize skills to changes in job duties, methods, and procedures.
- Follows and completes assigned tasks/duties.
- Maintains a high level of ethical behaviors, e.g., confidentiality, attendance and punctuality, etc.
- Other duties as assigned.

Terms of Employment:

Ten (10) Months

Salary is determined based on SISD's Salary Schedule.

Evaluation:

A new employee will be evaluated at the end of his/her probationary period (90 days). Year 1 employees will be evaluated again by March 15. All employees will be evaluated annually (November 15) by their supervisor(s). Supervisors may conduct additional evaluations of any employee as needed.

SOUTHEAST ISLAND SCHOOL DISTRICT
Classified Employee Position Description
EXECUTIVE ADMINISTRATIVE ASSISTANT

Qualifications:

- High school diploma or equivalent with two (2) years related college training (preferred) or three (3) years successful experience in similar work-related position
- Technology and clerical experience
- High level organization skills
- Effective written and oral skills
- Demonstrated skill in taking direction and working at a semi-independent level
- Strong work ethic
- Cleared Background Check (BP/AR 4112.5/4212.5/4312.5)

Reports to:

- Superintendent

Position Goals:

- To provide administrative and office support activities for the Superintendent and Board of Education.
- To oversee district office staff to ensure overall effective communication and operation of the district.

Performance Responsibilities:

- Presents a friendly, supportive demeanor to the public, students, and staff.
- Composes correspondence and reports for supervisor's signature, e.g., creates agendas, arranges meetings, records, and prepares minutes, etc.
- Schedules and screens visitors to control interruptions and to ensure supervisor's effective time utilization.
- Sets up and maintains files and electronic databases for administration/Board of Education.
- Utilizes effective communication skills, e.g., provides information regarding call backs, handles inquiries, checks deadlines, arranges essential mail in priority action format for supervisor, etc.
- Coordinates work flow of district office employees and recommends management actions to improve operating procedures.
- Monitors grant applications/process.
- Sends student transcripts to requesting entities.
- Presents and participates in required professional development activities.
- Serves as a positive role model for students and staff, e.g., dress, actions, words, etc.
- Demonstrates ability to adapt and generalize skills to changes in job duties, methods, and procedures.
- Follows and completes assigned tasks/duties.
- Maintains a high level of ethical behaviors, e.g., confidentiality, attendance and punctuality, etc.
- Other duties as assigned.

Terms of Employment:

Twelve (12) months.

Salary is determined based on SISD's Salary Schedule.

Evaluation:

A new employee will be evaluated at the end of his/her probationary period (90 days). Year 1 employees will be evaluated again by March 15. In subsequent years, employee will be evaluated annually (June 15) by their supervisor(s). Supervisors may conduct additional evaluations of any employee as needed.

SOUTHEAST ISLAND SCHOOL DISTRICT
Classified Employee Position Description
FOOD SERVICE COORDINATOR

Qualifications:

- High school diploma or equivalent
- Food service experience (preferred)
- Food Handler's License
- Computer skills
- Demonstrated skill in taking direction and working at a semi-independent level
- Able to lift and move fifty (50) pounds
- Strong work ethic
- Cleared Background Check (BP/AR 4112.5/4212.5/4312.5)

Reports To and Is Evaluated By:

- Superintendent/Designee

Position Goal:

- To implement a district-wide food service program that meets state and federal guidelines.
- To maintain accurate records that detail cost effectiveness and an accurate inventory.

Performance Responsibilities:

- Provides training to staff regarding food service procedures.
- Coordinate food and supply orders.
- Order supplies that stay within the food service budget.
- Work with the Data Entry Clerk to prepare monthly billings and reimbursements.
- Maintain a current inventory of site and district food warehouses.
- Manage commodities delivery/returns so as to minimize out-dated food stock.
- Complete and submit reports in a timely manner, e.g., site inventories, meals service activities, student and staff count, timesheets, etc.
- Develops and distributes meal menus to sites.
- Participates in and provides professional development activities.
- Serves as a positive role model for students and staff, e.g., dress, actions, words, etc.
- Provides feedback to site Lead Teachers/Principal regarding food service worker's performance.
- Demonstrates ability to adapt and generalize skills to changes in job duties, methods, and procedures.
- Follows and completes assigned tasks/duties.
- Maintains a high level of ethical behaviors, e.g., confidentiality, attendance and punctuality, etc.
- Accounts for staff/community meals.
- Other duties as assigned.

Terms of Employment:

Ten (10) Months.

Salary is determined based on SISD's Salary Schedule.

Evaluation:

A new employee will be evaluated at the end of his/her probationary period (90 days). Year 1 employees will be evaluated again by March 15. All employees will be evaluated annually (November 15) by their supervisor(s). Supervisors may conduct additional evaluations of any employee as needed.

SOUTHEAST ISLAND SCHOOL DISTRICT
Classified Employee Position Description
FOOD SERVICE WORKER

Qualifications:

- High school diploma or equivalent
- Food service experience (preferred)
- Food Handler's License
- Demonstrated skill in taking direction and working at a semi-independent level
- Able to lift and move fifty (50) pounds
- Strong work ethic
- Cleared Background Check (BP/AR 4112.5/4212.5/4312.5)

Reports To and Is Evaluated By:

- Lead Teacher and Food Service Program Coordinator

Position Goal:

- To implement a food service program that meets state and federal guidelines.

Performance Responsibilities:

- Complete and submit reports in a timely manner, e.g., site inventories, meals service activities, student and staff count, timesheets, etc.
- Coordinate site menu with the Food Service Program Coordinator.
- Prepare, serve, and clean up limited service meals.
- Participates in required professional development activities.
- Serves as a positive role model for students and staff, e.g., dress, actions, words, etc.
- Demonstrates ability to adapt and generalize skills to changes in job duties, methods, and procedures.
- Follows and completes assigned tasks/duties.
- Complies with food service rules/regulations.
- Demonstrates skill in preparing appropriate amount of food for school population consumption.
- Maintains a high level of ethical behaviors, e.g., confidentiality, attendance and punctuality, etc.
- Other duties as assigned.

Terms of Employment:

School year.

Salary is determined based on SISD's Salary Schedule.

Evaluation:

A new employee will be evaluated at the end of his/her probationary period (90 days). Year 1 employees will be evaluated again by March 15. All employees will be evaluated annually (November 15) by their supervisor(s). Supervisors may conduct additional evaluations of any employee as needed.

SOUTHEAST ISLAND SCHOOL DISTRICT
Classified Employee Position Description
GENERATOR MAINTENANCE

Qualifications:

- High school diploma or equivalent
- Experience with generator maintenance and repair
- Able to lift and move fifty (50) pounds.
- Demonstrated skill in taking direction and working at a semi-independent level.
- Communicates in an effective manner.
- Strong work ethic.
- Cleared Background Check (BP/AR 4112.5/4212.5/4312.5)

Reports To and Is Evaluated By:

- Superintendent or Maintenance Supervisor

Position Goal:

- To provide a safe physical plant for staff and students.
- To provide information needed to ensure accurate records are maintained regarding the school district physical plants and maintenance and operations equipment.

Performance Responsibilities:

- Maintains and provides a record of fuel levels to Lead Teacher
- Repairs and/or makes arrangements for generator equipment repair and maintenance
- Changes oil and fuel filters
- Turns on/off generator according to a preset schedule
- Maintains confidentiality
- Other duties as assigned

Terms of Employment:

Work schedule is to be established by the Superintendent
Salary is determined based on SISD's Salary Schedule.

Evaluation:

A new employee will be evaluated at the end of his/her probationary period (90 days). Year 1 employees will be evaluated again by March 15. All employees will be evaluated annually (November 15) by their supervisor(s). Supervisors may conduct additional evaluations of any employee as needed.

SOUTHEAST ISLAND SCHOOL DISTRICT
Classified Employee Position Description
INTENSIVE STUDENT TRANSPORTATION AIDE

Qualifications:

- High school diploma or equivalent
- Able to meet SISD driver requirements (if using a vehicle to transport student)
- Demonstrated skill in taking direction and working at a semi-independent level.
- Demonstrated skill in meeting timelines.
- Strong work ethic.
- Cleared Background Check (BP/AR 4112.5/4212.5/4312.5)

Reports To and Is Evaluated By:

- Building Lead Teacher/Principal and
- Assigned Special Education Teacher

Position Goal:

- To provide safe transportation for intensive special education students to/from school and related student activities.

Performance Responsibilities:

- Ensures safe loading/unloading of intensive student(s) (if using a vehicle).
- Maintains personal transportation vehicle in good (safe) working order.
- Ensures safe walking to/from school/home, e.g., walks on side of road facing oncoming traffic.
- Supervises intensive student(s) to ensure safe travel.
- Ensures intensive student(s) walks on the right side of the adult.
- Completes and submits timesheets.
- Participates in required professional development regarding intensive needs student(s).
- Serves as a positive role model for students and staff, e.g., dress, actions, words, etc.
- Demonstrates ability to adapt and generalize skills to changes in job schedule.
- Follows and completes assigned tasks/duties.
- Maintains a high level of ethical behaviors, e.g., confidentiality, attendance and punctuality, etc.
- Other duties as assigned.

Terms of Employment:

School year (days student is in attendance).

Salary is determined based on SISD's Salary Schedule for Intensive Aides.

Evaluation:

A new employee will be evaluated at the end of his/her probationary period (90 days). Year 1 employees will be evaluated again in April. All employees will be evaluated annually (October) by their supervisor(s).

SOUTHEAST ISLAND SCHOOL DISTRICT
Classified Employee Position Description
LIBRARY/RESOURCE CLERK

Qualifications:

- High school diploma or equivalent
- Knowledge of library systems (preferred)
- Technology and clerical experience
- Demonstrated skill in taking direction and working at a semi-independent level
- Able to lift and move fifty (50) pounds
- Strong work ethic
- Cleared Background Check (BP/AR 4112.5/4212.5/4312.5)

Reports to:

- Principal/Designee

Position Goal:

- To facilitate student and staff use of/access to district and electronic media library and educational resources.

Performance Responsibilities:

- Utilizes automated processes to maintain and circulate library, media, and vocational and educational resources.
- Completes an annual inventory of all district curricular resources.
- Orders, catalogs, shelves, weeds new and current circulated collections.
- Organizes and conducts annual Battle of the Books, Geography Bee, and Spelling Bee activities including ordering of BOB book, Geography and Spelling Bee materials for each school site.
- Assists in organization and maintenance of site libraries as requested/approved.
- Supervises student library aides and/or students working in the library.
- Schedules story and library instruction/visitation for students.
- Serves as a positive role model for students and staff, e.g., dress, actions, words, etc.
- Participates in required professional development activities.
- Demonstrates ability to adapt and generalize skills to changes in job duties, methods, and procedures.
- Follows and completes assigned tasks/duties.
- Maintains a high level of ethical behaviors, e.g., confidentiality, attendance and punctuality, etc.
- Other duties as assigned.

Terms of Employment:

Ten (10) Months.

Salary is determined based on SISD's Salary Schedule.

Evaluation:

A new employee will be evaluated at the end of his/her probationary period (90 days). Year 1 employees will be evaluated again by March 15. All employees will be evaluated annually (November 15) by their supervisor(s). Supervisors may conduct additional evaluations of any employee as needed.

SOUTHEAST ISLAND SCHOOL DISTRICT
Classified Employee Position Description
MAINTENANCE/WATER PLANT OPERATOR

Qualifications:

- High school diploma or equivalent
- Experience/Education in Facilities Operations and Maintenance
- Able to lift and move fifty (50) pounds.
- Demonstrated skill in taking direction and working at a semi-independent level.
- Communicates in an effective manner.
- Completion of Water Plant Operator course.
- Strong work ethic.
- Cleared Background Check (BP/AR 4112.5/4212.5/4312.5)

Reports To and Is Evaluated By:

- Superintendent

Position Goal:

- To provide a safe physical plant for staff and students.
- To provide information needed to ensure accurate records are maintained regarding the school district physical plants and maintenance and operations equipment.
- To provide safe drinking water while maintaining regulatory compliance.

Performance Responsibilities:

- Establishes and enacts, in conjunction with the Superintendent, a fixed building inspection/equipment maintenance schedule for assigned school sites.
- Repairs and/or makes arrangements for building equipment repair and maintenance.
- Submits work orders, reports, and information to the Maintenance, Data, Purchasing and Travel Clerk in a timely manner.
- Assists in the transport of goods and services as identified.
- Utilizes district vehicles in an appropriate manner so as to conduct school business.
- Utilizes technology effectively to complete job-related tasks.
- Works with contractors to ensure high quality cost-effective services are provided.
- Test water and submits water testing reports
- Provides emergency on-call maintenance as needed.
- Works with Maintenance Clerk to order supplies
- Maintains confidentiality.
- Other duties as assigned.

Terms of Employment:

Twelve (12) months.

Salary is determined based on SISD's Salary Schedule.

Evaluation:

A new employee will be evaluated at the end of his/her probationary period (90 days). Year 1 employees will be evaluated again by March 15. In subsequent years, employee will be evaluated annually (June 15) by their supervisor(s). Supervisors may conduct additional evaluations of any employee as needed.

SOUTHEAST ISLAND SCHOOL DISTRICT
Classified Employee Position Description
MAINTENANCE/DATA ENTRY/PURCHASING/TRAVEL CLERK

Qualifications:

- High school diploma or equivalent
- Computer operations experience
- Knowledge of facility maintenance terminology
- Demonstrated skill in taking direction and working at a semi-independent level.
- Strong work ethic.
- Cleared Background Check (BP/AR 4112.5/4212.5/4312.5)

Reports to:

- Superintendent/Designee

Position Goal:

- To ensure accurate records are maintained regarding the school district physical plants and maintenance and operations equipment.
- To provide cost effective and passenger-friendly travel arrangements

Performance Responsibilities:

- ❖ Maintain accurate accounting records that provide for:
 - Cost analysis of building maintenance.
 - Predictive modes of energy usage.
 - Requested reports.
- ❖ Scheduling
 - Arrange staff/student travel to accommodate conference, site visits, activities, and meeting agendas.
 - Arrange lodging appropriate for the conference, site visit, activity, or meeting.
 - Provide travel itineraries in a timely manner.
 - Negotiate rates to ensure effective use of district funds.
 - Schedules and documents staff vehicle use.
- ❖ Reporting
 - Verify travel receipts and submit to accounting technician.
 - Prepare monthly reports for all in/out-of-district travel.
- ❖ Other
 - Coordinate maintenance and operations' budget.
 - Uses safe practices when working with equipment.
 - Serves as a positive role model for students and staff, e.g., dress, actions, words, etc.
 - Demonstrates ability to adapt and generalize skills to changes in job duties, methods, and procedures.
 - Follows and completes assigned tasks/duties.
 - Maintains a high level of ethical behaviors, e.g., confidentiality, attendance and punctuality, etc.
 - Participates in required professional development activities.
 - Other duties as assigned.

Terms of Employment:

Ten (10) months

Salary is determined based on SISD's Salary Schedule

Evaluation:

A new employee will be evaluated at the end of his/her probationary period (90 days). Year 1 employees will be evaluated again by March 15. In subsequent years, employee will be evaluated annually (June 15) by their supervisor(s). Supervisors may conduct additional evaluations of any employee as needed.

SOUTHEAST ISLAND SCHOOL DISTRICT
Classified Employee Position Description
PARAPROFESSIONAL (GENERAL AND SPECIAL EDUCATION)

Qualifications:

- High school diploma or equivalent
- Meets Alaska Paraprofessional qualifications: completed 48 semester credits of higher education, completed Associate's Degree or higher, or passed the HELP Test or ParaPro Assessment and Paraprofessional Standards Checklist.
- Demonstrated skill in working with general education and/or special education students.
- Demonstrated skill in taking direction and working at a semi-independent level.
- Strong work ethic.
- Cleared Background Check (BP/AR 4112.5/4212.5/4312.5)

Reports To and Is Evaluated By:

- Building Lead Teacher/Principal
- Assigned Classroom and/or Special Education Teacher

Position Goal:

- To assist in providing learning opportunities for students that result in positive social, emotional, and academic growth.
- To assist in providing a safe, orderly environment.

Performance Responsibilities:

- ❖ Under the direction of the classroom/SPED teacher:
 - Implements lesson plans as defined.
 - Reinforces classroom management system.
 - Maintains records and data information as directed by classroom/SPED teacher.
 - Communicates with classroom/SPED teacher to clarify tasks, report student progress and/or challenges.
 - Completes and submits accurate timesheets in a timely manner.
 - Prepares accurate, neat, high quality instructional support materials.
 - Supervises students in varied settings, e.g., recess, lunch room, library, gym, etc.
 - Plans, organizes, and coordinates work tasks in an efficient manner.
 - Produces neat and accurate work products.
 - Uses safe practices when working with students and equipment.
 - Serves as a positive role model for students and staff, e.g., dress, actions, words, etc.
 - Demonstrates ability to adapt and generalize skills to changes in job duties, methods, and procedures.
 - Follows and completes assigned tasks/duties.
 - Maintains a high level of ethical behaviors, e.g., confidentiality, attendance and punctuality, etc.
 - Participates in required professional development activities.
 - Other duties as assigned.

Terms of Employment:

- Work schedule is to be established by the Lead Teacher/Principal.
- Salary is determined based on SISD's Salary Schedule.

Evaluation:

A new employee will be evaluated at the end of his/her probationary period (90 days). Year 1 employees will be evaluated again by March 15. All employees will be evaluated annually (November 15) by their supervisor(s). Supervisors may conduct additional evaluations of any employee as needed.

**SOUTHEAST ISLAND SCHOOL DISTRICT
Classified Employee Position Description**

PARAPROFESSIONAL (INTENSIVE SPECIAL EDUCATION)

Qualifications:

- High school diploma or equivalent
- Meets Alaska Paraprofessional qualifications: completed 48 semester credits of higher education, completed Associate's Degree or higher, or passed the HELP Test or ParaPro Assessment and Paraprofessional Standards Checklist.
- Demonstrated skill in working with special education students.
- Demonstrated skill in taking direction and working at a semi-independent level.
- Strong work ethic.
- Cleared Background Check (BP/AR 4112.5/4212.5/4312.5)

Reports To and Is Evaluated By:

- Building Lead Teacher/Principal and
- Assigned Special Education Teacher

Position Goal:

- To assist in providing learning opportunities for students that result in positive social, emotional, and academic growth.
- To assist in providing a safe, orderly learning environment.

Performance Responsibilities:

Under the direction of the SPED teacher:

- Implements lesson plans/special programs/IEP as defined.
- Reinforces Behavior Management Program with a high degree of consistency.
- Maintains records and data information as directed by the SPED teacher.
- Communicates with SPED teacher to clarify tasks, report student progress and/or challenges.
- Completes and submits accurate timesheets in a timely manner.
- Prepares accurate, neat, high quality instructional support materials.
- Supervises students in varied settings, e.g., recess, lunchroom, library, gym, work, etc.
- Plans, organizes, and coordinates work tasks in an efficient manner.
- Produces neat and accurate work products.
- Transports students as required.
- Uses safe practices when working with students and equipment.
- Serves as a positive role model for students and staff, e.g., dress, actions, words, etc.
- Demonstrates ability to adapt and generalize skills to changes in job duties, methods, and procedures.
- Follows and completes assigned tasks/duties.
- Maintains a high level of ethical behaviors, e.g., confidentiality, attendance and punctuality, etc.
- Participates in required professional development activities.
- Other duties as assigned.

Terms of Employment:

- Work schedule is to be established by the SPED Teacher/Lead Teacher/Principal.
- Salary is determined based on SISD's Salary Schedule for Intensive Paraprofessionals.
- When assigned student is absent, the Intensive Paraprofessional is paid for one (1) hour of work OR the portion of the day the student is in attendance. The Intensive Paraprofessional leaves work for the remainder of the assigned workday.

Evaluation:

A new employee will be evaluated at the end of his/her probationary period (90 days). Year 1 employees will be evaluated again in April. All employees will be evaluated annually (October) by their supervisor(s).

SOUTHEAST ISLAND SCHOOL DISTRICT
Classified Employee Position Description
PAYROLL/FIXED ASSETS CLERK

Qualifications:

- High school diploma or equivalent with two (2) years related college training (preferred) or three (3) years successful experience in similar work-related experience
- Technology and clerical experience
- High level organization skills
- Effective written and oral skills
- Demonstrated skill in taking direction and working at a semi-independent level
- Strong work ethic
- Cleared Background Check (BP/AR 4112.5/4212.5/4312.5)

Reports to:

- Superintendent/Designee

Position Goals:

- To work with the district business manager to execute payroll and fixed assets matters.

Performance Responsibilities:

- Presents a friendly, supportive demeanor to the public, students, and staff.
- Prepares payrolls that reflect deductions and timesheets, etc.
- Makes electronic transactions (accounts receivable/payable, deposits, etc.).
- Prepares reports and checks for billing entities.
- Prepares all tax documents/information related to payroll matters.
- Maintains and processes all unemployment related issues.
- Maintains a recordkeeping system related to payroll and/or fixed asset matters.
- Assigns and distributes fixed asset tags,
- Acts as a checking account signatory.
- Works with Migrant Ed. Coordinator to ensure recordkeeping system is accurate/current.
- Presents and participates in required professional development activities.
- Serves as a positive role model for students and staff, e.g., dress, actions, words, etc.
- Demonstrates ability to adapt and generalize skills to changes in job duties, methods, and procedures.
- Follows and completes assigned tasks/duties.
- Maintains a high level of ethical behaviors, e.g., confidentiality, attendance and punctuality, etc.
- Other duties as assigned.

Terms of Employment:

Twelve (12) months.

Salary is determined based on SISD's Salary Schedule.

Evaluation:

A new employee will be evaluated at the end of his/her probationary period (90 days). Year 1 employees will be evaluated again by March 15. In subsequent years, employee will be evaluated annually (June 15) by their supervisor(s). Supervisors may conduct additional evaluations of any employee as needed.

SOUTHEAST ISLAND SCHOOL DISTRICT
Classified Employee Position Description
PLAYGROUND MONITOR

Qualifications:

- High school diploma or equivalent
- Demonstrated skill in monitoring student behaviors to ensure safety.
- Demonstrated skill in taking direction and working at a semi-independent level.
- Strong work ethic.
- Cleared Background Check (BP/AR 4112.5/4212.5/4312.5)

Reports To and Is Evaluated By:

- Building Lead Teacher/Principal

Position Goal:

- To ensure safety of students
- To ensure safe equipment (recreation) use

Performance Responsibilities

- Works with the Lead Teacher/Principal to develop a written schedule, playground rules, and recordkeeping practices. (This document should be on file with Principal by September 15 of each school year).
- Monitors student behaviors to ensure safety.
- Provides a safe and orderly appropriate play environment.
- Assists in the development of appropriate social skills (verbal and physical).
- Reports incidents and completes appropriate forms (located on SISD Web Site).
- Follows schedules.
- Serves as a positive role model for students and staff, e.g., dress, actions, words, etc.
- Reports damaged equipment for repair.
- Demonstrates ability to adapt and generalize skills to changes in job duties, methods, and procedures.
- Follows and completes assigned tasks/duties.
- Maintains a high level of ethical behaviors, e.g., confidentiality, attendance and punctuality, etc.
- Participates in required professional development activities.
- Other duties as assigned.

Terms of Employment:

- Work schedule is to be established by the Lead Teacher/Principal.
- Salary is determined based on SISD's Salary Schedule.

Evaluation:

A new employee will be evaluated at the end of his/her probationary period (90 days). Year 1 employees will be evaluated again by March 15. All employees will be evaluated annually (November 15) by their supervisor(s). Supervisors may conduct additional evaluations of any employee as needed.

**SOUTHEAST ISLAND SCHOOL DISTRICT
Classified Employee Position Description**

PUPIL TRANSPORTATION SUPERVISOR – FLEET MECHANIC/BUS MONITOR/TRAINER

Qualifications:

- High school diploma or equivalent (vehicle maintenance certificates desired).
- Certified by Department of Early Education to teach using 'Clinical Teaching Methods'.
- Valid Commercial Driver's License (CDL).
- Three (3) years experience working with both diesel and gasoline powered vehicles.
- Able to lift and move fifty (50) pounds.
- Demonstrated skill in taking direction and working at a semi-independent level.
- Strong work ethic.
- Cleared Background Check (BP/AR 4112.5/4212.5/4312.5)

Reports To and Is Evaluated By:

- Superintendent/Designee

Position Goals:

- To provide safe and effective district wide pupil transportation.
- To maintain district vehicle fleet to ensure safe transportation,
- Utilize cost effective/preventative maintenance and busing program.
- Provide Bus Driver Certification Training.
- Provide Bus Driver supervision and evaluation.

Performance Responsibilities:

- Collaborates with Superintendent in the hiring of bus drivers.
- Provides and participates in required professional development training (State of Alaska Certified bus driver training for bus drivers).
- Demonstrates working knowledge of National School Transportation Specifications & Procedures, works with the State of Alaska contract bus inspector, and coordinates annual bus inspections.
- Maintains proof of bus driver certification.
- Evaluates Bus drivers, reviews driver records and credentials for compliance with state statutes, and conducts evaluations and interviews as needed.
- Meets site needs by establishing and maintaining transportation routes.
- Researches and recommends bus/vehicle purchases.
- Maintains all district vehicles (routine maintenance, snow tires, repairs, etc.).
- Serves as a positive role model for students and staff, e.g., dress, actions, words, etc.
- Demonstrates ability to adapt and generalize skills to changes in job duties, methods, and procedures.
- Follows and completes assigned tasks/duties and works within the pupil transportation budget.
- Maintains a high level of ethical behaviors, e.g., confidentiality, attendance and punctuality, etc.
- Other duties as assigned.

Terms of Employment:

Twelve (12) months.

Salary is determined based on SISD's Salary Schedule.

Evaluation:

A new employee will be evaluated at the end of his/her probationary period (90 days). Year 1 employees will be evaluated again by March 15. In subsequent years, employee will be evaluated annually (June 15) by their supervisor(s). Supervisors may conduct additional evaluations of any employee as needed.

SOUTHEAST ISLAND SCHOOL DISTRICT
Classified Employee Position Description
SCHOOL SECRETARY

Qualifications:

- High school diploma or equivalent
- Technology and clerical experience
- Good written and oral skills
- Demonstrated skill in taking direction and working at a semi-independent level
- Knowledge of School-related databases
- Strong work ethic
- Cleared Background Check (BP/AR 4112.5/4212.5/4312.5)

Reports to:

- Principal

Position Goal:

- To facilitate the Principal in his/her duties through implementation of effective and efficient communication and office procedures.
- To maintain accurate district-wide student records.
- To ensure staff are knowledgeable of and compliant in maintain accurate student recordkeeping procedures.

Performance Responsibilities:

- Presents a friendly, supportive demeanor to the public, students, and staff.
- Facilitates communications, e.g., messages, scheduling appointments, email, mail distribution, intercom use, etc.
- Maintains student and site files/records, e.g., attendance, enrollment, report cards, etc.
- Schedules bus drivers for student daily and activity transportation.
- Demonstrates ability to enact organizational systems that enhance school/staff effectiveness and efficiency, e.g., equipment repair, substitutes, enrollment, student records, attendance, timesheets etc.
- Ensures all students are in compliance with State Immunization requirements.
- Assists in organizing Professional Development related activities.
- Demonstrates job-specific technology skills, e.g., student recordkeeping programs, databases, etc
- Inventories, orders and restocks general school supplies, materials, and resources.
- Provides and participates in required professional development activities.
- Serves as a positive role model for students and staff, e.g., dress, actions, words, etc.
- Demonstrates ability to adapt and generalize skills to changes in job duties, methods, and procedures.
- Follows and completes assigned tasks/duties.
- Maintains a high level of ethical behaviors, e.g., confidentiality, attendance and punctuality, etc.
- Other duties as assigned.

Terms of Employment:

Ten (10) Months

Salary is determined based on SISD's Salary Schedule.

Evaluation:

A new employee will be evaluated at the end of his/her probationary period (90 days). Year 1 employees will be evaluated again by March 15. All employees will be evaluated annually (November 15) by their supervisor(s). Supervisors may conduct additional evaluations of any employee as needed.

SOUTHEAST ISLAND SCHOOL DISTRICT
Classified Employee Position Description

STATE AND FEDERAL PROGRAMS COORDINATOR

QUALIFICATIONS:

- High school diploma or equivalent with two (2) years related college training (preferred) or three (3) years successful experience in similar work-related experience
- Grant writing and management experience
- Knowledge of State and Federal Program(s) Review
- 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
- Cleared Background Check (BP/AR 4112.5/4212.5/4312.5)

REPORTS TO:

- **Superintendent/Designee**

POSITION GOAL:

To ensure supplemental funding sources are secured and managed so as to expand district resources for the betterment of student learning and facilities operation/improvement

PERFORMANCE RESPONSIBILITIES:

❖ **Secure and manage grants**

- Survey staff to identify SISD needs
- Research grant funding sources
- Utilize data and program analysis to identify current and ongoing needs
- Work with staff and relevant agencies to complete grant application processes
- Manage grants, e.g., monitor budgets and expenditures, coordinate grant activities with responsible parties, write summary reports, prepares for program audits, etc.
- Provide relevant training as identified in grant application(s)
- Update supervisor and school board regarding grant programs and status thereof

❖ **Technology Skills**

- Demonstrates knowledge and skill in using PC and Mac platforms
- Demonstrates a high level of skill using and creating documents in Microsoft Office Suite, e.g., word, database, spreadsheet, power point, etc.; in FileMaker Pro
- Demonstrates knowledge of and effective use of varied search engines
- Demonstrates knowledge of and effective use of email, texting, chatting, etc.
- Creates and updates a grants web page linked to SISD's web page
- Demonstrates knowledge of and skill in using office machines, e.g., copier, printer, fax, etc.

❖ **Demonstrate productive work behavior(s)**

- Uses positive interpersonal and community building skills
- Works with district business manager and central office staff to coordinate and direct grant expenditures
- Standard English is utilized in written and oral communications
- Maintains a high level of ethical behaviors, e.g., confidentiality, attendance and punctuality, etc.
- Participates in required professional development activities
- Meets deadlines
- Other duties as assigned.

TERMS OF EMPLOYMENT:

- Full time, year round (12 month) position
- Salary is determined based on SISD's Classified Salary Schedule

EVALUATION:

A new employee will be evaluated at the end of his/her probationary period (90 days). Year 1 employees will be evaluated again by March 15. In subsequent years, employee will be evaluated annually (June 15) by their supervisor(s). Supervisors may conduct additional evaluations of any employee as needed.

SOUTHEAST ISLAND SCHOOL DISTRICT
Classified Employee Position Description
TECHNOLOGY DIRECTOR

QUALIFICATIONS:

- High school diploma or equivalent with two (2) years related college training (preferred) or three (3) years successful experience in similar work-related experience
- Demonstrated competency of Web Page Design
- Demonstrated competency in network design, development, implementation, and training
- Demonstrated knowledge of Macintosh and PC platforms and operating systems
- Educational Technology Certification preferred
- Knowledge of video conferencing and distance delivery systems
- Demonstrated skill in taking direction and working at a semi-independent level
- Able to lift and move fifty (50) pounds
- Demonstrated strong work ethic, e.g., meets deadlines, works effectively with varied agencies and people
- Cleared Background Check (BP/AR 4112.5/4212.5/4312.5)

REPORTS TO:

- **Superintendent/Designee**

POSITION GOAL(S):

- To ensure technology infrastructure effectively and efficiently meets the organization and educational learning needs of staff and students
- To maximize resource(s) allocations so as to meet the goals identified in SISD's Technology Plan

PERFORMANCE RESPONSIBILITIES:

- ❖ **Collaboration**
 - Participate as a member of SISD's Technology Committee
 - Work with SISD'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 SISD's Technology Infrastructure, Programs, and ongoing needs
 - Demonstrates skill in directing other personnel as needed.
- ❖ **Technology**
 - Demonstrates knowledge and skill in using PC and Mac platforms
 - Demonstrates a high level of skill using and creating documents in Microsoft Office Suite (e.g., MS Word, Excell, power point, etc.), FileMaker Pro
 - Demonstrates knowledge of and effective use of varied search engines
 - Demonstrates knowledge of and effective use of email, texting, etc.
 - Creates and updates SISD'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 SISD'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 and throughout the school year.
 - Ensures system security, equipment accountability/inventory is maintained and updated
- ❖ **Demonstrate productive work behavior(s)**
 - Uses positive interpersonal and community building skills
 - Works with district business manager, grants coordinator, and central office staff to coordinate and direct technology expenditures
 - Utilizes Standard English in all written and oral communications
 - Maintains a high level of ethical behaviors, e.g., confidentiality, attendance and punctuality, etc.
 - Participates in and provides identified required professional development activities
 - Meets deadlines
- ❖ **Other duties as assigned.**

TERMS OF EMPLOYMENT:

Full-time, year round (12 month) position

Salary is determined based on SISD's Classified Salary Schedule

EVALUATION:

A new employee will be evaluated at the end of his/her probationary period (90 days). Year 1 employees will be evaluated again by March 15. In subsequent years, employee will be evaluated annually (June 15) by their supervisor(s). Supervisors may conduct additional evaluations of any employee as needed.

APPENDIX A

SOUTHEAST ISLAND SCHOOL DISTRICT Classified Employee Performance Evaluation Report

Employee Name: _____

Position: _____ Location: _____

Evaluator Name: _____ Date: _____

Check Evaluation Type: _____ Probationary (90 day)
_____ Quarterly (if on Plan of Improvement)
_____ 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 the organization of the organization as a whole.

*Checking the "Continue Employment" block does not necessarily mean that [you will be offered a position for the next school year or, if you are offered a position, 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.](#)

Rating	Performance Area	Comments
	<i>Quantity</i> (amount of satisfactory work performed and completion of work on schedule, ability to plan, organize, coordinate work efficiently and effectively)	
	<i>Quality</i> (extent to which work meets quality standards of accuracy, compliance with instructions, neatness, thoroughness)	
	<i>Knowledge of Work and Job Skill Level</i> (knowledge of job, procedures, equipment, versatility, experience, ability to apply knowledge to various work situations)	
	<i>Initiative</i> (planning and suggesting actions and/or solutions, requests additional tasks when assigned work is completed)	
	<i>Ability to Learn and Adaptability</i> (adapts to changes in job duties, responsibilities, methods, and procedures)	
	<i>Decision-Making</i> (makes sound decision under normal or unusual circumstances. Ability to analyze and solve problems)	
	<i>Work Habits</i> (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)	
	<i>Relationship with Others</i> (ability to work with others, teamwork, cooperativeness, tact, courtesy, responds to supervision in a positive and constructive manner)	
	<i>Confidentiality</i>	
	<i>Safety/Health Practices</i> (work methods and practices as they affect self and others, compliance with safety rules and use of protective equipment)	
	<i>Reflection</i> (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 – Lead Teacher/Principal

Date

APPENDIX B

CLASSIFIED PAY RANGE SCHEDULE

	1	2	3	4	5	6	7	8	9	10	11	12
A	\$9. 8075 [*]	\$10.09	\$10.44	\$10.81	\$11.19	\$11.58	\$11.99	\$12.41	\$12.84	\$13.29	\$13.76	\$14.24
B	\$11.01	\$11.40	\$11.80	\$12.21	\$12.64	\$13.08	\$13.54	\$14.01	\$14.50	\$15.01	\$15.54	\$16.08
C	\$12.03	\$12.45	\$12.89	\$13.34	\$13.80	\$14.29	\$14.79	\$15.31	\$15.84	\$16.40	\$16.97	\$17.56
D	\$12.62	\$13.06	\$13.52	\$13.99	\$14.48	\$14.99	\$15.51	\$16.06	\$16.62	\$17.20	\$17.80	\$18.42
E	\$14.08	\$14.57	\$15.08	\$15.61	\$16.16	\$16.72	\$17.31	\$17.91	\$18.54	\$19.19	\$19.86	\$20.56
F	\$14.66	\$15.17	\$15.70	\$16.25	\$16.82	\$17.41	\$18.02	\$18.65	\$19.30	\$19.98	\$20.68	\$21.40
G	\$14.80	\$15.32	\$15.85	\$16.41	\$16.98	\$17.58	\$18.19	\$18.83	\$19.49	\$20.17	\$20.88	\$21.61
H	\$16.01	\$16.57	\$17.15	\$17.75	\$18.37	\$19.01	\$19.68	\$20.37	\$21.08	\$21.82	\$22.58	\$23.37
I	\$20.47	\$21.19	\$21.93	\$22.70	\$23.49	\$24.31	\$25.16	\$26.04	\$26.96	\$27.90	\$28.88	\$29.89

* Rate A-1 increases to \$9.80 on 01/01/17 when the Alaska Minimum Wage increases to that amount.

APPENDIX C

STAFF CONDUCT

The following work rules are intended to minimize the likelihood of any employee, through misunderstanding or otherwise, becoming subject to any disciplinary action. See also Board Policy 4218.

Following are examples of the type of conduct that will not be condoned; this list is not all-inclusive.

1. Absences during duty hours except on official business or by permission of their immediate supervisors.
2. Sale, offer for sale, or solicitation of contribution of any article or service on District property during school and/or working hours without written permission from the Office of the Superintendent. This does not include items which are School District related, or which normally might be found on bulletin boards (e.g., house for rent).
3. Performance of unauthorized personal work during assigned working hours.
4. Commission of an act, which might endanger the safety or lives of others.
5. Falsification of school records, reports, employment applications, or payrolls.
6. Disclosure of confidential information to unauthorized persons.
7. Theft of school property, the property of another employee, or theft occurring during working hours.
8. Deliberate damage to or destruction of school property.
9. Negligent conduct while on duty, which results in personal injury or property damage.
10. Possession, use, sale, or purchase of any alcoholic beverage, narcotic, or illegal drug during working hours on school premises, or reporting for work under the influence of a controlled substance.
11. Use of tobacco or tobacco products on school premises.
12. Unauthorized use of district equipment.
13. Use of abusive language or racial slurs toward students or other employees.
14. Engaging in immoral conduct with a student.
15. Misuse of leave.
16. Insubordination: Refusal to follow instructions from a supervisor or administrative directives from the Office of the Superintendent.