

**School District of River Falls  
Personnel Committee Meeting**

August 10, 2026 - at 7:00 PM or immediately following the 6:00 PM Educational Program Meeting  
District Office  
852 E Division Street  
River Falls, Wisconsin 54022

Personnel Committee members: Stacy Johnson Myers (Chair), Lindsey Curtis, and Thong Moua.

A quorum of the School Board may be present for information-gathering purposes only.

Agendas can be viewed at <https://www.rfsd.k12.wi.us/district/school-board.cfm> or at  
<https://meetings.boardbook.org/Public/Organization/1447>

1. **CALL TO ORDER - 7:00 PM (or immediately after Educational Program Committee)**
2. **MANNER OF PUBLIC NOTIFICATION OF MEETING**
3. **HEARING OF VISITORS OR DELEGATIONS**

4. **STAFFING UPDATE**

2

**Description:** The committee will discuss the recruitment, selection, and hiring timeline updates.

**Recommended Action:** None, informational only.

5. **DIRECTOR OF HR AND LEADERSHIP 2026-27 GOALS**

4

**Description:** Director of Human Resources and Leadership Development, Nate Schurman, will share his goals for the 2026-27 school year.

**Recommended Action:** None, informational only.

6. **DISTRICT NURSE JOB DESCRIPTION**

10

**Description:** Director of Human Resources and Leadership Development, Nate Schurman, will present an updated District Nurse job description.

**Recommended Action:** Approve the updated District Nurse job description.

7. **HIGH SCHOOL SECRETARY JOB DESCRIPTIONS**

12

**Description:** Director of Human Resources and Leadership Development, Nate Schurman, will present the updated High School Secretary job descriptions.

**Recommended Action:** Approve the updated High School Secretary job descriptions.

8. **2026-27 SUBSTITUTE EMPLOYEE HANDBOOK**

20

**Description:** Administration is proposing minor changes to the Sub Employee Handbook.

**Recommended Action:** Approve revisions to the Sub Employee Handbook as presented.

9. **PROPOSED/SUGGESTED ITEMS FOR THE NEXT REGULAR AND FUTURE PERSONNEL MEETING AGENDA(S)**

**Description:** As always, committee members will be given the opportunity to suggest items for future committee and/or School Board meeting agendas.

**Recommended Action:** As needed.

10. **SCHEDULE NEXT PERSONNEL COMMITTEE MEETING**

**Description:** Upcoming committee meeting dates, times, and locations will be reviewed.

**Recommended Action:** Set the meeting schedule as follows:

Personnel Committee meeting, Monday, September 21, 2026, 7:00 p.m. (or immediately following Finance & Facilities)

*The meeting will be held in the District Office Conference Room, 852 E. Division Street.*

11. **ADJOURN**

**2026-27 CERTIFIED STAFF HIRES: 7-24-26**

|    | LOCATION | POSITION                     | DATE POSTED | APPLICANTS  | INTERVIEW           | REPLACES                 | REASON         | NEW EMPLOYEE        |
|----|----------|------------------------------|-------------|-------------|---------------------|--------------------------|----------------|---------------------|
| 1  | DISTRICT | Sp/L                         | 2/24/26     | 4           | 3/26/26 and 3/30/26 | New                      | New            | Emily Kennebeck     |
| 2  | DISTRICT | Physical Therapist (.4)      | 2/24/26     | 3           | 3/30/26             | New                      | New            | Colleen Graham      |
| 3  | GW       | Instructional Coach          | 3/2/26      | 13          | 4/6/26              | Tanya Larsen             | Retirement     | Kayla Dimler        |
| 4  | GW       | ID Special Education Teacher | 4/23/26     | 2           | 5/21/26             | Asia Weyenberg           | Resignation    | Grace Groh          |
| 5  | GW       | SPED (CC)                    | 5/28/26     | 4           | 6/18/26             | Jill Guckenberger        | Transfer Hire  | Ali Ruhland         |
| 6  | HS       | Asistant Principal           | 1/13/26     | 30          | 2/24/26 and 3/3/26  | Lisa Goihl               | Retirement     | Zac Campbell        |
| 7  | HS       | .5 Spanish Teacher           | 3/13/26     | 2           | 06/09/26            | Sara Winklehake          | Resignation    | Annika Gunderson    |
| 8  | HS       | Student Support Coordinator  | 3/13/26     | 17          | 4/16/2026           | Zac Campbell             | Transfer Hire  | Colleen Sowa        |
| 9  | HS       | CC Special Education         | 3/2/26      | 5           | 5/8/26              | Gail Washburn            | Resignation    | Devon Duling        |
| 10 | HS       | Physical Education/Health    | 5/4/26      | 16          | 6/10/26             | Colleen Sowa             | Transfer Hire  | Ella Duncan         |
| 11 | HS       | Business Education           | 5/4/26      | 7           | 6/10/26             | Charles Conley           | Resignation    | Kris Thompson       |
| 12 | MMS      | CC Special Education (ID)    | 2/26/26     | 3           | 4/10/26             | Kari Nutting             | Resignation    | Hallie Neuhaus      |
| 13 | MMS      | Spanish Teacher              | 3/30/36 (I) | 2           | 4/7/26              | Bob White                | Retirement     | Rachel Young-Subera |
| 14 | MMS      | SPED (CC )                   | 5/4/26      | 3           | 5/27/26             | Josie Vessey             | Resignation    | Jill Guckenberger   |
| 15 | MMS      | Instructional Coach          | 5/18/26     | 15          | 6/16/26             | Cat Swanson              | Resignation    | Kim Osterhues       |
| 16 | MMS      | Science Teacher              | 6/24/26     | 6           | 7/16/26             | Abby Lerum               | Resignation    | Keaton Anderson     |
| 17 | RB       | 2nd Grade Bubble             | 5/4/26      | 27          | 5/22/26             | Caitlyn Severson         | Resignation    | Riley Poling        |
| 18 | RB       | SPED (CC EBD Emphasis)       | 4/29/26     | 2           | 5/15/26             | Becca Reiche             | Resignation    | Libby Goodell       |
| 19 | RB/RFPME | SPED (.5 CC)/SPED (.5 CC)    | 2/24/26     | 5           | 4/28                | New                      | New            | Meghan Landsberger  |
| 20 | RCA      | Counselor                    | 6/9/26      | 3           | 7/13/26             | Geri Muller              | Resignation    | Ally Frandsen       |
| 21 | RFPME    | Counselor (.8)               | 2/24/26     | 3           | 4/3                 | Karen Swanson            | Retirement     | Katie Fredrickson   |
| 22 | RFPME    | CH Teacher                   | 2/26/26     | 5           | 4/1/26              | Stephanie Thompson       | Resignation    | Nick Mickelson      |
| 23 | RFPME    | CC Special Education         | 2/26/26     | 6           | 3/31/26             | Betsy Manning            | Resignation    | Dawn Hauschild      |
| 24 | WS       | 3rd Grade Teacher            | 2/27/26     | 37          | 4/2/26              | Lori Rosenow             | Retirement     | Lexie Schulte       |
| 25 | WS       | 5th Grade Teacher            | 3/12/26     | 25          | 4/14/26             | Candice DeBriyn          | Resignation    | Jordan Gotelaere    |
| 26 | WS       | SPED (CC)                    | NA          | NA          | 3/27/26             | Missy Murphy (job share) | .5 Resignation | Libby Swanson       |
|    |          |                              | All         | 10.59090909 |                     |                          |                |                     |
|    |          |                              | w/out SPED  | 11.06666667 |                     |                          |                |                     |
|    |          |                              | SPED Only   | 7.77777778  |                     |                          |                |                     |
|    |          |                              |             |             |                     |                          |                |                     |
|    | GW       | Intern                       | 5/8/26      | 1           | 4/29/26             | New                      | Class Size     | Chloe Nielsen       |

| 2026-27 SUPPORT STAFF HIRES: 8-5-26 |          |                         |                    |       |              |                     |
|-------------------------------------|----------|-------------------------|--------------------|-------|--------------|---------------------|
|                                     | LOCATION | POSITION                | REPLACES           | HOURS | REASON       | NEW EMPLOYEE        |
| 1                                   | BUS      | ASST TRANSP DIRECTOR    | SWENSON, KAREN     | 8     | RESIGNATION  | ANDERSON, TERRI     |
| 2                                   | GW       | MATH PARA               | KUSS, KRISTIN      | 6     | RESIGNATION  | SCHUMAN, HEATHER    |
| 3                                   | GW       | SPED PARA               | MONTY, ADDISON     | 7.5   | RESIGNATION  | ONSAGER, SKYLAR     |
| 4                                   | GW       | BUDGET PARA             | ANDERSON, TERRI    | 7.75  | TRANSFER     | WEDEBRAND, ASHLEY   |
| 5                                   | GW       | GEN ED PARA             | WEDEBRAND, ASHLEY  | 6.75  | TRANSFER     | BAILEY, SARAH       |
| 6                                   | GW       | SPED PARA               | AAMODT, KATHLEEN   | 7.5   | RESIGNATION  | HEIDTKE, TYLER      |
| 7                                   | GW       | GEN ED PARA             | HAGBERG, TRISTA    | 3.5   | RESIGNATION  | TREADAWAY, MISTIN   |
| 8                                   | GW       | SPED PARA               | BAILEY, SARAH      | 7.5   | TRANSFER     | PRATT, MEGAN        |
| 9                                   | GW       | SPED PARA               | NEW                | 7.5   | STUDENT NEED | BROWN, FAITH        |
| 10                                  | GW       | SPED PARA               | KENDZIERSKI, JENNY | 7.5   | TRANSFER     | GRADY, HALEY        |
| 11                                  | GW       | SPED PARA               | RUHLAND, ALI       | 7.5   | TRANSFER     | WILLIAMS, QUINN     |
| 12                                  | HS       | SCHOOL SECRETARY        | HOLEC, BETHANY     | 8     | RESIGNATION  | LINN, MEGAN         |
| 13                                  | HS       | ACTIVITIES SECRETARY    | LINN, MEGAN        | 7.5   | TRANSFER     | LINDAMAN, JO        |
| 14                                  | HS       | SCHOOL SECRETARY        | KAUFOLD, ROBYN     | 8     | RESIGNATION  | HAUSCHILDT, CORTNEY |
| 15                                  | HS       | SPED PARA               | STOJAN, AMANDA     | 7.5   | RESIGNATION  | WATNE, JACK         |
| 16                                  | HS       | SPED PARA               | LAVOLD, PARKER     | 7.5   | TERMINATION  | FLOR, HANNA         |
| 17                                  | HS       | SPED PARA               | NEW                | 7.5   | STUDENT NEED | PAULSON, NASH       |
| 18                                  | HS       | HEALTH AIDE             | SISCO, SHARI       | 7.5   | TERMINATION  | BOHNER, MEAGAN      |
| 19                                  | HS       | SPED PARA               | MARION, KAYLIE     | 7.5   | RESIGNATION  |                     |
| 20                                  | MONT     | GEN ED PARA             | SCHLOTTKE, KLAUDIA | 4.75  | RESIGNATION  | MAILLETTE, KIERRA   |
| 21                                  | MONT     | GEN ED PARA             | HANSEN, CINDY      | 6.5   | RESIGNATION  | PAULUS, CRIUS       |
| 22                                  | MS       | SPED PARA               | GULLICKSON, TARYN  | 7.5   | RESIGNATION  | PRATT, ROSEZANNA    |
| 23                                  | MS       | SPED PARA               | NEUHAUS, HALLIE    | 7.5   | TRANSFER     |                     |
| 24                                  | MS       | SPED PARA               | MCDONALD, CHELSEA  | 7.5   | RESIGNATION  | STRONG, KINZIE      |
| 25                                  | MS       | SPED PARA               | LIETHA, PAULA      | 7.5   | RESIGNATION  | HAGBERG, TRISTA     |
| 26                                  | MS       | LIBRARY PARA            | ROLLING, BRANDIE   | 7.5   | RESIGNATION  |                     |
| 27                                  | RB       | SPED PARA               | GRAVES, DERICK     | 7.5   | RESIGNATION  |                     |
| 28                                  | RB       | SPED PARA               | RAND, MITCH        | 7.5   | RESIGNATION  | ROSS, PATRICK       |
| 29                                  | WS       | SPED PARA               | KLISZCZ, BARB      | 7.5   | RETIREMENT   | DEBRIYN, CANDICE    |
| 30                                  | WS       | SPED PARA               | BYRAM, CHANTELE    | 7.5   | RESIGNATION  | KENDZIERSKI, JENNY  |
| 31                                  | WS       | SPED PARA               | NEW                | 7.5   | STUDENT NEED | WRIGHT, JENNIE      |
| 32                                  | WS       | SPED PARA               | NEW                | 7.5   | STUDENT NEED | SISKO, RYAN,        |
| 33                                  | WS       | SPED PARA               | NEW                | 7.5   | STUDENT NEED | SODERBERG, MICHELLE |
| 34                                  | WS       | TITLE READING SECRETARY | FULLER, ALICIA     | 7.5   | RESIGNATION  |                     |

## 2026-27 PERSONNEL COMMITTEE GOALS AND CALENDAR

### **Goal 3: Attract, Retain, and Develop High Quality Staff**

#### ***3.1: Enhance mentoring and coaching support for new certified staff***

- 100% of new teachers indicate that new teacher orientation was successful □ Report to Personnel by September, 2026
- 100% participation rate mid-year check-in with new teachers □ Report to Personnel February, 2027
- Conduct fall and spring core mentor check in meetings □ Report to Personnel April, 2027
- Conduct monthly leadership/mentoring meetings with new High School Assistant Principal
- Launch leadership development initiatives with directors (conducting interviews and investigations; managing courageous conversations,...)

#### ***3.2 Implement mentoring program for paraprofessionals and bus drivers***

- 100% of new bus drivers will be assigned a mentor □ Report to Personnel by September, 2026
- Meet with each bus driver mentor and mentee to address implementation □ Report to Personnel by February, 2027
- 100% of new bus drivers will indicate the mentor supported their onboarding to the district □ Report to Personnel by February, 2027

#### ***3.4 Monitor and maintain regionally competitive salary and benefits for all staff***

- Analyze certified/support staff employee retainment □ Report to Personnel by October, 2026
- Update and monitor certified staffing ratio and ensure alignment to School Board policy □ Report to Personnel by November, 2026
- Update compensation analysis for each employee group □ Report to Personnel by March, 2027
- Lead insurance study committee through insurance bidding and program adjustments □ Report to Personnel by April, 2027

#### ***3.6 Maintain and improve proactive communication systems allowing employee feedback.***

- Facilitate listening sessions for all buildings and departments. Invite School Board representative to each listening session □ Report to Personnel by May 2027
- Maintain monthly HR updates □ Report to Personnel by May, 2027
- Coordinate teacher and bus driver union listening sessions each quarter. □ Report to Personnel July, 2027
- Conduct exit interviews with all willing staff □ Report to the Personnel September, 2026
- Coordinate mid-year paraprofessional listening sessions

#### ***Additional Goal Areas***

- Assist the superintendent in the development of the 2028-2033 Strategic Plan.
- Support the superintendent in the adoption of NEOLA policies and the development of administrative guidelines.
- Implement staffing adjustments and division of job responsibilities within the high school activities department.
- Realign teacher evaluation platform to be more user friendly and to provide higher quality feedback.
- Develop administrative contracts for the next two year cycle.
- Update job descriptions starting with the teacher group.
- Improve and personalize support staff evaluations.

## **CALENDAR**

### **August**

- HR/Personnel Committee Goals
- Final certified staffing update

### **September**

- Exit Interview Report
- Non-certified staffing report
- New Teacher and Para Orientation Report

### **October**

- Analysis of Certified/Support Staff Employee Retention Report

### **November**

- Update and monitor certified staffing ratio and ensure alignment to School Board policy
- Initial budget forecast and staffing priorities
- Wellness committee goals update

### **December**

- Initial negotiations and staffing goals
- Mentor report
- Insurance benefit analysis

### **January**

- 

### **February**

- Compensation analysis report for each employee group
- Preliminary Staffing and Recruitment Plan for positions that fall within the preliminary budget forecast.
- Paraprofessional mentoring report.
- New teacher mid-year check in report
- Review requests to continue job share arrangements.
- Set negotiation dates with teacher and bus driver groups

### **March**

- Health and dental insurance report and renewal forecast.
- Executive session for preliminary nonrenewal of certified staff (motion required in executive session to accept recommendations of administration for nonrenewal of certified staff and send written notices of preliminary nonrenewal; must be approved by full Board (open meeting law); recipient may request hearing with Board within five days of receipt of notice.
- Negotiations Planning
- Final Staffing Plan
- Approve health and dental insurance plan

### **April**

- Letters of intent to certified staff no later than May 15.
- Executive session for private hearing requested by certified staff who received a preliminary notice of nonrenewal.
- Executive session for final nonrenewal of certified staff (motion required to accept recommendation of the administration for nonrenewal of certified staff and to send written notices of final nonrenewal no sooner than 15 days after receipt of preliminary notice); must be approved by full Board (open meeting law).

**May**

- Finalize contract with teacher and bus driver groups
- Finalize wage offers for support staff and administration
- HR Update report
- Employee listening sessions report

**June**

- Teacher mentoring report
- Wellness committee report
- Employee Handbook recommendations

**July**

- Substitute Employee Handbook
- Employee Handbook Appendices
- Bus driver union meeting report



**Director of Human Resources and Leadership Development: Wildly Important Goal (WIG)**

Improve staff member job satisfaction, as measured on the Job Satisfaction: Staff Feedback Survey Composite (Table 1) from 70.9% to 80% by 2027.

**Lead measures:**

1. Improve employee pay for certified staff and paras (influences retention too)
  - a. \*Improve regionally comparable Certified Staff Salary Ranking (Table 2) from 4th to 2nd by 2027
  - b. \*Improve regionally comparable Support Staff Salary Ranking (Table 3) from 3rd to 2nd by 2027
2. Improve new staff experience through the development of core mentors at each building.
  - a. Hold fall and spring Core Mentor check-in meetings
3. Support focused instructional leadership of building principals
  - a. Hold regular WIG/Whirlwind focused check-in meetings
  - b. Review and analyze school stakeholder surveys
  - c. Develop and execute culture goals
  - d. Analyze and review exit interview data
  - e. Mentor new High School Assistant Principal in collaboration with the building principal.

\*Comps include: Hudson, New Richmond, Menomonie, Baldwin Woodville, Prescott, Ellsworth. St. Croix Central.

**Table 1: Job Satisfaction: staff feedback survey \*composite**

| Staff Survey Question                                                             | 2023-24 | 2024-25 | 2025-26 | 2026-27 |
|-----------------------------------------------------------------------------------|---------|---------|---------|---------|
| I would recommend this District to others seeking employment                      | 90.4    | 93.8    | 95.7    |         |
| Our District effectively onboards new employees.                                  | 74.3    | 83.1    | 83.3    |         |
| Inservice training/professional development days are organized and well planned   | 68.4    | 69.3    | 76.4    |         |
| When compared to other school districts in the region, I am satisfied with my pay | 50.5    | 61.4    | 65.9    |         |
| *Average                                                                          | 70.9    | 76.9    | 80.3    |         |

**\*Scorecard Goal for 2027 - 80%**

**\*Table 2: Comparable Certified Staff Salary Rankings**

| Comparable Certified Staff Salary Rankings |                      |           |
|--------------------------------------------|----------------------|-----------|
| 2024-2025                                  | 2025-2026            | 2026-2027 |
| 1. Hudson                                  | 1. Hudson            |           |
| 2. St. Croix Central                       | 2. St. Croix Central |           |
| 3. New Richmond                            | 3. River Falls       |           |
| 4. River Falls                             | 4. New Richmond      |           |
| 5. Baldwin Woodville                       | 5. Menomonie         |           |
| 6. Menomonie                               | 6. Prescott          |           |
| 7. Prescott                                | 7. Ellsworth         |           |
| 8. Ellsworth                               | 8. Baldwin Woodville |           |

| Comparable Certified Rankings 26/27 |           |          |           |          |         |               |
|-------------------------------------|-----------|----------|-----------|----------|---------|---------------|
|                                     | BA Bottom | BA Top   | MA Bottom | MA top   | Total   | Contract Days |
| <b>MEDIAN</b>                       | \$49,500  | \$79,835 | \$52,685  | \$91,936 | \$0     | 189.5         |
| <b>RFSD VARIANCE</b>                | 0.00%     | 0.00%    | 0.00%     | 0.00%    | #DIV/0! | -0.26%        |

**\*WIG Goal - 2nd in Total Salary**

**\*Table 3: Comparable Support Staff Salary Rankings**

| Comparable Support Staff Salary Rankings |                      |           |
|------------------------------------------|----------------------|-----------|
| 2024-2025                                | 2025-2026            | 2026-2027 |
| 1. St. Croix Central                     | 1. New Richmond      |           |
| 2. New Richmond                          | 2. Hudson            |           |
| 3. River Falls                           | 3. River Falls       |           |
| 4. Hudson                                | 4. Ellsworth         |           |
| 5. Menomonie                             | 5. Menomonie         |           |
| 6. Baldwin-Woodville                     | 6. St. Croix Central |           |
| 7. Ellsworth                             | 7. Baldwin-Woodville |           |
| 8. Prescott                              | 8. Prescott          |           |

| Comparable Support Staff Rankings 26/27 (Starting Rate) |                 |                  |           |           |                |
|---------------------------------------------------------|-----------------|------------------|-----------|-----------|----------------|
|                                                         | General Ed.Aide | Special Ed. Aide | Secretary | Custodian | Average Salary |
| <b>MEDIAN</b>                                           | \$19.54         | \$20.56          | \$21.78   | \$21.55   | #DIV/0!        |
| <b>RFSD VARIANCE</b>                                    | -100.00%        | -100.00%         | -100.00%  | -100.00%  | #DIV/0!        |

**\*WIG Goal - 3rd in Average Salary**

**School District of River Falls**  
**Job Description**  
**SCHOOL DISTRICT NURSE**

**MINIMUM QUALIFICATIONS:**

1. Baccalaureate (four year) degree in Nursing
2. WI Registered Nurse (RN) licensure
3. **Certification in CPR/AED**
4. ~~Wisconsin Department of Public Instruction School Nurse license~~ **Not required, expensive to get certification**
5. Have experience working with children
6. **Valid driver's license**

**POSITION SUMMARY:**

Provide skilled nursing care for the daily health needs of students, assess medical emergencies, administer emergency first aid, medication and injections, and maintain student health records and district health office data. The **School District** Nurse provides skilled nursing services through the writing of individual student health plans, the supervision and training of district school health services aides and other personnel in health services responsibilities, and implementation of school district health services policies and procedures. The District Nurse adheres to the Wisconsin Nurse Practice Act, Rules, and Regulations.

**REPORTS TO:**

Director of Student Services

**PERFORMANCE RESPONSIBILITIES:**

1. A. Student Health Prevention/Maintenance
  - a. Assesses, evaluates, and interprets health and developmental status of student population to make a nursing diagnosis and establish a plan of intervention when indicated.
  - b. Counsels students, parents, and school personnel about health concerns, especially those affecting student **attendance, engagement**, and learning processes.
  - c. Refers students or persons responsible for their health care to appropriate health care sources when indicated.
  - d. ~~Recommends educational program adjustments when indicated for students with a condition requiring accommodations through emergency plans, IEPs and 504s~~ **Participate as a health expert for IEPs and 504 teams. Develop individual health plans (IHP) for students with chronic health conditions**
  - e. ~~Reviews personnel needing hepatitis B injections and information, and refers and keeps records.~~
2. School Health Program
  - a. Implements a health promotion program that stresses good nutrition, communicable disease control, **bloodborne pathogens** and proper immunizations.
  - b. Promotes sanitary conditions for control of infection, maintenance of health, and environment conducive to learning.
  - c. Serves as a **health** resource and **health** consultant to teachers and students.
  - d. **Advises administration regarding health related concerns about individual students or groups.**
  - e. Maintains a close working relationship with outside agencies (**healthcare providers/offices, public health department, etc).**
  - f. **Facilitates development and implementation of standing orders/protocols with contracted medical advisor.**
  - g. Prepares reports as required by the school district, Wisconsin Department of Instruction, and Wisconsin Division of Health.
  - h. Develops policies mandated by law and any others deemed necessary
  - i. ~~Provides and updates emergency nursing services, policies, and procedures for the school district.~~ **Serves in a leadership role for health policies, **procedures**, and programs. Participates in the development and evaluation of school health policies within the District.**
  - j. **Ensure the District is meeting Wisconsin State Immunization Requirements to the best of their ability.**
  - k. **Complete monthly Medicaid billing for reimbursement of nursing services.**
  - l. Serves as District wellness liaison.
  - m. **Assist with coordination of health services for students during summer school.**
  - n. **Provide health and emergency medications administration training to Kids Club staff.**

**School District of River Falls**  
**Job Description**  
**SCHOOL DISTRICT NURSE**

3. Supervision

- a. Provides leadership and coordination of health services for students.
- b. ~~Supervises the health service aides in tasks delegated to them.~~ Provide supervision/guidance for health aides, secretaries, and special education paraprofessionals who assist with managing the health needs of students.
- c. Provides clear and concise communication, procedures, and protocols to the health aides for well-functioning health offices.
- d. Develops criteria for an adequate health services room in every school building, including staffing, supervision and supplies.
- e. Provides training to the health aides as needed and in an ongoing manner in their roles and responsibilities.
- f. Provides training for substitutes in the health offices as needed or requested.
- g. Oversees the preparation, maintenance, and implementation of school health plans and records for each student.
- h. Monitors Incident/Accident Report completion and compliance.

~~4. Maintenance of Facilities and Budget~~

5. Curriculum

- a. ~~Provides insight into the development and continual evaluation of the K-12 curriculum as a member of the Physical Education/Health Department.~~
- b. Facilitate Medical Emergency Response Team (MERT) training on an annual basis to ensure members on team receive appropriate training to manage a medical emergency. Assist with scheduling MERT drills.
- c. Serves as a resource person by providing current information from health-related fields.
- d. ~~Arranges in-service programs~~ Provides school staff training in first aid, emergency care procedures, and current health issues. Includes training for field trips and extracurricular activities.
- e. Coordinates dental, hearing, and vision screenings, makes referrals per protocol.

6. Building Level Responsibilities

- a. Provides care for daily health needs of students.
- b. Administers emergency first aid, medications, and injections.
- c. Collaborates with parents, students, and school staff.
- d. Prepares and implements student health plans.
- e. ~~Provides health resource information to parents and makes referrals for health care services including MAC Badger Care, etc.~~
- f. Maintains school health records and Emergency Action Plans for applicable students.
- g. Oversees AEDs and stock medications in each school. Assure devices and medications do not expire.
- h. Implements nursing services that are indicated on a student's IEP/504. (I think we should keep this one).
- i. Maintains confidentiality under FERPA and HIPAA regulations and laws.

7. All other duties as assigned

Approved by the Board on 11/15/10

# **HIGH SCHOOL MAIN OFFICE SECRETARY**

**Revised:** 07/01/26

**REPORTS TO:** High School Principal and Assistant Principals

## **MINIMUM QUALIFICATIONS**

- Strong willingness and ability to relate effectively, collaboratively, and cordially with others, especially when triaging high volumes of calls and requests.
- Proficiency in technology, specifically student information systems, facility scheduling software, and communication / publication applications.
- Strong organizational skills to manage interactions, records, and communication for over 1000 students and their families.
- Ability to work independently, take initiative, and solve problems under pressure.
- Ability to define problems, collect data, establish facts, draw valid conclusions, use good judgment, and refer issues to a supervisor when appropriate.
- Maintain strict confidentiality regarding student records and attendance data in accordance with FERPA.
- High School diploma required; 2-year associate degree and/or post-secondary credits preferred.
- Prior experience working in an educational setting is preferred.

## **POSITION SUMMARY**

The Main Office Secretary serves as the primary point of contact for student attendance and front office operations, managing the daily records for a large student body. This role requires a positive attitude, calm demeanor, a high level of accuracy and the ability to perform multiple duties simultaneously; such as answering high-volume calls, checking students in/out, and monitoring security, while maintaining a professional and welcoming main entrance. The position plays a critical role in ensuring compliance with attendance laws, navigating complex schedules, and supporting a safe, service-oriented school environment.

## **PERFORMANCE RESPONSIBILITIES**

### **ATTENDANCE & STUDENT RECORDS**

- Record, verify, and maintain accurate daily attendance, marking tardies, absences, intervention requests/attendance, and parent requests.
- Talk to parents regarding attendance and change attendance codes in the student information system to accurately reflect student status across complex grade-specific calendars.
- Coordinate with counseling secretary and report district enrollment counts including:
  - Third Friday in September membership count
  - Second Friday in January membership count
- Enter classroom attendance for substitute teachers or when system schedules do not align.
- Issue student passes for early dismissals, late arrivals, or tardies.
- Generate truancy paperwork and monitor trends to collaborate with administrators and support staff.
- Send required attendance communications (phone and mailing) to families.
- Communicate to students for parent drop-offs or urgent requests.

## **STAFFING & SUBSTITUTE SUPPORT**

- Track staff absences and arrange coverage for unfilled positions.
- Ensure substitute teacher folders are current and complete.
- Help substitute teachers and paraprofessionals locate classrooms, folders, daily lesson plans, and other needed materials.
- Serve as backup support for daily office staffing needs.

## **GENERAL SECRETARIAL & OFFICE OPERATIONS**

- Provide administrative support and organizational assistance to the Principal and Assistant Principals.
- Maintain a professional, clean and welcoming office environment to ensure the main entrance to the school makes a positive and strong first impression.
- Manage high-volume communication: answer phones, transfer calls, and monitor voicemails/emails throughout the day.
- Support annual student update processing in student information systems.
- Conduct announcements over the PA system as needed.
- Use software applications to manage data, facility calendars, fees and registrations.
- Maintain and update student data within the SIS system.
- Monitor SIS system updates and maintain knowledge of new system features or reporting requirements.
- Make copies and handle office equipment maintenance (toner changes, calling for repairs).
- Suggest improvements for office systems, particularly for complex scheduling and attendance calendars.
- Create and maintain organization and communication resources for staff: forms and documents, including teacher prep schedules, calendars, bell schedules, calling lists, conference resources, etc.
- Maintain and adjust administrator school calendars, office calendars, and other communication systems as assigned.
- Make arrangements for conferences and meetings for administrators and related staff.

## **SAFETY & VISITOR SUPPORT**

- Oversee student/visitor check-in and ensure background checks are completed for all visitors.
- Monitor front entry security cameras and manage door security.
- Use walkie-talkie communications to alert administration to safety concerns.
- Ensure all safety communication devices and walkie-talkies are charged and functional.
- Update Crisis Response process paperwork yearly.

## **COMMUNICATION & SCHOOL OPERATIONS**

- Send email notifications and communications through the student information system.
- Call families to notify them of issues, concerns, or needed information.
- Assist in updating handbooks, forms, and other public-facing communication documents as assigned.
- Review and update Crisis Response and other resources to ensure they are current and reflective of district policies, procedures, and protocols.
- Communicate with custodial and maintenance staff when building issues arise.
- Assist with communicating school information clearly and accurately to students, staff, families, and the general public.

**COMMITMENT TO EQUITY**

The Main Office Secretary is expected to contribute to a welcoming, inclusive school environment and support equitable practices that remove barriers to student attendance and success.

# **HIGH SCHOOL PRINCIPAL SECRETARY**

**Revised:** 07/01/26

**REPORTS TO:** High School Principal

## **MINIMUM QUALIFICATIONS**

- Strong willingness and ability to relate effectively, collaboratively, and cordially with students, families, staff, and visitors.
- Proficiency in the use of technology, budgeting software, student information systems, and office management/software applications.
- Strong organizational, interpersonal, and communication skills.
- Ability to work independently, take initiative, define problems, collect data, establish facts, draw valid conclusions, use good judgment, and refer issues to a supervisor when appropriate.
- Ability to maintain confidentiality in accordance with FERPA and district policies.
- High School diploma required; 2-year associate degree and/or post-secondary credits preferred.
- Prior experience working in an educational setting is preferred.

## **POSITION SUMMARY**

Serving as an essential collaborator within the front office, the High School Principal's Secretary provides high-level administrative support to school leadership and ensures the efficient management of the Principal's daily schedule. This role is vital for overseeing the building's financial budget, coordinating the procurement of necessary resources, and facilitating professional communication among staff, students, and families under the Principal's guidance. The position demands exceptional organizational capabilities, meticulous attention to detail, and the discretion to handle sensitive information while balancing diverse priorities in a dynamic, student-focused environment.

## **PERFORMANCE RESPONSIBILITIES**

### **BUDGET, PURCHASING & INVENTORY**

- Assist with all initial budget requests and requisitions.
- Prepare yearly budget summaries and forecasting and weekly principal summary sheets.
- Record purchase orders and reimbursements to appropriate accounts.
- Monitor and communicate departmental expenditures.
- Check in supplies and handle freight issues, shortages, or damages.
- Assist with fee payments and family account payment set-up and processing.

### **COMMUNICATION & SCHOOL OPERATIONS**

- Create and prepare resources and manage communication for newsletters, staff publications, daily announcements, and other important events identified by the administrative team.
- Responsible for graduation program and coordination of vendors and communication.
- Send email notifications and communications through the student information system.
- Assemble and maintain email distribution groups for students and staff.
- Assist in updating the school website, handbooks, and forms.
- Communicate with custodial and maintenance staff regarding building issues.

## **GENERAL SECRETARIAL & OFFICE OPERATIONS**

1. Provide organizational assistance and administrative support to the high school principal and main office team.
2. Maintain a professional, welcoming, and service-oriented office environment.
3. Use various software applications to prepare, format, proofread, and share data and reports and other materials/resources with staff and administrators.
4. Maintain and update student data within the SIS system.
5. Monitor SIS system updates and maintain knowledge of new system features or reporting requirements.
6. Maintain and adjust administrator school calendars, office calendars, and other communication systems as assigned.
7. Make arrangements for conferences and meetings for principal and related staff.
8. Suggest and support improvements to office systems and procedures.
9. Perform other duties as assigned by the High School Principal.

## **COMMITMENT TO EQUITY**

The High School Principal Secretary is expected to contribute to a welcoming, inclusive school environment and support equitable practices that remove barriers to increase staff and student success.

# HIGH SCHOOL REGISTRAR (COUNSELING SECRETARY)

**Revised:** 07/1/2026

**REPORTS TO:** High School Student Services Team & Administration

## POSITION SUMMARY

The High School Registrar (Counseling Secretary) serves as a key member of the Student Services and school office team, responsible for maintaining accurate student records, managing enrollment and registration processes, and ensuring compliance with district, state, and federal reporting requirements. They play a critical role in supporting student transitions, maintaining enrollment data, and ensuring accurate reporting that supports district operations and compliance.

This position oversees the integrity of student demographic and academic records within the Student Information System (SIS), supports scheduling and grading processes, and coordinates state reporting requirements such as DPI pupil counts and WISDATA submissions. The Registrar provides excellent customer service to students, families, and staff while maintaining strict confidentiality and ensuring the accuracy of student data.

## CORE COMPETENCIES

- Accuracy and attention to detail
- Professionalism and discretion
- Strong communication and customer service
- Collaboration and teamwork
- Problem-solving and initiative

## MINIMUM QUALIFICATIONS

1. Strong willingness and ability to relate effectively, collaboratively, and cordially with students, families, staff, and visitors.
2. Proficiency in the use of technology, scheduling, and office software applications.
3. Strong organizational, interpersonal, and communication skills.
4. Ability to work independently, take initiative, and problem-solve.
5. Ability to maintain confidentiality in accordance with FERPA and district policies.
6. High School diploma required; 2-year associate degree and/or post-secondary credits preferred.
7. Experience working in an educational setting is preferred.

## KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to organize work, establish priorities, and manage multiple projects simultaneously.
- Demonstrated ability to work collaboratively as part of a team while also working independently with minimal supervision.
- High level of integrity and ability to maintain strict confidentiality.
- Excellent interpersonal, customer service, and public relations skills.
- Ability to demonstrate poise, tact, and diplomacy in busy or stressful situations.
- Strong attention to detail and accuracy in managing data and records.
- Ability to troubleshoot systems and processes.
- Ability to manage time effectively and meet deadlines.

# **PERFORMANCE RESPONSIBILITIES**

## **STUDENT RECORDS & DATA MANAGEMENT**

- Maintain complete, accurate, and current student demographic and academic records within the Student Information System (SIS).
- Ensure integrity and accuracy of student records in accordance with district policy, Wisconsin state law, and FERPA guidelines.
- Maintain secure electronic and confidential files related to student records.
- Process and maintain transcripts, academic records, and documentation for student transfers and withdrawals.
- Respond to requests for student records and transcripts from colleges, families, and external agencies.
- Monitor system updates and maintain knowledge of new system features or reporting requirements.
- Generate reports, charts, and data summaries as needed by administration and Student Services staff.

## **ENROLLMENT & REGISTRATION**

- Coordinate and facilitate the student enrollment process for new and returning students.
- Assist families with completion of online registration and enrollment applications.
- Verify residency, guardianship documentation, immunization records, birth certificates, and transcripts.
- Provide information to families regarding district enrollment procedures and school programming.
- Coordinate with ELL Program Assistant to support culturally and linguistically diverse families to in the enrollment process.
- Track and monitor enrollment trends and maintain accurate census demographic data.
- Assist with the administration of Open Enrollment and Tuition Waiver processes.
- Track enrollment status and provide information to district fiscal services for billing and reporting.

## **STATE REPORTING & COMPLIANCE**

- Maintain accurate student demographic and enrollment data to support required reporting.
- Assist with main office secretaries and report district enrollment counts including:
  - Third Friday in September membership count
  - Second Friday in January membership count
- Manage student/teacher reporting through WISDATA and other DPI systems.
- Assist with data collection and reporting for district, state, and federal agencies including the Wisconsin Department of Public Instruction (DPI) and Legislative Audit Bureau.

## **SCHEDULING & GRADING COORDINATION**

- Coordinate grading processes and grading windows within the Student Information System.
- Support scheduling processes and maintain the high school course master in coordination with administration.
- Assist with student schedule adjustments and records updates.
- Create class grids for students to utilize for see what classes are offered every term

## **OFFICE & ADMINISTRATIVE SUPPORT**

- Maintain organized filing systems and student documentation records.
- Process incoming correspondence and maintain departmental records.
- Operate office equipment including computers, copiers, multi-line phone systems, and other office technology.
- Support the Student Services team with administrative and clerical needs.
- Perform additional duties as assigned.

## **COMMITMENT TO EQUITY**

The High School Registrar/Counseling Secretary is expected to contribute to a welcoming, inclusive school environment and support equitable practices that remove barriers and increase student and staff success.



SUBSTITUTE EMPLOYEE HANDBOOK



SCHOOL DISTRICT OF  
River Falls

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## ROLE OF A SUBSTITUTE

Substitute employees provide a critical service to the District. Substitute employees will be called upon to provide direct instructions to students or to support the many systems that allow our district to function. Your flexibility and adaptability are valued. Thank you for your willingness to serve in this capacity, it is appreciated.

## PURPOSE

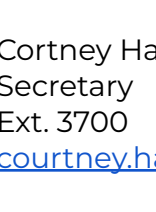
The purpose of the Substitute Employee Handbook is to provide you with the policies, procedures, and information that will help you effectively function as a substitute teacher. If you have questions or feedback, you are encouraged to contact Nate Schurman, Director of Human Resources and Leadership Development, or any Building Principal.

## SCHOOL AND DEPARTMENT CONTACT INFORMATION

**Human Resources** Phone Number: 715-425-1800

|                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                         |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  <p>Nate Schurman<br/>Director of Human Resources<br/>&amp; Leadership Development<br/>Ext. 1102<br/><a href="mailto:nate.schurman@rfsd.k12.wi.us">nate.schurman@rfsd.k12.wi.us</a></p> |  <p>Jenny Karras<br/>Administrative Assistant<br/>Ext. 1101<br/><a href="mailto:jennifer.karras@rfsd.k12.wi.us">jennifer.karras@rfsd.k12.wi.us</a></p> |
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**River Falls High School** Phone Number: 715-425-1830

|                                                                                                                                                                                                                          |                                                                                                                                                                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  <p>Kit Luedtke<br/>Principal<br/>Ext. 3704<br/><a href="mailto:kit.luedtke@rfsd.k12.wi.us">kit.luedtke@rfsd.k12.wi.us</a></p>        |  <p>Zac Campbell<br/>Assistant Principal<br/>Ext. 3716<br/><a href="mailto:zac.campbell@rfsd.k12.wi.us">zac.campbell@rfsd.k12.wi.us</a></p>           |
|  <p>Heidi Link<br/>Assistant Principal<br/>Ext. 3702<br/><a href="mailto:heidi.link@rfsd.k12.wi.us">heidi.link@rfsd.k12.wi.us</a></p> |  <p>Cortney Hauschildt<br/>Secretary<br/>Ext. 3700<br/><a href="mailto:courtney.hauschildt@rfsd.k12.wi.us">courtney.hauschildt@rfsd.k12.wi.us</a></p> |
|  <p>Megan Linn<br/>Secretary<br/>Ext. 3703<br/><a href="mailto:megan.linn@rfsd.k12.wi.us">megan.linn@rfsd.k12.wi.us</a></p>           |  <p>Jami Passofaro<br/>Secretary<br/>Ext. 3701<br/><a href="mailto:jami.passofaro@rfsd.k12.wi.us">jami.passofaro@rfsd.k12.wi.us</a></p>               |

**Renaissance Charter Academy** Phone Number: 715-425-7687

|                                                                                                                                                                                                                |                                                                                                                                                                                                                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  <p>Peggy Webb<br/>Coordinator<br/>Ext. 2224<br/><a href="mailto:peggy.webb@rfsd.k12.wi.us">peggy.webb@rfsd.k12.wi.us</a></p> |  <p>Jill Dexheimer<br/>Secretary<br/>Ext. 2321<br/><a href="mailto:jill.dexheimer@rfsd.k12.wi.us">jill.dexheimer@rfsd.k12.wi.us</a></p> |
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**Meyer Middle School** Phone Number: 715-425-1820

|                                                                                                                                                                                                                     |                                                                                                                                                                                                                            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  <p>Mark Chapin<br/>Principal<br/>Ext. 3302<br/><a href="mailto:mark.chapin@rfsd.k12.wi.us">mark.chapin@rfsd.k12.wi.us</a></p>     |  <p>Brian Buck<br/>Assistant Principal<br/>Ext. 3304<br/><a href="mailto:brian.buck@rfsd.k12.wi.us">brian.buck@rfsd.k12.wi.us</a></p>     |
|  <p>Annah Saumer<br/>Secretary<br/>Ext. 3300<br/><a href="mailto:annah.saumer@rfsd.k12.wi.us">annah.saumer@rfsd.k12.wi.us</a></p> |  <p>Jessica Olson<br/>Secretary<br/>Ext. 3301<br/><a href="mailto:jessica.l.olson@rfsd.k12.wi.us">jessica.l.olson@rfsd.k12.wi.us</a></p> |

**Greenwood Elementary** Phone Number: 715-425-1810

|                                                                                                                                                                                                                      |                                                                                                                                                                                                                               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  <p>Kate Skappel<br/>Principal<br/>Ext. 3502<br/><a href="mailto:kate.skappel@rfsd.k12.wi.us">kate.skappel@rfsd.k12.wi.us</a></p> |  <p>McKenna Jardine<br/>Secretary<br/>Ext. 3500<br/><a href="mailto:mckenna.jardine@rfsd.k12.wi.us">mckenna.jardine@rfsd.k12.wi.us</a></p> |
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**River Falls Public Montessori Elementary** Phone Number: 715-425-7645

|                                                                                                                                                                                                                   |                                                                                                                                                                                                                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  <p>Kai Rodgers<br/>Principal<br/>Ext. 2010<br/><a href="mailto:kai.rodgers@rfsd.k12.wi.us">kai.rodgers@rfsd.k12.wi.us</a></p> |  <p>Sara Flatten<br/>Secretary<br/>Ext. 2001<br/><a href="mailto:sara.flatten@rfsd.k12.wi.us">sara.flatten@rfsd.k12.wi.us</a></p> |
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**Rocky Branch Elementary** Phone Number: 715-425-1819

|                                                                                                                                                                                                                                         |                                                                                                                                                                                                                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  <p>Ashley Bingenheimer<br/>Principal<br/>Ext. 3010<br/><a href="mailto:ashley.bingenheimer@rfsd.k12.wi.us">ashley.bingenheimer@rfsd.k12.wi.us</a></p> |  <p>Natalie Benusa<br/>Secretary<br/>Ext. 3001<br/><a href="mailto:natalie.benusa@rfsd.k12.wi.us">natalie.benusa@rfsd.k12.wi.us</a></p> |
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**Westside Elementary** Phone Number: 715-425-1815

|                                                                                                                                                                                                                    |                                                                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  <p>Rachel Mader<br/>Principal<br/>Ext. 3202<br/><a href="mailto:rachel.mader@rfsd.k12.wi.us">rachel.mader@rfsd.k12.wi.us</a></p> |  <p>Sarah Jarocki<br/>Secretary<br/>Ext. 3200<br/><a href="mailto:sarah.jarocki@rfsd.k12.wi.us">sarah.jarocki@rfsd.k12.wi.us</a></p> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## SCHOOL CALENDAR

[2026-27 Calendar](#)

## SCHOOL SCHEDULES, SAFETY FLIP CHART, AND MAP

A school schedule, [safety flip chart](#), and map will be provided to substitute staff at the beginning of each assignment [in a new building](#). [Review the schedule and flip chart prior to leaving the main office](#). Substitute employees can check with the main office [staff](#) for assistance.

## APPLICATION PROCESS

All new substitute staff hires must meet all new staff requirements including but not limited to a health screening including a physical examination and tuberculin test/or chest x-ray if deemed necessary, and a criminal background check. Applications must be completed through WECAN, then a new hire packet will be forwarded to the applicant by the Human Resources Department. The packet will contain all of the forms and information needed to get through the hiring process.

## LICENSING REQUIREMENTS

All substitute teachers and paraprofessionals will have the necessary license and/or permit required by state law to serve in their assignment. It is the substitute employee's responsibility to ensure that licensure is current. Substitute employees will be removed from the active substitute list if their license has expired [or if they have not subbed within one calendar year](#). Contact Human Resources (715-425-1800 ext. 1101) if you have questions about the status of your license.

## TYPES OF SUBSTITUTES

### **SHORT TERM SUBSTITUTE/GUEST TEACHER PARAPROFESSIONAL, SECRETARY, OR CUSTODIAN**

Employees hired to replace a regular employee during the regular employee's absence.

### **PERMANENT SUBSTITUTE TEACHER OR PARAPROFESSIONAL**

At the sole discretion of the Superintendent or designee, permanent substitute teachers or paraprofessionals may be hired on an annual basis. Permanent substitute teaching and paraprofessional positions will be used to ensure the quality delivery of instruction to students in an in-person or distance learning environment. The primary responsibility of a permanent substitute teacher will be to provide short-term, day-to-day instruction or to provide supervision/instructional support as directed by a building principal. Permanent substitute teachers are not hired under a contract under 118.22 Wis. Stats., because these positions are part-time.

### **MODULAR ('MOD') SUBSTITUTE TEACHER**

A modular or "mod" substitute teacher is a regular, full-time teacher who is substituting during a period of the day normally used to prepare for student instruction. Regular or "mod" substitutes are compensated at the BASE BA LADDER (per Appendix A) hourly rate, pro-rated in quarter hour intervals if more or less than an hour.

### **LONG TERM SUBSTITUTE TEACHER, PARAPROFESSIONAL, SECRETARY, OR CUSTODIAN**

When a substitute is assigned for more than ten consecutive days in the same position, then the substitute is considered a long-term substitute. Long-term substitute teachers are paid the Base BA Rate on the Teacher Salary Ladder. Other long-term substitute employees rates are defined in Section V. The long-term rate begins on day 11, unless the long-term nature of the assignment is known in advance, in which case payment will begin on the first day. Staff hired for long-term substitute positions will be allocated up to two days of shadowing/training/prep prior to their official start date. Responsibilities of the long-term substitute teacher will be the same as the regular classroom teacher. When a substitute is employed as a long-term substitute teacher, or is employed at the end of the semester, and is expected to close out school records, ~~he/she~~ **complete** report cards, and update inventories, ~~he/she~~ the principal has the discretion to add one day to their long-term substitute assignment to complete these tasks. ~~they may be given up to one day to complete these tasks if deemed necessary by the principal.~~ The substitute will be compensated at the applicable substitute rate. As employees of the District, long-term substitutes will have to meet all new staff requirements including but not limited to a health screening including a physical examination and tuberculin test/or chest x-ray if deemed necessary, a criminal background check, **and completion of required Vector training.**

## SCHEDULING OF SHORT TERM SUBSTITUTE ASSIGNMENTS

Substitutes will be assigned at the discretion of the District. At the beginning or during an assignment, a substitute may be notified of a change in their assignment. The District may, in its sole discretion, unilaterally remove individuals from the substitute teacher list if the substitute demonstrates a pattern or practice of declining assignments. A substitute who wishes to cancel an assignment on the current date must inform the Building Secretary by phone. Any substitute

teacher who abuses the cancellation privilege will, at the District's discretion, have their cancellation privileges revoked and/or be removed from the District sub list.

### **SCHEDULING OF TEACHERS/PARAPROFESSIONAL ASSIGNMENT**

- Notice of teacher and paraprofessional absence will be provided using an automated system (i.e Frontline Absence Management). All substitutes will have access to the automated system and may use it to schedule assignments.
- A representative from the District may contact a substitute/guest employee individually to inquire about filling open positions.
- A substitute who accepts a job by mistake will contact the District as soon as possible to rectify the error.
- A substitute teacher may also cancel a teaching assignment using the automated system in advance of the current day without providing notification to the Building Secretary.

### **SCHEDULING OF SECRETARY/CUSTODIAN/BUS DRIVER AND OTHER SUPPORT STAFF ASSIGNMENTS**

A representative from the District will contact the substitute employee by phone or email to inquire about filling open positions.

## **LENGTH OF DAY**

### **TEACHER/PRINCIPAL**

A substitute teaching day will be eight hours, including lunch, when subbing for a full-time teacher who is absent for a whole day. If a teacher does not have a full schedule of classes the time will be prorated. A substitute teaching day may be less than eight hours if the substitute is replacing a teacher on a partial absence.

Elementary Assignment: 8:05 AM-4:05 PM

MS/HS Assignment: 7:15 AM-3:15 PM

### **PARAPROFESSIONAL**

A full substitute paraprofessional day will be 7 hours and 30 minutes, including a duty free unpaid lunch, when subbing for a full-time paraprofessional who is absent for a whole day. A substitute paraprofessional's day may be less than 7 hours and 30 minutes if the substitute is replacing a paraprofessional who is part-time or on a partial absence. ~~or a part-time paraprofessional.~~

Elementary Assignment: 8:05 AM-4:05 PM

MS/HS Assignment: 7:15 AM-3:15 PM

### **SECRETARY**

A substitute secretary day will be eight hours, including lunch, when subbing for a full-time secretary who is absent for a whole day. A substitute secretary's day may be less than eight hours if the substitute is replacing a secretary on a partial absence.

Elementary Assignment: 7:45 AM-4:15 PM

MS/HS Assignment: 7:00 AM-3:30 PM

### **CUSTODIAN/BUS DRIVER/OTHER SUPPORT STAFF**

The specific hours will vary based on the assignment. The substitute will be made aware of the hours when the assignment is scheduled.

## SUBSTITUTE EXPECTATIONS

The professional responsibilities and duties of substitutes will be consistent with the responsibilities and duties for whom they are substituting. Substitutes are expected to follow established school rules and the plans provided to ensure the safety and well being of all students.

### **APPROPRIATE ATTIRE**

Staff members are expected to dress professionally at all times, except when engaged in an activity that would require other attire. Fridays or other special days can be more casual. Substitute custodians will be provided with specific guidelines by the Director of Buildings/Grounds or designee.

### **USE OF TECHNOLOGY**

Substitute employees have access to the district's network through the following log-in and password:

username: subteacher

password: teacher

Substitutes should follow the guidelines outlined in the District's [acceptable use policy](#). The notes from the regular employees should include any other relevant technical information. If you have questions ~~about~~, please contact a neighboring teacher or a building administrator.

### **SCHOOL MEALS**

Substitute employees may purchase a lunch ticket in the school office if desired. Please place your order by 9:00 in the morning to be assured of your meal choice.

### **CRISIS RESPONSE**

All classrooms and/or student learning spaces will have a "Crisis Management Plan" flip chart. This includes information about evacuations, bomb threats, lock downs and medical emergencies. The chart will be kept in an easily accessible place. Employees in charge of supervising students should locate this document and use it as reference in case of emergency. Teachers should reference the flip chart and its location in the notes provided to a substitute/guest teacher. If a classroom/student learning space is missing a "Crisis Management Plan" flip chart, please ask the Building Principal for a copy.

### **FIRE ALARM**

In the event of a fire alarm, prepare to exit the building by gathering a class roster with attendance documentation, but do not leave the classroom unless you see fire or smoke. Only leave the classroom and school building when directed by a school office announcement.

### **PERSONAL CELL PHONE USE**

Substitutes should not use their personal cell phone while supervising students or completing work assignments.

## **EMERGENCY SCHOOL CLOSING**

The Superintendent or designee will have the authority to close school due to inclement weather. Emergency school announcements will be released through radio stations (WEVR, WDMO) and television stations (WCCO-TV, KSTP-TV, FOX-9, KARE 11, WEAU-13). Substitutes are expected to follow these stations if they suspect school might be canceled for inclement weather.

## **VIDEO CAMERAS**

Video cameras are used at all times for security purposes in all buildings. Employees are expected to be aware that video recordings may be used as evidence for any disciplinary or legal action.

## **NON-DISCRIMINATION**

The School District of River Falls is committed and dedicated to the task of providing the best education possible for every child in the District for as long as the student can benefit from attendance and the student's conduct is compatible with the welfare of the entire student body.

The right of the student to be admitted to school and to participate fully in curricular, co-curricular, student services, recreational and other programs or activities will not be abridged or impaired because of a student's sex, (including gender identity, gender expression and nonconformity to gender role stereotypes,) race, national origin, color, religion, ancestry, creed, pregnancy, marital or parental status, sexual orientation, handicap or physical, mental, emotional or learning disability.

## **REPORTING CHILD ABUSE OR NEGLECT**

Reporting: Wisconsin law requires all employees of Wisconsin public school district to report suspected child abuse and neglect, Wis. Stat. sec. 48.981(2)(a)16m. All employees who have reasonable cause to suspect that a child has experienced, or is at risk of, abuse or neglect must immediately contact the Department of Social Services in the county where the child resides. When making this contact, the employee must inform the agency of the specific facts and circumstances that led to the report. All employees having reasonable cause to suspect that a child seen in the course of their professional duties has or will experienced abuse, neglect, been threatened with abuse or neglect, or that abuse and neglect will occur will immediately contact the department of social services in which county the child resides in, and inform the agency of the facts and circumstances which led to the filing of the report. The building principal or department supervisor should also be contacted.

Contacting the building principal or department supervisor does not meet your obligation as a mandatory reporter. You must call the appropriate Department of Human Services. If two or more employees are provided notice of suspected child abuse and neglect, then all employees must individually or jointly report this to the appropriate Department of Human Services. Firsthand knowledge of suspected abuse or neglect is not required for reporting. If a third party provides information of suspected abuse or neglect, then an employee is obligated to report it. When in doubt, report. Failure to report suspected cases of child abuse or neglect is punishable by fine and /or jail sentence.

More information is available on the [Department of Public Instruction's School's Role in Preventing Child Abuse and Neglect](#). Also see Wis. Stat. § 48.981

## TEACHING AND PARAPROFESSIONAL ASSIGNMENTS

### **WHAT TO EXPECT FROM THE MAIN OFFICE**

For each assignment, the main office should provide the following information. If this information is not provided, the substitute should request it from the secretary or principal.

1. Class Schedule and Bell Schedule when applicable
2. Name of individual in charge of discipline (including back up if that person is not available)
3. School-specific behavior policies (if applicable)
4. Absence and tardiness procedures
5. School Board policies will be available to the substitute upon request.

### **WHAT TO EXPECT FROM THE REGULAR TEACHER/PARAPROFESSIONAL**

If this information is not provided, the substitute should request it from the secretary or principal. If you are substituting for an unplanned/emergency absence, the lesson plans may not be available. Contact the principal for assistance.

1. Regular teacher's daily schedule (including supervisory duties, prep periods, lunch/break times)
2. Seating chart
3. Lesson plans for all classes to be taught
4. List of students with special needs, disabilities, or 504 plans.
5. Locations of supplies/materials needed to complete lesson plans.
6. Information/directions to use required technology for the lesson.
7. Name of nearby teacher(s) who can be of assistance.

### **DUTIES AND EXPECTATIONS**

1. The substitute should report to the main office at the beginning of the school day. The teacher report time at the high school and middle school is 7:15 am. The report time at the elementary school is 8:05 am. If the assignment begins after the start of the day, the substitute should report in time to prepare for the arrival of students.
2. Substitutes are not allowed to bring visitors or guests (children or adults).
3. Substitutes are expected to remain on duty and in the school building during scheduled prep periods. If the substitute leaves for lunch, they should check out/in at the main office.
4. Substitutes should inform the office that they are leaving for the day.
5. Substitutes should leave a note that summarizes the day for the regular teacher.

**IMPORTANT SCHOOL POLICIES.** Please adhere to school-specific policies; however, the following general expectations are applicable to all buildings.

1. **STUDENT DISMISSAL** Do not release students prior to the end of class or end of the day. Under no circumstances should a substitute leave students that they are supervising unattended. Elementary substitutes are not considered off-duty until all

his/her students have been picked up at the end of the day. Contact the principal if a student is not picked up in a timely fashion. Never provide transportation to a student.

2. **CONFIDENTIALITY** Information obtained about students while substituting, including grades, behavior and/or disability status, must be kept confidential. It is a violation of school policy and potentially state law to disclose this information. Personal information about other employees (i.e. medical leave information, employment status, performance reviews) should not be shared.
3. **CONTROVERSIAL TOPICS** Substitutes are expected to follow the lesson plans provided. Substitutes should not deviate from the lesson plans. If lesson plans are missing or incomplete, please contact the secretary or principal. A substitute should not discuss his/her own political, religious, philosophies, and opinions with students.

**CLASSROOM MANAGEMENT.** Specific classroom management strategies should take into account the age, type of course, and classroom lesson. The following general principles apply to most situations.

1. Be Prepared: Obtain lesson plan and other materials prior to the start of your first class.
2. Greet students at the door.
3. Start class on time.
4. Take attendance and report it to the office.
5. Introduce yourself and communicate your expectations clearly.
6. Follow the lesson plan closely.
7. Monitor the students while walking around the classroom during work time.

**MEDICATION** should only be administered by the school nurse or other trained school staff. Students should be sent to the school office to receive medications.

**MONEY IN CLASSROOM.** Money collected in the classroom (student fees, field trip payments, fundraisers, etc) must be turned into the school office by the end of the school day.

**SPECIAL EDUCATION.**

1. Follow the lesson plan. Students will respond to consistency.
2. Rely on your colleagues. If you are struggling to help meet the needs of a student or students, reach out to paraprofessionals, teachers, and/or the building principal.
3. Be aware of student-specific safety, medical, and behavior plans. The regular teacher should provide this information in their sub plans.

## COMPENSATION

**SUBSTITUTE PRINCIPAL.** A daily/short-term substitute principal will be compensated at the daily rate of \$250.

**SHORT-TERM SUBSTITUTE TEACHER.** A daily/short-term substitute will be compensated at the daily rate of \$200. Teachers who work less than four hours will be compensated for a half-day rate of \$100. Retired River Falls School District teachers will be compensated at

the rate of \$225 per day. For every five days of substitute teaching for a special education teacher, a \$100 bonus will be paid to the substitute teacher (excludes retirees).

### **LONG-TERM SUBSTITUTE TEACHERS**

1. When a substitute teacher is assigned for more than 10 consecutive days in the same position, the long-term substitute will be paid at the BASE rate on the teacher salary ladder.
2. When a substitute school psychologist is assigned for more than 10 consecutive days in the same position, the long-term substitute will be paid at the CIM rate (divided over 189 days) on the teacher salary ladder.
3. If a daily substitute falls into this category after continuous service in the same position for 10 consecutive days because the regular teacher/school psychologist's absence has been extended for reasons not known at the time of original employment, the substitute will be paid the long-term substitute rate as noted above from the start of the 11th consecutive day of work in the same position.
4. No fringe benefits, other than sick leave, will accrue to long-term substitutes except as provided below. Sick leave will be granted at the rate of one day per month of employment, such time to begin after the initial 10 school days of employment. Sick leave will be cumulative only through the period of employment of each teacher and will be canceled at the end of the school year.
5. Long-term substitute teachers under contract for a full school year are considered limited term employees and will receive the same health insurance benefit provided to regular full and part-time teachers as described in this handbook, Part II.10.2 Health Insurance).

### **HOMEBOUND OR ALTERNATIVE SITE INSTRUCTION**

Substitute teachers who are contracted to provide homebound or alternative site instruction to a student of this school district, will be compensated at the rate of \$25 per hour.

### **OTHER SUPPORT STAFF EMPLOYEE RATES**

1. A daily/short-term substitute Bus Driver, Route **\$26.28**
  - o Sub Drivers who accumulate 925 hours of substitute route driver hours will advance a step in the following fiscal year.
2. A daily/short-term substitute Custodian, **\$21.55**
  - o Starting 7/1/18, Sub Custodians who accumulate 925 hours of substitute custodian hours will advance a step in the following fiscal year. Those who accumulate 2080 hours, will advance another step in the following fiscal year.
3. A daily/short-term substitute Paraprofessional, General Education **\$19.54**
  - o *Substitute Paraprofessionals who hold a provisional or lifetime teacher license will be paid the substitute teacher rate.*
4. A daily/short-term substitute Paraprofessional, Special Education, Health Aide, Bilingual **\$20.56**
  - o *Substitute Paraprofessionals who hold a provisional or lifetime teacher license will be paid the substitute teacher rate.*
5. A daily/short-term substitute Secretary **\$21.78**
6. Long Term Other Support Staff:

- When a substitute support staff is assigned for more than 10 consecutive days in the same position, the long-term substitute will be paid at the Step 1 rate on the support staff salary schedule for that position.