

Human Resources Committee
Duluth Public Schools, ISD 709
Agenda
Monday, September 8, 2014
District Services Center
709 Portia Johnson Dr.
Duluth, MN 55811
4:15 PM

- | | |
|---|----------|
| 1. Staffing Report Action Items | 2 |
| 2. Other Action Items | |
| A. *Placeholder - Contract Approval | |
| B. *Placeholder - New Position (see attached job description) | 5 |
| C. *Placeholder - New Position (see attached job description) | 10 |
| 3. Informational Items | |
| A. <i>There are no HR Informational Items at this time.</i> | |
| 4. Future Items | |
| A. <i>There are no HR Future Items at this time.</i> | |

HUMAN RESOURCES ACTION ITEMS FOR: 9/16/14

| <u>CERT APPOINTMENT</u> | <u>POSITION/SITE/CLASS&STEP/REPLACING</u> | <u>EFFECTIVE DATES</u> |
|----------------------------------|--|-------------------------------|
| AELLA, JOHN | .5 ESL/ALC, MA 8, L KOVACOVICH | 08/27/14 |
| DAHL, DEANN | GR 2/MACARTHUR, III+45 3, H ANDERSON | 08/27/14 |
| DREGLER, KURT | EBD/LINCOLN, III 5, K GOETTL | 08/27/14 |
| GAUVIN, ANGELA | LD/LINCOLN, III 2, D OPACK | 08/27/14 |
| GRIMSBY, JONATHAN | BAND/ORDEAN EAST, IV 6, REALLOC OF FTE | 08/27/14 |
| GUST, JENNA | SPLIT GR 3/4 /PIDEMONT, III 5, J BUSHEY | 08/27/14 |
| HARVICK, HEATHER | ESL/DW, IV+45 7, REALLOC OF FTE | 08/27/14 |
| HAUGEN, MARGARET | .625 FAMILY ADV/PIEDMONT HDST, III 3, C BENSON | 08/27/14 |
| HAWORTH, MARY ELLEN | .8 SCHOOL NURSE/DW, III 8, C POWERS | 08/27/14 |
| HOLT, KELSEY | GR 5/LOWELL III+30 3, J DALBACKA | 08/27/14 |
| IRVINE, MARY | .5 KDGN/STOWE, III 3, D HANSON | 08/27/14 |
| JOHNSON, EMILY | DCD III SPECIAL ED/MACARTHUR, III 3, C ROURKE | 08/27/14 |
| JOHNSON, MEGAN | GR 4/STOWE, III 3, M RANDOLPH | 08/27/14 |
| JUNGMAN, BRIAN | ENGLISH/.6 DENFELD/.4 EAST, III 5, REALLOC OF FTE | 08/27/14 |
| KNUTSON, MATTHEW | GR 3/MACARTHUR, III 2, REALLOC OF FTE | 08/27/14 |
| KYES, JAMES | PHYSICAL SCIENCE/.6 DENFELD/.4 EAST, MA 8, M RILEY | 08/27/14 |
| LARSEN, ROBIN | KDGN/MACARTHUR, III 4, REALLOC OF FTE | 08/27/14 |
| LEWIS, JAMIE | GR 1/MACATHUR, III_45 4, REALLOC OF FTE | 08/27/14 |
| MATTSON, BARBARA | DCD-III/SPECIAL ED/MYERS-WILKINS, III+30 6, D HAGEN | 08/27/14 |
| NACHTSHEIM, JOHN | SOCIAL WORKER/DW/LINCOLN, MA 9, REALLOC OF FTE | 09/24/14 |
| NELSON, MARCIA | ASST PRINCIPAL/DENFELD, III 1, REALLOC OF FTE | 08/18/14 |
| OWENS, HEIDI | GR 5/PIEDMONT, IV 7, P FROEHLINGS DORF | 08/27/14 |
| POWLESS, KELLIE | GR 5/PIEDMONT, III+30 7, A KASS | 08/27/14 |
| RESCH, KRISTIN | GR 4/MACARTHUR, III 2, D LARSEN | 08/27/14 |
| ROSENBERG, ANDREA | GR 5/MYERS-WILKINS, IV 5, REALLOC OF FTE | 08/27/14 |
| RYMAN, ALICIA | GR 2/MACARTHUR, III 1, JENNIFER PETERSON | 08/27/14 |
| SCHNABEL, PHEBE | .8 EARTH SCIENCE/ORDEAN EAST, III 3, TEMPOS | 08/27/14 |
| SEIDELMANN, ERIC | .8 EARTH SCIENCE/.2 TEMP EARTH SCIENCE/ORDEAN EAST, III+45 4, REALL OF FTE | 08/27/14 |
| SHUSTERICH, SHEILA | .7 CHOIR/ORDEAN EAST, IV 9, REALLOC OF FTE | 08/27/14 |
| SILJENDAHL, CHRISTOPHER | EBD/MACARTHUR, III 4, V HESS | 08/27/14 |
| SORENSEN, CAROLINE | SCIENCE SPEC/MACARTHUR, IV+15 8, REALLOC OF FTE | 08/27/14 |
| TIMMERSMAN, JODI | SOCIAL STUDIES/ORDEAN, III 3, REALLOC OF FTE | 08/27/14 |
| UPDEGROVE, RICHARD | SOCIAL STUDIES/EAST, PHY 8, S SCHMIDT | 08/27/14 |
| WEST, ANN | .7 BAND/LINCOLN, 14 8, REALLOC OF FTE | 08/27/14 |
| ZIMSKI, JACQULYN | NON-PUBLIC GUIDANCE COUNSELOR/DW, IV 3, J ANDERSON | 08/21/14 |
| Total: 35 | | |
| <u>CERT EXTENSION</u> | <u>POSITION/LOCATION/CONDITION</u> | <u>EFFECTIVE DATES</u> |
| AKERVIK, THERESA | MUSIC SPECIALIST/HOCHS, NOT TO EXCEED 20 HRS | 08/18/14 08/29/14 |
| GANGENESS, NANCY | SCHOOL NURSE/BARNES HDST, NOT TO EXCEED 25 HRS | 08/04/14 08/26/14 |
| GANGENESS, NANCY | SCHOOL NURSE/BARNES HDST, NOT TO EXCEED 40 HRS | 07/01/14 07/31/14 |
| MCDONALD, SUE | PRE-K/BARNES HDST, NOT TO EXCEED 60 HRS | 07/01/14 08/29/14 |
| VOLD, CHRIS | TOSA/ALC, NOT TO EXCEED 80 HRS, CHANGE IN HOURS | 06/17/14 08/20/14 |
| Total: 5 | | |
| <u>CERT LEAVES</u> | <u>POSITION/LOCATION/LEAVE TYPE</u> | <u>EFFECTIVE DATES</u> |
| MARTIN, MICHAEL | SOCIAL STUDIES/EAST, MID-CAREER, W/O PAY | 08/27/14 06/02/17 |
| Total: 1 | | |
| <u>CERT LONG TERM SUB</u> | <u>POSITION/LOCATION/CLASS & STEP/REPLACING</u> | <u>EFFECTIVE DATES</u> |
| OLING, LEE | GUIDANCE COUNSELOR/EAST, IV+45 9, J SAVRE, TO BE DETERMINED | 08/21/14 |
| OLSEN, LARA | GR 4/LESTER, IV 8, C JAMAR, TO BE DETERMINED | 08/27/14 |
| Total: 2 | | |
| <u>CERT PERM INCREASE</u> | <u>POSITION/LOCATION/CONDITION</u> | <u>EFFECTIVE DATES</u> |
| ERICKSON, JULIE | HEALTH/ORDEAN EAST, .8 TO 1.0 | 08/27/14 |
| HANSON, DONNA | GR 1/PIEDMONT, .5 TO 1.0 | 08/27/14 |
| HOLMSTROM, ERIC | SCIENCE/DENFELD, .8 TO 1.0 | 08/27/14 |
| POWERS, CORRIE | SCHOOL NURSE/DW, .8 TO 1.0 | 08/27/14 |

| <u>CERT PERM INCREASE</u> | <u>POSITION/LOCATION/CONDITION</u> | <u>EFFECTIVE DATES</u> |
|--|---|--|
| RICKETTS, TRACY Total: 5 | MATH/DENFELD, .8 TO 1.0 | 08/27/14 |
| <u>CERT RECALL FROM LAYOFF</u> | <u>POSITION/LOCATION</u> | <u>EFFECTIVE DATES</u> |
| MILLER, JENNIFER Total: 1 | .1 STAR COORD/DENFELD | 08/27/14 |
| <u>CERT RESIGNATION</u> | <u>POSITION/LOCATION</u> | <u>EFFECTIVE DATES</u> |
| PIETTE, KELLY Total: 1 | SCHOOL NURSE/DW | 08/01/14 |
| <u>CERT RETIREMENT</u> | <u>POSITION/LOCATION</u> | <u>EFFECTIVE DATES</u> |
| OPACK, DOROTHY RANDOLPH, MICHAEL Total: 2 | LD/LAKESIDE ACADEMY GR 4/STOWE | 06/06/14 06/06/14 |
| <u>CERTIFIED SUMMER SCHOOL</u> | <u>POSITION/LOCATION</u> | <u>EFFECTIVE DATES</u> |
| WENTWORTH, BRYAN Total: 1 | EXCEL/ORDEAN, NOT TO EXCEED 98 HRS | 08/01/14 08/15/14 |
| <u>CERT TEMP INCREASE</u> | <u>POSITION/LOCATION/CONDITION</u> | <u>EFFECTIVE DATES</u> |
| BENSON, KATHY TOSCANO, CONNIE VAN LOH, JANE WEBER, CYNTHIA Total: 4 | PRE-K/BARNES HDST, .8 TO .85 PRE-KDGN/LESTER SCHOOL READINESS, .6125 TO .8875 PRE-KDNG/STOWE SCHOOL READINESS, .55 TO .6 PRE-KDGN/PIEDMONT SCHOOL READINESS, .6125 TO .8875 | 08/27/14 06/05/15 08/27/14 06/05/15 08/27/14 06/05/15 08/27/14 06/05/15 |
| <u>NONCERT APPOINTMENT</u> | <u>POSITION/LOCATION/WEEKS/RATE OF PAY/REASON</u> | <u>EFFECTIVE DATES</u> |
| ALBRIGHT, THOMAS BAILEY, ROBERT DAY, ANGELA DIXON, JOYCE ECKDAHL, CAREY HANSON, JENAE MORAN, GERALD STEBERG, TODD THOMAS, TIFFANI WEST, LAURIE Total: 10 | CIVIC ENGAGEMENT COORD/HOCHS, \$930/WK, 40/48WKS, NEW POS BRD APPR 6/17/14 HELPER/EAST, 15/38WKS, \$10.30/HR, REALLOC OF FTE PRE-LICENSED ASL INTERPRETER/DW, 31.25/38WKS, \$19.71/HR, REALLOC OF FTE HELPER/LESTER, 15/38WKS, \$10.30/HR, REALLOC OF FTE HELPER/DENFELD, 15/38WKS, \$10.30/HR, REALLOC OF FTE LICENSED ASL INTERPRETER/DW, 31.25/38WKS, \$23.76/HR, REALLOC OF FTE SPECIAL ED PROG/JOB COACH/HOCHS, 24/38WKS, \$14.49/HR, J CAMPBELL HELPER/EAST, 15/38WKS, \$10.30/HR, REALLOC OF FTE HELPER/ORDEAN EAST, 16.25/38WKS, \$10.30/HR, E AUTIO HELPER/EAST, 15/38WKS, \$10.30/HR, REALLOC OF FTE | 09/08/14 08/28/14 08/27/14 08/28/14 08/28/14 08/27/14 08/27/14 08/28/14 08/28/14 08/28/14 08/28/17 |
| <u>NONCERT LEAVES</u> | <u>POSITION/LOCATION/TYPER OF LEAVE</u> | <u>EFFECTIVE DATES</u> |
| MCKOWSKI, KELLIE NORMAN, JOANN Total: 2 | SATELLITE MGR I/LINCOLN, 'B' PERSONAL W/O PAY SATELLITE MGR I/PIEDMONT, 'A' PERSONAL, W/O PAY | 08/14/14 08/14/15 08/04/14 08/08/14 |
| <u>NONCERT PERM INCREASE</u> | <u>POSITION/LOCATION/CONDITION</u> | <u>EFFECTIVE DATES</u> |
| AUTIO, LIZABETH BRUNETTE, SUSAN CAMERON, WILLIE MILLER, MARK Total: 4 | HELPER/ORDEAN EAST, .40625 TO .4375 INSTR PARA/PIEDMONT SCHOOL READINESS, .525 TO .725 SPECIAL ED BW MALE REQ PARA/DENFELD, .8125 TO .9375 SPECIAL ED BW/MALE REQ PARA/EAST, .78125 TO .8125 | 08/28/14 08/27/14 08/27/14 08/27/14 |
| <u>NONCERT PROMOTION</u> | <u>NEW POSITION/LOCATION/OLD POSITION/LOCATION</u> | <u>EFFECTIVE DATES</u> |
| VAN ALLEN, GEORGIA Total:1 | SATELLITE I MGR/LINCOLN/HELPER/MACARTHUR, \$14.35/HR | 08/26/14 |

NONCERT RESIGNATION

MACDOUGALL, DONNA
 SAYERS, JOYCE
 SMITH, CHARLES
 WENTWORTH, BRYAN
 Total: 4

POSITION/LOCATION

HELPER/CONGDON
 SUPV PARA/EAST
 INTEGRATION SPECIALIST/DW
 SPECIAL ED STUDENT SPECIFIC PARA/DENFELD

EFFECTIVE DATES

08/13/14
 08/04/14
 08/22/14
 08/22/14

NONCERT RETIREMENT

FORSETH, MARY
 OJA, ROSELYN
 WELLS, MARK
 Total: 3

POSITION/LOCATION

SCHOOL BUS DRIVER II/TRANSPOTATION
 ENGINEER 4/DENFELD
 PRINTER OPERATOR/HOCHS

EFFECTIVE DATES

12/31/14
 10/24/14
 10/20/14

NONCERT SUMMER SCHOOL

BARTLETT, TONNA
 COX, PHILLIP
 DEFRANG, DARCIE
 DONALDSON, PATRICIA
 FORSETH, MARY
 FRIGAARD, JERRY
 JOHNSON, DOROTHY
 KILLIAN, JOSEPH
 MACMILLAN, WENDY
 MISIEWICZ, RICHARD
 NELSON, DAYLE
 OLESIAK, GENEVIEVE
 PIERCE, DIANE
 SALMELA, GAYLE
 SIMONSON, HOLLY
 THRO, CATHLEEN
 Total: 16

POSITION/LOCATION

SCHOOL BUS DRIVER II/TRANSPORTATION
 SCHOOL BUS DRIVER II/TRANSPORTATION
 SCHOOL BUS HELPER/TRANSPORTATION
 SCHOOL BUS DRIVER II/TRANSPORATATION
 SCHOOL BUS DRIVER II/TRANSPORTATION
 SCHOOL BUS DRIVER II/TRANSPORTATIN
 SCHOOL BUS HELPER/TRANSPORTATIN
 SCHOOL BUS DRIVER II/TRANSPORTATION
 SCHOOL BUS DRIVER II/TRANSPORATION
 SCHOOL BUS DRIVER II/TRANSPORTATION
 SCHOOL BUS HELPER/TRANSPORTATION
 SCHOOL BUS DRIVER II/TRANSPORTATION
 SCHOOL BUS DRIVER II/TRANSPORTATION
 ESY/SPECIAL ED BW PARA/MACARTHUR, NOT TO EXCEED 32 HRS
 SCHOOL BUS DRIVER II/TRANSPORTATION
 ESY/SPECIAL ED PARA/MACARTHUR, NOT TO EXCEED 32 HRS, RESCIND

EFFECTIVE DATES

08/01/14 08/29/14
 08/01/14 08/29/14
 08/01/14 08/29/14
 06/09/14 08/29/14
 08/01/14 08/29/14
 08/01/14 08/29/14
 08/01/14 08/29/14
 08/01/14 08/29/14
 06/09/14 08/29/14
 08/01/14 08/29/14
 08/01/14 08/29/14
 08/01/14 08/29/14
 07/29/14 08/29/14
 08/04/14 08/15/14
 07/21/14 08/29/14

NONCERT TEMP DECREASE

LARSON, ELIZABETH
 Total: 1

POSITION/LOCATION/CONDITION

OFF SUP SPECIALIST/EAST, 1.0 TO .6

EFFECTIVE DATES

08/11/14 06/26/15

TITLE: Building Operations & Maintenance - Corridor Supervisor

| | | |
|--|--|--|
| <p><u>Title of Immediate Supervisor:</u> Property and Building Operations Manager</p> | <p><u>Department:</u> Facilities Management</p> | <p><u>FLSA Status:</u> Non-Exempt</p> |
| <p><u>Accountable For (Job Titles):</u> Building Operations Coordinator; School Equipment Maintenance Mechanic; Utility I; Custodian II</p> | | <p><u>Pay Grade Assignment:</u> Non-Certified Business Division Administrators' Association, Class VI</p> |

General Summary or Purpose Of Job:

The Corridor Supervisor assumes responsibility for the overall operation, care and maintenance of assigned facilities and identifies and directs the maintenance and repair of facility equipment and systems. Positions assigned to this classification have responsibility for directing the work required to maintain and operate a middle school or high school building and assigned elementary buildings. Employees supervised for this purpose include Building Operations Coordinators, School Equipment Maintenance Mechanics, School Custodians and Utility Workers and relating to the assigned high school or middle school, assumes lead responsibilities over staff in that building for scheduling of work assignments, determining work priorities, coordinating special projects, and performing staff evaluations. The Corridor Supervisor has the additional responsibility for the direction and supervision of Building Operations Coordinators assigned a smaller school building. The Corridor Supervisor has the responsibility and authority to schedule work hours, assign overtime, hire substitute personnel for replacement of personnel supervised, initiate personnel actions such as hiring of staff or initiating disciplinary procedures. The Corridor Supervisor is responsible for planning and implementing budgets for operating the buildings assigned, including but not limited to labor, utilities, operations and scheduled maintenance supplies.

TITLE: Building Operations & Maintenance - Corridor Supervisor

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| DUTY NO. | ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.) | FRE-QUENCY |
|-----------------|---|-------------------|
| 1. | <p>Conducts needs assessments of daily staffing in assigned schools to provide building coverage for custodial and operations services. Works with a facilities database to record absences relating to vacations, illness, contract required pay changes, reassignment of licensed employees, placement of hourly employees, authorization of overtime, and preparation and certification of biweekly payroll for all operations employees.</p> | Daily 15% |
| 2. | <p>Directs building maintenance staff for the purpose of completing various preventive maintenance or building repairs/services. Coordinates and directs preventive scheduled maintenance activities on equipment, motors, fixtures, appliances or system equipment (i.e. boiler, supply fans, exhaust fans, pumps, heating and cooling equipment) within assigned buildings. Detects and or coordinates surveying of routine repairs and/or schedules and monitors the repairs made by vendors or other District staff. Reports needs beyond the capabilities of School Equipment Maintenance Mechanics.</p> | Daily 35% |
| 3. | <p>Directs and monitors staff activities and schedules for the cleaning, care, and maintenance of building facilities and grounds at high, middle or elementary schools assigned. Such direction in accordance with the standard procedures and guidelines established by the Property and Building Operations Manager or Building Principals. Develops staff schedules, makes assignments, adjusts work to meet priorities and deadlines, monitors work performed and evaluates the performance of staff.</p> | Daily 15% |
| 4. | <p>Directs and or coordinates special building staffing during the days when students are not in attendance at school. Directs and/or coordinates the efficient use and movement of a limited supply of cleaning equipment between assigned buildings. Prepares and monitors the custodial cleaning budgets. Monitors the use of products and the quality of cleaning to ensure that standards are met. Provides periodic supply and equipment training to custodial staff. Coordinates equitable and consistent staffing to all assigned sites.</p> | Daily 10% |
| 5. | <p>Where applicable, ensures the swimming pool and related facilities are properly maintained and serviced including required water testing to ensure proper chemical balances in accordance with Health Department regulations and standards and makes adjustments as needed.</p> | Daily 5% |

TITLE: Building Operations & Maintenance - Corridor Supervisor

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| 6. | Monitors and assures entry areas, walks, and parking lots are clear of snow and ice during winter months. | Daily 5% |
| 7. | Supervises employees' transfers, promotions, demotions, new hires and administrative actions. Participates in the progressive disciplinary process. Administers the Union contract in a fair and equitable manner, maintains records and prepares various reports on staffing needs relating to assigned buildings. | Daily 5% |
| 8. | Works closely with building operations personnel, building principal, and school staff on issues pertaining to building safety, security, scheduling issues, building code regulations capital projects, maintenance projects, custodial or set up needs. | Daily 5% |
| 9. | Determines and decides the needs required for the assigned building utilities, which include refuse removal, gas, oil and sewer, security. Examples of tasks performed in each of these areas include providing a yearly budget for services, assisting in preparing bids and contracts for yearly service, coordinating and regulating summer on-call service, coordinating recycling services with all individual sites, monitoring recycling credits and transfers credits to individual sites and preparing and approving monthly billings. | Weekly 5% |
| 10. | Orders and purchases supplies, cleaning materials, tools and equipment necessary to maintain buildings. Monitors established building operations and maintenance budget. Documents, records or prepares fuel reports, work orders, staff time sheets, inspection sheets, safety procedures or other documentation/reports required. | Daily 5% |
| 11. | Performs other duties of a comparable level or type. | As required |

Minimum Qualifications: (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

Requires a minimum of an associate's degree in management, finance, personnel administration, public administration or a closely-related field and at least five years of progressively responsible experience in the supervision or direction of employees engaged in the care, cleaning, maintenance and utilization of a large physical plant in a school district; or an equivalent combination of education, training and/or experience necessary to successfully perform the essential functions of the work.

TITLE: Building Operations & Maintenance - Corridor Supervisor

Certification or Licensing Requirements_(prior to job entry):

Certified Pool Operators License (Preferred)
 Minnesota Class C Driver’s license (Required)
 Certified Plant Supervisor; Assoc. for Facilities Engineering (Preferred)
 Certified Professional Maintenance Manager; Assoc. for Facilities Engineering (Preferred)

Knowledge Requirements:

Requires knowledge of:

- Basic fundamentals and operational principles of school building systems and operations.
- General District administrative procedures, rules and guidelines pertaining to such areas as personnel, purchasing, contract services, safety and risk management.
- Basic understanding of supervisory practices and fundamentals.
- Principles, methods and materials used in building operations as well as applicable codes, laws and regulations.
- General knowledge of labor agreements, payroll procedures, licensing requirements, and assessment of employee abilities.
- Energy conservation measures, procedures and equipment relating to electrical power, heat generation systems, water, sewer and refuse removal, as well as building technology systems.
- Computerized data management, communications and operational control systems.
- Chemicals used for cleaning, pest control, and boiler operations.

Skill Requirements:

Skilled in:

- Leading, scheduling, planning, monitoring and evaluating the work of custodial and facility maintenance personnel.
- Operating and maintaining heating, cooling and ventilation equipment.
- Detecting, troubleshooting, prioritizing, budgeting and scheduling school building preventive maintenance.
- Monitoring and enforcing rule compliance relating to the operation of swimming pools in accordance with regulations and standards.
- Maintaining administrative records and implementing administrative functions (i.e. purchasing, department records, and so forth) in accordance with District and departmental requirements.
- Communicating and collaborating with other district personnel, building administrator(s), building staff, students and teachers in the care, security and maintenance of the facilities.

TITLE: Building Operations & Maintenance - Corridor Supervisor

| Physical Requirements: Indicate according to the requirements of the essential duties/responsibilities | | | | |
|---|-------|-----------------------|----------------------|-------------------------|
| Employee is required to: | Never | 1-33% Occasionally | 34-66% Frequently | 66-100% Continuously |
| Stand | | √ | | √ |
| Walk | | | | √ |
| Sit | | | √ | |
| Use hands dexterously (use fingers to handle, feel) | | | | √ |
| Reach with hands and arms | | | √ | |
| Climb or balance | | √ | | |
| Stoop/kneel/crouch or crawl | | | √ | |
| Talk and hear | | | | √ |
| Taste and smell | | √ | | |
| Lift & Carry: Up to 10 lbs. | | √ | | |
| Up to 25 lbs. | | √ | | |
| Up to 50 lbs. | | √ | | |
| Up to 100 lbs. | | √ | | |
| More than 100 lbs. | | √ | | |

General Environmental Conditions:

Work is typically performed indoors but the job does require some outdoor work in all types of weather conditions. Duties may involve working with or around chemicals, mechanical parts, and some exposure to disagreeable fumes or airborne particles.

General Physical Conditions:

Work can be generally characterized as:

Light Work: Exerting up to 50 pounds of force occasionally.

| Vision Requirements: Check box if relevant | Yes | No |
|---|-----|----|
| No special vision requirements | √ | |
| Close Vision (20 in. of less) | | |
| Distance Vision (20 ft. of more) | | |
| Color Vision | | |
| Depth Perception | | |
| Peripheral Vision | | |

Job Classification History:

Description Created by KMLDRAFT 08/06/14



CLASSIFICATION DESCRIPTION

Cultural Immersion Program Assistant (Ojibwe Language)

| | | |
|--|---|---|
| <p><u>Title of Immediate Supervisor:</u> Coordinator of Indian Education/Lead Teacher</p> | <p><u>Department:</u> Office of Education Equity</p> | <p><u>FLSA Status:</u> Non-Exempt</p> |
| <p><u>Accountable For (Job Titles):</u> N/A</p> | | <p><u>Pay Grade Assignment:</u> Educational Assistants, Addendum A1, Wages</p> |

General Summary or Purpose Of Job:

The Cultural Immersion Program Assistant (CIPA) will work within the classroom with the teacher to support the academic and linguistic achievement of native English-speaking and/or native Ojibwe –speaking students within a rigorous one-way or two-way dual language immersion instructional framework.

He/she is also responsible for collaborating with school personnel, parents and community agencies to provide quality instructional programs and to perform other duties directly related to support the academic and linguistic achievement of native English-speaking and/or native Ojibwe-speaking students.

| DUTY NO. | ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.) | FRE-QUENCY |
|----------|---|--------------|
| 1. | <p>Education service: Work with elementary students individually and in small groups on learning tasks in the target Ojibwe Language skills.</p> <p>Carry out teacher-introduced learning activities in the target Ojibwe language.</p> <p>Assist Lead teacher in setting up learning stations in the target Ojibwe language as developmental activities.</p> | Daily 40% |
| 2. | <p>Education planning: Work with the Lead teacher in organizing a system for teaching Ojibwe Language to students and developing and implementing home learning activities.</p> <p>Work with the Lead teacher in constructing instructional materials in the target Ojibwe Language.</p> <p>Assist Lead teacher in daily classroom management, using the target Ojibwe Language in the areas of classroom expectations, instructions directions, routines, and procedures.</p> | Daily 25% |



CLASSIFICATION DESCRIPTION

Cultural Immersion Program Assistant (Ojibwe Language)

| | | |
|----|---|----------------|
| 3. | <p>Administrative: Maintain accurate classroom attendance and student progress. Coordinates transportation for special events. Participates in various training sessions as assigned.</p> | Daily 10% |
| 4. | <p>Provides information: Assist with providing promotional materials of school sponsored events/activities to other school personnel, community organizations and families of current and prospective Ojibwe Language students.</p> | Daily 5% |
| 5. | <p>Equipment/supplies: Setting up, operating, distributing and performing minor maintenance on a variety of equipment used in the learning process within the classroom.</p> <p>Makes home visits regarding attendance, health issues, and to obtain approving signatures. Maintains effective relationships with these families.</p> | Monthly 10% |
| 6. | <p>Special programs: Assist in developing and participating in special programs, such as in school activities, field trips, conferences and student assemblies.</p> | Monthly 10% |
| 7. | <p>Performs other duties of a comparable level or type.</p> | As required |

Minimum Qualifications: (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

Requires a minimum of an Associate Degree, and at least one year of experience working in an early childhood or elementary classroom that facilitates a student-centered learning activities related to Ojibwe Language Immersion.

ACTFL (American Council on Teaching of Foreign Languages) Intermediate-high/advanced-low oral proficiency and literacy in the Ojibwe Language is preferred

Certification or Licensing Requirements_(prior to job entry):

Knowledge Requirements:

Requires knowledge of:

- Ojibwe language double-vowel writing system
- Cultural and historical aspects of Ojibwe people.
- Cultural and socioeconomic diversity and population issues.
- Early childhood education materials, including learning games for pre-school children.



CLASSIFICATION DESCRIPTION

Cultural Immersion Program Assistant (Ojibwe Language)

Skill Requirements:

Skilled in:

- Organizing work load as to get maximum use of time and effectiveness.
- Multi task and priorities work task
- Written and verbal communication skills to make oral presentations.
- Researching resources of outside organizations for the benefit of students and parents.
- The usage of desktop computers and applications software.

Ability Requirements:

Ability to:

- Organize workload that provides effective and efficient achievement.
- Make oral presentations that are clear and concise
- Use desktop computers and applications software.

Physical Requirements: Indicate according to the requirements of the essential duties/responsibilities

| Employee is required to: | Never | 1-33% Occasionally | 34-66% Frequently | 66-100% Continuously |
|---|-------|-----------------------|----------------------|-------------------------|
| Stand | | √ | | |
| Walk | | | | √ |
| Sit | | √ | | |
| Use hands dexterously (use fingers to handle, feel) | | √ | | |
| Reach with hands and arms | | √ | | |
| Climb or balance | √ | | | |
| Stoop/kneel/crouch or crawl | | √ | | |
| Talk and hear | | | | √ |
| Taste and smell | √ | | | |
| Lift & Carry: Up to 10 lbs. | | √ | | |
| Up to 25 lbs. | √ | | | |
| Up to 50 lbs. | √ | | | |
| Up to 100 lbs. | √ | | | |
| More than 100 lbs. | √ | | | |

General Environmental Conditions:

Work is performed under normal office conditions and there are minimal environmental risks or disagreeable conditions associated with the work. Work is frequently performed in outdoor weather conditions when traveling between school sites or community agencies.

The typical noise level is considered to be moderate.



CLASSIFICATION DESCRIPTION

Cultural Immersion Program Assistant (Ojibwe Language)

General Physical Conditions:

Work can be generally characterized as:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

| Vision Requirements: Check box if relevant | Yes | No |
|---|-----|----|
| No special vision requirements | √ | |
| Close Vision (20 in. of less) | | |
| Distance Vision (20 ft. of more) | | |
| Color Vision | | |
| Depth Perception | | |
| Peripheral Vision | | |

Job Classification History:

New position classified by ISD 709, Human Resource Management, August 21, 2014
 Banding and grading by Bjorklund Consulting Services on August 24, 2014.
 School board approval on _____.