

LAKE STATION COMMUNITY SCHOOLS

2500 Pike Street, Lake Station, IN 46405



PART-TIME PERSONNEL HANDBOOK

2016-2017

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LAKE STATION COMMUNITY SCHOOLS

PART-TIME PERSONNEL

HANDBOOK

The mission of the Lake Station Community Schools, in cooperation with parents and the community, is to provide quality-learning opportunities enabling all students to reach their potential. We are dedicated to providing a safe, nurturing environment, which fosters the development of students who will make sound decisions in an ever-changing world.

1. Handbook Overview

This handbook is a reference tool for Lake Station Community Schools' part-time staff that summarizes the Board of School Trustees policies on employment. The handbook is not a contract and is subject to change.

2. Employment Procedures

- 2.1 **Application for Employment.** All prospective part-time employees will complete an application online at www.lakes.k12.in.us. Official employment is only with the authority of the Board of School Trustees acting upon the recommendation of the Superintendent.
- 2.2 **Criminal History Background Check.** All new part-time employees are required to have a criminal history background check completed prior to employment. This is done by going to www.lakes.k12.in.us and providing the requested information. The prospective employee is responsible for the cost of the criminal background. The criminal background check will be considered in whether or not to offer employment to the prospective employee.
- 2.3 **Drug Free Workplace.** All part-time employees shall review the district's Drug and Alcohol Policy, Board Policy 4122.01. Compliance with the policy is a condition of employment.
- 2.4 **Reasonable Accommodation.** Part-time employees are expected to disclose any disability that would require the district to determine if reasonable accommodations can be made which would enable the employee to continue employment.
- 2.5 **Employment Forms.** The following forms shall be completed prior to employment: W-4 Federal and State Income Tax Withholding, I-9 Employee Eligibility Verification, Direct Deposit, emergency contact information, and other necessary forms.
- 2.6 **Salary Schedules.** Salaries for all part-time staff are assigned according to the Board approved schedule for that given job designation. See Appendix for current salary schedules.

3. General Working Conditions

- 3.1 **Work Attire.** Part-time employees are expected to report to work appropriately dressed and are expected to be neat and clean. A part-time employee's appearance shall not be so extreme as to pose a safety hazard to self or others. Hair shall be of reasonable length (a hairnet may

be required). A part-time employee shall not wear any item that impedes or restricts his or her required work duties such as sunglasses or large jewelry.

- 3.2 **Workers Compensation.** Indiana workers compensation and occupational disease laws apply to all employees of Lake Station Community Schools. In order to substantiate claims for medical bills and lost time accidents under these laws, **all on-the-job injuries must be reported to the employee's supervisor immediately. Employees will go to the North Shore Clinic on Central Ave. to be examined. An accident report must be filed with the Superintendent's office within forty eight hours following the accident.**
- 3.3 **Work During School Closings.** All part-time employees will be notified if they are to report to work on days of severe weather via the "One Call Now" system or their administrator. If school is closed early due to an emergency condition, all personnel will remain on duty until the close of the regular workday unless formally notified to the contrary by the administration.
- 3.4 **Overtime.** Employees will not be permitted to work in excess of forty (40) hours per week unless specifically authorized by the Superintendent or his designee. All overtime will be paid at the rate of one and one-half times the employee's regular hourly rate. Working more than forty (40) hours per week without authorization may warrant disciplinary action up to and including suspension from work or termination.
- 3.5 **Professional Development.** Requests to attend workshops or conferences that directly relate to the employee's work shall be directed to the immediate supervisor for approval. If approved by the immediate supervisor, he/she who will forward the request to the Superintendent with their recommendation to approve for final consideration and approval by the superintendent. The Board may reimburse the employee for registration fees, reasonable lodging, and meals. Reimbursement for meals shall not exceed forty dollars (\$40.00) per diem. All reimbursements shall be based on original itemized receipts and submitted on the approved claim form with a maximum of \$1,000.00 per claim.
- 3.6 **At-Will Status.** All part-time personnel are at-will employees. Employment can be terminated at any time by the school district with or without cause. The Superintendent may tentatively suspend, with or without pay, and/or dismiss part-time staff from employment, subject to the final approval of the Board.
- 3.7 **Performance Expectation.** It is expressly understood that continued employment by the district is dependent upon the satisfactory performance by the individual of all duties that are considered part of the job. Any part-time employee may be dismissed for reasons considered by the Board of School Trustees as being undesirable.
- 3.8 **Employee Evaluations.** The immediate administrative supervisor shall evaluate all part-time staff annually. A conference shall be held with each part-time employee to review performance. A copy of each completed evaluation form shall be submitted to the employee and to the Superintendent of Schools.
- 3.9 **Resignations.** A part-time employee can terminate employment at any time. A notice of 30 days is requested when a part-time employee chooses to resign. The part-time employee must inform the Superintendent and the Board in writing of their intention to resign.

- 3.10 **School Calendar.** The Board of School Trustees adopts the school calendar prior to the end of the previous school year.
- 3.11 **Timesheets.** Timesheets are required for all part-time personnel and must be received in the Superintendent's office, hours approved by the employee's immediate supervisor, one week before the scheduled payday, by Friday at noon. Two exceptions would be an evening custodian substitute or bus driver that has a Friday night or Saturday trip, which would be faxed on Monday morning. Should a time clock device be implemented, part time personnel will use it in place of timesheets.
- 3.12 **Paydays.** Employees shall be provided a calendar listing the pay dates.
- 3.13 **Call-Off Procedures.** It is the part-time employee's responsibility to notify the Superintendent's office (962-1159) when he or she will not be able to report for the regular work shift. Cafeteria workers shall report absences to the office of the district food service director. Notification shall be made prior to the day of the absence or no later than 6:30 am on the day of the absence. If a part-time employee becomes ill while on the job, he or she shall contact his or her immediate supervisor for verbal approval to leave work. If a part-time employee is absent more than five (5) days, said employee must have a physician's release certifying the employee's readiness to return to work. The school may request a doctor's verification of illness any time a part-time employee is absent two or more consecutive days.
- 3.14 **Bereavement Days.** A leave of up to five (5) workdays shall be granted without loss of pay immediately following a death in the employee's immediate family. These days are not accumulative and lapse at the end of each school year. The family is defined as husband, wife, father, mother, sister, brother, son, daughter, grandchild, grandparent, stepparent, stepchild, a child for whom you have legal custody/guardianship, father-in-law, mother-in-law, brother-in-law, and sister-in-law, grandparent-in-law, son-in-law, daughter-in-law, sister-in-law, uncle, aunt, nephew or niece, and/or any person who is living in the employee's home as a member of the family. The Superintendent, depending on travel and circumstances, may grant additional days.
- 3.15 **Legal Duty.** A part-time employee who is called for jury duty or subpoenaed to appear before a governmental body or judicial tribunal shall be compensated for the difference between the regular pay and the pay received for the performance of such responsibility.
- 3.16 **Notice of Nondiscrimination and Grievance Procedures.** (Including Title II, Title VI, Title VII, and Title IX, Section 504, Age Act, and ADA)

The Board of Education does not discriminate on the basis of religion, race, color, national origin, sex, disability, gender identification, or age in its programs, activities, or employment. Further, it is the policy of this Corporation to provide an equal opportunity for all students, regardless of race, color, creed, age, disability, religion, gender, gender identification, ancestry, national origin, place of residence within the boundaries of the Corporation, or social or economic background, to learn through the curriculum offered in this Corporation.

Complaint Procedure

Section I - Any person that believes that s/he has been discriminated against or denied equal opportunity or access to programs or services may file a complaint, which shall be referred to as a grievance, with the Corporation's Civil Rights Coordinator:

Superintendent of Schools or Designee
Lake Station Community Schools
2500 Pike Street
Lake Station, IN 46405

The individual may also, at any time, contact the U.S. Department of Education, Office of Civil Rights, 401 South State Street, Room 700, Chicago, Illinois, 60605-1202.

Section II - The person who believes s/he has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the Corporation's Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant. S/He may initiate formal procedures according to the following steps:

Step 1

A written statement of the grievance signed by the complainant shall be submitted to the Corporation's Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

Step 2

If the complainant wishes to appeal the decision of the Corporation's Civil Rights Coordinator, s/he may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step 3

If the complainant remains unsatisfied, s/he may appeal through a signed written statement to the School Board within five (5) business days of his/her receipt of the Superintendent's response in step two. In an attempt to resolve the grievance, the School Board shall meet with the concerned parties and their representative within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

Step 4

If at this point the grievance has not been satisfactorily settled, further appeal may be made to the U.S. Department of Education, Office of Civil Rights, 401 South State, Room 700, Chicago, Illinois 60605-1202.

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, Department of Education, and Washington, D.C. 20201. The Corporation's Coordinator will investigate all complaints in accordance with this procedure.

Questions on this handbook or on other staff-related Board of School Trustees Policy issues may be directed to the Superintendent's Office

4. JOB DESCRIPTIONS

TITLE: PARAPROFESSIONALS

REPORTS TO: Building Principal and School Administrators

All paraprofessionals may be entitled to compensation for five (5) holidays: Labor Day, Thanksgiving (2), Good Friday, and Memorial Day provided they work the day before and the day after the scheduled holiday/break.

SUMMARY: Assists teaching staff of public elementary school by performing any combination of the following instructional tasks in the classroom.

REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A. **EDUCATION AND/OR EXPERIENCE:** Paraprofessionals shall meet qualifications listed in Board Policy 4120, and are required to pass the praxis exam or have a BS or Teaching degree.
- B. **LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of children, parents or employees of the school organization.
- C. **MATHEMATICAL SKILL:** Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- D. **REASONING ABILITY:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

TERMS OF EMPLOYMENT:

The work year shall normally follow the student calendar. Exceptions to this may occur due to funding or other factors. The workweek shall normally be Monday through Friday, six (6) hours per day, five (5) days per week unless other schedules are established to meet school and funding needs. A thirty-minute unpaid lunch period is provided. The building principal will schedule the lunch hour and breaks.

Paraprofessional openings shall be posted. Those who deem themselves qualified shall apply to the Superintendent. After interview(s), the School Board, upon the Superintendent's recommendation, will take final action.

**ESSENTIAL
FUNCTIONS:**

Include the following. Other duties may be assigned.

- A. Implement teaching strategies developed by the professional teaching staff on an individual or group basis.
- B. Under the direction of a professional employee, prepare materials for use for group or individual instruction.
- C. When appropriate, the paraprofessional shall assist the professional teaching staff in maintaining effective communications with the parents and community.
- D. Supervise students under the direction of a professional staff member.
- E. Operate any audio-visual equipment necessary for the instruction of students.
- F. Attend such meetings as may be deemed necessary and appropriate by administrative personnel.
- G. All other duties assigned by the professional teaching staff or principal.

**PHYSICAL
DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee should be able to use the following machines, tools, equipments, and work aids which may be representative, but not all inclusive, of those commonly associated with this type of work: Braille writer, pen, pencil, pointer, slate, stylus, projector, public address system, tape recorder, blackboard, chalk, charts, diagrams, examinations, manuals, maps, publications, reference books, textbooks, and computers.

**WORK
ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

TITLE: **TRANSPORTATION PERSONNEL**

REPORTS TO: Transportation Director or Building Principal and School Administrators

All contracted drivers will be paid the following rates for field trips:

School days \$10.20 per hour

Friday night or weekends \$11.25 per hour

In the event of inclement weather conditions and schools are closed, contracted drivers and bus aides will be paid a maximum of one (1) day salary during an academic school year.

All contracted drivers and bus aides may be entitled to compensation for five (5) holidays: Labor Day, Thanksgiving (2), Good Friday, and Memorial Day provided they work the day before and the day after the scheduled holiday.

SUMMARY: Driver: Drives school busses and other school vehicles to transport students, faculty, and administrative staff by performing the following duties:

Aide: Monitors conduct of students on school bus to maintain discipline and safety by performing the following duties:

REQUIREMENTS: To perform these jobs successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. All contracted drivers shall meet the qualifications and physical characteristics listed in Board Policy 4120 in order to drive a school bus.

A. **EDUCATION AND/OR EXPERIENCE:** High school diploma or general education degree (GED).

B. **LANGUAGE SKILLS:** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in both one-on-one and small group situations to students, faculty, and other employees of the school organization.

C. **MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

D. **REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

E. **CERTIFICATES, LICENSES, REGISTRATIONS:**

Driver: Must possess a valid state commercial bus driver's license.

Aide: Must possess a valid state driver's license - operators permit.

**TERMS OF
EMPLOYMENT:**

The work year shall normally follow the student calendar. Exceptions to this may occur. The workweek shall be Monday through Friday. The workday shall be established annually in the fall just prior to the beginning of school. Adjustments to each employee's workday may be necessary due to the varying lengths of bus routes, changes in building schedules, and additional assignments made necessary by field trips or athletic trips.

Transportation openings shall be posted. Those who deem themselves qualified shall apply to the Superintendent. After interview(s), the School Board, upon the Superintendent's recommendation, will take final action.

**ESSENTIAL
FUNCTIONS:**

Include the following. Other duties may be assigned:

Drivers

- A. Obey all State and Local laws and regulations regarding the transportation of students.
- B. Operate their assigned vehicle on the prescribed route in a safe and efficient manner.
- C. Supervise the students in their charge so that all recommended and required safety rules are obeyed.
- D. Uphold the rules and regulations regarding student conduct.
- E. Report all accidents and/or mechanical problems immediately.
- F. Complete and maintain all the prescribed forms, reports, and logs.
- G. Maintain the cleanliness of the vehicle assigned in the prescribed manner.
- H. Attend any such meetings as may be deemed necessary and appropriate by the administration.
- I. Complete any additional tasks that may be deemed necessary and appropriate by the Superintendent or his designee.

Aide

- A. Supervises students in their charge.
- B. Upholds the rules/regulations regarding student conduct.
- C. Attends meetings as deemed necessary and appropriate by the administration.
- D. Other duties as assigned by Superintendent or his designee.

**PHYSICAL
DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms. The employee is occasionally required to stand; walk; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Specifically, the important aspects of vision are:

- A. Acuity, far - Clarity of vision at 20 feet or more.
- B. Acuity, near - Clarity of vision at 20 inches or less.
- C. Depth Perception - Three-dimensional vision. Ability to judge distance and space relationship so as to see objects where and as they actually are.
- D. Field of Vision - Area that can be seen up and down or to right or left while eyes are fixed on a given point.
- E. Accommodation - Adjustment of lens of eye to bring an object into sharp focus. This item is especially important when doing near-point work at varying distances from eye.
- F. Color Vision - Ability to identify and distinguish colors.

**WORK
ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to vibration. The employee occasionally works near moving mechanical parts and in outside weather conditions and is occasionally exposed to fumes or airborne particles.

The noise level in the work environment is usually loud and is sufficient to cause marked distractions or possible hearing loss.

There are no environmental hazards indicated for this position.

TITLE: CAFETERIA PERSONNEL

REPORTS TO: Food Service Director or Building Principal and School Administrators

All cafeteria personnel are entitled to compensation for five (5) holidays: Labor Day, Thanksgiving (2), Good Friday, and Memorial Day and Head Cook/Managers, Office Assistant, and Assistant Cook/Baker/Salad Makers are also entitled to compensation for Spring Break (5 days) provided they work the day before and the day after the scheduled holiday/break.

Lake Station Community Schools has established and maintains a qualified 401(a) Annuity Plan for all Head Cook/Managers and the Office Assistant. Contributions are made at the end of each school year of 6% of their annual base salary provided the employee contributes 3% to a tax-sheltered annuity (403b) through payroll deduction. Employees must choose their annuity company from a list approved by the Board (AIG and ING). The employee must sign a salary reduction agreement before deductions can commence. In case of employee death or employment termination during the school year, the current year district contribution will be pro-rated. Vesting takes place on the employee's 401(a) Plan after five (5) years of employment or retirement, whichever comes first. In the case of employee death, the 401(a) Plan is payable to the employee's beneficiary. The dollars from account forfeitures are applied to the district's contributions. Each employee directs the investments of his or /her own 401(a) account. Contributions and earnings of the classified employee's 401(a) plan account shall remain in the 401(a) Plan until vested and one of the qualifying events of death, permanent disability, or termination of employment occurs making it possible for the individual to withdraw or transfer funds.

SUMMARY: Head Cook/Manager: A person who, under the supervision of the Food Service Director, has the overall supervisory responsibility of a school food service operation.

Office Assistant: A person who, under the supervision of the Food Service Director, performs the assigned tasks on a daily basis.

Assistant Cook/Baker/Salad Maker: A person who, under the direct supervision of a Head Cook/Manager, performs assigned tasks in designated areas.

Luncheon Worker/Helper: A person who, under the direct supervision of a Head Cook/Manager, performs assigned tasks in designated areas.

REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Cafeteria personnel shall meet the qualifications, training and experience as listed in Board Policy 4120 in order to work in the food service department.

- A. EDUCATION AND/OR EXPERIENCE: High school diploma or general education degree (GED).
- B. LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to faculty, students, and other employees of the school.
- C. MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- D. REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- E. CERTIFICATES, LICENSES, REGISTRATIONS: Possess a valid state food handler's license. USDA Training.
- F. OTHER SKILLS AND ABILITIES: Ability to work with all kitchen machines, tools, equipment, and work aids which may be representative, but not all inclusive, to include continuous churn, pasteurizer, vane churn, cleaver, cutter, fork, ice pick, knife, paddle, sifter, spatula, spoon, broiler, grill, oven, range, roaster, smoke chamber, steam digester, chart, dish, hopper, kettle, mixing bowl, pan, pot, recipe, storage bin, and storage tank.

TERMS OF EMPLOYMENT:

The work year shall normally follow the student calendar. The food service director, with the approval of the Superintendent, may assign additional days. The work week and work day shall be determined by the building principal and food service director, taking into consideration the needs unique to that building.

Base days include the number of student instructional days (180) plus the number of days worked before school starts (1 or 2) plus the number of days worked after school ends (0 to 10). In addition, any other days requiring early dismissal will be deducted from the base, as required, at the Superintendent's discretion.

All cafeteria workers will read the cafeteria standards/rules, date same, and return same to the Food Service Director by July 15 prior to any school year in which work is desired.

Cafeteria openings shall be posted. Those who deem themselves qualified shall apply to the Superintendent. After interview(s), the School Board, upon the Superintendent's recommendation, will take final action.

ESSENTIAL FUNCTIONS:

Include the following. Other duties may be assigned.

Head Cook Manager

- A. Cooks and or supervises food preparation incorporating time saving production methods, effective merchandising, and nutrition education activities.

- B. Implements the school meal pattern and evaluates menus in accordance with district standards.
- C. Makes nutritionally equivalent substitutions in menus within guidelines when needed.
- D. Regularly assesses food acceptability and food waste, reporting findings for future menu planning.
- E. Modifies recipes to meet the dietary guidelines for child nutrition.
- F. Orders food and supplies according to established specifications and procedures.
- G. Ensures that food is thawed, served, and held at the correct temperatures.
- H. Ensures the use of the appropriate serving utensils and portion control.
- I. Sees recommended standard procedures, records, and forms to order food and supplies.
- J. Communicates equipment needs to the food service director.
- K. Inspects refrigeration and freezer units on a regular basis.
- L. Assumes responsibility for receiving, storing, handling, preparing, and serving of food according to established standards.
- M. Signs invoices to acknowledge receipt of goods only after ascertaining delivered amounts are the same as stated on the invoice.
- N. Inspects goods received for quality and for the return of incorrect or unacceptable goods.
- O. Sees that all food and supplies are stored in accordance with recommended storage requirements.
- P. Ensures the use of standardized recipes in food preparation.
- Q. Provides instruction in the proper use of all equipment.
- R. Follows established procedures for emergencies.
- S. Assures that sanitation and safety practices in all phases of the school food service operation meet established standards.
- T. Follows procedures for maintaining safe and sanitary conditions in the storage, preparation, and service of food.
- U. Enforces standards of personal hygiene and grooming including dress, appearance, habits, etc. among staff.
- V. Knows the use and operation of fire extinguishers for each type of fire.
- W. Reports accidents and refers potential safety hazards to the food service director.
- X. Maintains a required system of accountability.
- Y. Prepares and maintains required records.
- Z. Implements approved procedures for cash collections and prepaid sales.
- AA. Determines accurate meal counts by category (free, reduced, paid etc).
- BB. Ensures that the daily food production records are prepared.
- CC. Maintains a system for recording invoices, inventories, and preparing time sheets.
- DD. Prepares and submits all required records, forms, invoices and information as scheduled or on a timely basis.
- EE. Manages the program in accordance with federal, state, and local requirements.
- FF. Prevents discriminatory practices.
- GG. Protects the identity of students receiving free and reduced price meals.
- HH. Observes all rules and regulations of U.S.D.A. in the operation of the school food service program.
- II. Performs any other duties as needed or assigned.

Office Assistant

- A. Travels to each school and picks up the Food Service deposits along with any paperwork that needs to come back to the Food Service office.
- B. Takes the deposit to the bank daily and then returns the bank deposit slips to the Food Service Office.
- C. Assists the Food Service Director with any computer issues that arise with the Point of Sale system.
- D. Knowledgeable about and able to trouble shoot at each one of the cafeteria computers.
- E. Creates new, updates and deletes items, updates and changes pricing as needed at each school and then combines each school onto one corporation inventory monthly.
- F. Takes care of updating all food order guides from food vendors on a regular basis and enters food orders on the Internet as needed.
- G. Creates menus for Head Start breakfasts, lunches, and snacks.
- H. Keeps recipe book updated, costing out each menu (every item with more than one ingredient).
- I. Assists Food Service Director with the approval and/or denial of Free and Reduced Applications.
- J. Performs any other duties as needed or assigned.

Assistant Cook/ Baker/Salad Maker

- A. Assists the Head Cook to prepare and serve a balanced, nutritional lunch for all students and staff.
- B. Assists the Head Cook in maintaining an efficient, clean, attractive kitchen and cafeteria facility.
- C. Tallies daily cash proceeds from computer.
- D. Prepares and serves food according to standards related to sanitary conditions.
- E. Follows work schedules required for the cleaning of work areas, utensils, and equipment.
- F. Follows standards of sanitation in personal grooming.
- G. Operates and cleans equipment according to procedures.
- H. Uses, cleans and stores knives and potentially dangerous small equipment items according to procedures.
- I. Uses objective and subjective indicators to evaluate food quality.
- J. Measures and or weighs ingredients according to instructions.
- K. Follows standardized recipes.
- L. Uses equipment correctly.
- M. Uses correct utensils for preparation and serving.
- N. Uses efficient work techniques.
- O. Adjusts recipes for desired yield.
- P. Serves correct portions of food in an attractive manner.
- Q. Follows standards to check temperature of food and equipment.
- R. Follows meal pattern requirements in serving student meals.
- S. Assists with inventories as needed.
- T. Accurately completes required records and forms.

- U. Follows school and departmental regulations related to food service employees.
- V. Performs responsibilities as outlined in job description.
- W. Knows division of responsibilities and lines of communication within the school and school district.
- X. Relates and communicates positively with students, co-workers, school staff, and parents.
- Y. Utilizes work simplification techniques.
- Z. Performs any other duties as needed or assigned.

Luncheon Worker/Helper:

- A. Follows work schedules required for cleaning of work areas, utensils, and equipment.
- B. Follows standards of sanitation in personal grooming.
- C. Operates and cleans equipment according to procedures.
- D. Uses, cleans, and stores knives and potentially dangerous small equipment items according to procedures.
- E. Uses objective and subjective indicators to evaluate food quality.
- F. Measures and or weighs ingredients according to instructions.
- G. Follows standardized recipes.
- H. Uses equipment correctly.
- I. Uses correct utensils for preparation and serving.
- J. Follows assigned work schedules.
- K. Uses efficient work techniques.
- L. Relates the importance of school meals to the health of students.
- M. Serves correct portions of food in an attractive manner.
- N. Follows standards to check temperature of food and equipment.
- O. Follows meal pattern requirements in serving student meals.
- P. Follows school and departmental regulations related to food service personnel.
- Q. Performs responsibilities as outlined in job description.
- R. Knows and observes division of responsibilities and lines of communication within school and school district.
- S. Relates and communicates positively with students, co-workers, school staff and parents.
- T. Utilizes work simplification techniques.
- U. Performs any other duties as needed or assigned.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk or hear; and taste or smell.

The employee must occasionally lift and/or move up to 50 pounds, up to 25 pounds frequently, and up to 20 pounds constantly. Specific vision abilities required by this

job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK

ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is subject to extreme heat and temperature sufficiently high to cause marked bodily discomfort. Additionally, the employee is subject to variations in temperature, which accompany extreme heat and are sufficiently marked and abrupt to cause marked bodily reactions.

The noise level in the work environment is usually loud.

- TITLE:** SUMMER MAINTENANCE
- REPORTS TO:** Director of Maintenance and School Administrators
- SUMMARY:** Performs duties to prepare the buildings and grounds for the new school year.
- REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- A. EDUCATION AND/OR EXPERIENCE: Minimum of high school diploma
 - B. LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.
 - C. MATHEMATICAL SKILL: Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
 - D. REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
 - E. CERTIFICATES, LICENSES, REGISTRATIONS: Possess a valid state driver's license.
 - F. OTHER SKILLS AND ABILITIES: Ability to operate all custodial cleaning equipment; ability to work on ladders and scaffolding; ability to relate well to other employees and community members.
- TERMS OF EMPLOYMENT:** Summer hours as requested by the Superintendent or Maintenance Supervisor.
- ESSENTIAL FUNCTIONS:** Painting, mowing, and other maintenance duties.
- PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK

ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

TITLE: NURSE ASSISTANT

REPORTS TO: Building Principals, Corporation Nurse, and School Administrators

The Nurse Assistant may be entitled to compensation for five (5) holidays: Labor Day, Thanksgiving (2), Good Friday, and Memorial Day provided he/she works the day before the scheduled holiday/break and the day after.

SUMMARY: Performs routine first aid procedures with students and staff at elementary schools.

REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

A. EDUCATION AND/OR EXPERIENCE in one of the following areas.

1. Bachelor's Degree in Nursing
2. LPN Certification
3. CNA Certification
4. Paramedic Certification
5. Registered Medical Assistant minimum qualification

B. LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of children, parents or employees of the school organization.

C. MATHEMATICAL SKILL: Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

D. REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

E. CERTIFICATES, LICENSES, REGISTRATIONS: Possess a valid state driver's license.

F. OTHER SKILLS AND ABILITIES: Ability to relate well to other employees, students, parents, and community members.

**TERMS OF
EMPLOYMENT:**

The work year shall normally follow the student calendar. Exceptions to this may occur due to funding or other factors. A thirty-minute unpaid lunch period is provided.

Nurse clerk openings shall be posted. Those who deem themselves qualified shall apply to the Superintendent. After interview(s), the School Board, upon the Superintendent's recommendation, will take final action.

**ESSENTIAL
FUNCTIONS:**

Include the following. Other duties may be assigned.

- A. Administers first aid to students and staff.
- B. Contacts parents as needs arise.
- C. Performs lice head checks as needed.
- D. Maintains records to assist corporation nurse in filing required state reports.
- E. Maintains health records of students.
- F. Maintains confidentiality of personal health information in accordance with current law.
- G. Performs any reasonable request of school principal.

**PHYSICAL
DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK
ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts occasionally exposed to fumes or airborne particles and toxic or caustic chemicals.

The noise level in the work environment is usually moderate.

- TITLE:** TITLE ONE INTERVENTIONIST
- REPORTS TO:** Building Principal and School Administrators
- All interventionists may be entitled to compensation for five (5) holidays: Labor Day, Thanksgiving (2), Good Friday, and Memorial Day provided they work the day before and the day after the scheduled holiday/break.
- SUMMARY:** Assists teaching staff of public elementary school by performing any combination of the following instructional tasks in the classroom.
- REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- A. **EDUCATION AND/OR EXPERIENCE:** Interventionists must have a teaching degree.
 - B. **LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of children, parents or employees of the school organization.
 - C. **MATHEMATICAL SKILL:** Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
 - D. **REASONING ABILITY:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- TERMS OF EMPLOYMENT:** The work year shall normally follow the student calendar. Exceptions to this may occur due to funding or other factors. The workweek shall normally be Monday through Friday, six (6) hours per day, five (5) days per week unless other schedules are established to meet school and funding needs. A thirty-minute unpaid lunch period is provided. The building principal will schedule the lunch hour and breaks.
- Interventionist openings shall be posted. Those who deem themselves qualified shall apply to the Superintendent. After interview(s), the School Board, upon the Superintendent's recommendation, will take final action.
- ESSENTIAL FUNCTIONS:** Include the following. Other duties may be assigned.
- A. Implement teaching strategies developed by the professional teaching staff on an individual or group basis.
 - B. Under the direction of a professional employee, prepare materials for use for group or individual instruction.

- C. When appropriate, the interventionist shall assist the professional teaching staff in maintaining effective communications with the parents and community.
- D. Supervise students under the direction of a professional staff member.
- E. Operate any audio-visual equipment necessary for the instruction of students.
- F. Attend such meetings as may be deemed necessary and appropriate by administrative personnel.

**PHYSICAL
DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee should be able to use the following machines, tools, equipments, and work aids which may be representative, but not all inclusive, of those commonly associated with this type of work: Braille writer, pen, pencil, pointer, slate, stylus, projector, public address system, tape recorder, blackboard, chalk, charts, diagrams, examinations, manuals, maps, publications, reference books, textbooks, and computers.

**WORK
ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**APPENDIX
2013/2014**

PART-TIME PERSONNEL

Paraprofessionals (Daily)

1 - 3 Years	\$60.02
4 - 5 Years	\$60.91
6 + Years	\$63.02
Bachelors Degree	\$68.26

Transportation Personnel (Hourly)

	<u>Bus Driver</u>	<u>Bus Aide</u>
Substitute	\$11.00	
1-2 years	\$14.96	\$11.22
3-6 years	\$16.22	\$11.77
7-12 years	\$16.34	\$12.21
13 + years	\$16.42	\$12.89

Cafeteria Personnel (Hourly)

<u>** Head Cook/ Manager</u>	<u>**Office Assistant</u>	<u>**Assistant Cook/ Baker/Salad Maker</u>	<u>**Luncheon Worker Helper</u>
*Starting Rate	\$12.90	\$13.40	\$ 9.85
2 - 4 Years	\$14.05	\$14.75	\$10.45
5 - 9 Years	\$14.75	\$15.25	\$10.97
10-14 Years	\$15.05	\$15.75	\$11.49
15+ Years	\$15.49	\$16.25	\$12.05
	**Substitute	\$8.50	

Food Service Director

Annual Salary	\$50,000.00
15 + Years	\$55,000.00

Nurse Assistant

\$14.75 per hour

**Title I
Interventionist**

\$109.80 per day

Summer Maintenance (Hourly)

Painters \$7.55 per hour Grounds \$8.00 per hour

*This is a probationary period.

**Position to be filled by need as determined by Food Service Director.

Cafeteria personnel salary schedule is fully funded by the Food Service Department. If funding in the Food Service Department is inadequate or unavailable to pay the salary schedule, salaries for hourly workers and the Food Service Director would be adjusted accordingly.

Lake Station Community Schools Bylaws & Policies

7540.04 - STAFF EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The School Board is pleased to provide Education Technology to its staff. Education Technology or "Ed-Tech" includes use of the Corporation's personal communication devices (such as computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), network, and Internet connection and online educational services. The Corporation's Education Technology has a limited educational purpose. The Corporation's Education Technology has not been established as a public access service or a public forum. The Corporation has the right to place restrictions on its use to assure that use of the Corporation's Education Technology is consistent with its limited educational purpose. Staff use of the Corporation's Education Technology will be governed by this policy and the related administrative guidelines, and any applicable employment contracts and collective bargaining agreements. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of Education Technology. Users have a limited privacy expectation in the content of their personal files and records of their online activity while accessing Education Technology.

The Corporation encourages staff to utilize Education Technology in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The School Board encourages the faculty to develop the appropriate skills necessary to effectively access, analyze, evaluate, and utilize these resources in enriching educational activities. The instructional use of Education Technology will be guided by the Corporation's policy on Instructional Materials.

The Internet is a global information and communication network that provides students and staff with access to up-to-date, highly relevant information that will enhance their learning and the education process. Further, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

First, and foremost, the Corporation may not be able to technologically limit access to services through its Education Technology to only those that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources which may not have been screened by educators for use by students of various ages.

The Corporation has implemented the use of technology protection measures, which are specific technologies that will protect against (e.g. filter or block) access to visual displays/depictions that are obscene, child pornography, and materials that are harmful to minors, as defined by the Children's

Internet Protection Act. At the discretion of the Corporation or Superintendent, the technology protection measures may also be configured to protect against access to other material considered inappropriate for students to access. The technology protection measures may not be disabled at any time that students may be using Education Technology if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any staff member who attempts to disable the technology protection measures without express written consent of an appropriate administrator will be subject to disciplinary action, up to and including termination.

The Superintendent or Technology Director may temporarily or permanently unblock access to websites or online education services containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures. The Superintendent or Technology Director may also disable the technology protection measures to enable access for bona fide research or other lawful purposes.

Staff members will participate in professional development programs in accordance with the provisions of law and this policy. Training shall include:

- A. the safety and security of students while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. the inherent danger of students disclosing personally identifiable information online;
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", etc.), cyberbullying and other unlawful or inappropriate activities by students online; and
- D. unauthorized disclosure, use, and dissemination of personal information regarding minors.

Furthermore, staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security and specified above, and staff members will monitor students' online activities while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

The disclosure of personally identifiable information about students online is prohibited.

Building principals are responsible for providing training so that Ed-Tech users under their supervision are knowledgeable about this policy and its accompanying guidelines. The School Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Education Technology. All Ed-Tech users are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Staff members are responsible for good behavior on the Corporation's computers/network and Education Technology just as they are in classrooms, school hallways, and other school premises and school-sponsored events. Communications on Education Technology are often public in nature.

Staff members shall not access social media for personal use on the Corporation's network, and shall access social media for educational use only after submitting a plan for that educational use and securing the principal's approval of that plan in advance.

General school rules for behavior and communication apply. The School Board does not sanction any use of Education Technology that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users of the Corporation's Education Technology are personally responsible and liable, both civilly and criminally, for uses of Education Technology not authorized by this Board Policy and its accompanying guidelines.

The School Board designates the Superintendent and the Technology Director as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to staff members' use of Education Technology.

Staff will be provided with a school email account that they are required to utilize for all school-related electronic communications, including those to students and individuals and/or organizations outside the Corporation with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their building principal, they shall use their school-assigned email account when signing up/registering for access to various online educational services.

Social Media Use

An employee's personal or private use of social media, such as Facebook, Twitter, MySpace, blogs, etc., may have unintended consequences. While the School Board respects its employees' First Amendment rights, those rights do not include permission to post inflammatory comments that could compromise the Corporation's mission, undermine staff relationships, or cause a substantial disruption to the school environment. This warning includes staff members' online conduct that occurs off school property including from the employee's private computer. Postings to social media should be done in a manner sensitive to the staff member's professional responsibilities.

In addition, Federal and State confidentiality laws forbid schools and their employees from using or disclosing student education records without parent consent (see Board Policy [8330](#)). Education records include a wide variety of information, and posting personally identifiable information about students is not permitted. Staff members who violate State and Federal confidentiality laws or privacy laws related to the disclosure of confidential student or employee information may be disciplined.

Staff members retain rights of communication for collective bargaining purposes and union organizational activities.

P.L. 106-554 (2000), Children's Internet Protection Act
47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)
18 U.S.C. 1460
18 U.S.C. 2246
18 U.S.C. 2256
20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)
20 U.S.C. 6777, 9134 (2003)
47 C.F.R. 54.520, Children's Internet Protection Act

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Revised 2/18/15