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PERSONNEL POLICIES GOALS

The board recognizes that a dynamic and efficient staff dedicated to education is necessary to maintain a constantly improving educational program. The board is interested in its personnel as individuals, and it recognizes its responsibility for promoting the general welfare of the staff.

The board's specific personnel goals are:

- 1.) To recruit, select, and employ the best qualified personnel to staff the school system.
- 2.) To provide staff compensation and benefit programs sufficient to attract and retain qualified employees.
- 3.) To provide programs for all employees to improve their performance and the overall rate of retention and promotion of staff.
- 4.) To conduct an employee appraisal program that will contribute to the continuous improvement of staff performance.
- 5.) To deploy personnel so as to ensure their skills are used as effectively as possible.
- 6.) To develop the quality of human relationships necessary to obtain maximum staff performance and satisfaction.
- 7.) To help all employees realize that the efficient and courteous performance of their assignment has a positive impact on the public support of education in the district.

Adoption Date:	January 12, 1998
Policy Committee Review:	April 23, 2008
Policy Committee Review:	August 28, 2013

EQUAL OPPORTUNITY EMPLOYMENT

The board subscribes to the fullest extent to the principle of the dignity of all people and of their labors and will take action to ensure that applicants are employed, assigned, and promoted without regard to their age, race, creed, color, sex, marital status, political affiliation, or national origin. Every available opportunity will be taken in order to assure that each applicant for a position is selected on the basis of qualifications, merit, and ability.

LEGAL REFS.: Civil Rights Act of 1964, as amended in 1972, Title VII
Executive Order 11246, 1965, as amended by Executive
Order 11375
Equal Employment Opportunity Act of 1972, Title VII
Education Amendments of 1972, Title IX (P.L. 92-318)
45 CFR, Parts 81, 86 (Federal Register June 4, 1975,
August 11, 1975)
Rehabilitation Act of 1973
SDCL 13-43-17 through 13-43-25.1

CROSS REFS.: AC, Nondiscrimination

Adoption Date: January 12, 1998
Policy Committee Review: April 23, 2008
Policy Committee Review: August 28, 2013

STAFF ETHICS

An effective educational program requires the services of men and women of integrity, high ideals, and human understanding. To maintain and promote these essentials, all employees of the district are expected to maintain high standards in their school relationships. These standards include the following:

The maintenance of just and courteous professional relationships with students, parents, staff members, and others.

The maintenance of their own efficiency and knowledge of the developments in their fields of work.

The transaction of all official business with the properly designated authorities of the school system.

The establishment of friendly and intelligent cooperation between the community and the school district.

Favorable representation of the school district at local events that are in recognition of the schools' contributions to the community.

The placement of the welfare of children as the first concern of the school district, thus appointments to positions and promotions must be based solely on merit. The use of pressure on school officials for appointment or promotion is unethical.

Restraint from using school contracts and privileges to promote partisan politics, sectarian religious views, or selfish propaganda of any kind.

Directing any criticism of any other staff members or of any department of the school district toward the improvement of the school district. Such constructive criticism is to be made directly to the particular school administrator who has the administrative responsibility for improving the situation and then to the superintendent if necessary.

LEGAL REFS.: SDCL 13-43-25

CROSS REFS.: GBC Subcodes - GBCA, Staff Conflict of Interest
GCB, Staff Conduct

Adoption Date: January 12, 1998
Policy Committee Review: April 23, 2008
Policy Committee Review: August 28, 2013

STAFF CONFLICT OF INTEREST

Employees of the board will not engage in or have a financial interest, directly or indirectly, in any activity that conflicts (or raises a reasonable question of conflict) with their duties and responsibilities in the school system.

Employees will not engage in work of any type where information concerning customer, client, or employer originates from any information available to them through school sources.

Employees will not sell textbooks, instruction supplies, equipment, reference books, or any other school products to the school in the district. They will not furnish the names of students or parents to anyone selling these materials.

Neither the spouse of a board member, nor any person who is related to a board member within the third degree of consanguinity, will be employed in the district, except by unanimous vote by the board.

LEGAL REFS.: Constitution of the States of South Dakota, Article VIII,
Section 17
SDCL 13-20-2.1, 13-43-1; 13-43-2

CROSS REFS.: BBBA, Board Member Qualifications
BBFA, Board Member Conflict of Interest
GBC, Staff Ethics

Adoption Date: January 12, 1998
Policy Committee Review: April 23, 2008
Policy Committee Review: August 28, 2013

STAFF CONDUCT

All staff members have a responsibility to familiarize themselves with and abide by the laws of the State as these affect their work, the policies of the Board, and the regulations designed to implement them.

In the area of personal conduct, the Board expects that teachers and others will conduct themselves in a manner that not only reflects credit to the school district, but also sets forth a model worthy of emulation by students.

All staff members will be expected to carry out their assigned responsibilities with conscientious concern.

Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities, which will be required of all personnel:

1. Faithfulness and promptness in attendance at work
2. Support and enforcement of policies of the Board and regulations of the school administration in regard to students.
3. Diligence in submitting required reports promptly at the times specified.
4. Care and protection of school property.
5. Concern for and attention to their own and the school district's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times.

LEGAL REF: SDCL 13-8-44
SDCL 13-43-28

CROSS REFS: GCD - Professional Staff Hiring
GCPD - Suspension and Dismissal of Professional Staff Members

Adoption Date: January 12, 1998
Reviewed: February 9, 2004
Policy Committee Review: April 23, 2008
Policy Committee Review: August 28, 2013

SEXUAL HARASSMENT POLICY

POLICY -

It is the district's policy that sexual harassment is unacceptable and shall not be tolerated; that no employee or student of the school district may sexually harass another. Any employee or student will be subject to disciplinary action for violation of this policy.

DEFINITION -

Under this policy, any unwelcome sexual advances, solicitation or sexual activity by promise of rewards, coercion of sexual activity by threat of punishment, verbal sexist remarks, or physical sexual assaults constitute sexual harassment. This conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or of creating an intimidating, hostile, or offensive employment or educational environment.

RESPONSIBILITY -

School district officers, employees and students are responsible for maintaining a working and learning environment free from sexual harassment. Careful scrutiny will be undertaken of allegations of sexual harassment which may be malicious or ill-founded. Copies of the policy will be available at all administrative offices and given to all certified employees.

COMPLAINTS -

Any employee who believes that he/she has been a subject in the work place of sexual harassment should report this incident immediately to his/her supervisor. If the immediate supervisor is involved in the activity, the violation should be reported to the next highest level. Students should report such incidents to the guidance counselor and/or the responsible building principal. All reported incidents will be thoroughly investigated. Appropriate corrective action will be taken in all substantiated acts of sexual harassment. Confidentially consistent with due process will be maintained.

If an employee or student files a written complaint because of dissatisfaction with the handling of the complaint, he/she may utilize the grievance procedure established by the school district.

LEGAL REF.: SD Executive Order 81-08
Federal - Title IX (1972 Education Amendments)

CROSS REF.: AC, Nondiscrimination

Adopted On: September 9, 1991
Re-adoption Date: February 12, 1996
Policy Committee Review: April 23, 2008
Policy Committee Review: February 29, 2012

STAFF HEALTH AND SAFETY

Employees are expected to be in good health upon employment in the school district. An employee under treatment for tuberculosis or having a positive skin test will be evaluated yearly by a licensed physician or present documented evidence of preventive therapy for tuberculosis as prescribed by the state department of health.

The board may require an employee returning from an extended leave of absence for health reasons to submit a new certification of health. The expense of this examination will be borne by the district.

WORKER'S COMPENSATION -

In case of injury while pursuing duties in keeping with the employee's contract, the employee will receive compensation and expenses as prescribed by the worker's compensation law of South Dakota.

Any employee who receives an injury while at work should immediately report this injury to the superintendent's office and request the necessary forms to make application for payment under this law.

LEGAL REFS.: SDCL 13-10-9; 13-43-3 through 13-43-3.3; 62-1-2; 62-3-3

CROSS REFS.: EB, Safety Program

Adoption Date: January 12, 1998
Revised: June 9, 2008
Policy Committee Review: October 1, 2013

PERSONNEL COMMUNICABLE DISEASE/GUIDELINES

The board recognizes its responsibility to provide a healthy environment for students and school employees.

The determination of whether an infected employee be excluded from work activities shall be made on a case by case individual basis, under the direction of the superintendent of schools or his/her designee.

In situations where the decision requires additional knowledge and expertise, the superintendent will refer the case to a team for assistance in the decision making.

The team may be composed of:

- 1.) Representation from the State Health Department
- 2.) The employee's physician
- 3.) The employee and/or representative
- 4.) The school principal
- 5.) School health services supervisor
- 6.) Superintendent or his/her designee
- 7.) Other appropriate school personnel

In making the determination, the team shall consider:

- 1.) The physical condition of the school employee
- 2.) The expected type(s) of interaction with others in the school setting
- 3.) The impact on both the infected school employee and others in that setting
- 4.) The South Dakota Department of Health policies and guidelines

The team may officially request assistance from the State Health Department (See State Department of Health Implemented Policy, dated 3/12/86.)

If the employment of an infected employee is to be interrupted or discontinued, the employee shall be entitled to use benefits as outlined in the Negotiated Agreement.

Public information will not be revealed about the employee who may be infected. If the employee is permitted to remain in the school setting, the following procedure will be followed by the administration:

Information will be provided, as appropriate to school employees who have regular contact with the employee, as to the employee's medical condition and other factors needed for consideration in carrying out job responsibilities.

It is recognized that personal hygiene measures are part of creating a healthy environment. Thus, good hand washing techniques are imperative in the school setting. Thorough maintenance cleaning is part of this environment. Instruction in appropriate handling of blood and body fluids will be provided.

Guidelines -

Health guidelines for work attendance are established and interpreted within the context of the situation. The guidelines are not inclusive, but are available to be used as a resource. Specific needs will be addressed individually. School personnel will refer to school health professionals for specific judgments in interpreting the guidelines.

**Disease and
Incubation Period***

**Rules for
Work Attendance**

Acquired Immune Deficiency
Syndrome (AIDS)

Determination should be made by the team process as outlined in the Communicable Disease Policy. The State Department of Health guidelines on AIDS shall be used as reference.

Chicken Pox

The employee may attend work after all pox are dry and scabbed.

Cytomegalovirus (CMV)
(Salivary Gland Viruses)

The employee may attend work. Precautions should be taken by contacts with immunosuppression as anti-cancer or organ transplants as well as anyone with suspected or known pregnancy. Good handwashing in all cases should eliminate risk of transfer of infection.

Giardiases and Infectious
Enteric Diseases

The employee may attend work. Food handlers must remain at home until they have three (3) negative stool specimens. Good handwashing in all cases should eliminate risk of transfer of infection.

Herpes Simplex

The employee may attend work during an active case. Good handwashing in all cases should eliminate risk of transfer of infection.

Impetigo

The employee may attend school if under treatment and dry. Infected area must be kept covered.

Infectious Hepatitis

The employee may attend work as directed by the physician. Appropriate personal hygiene precautions should eliminate risk of transfer of infections. Special consideration will be given to "food handlers".

Measles (Red, Hard, Rubeola, 7-Day)	The employee may attend work after a minimum of seven (7) days. Employees who have had contact with measles may attend work if the employee has had the measles or if immunization is up-to-date.
Infectious Mononucleosis (Glandular Fever)	The employee may attend work as directed by the physician.
Mumps	The employee may attend work after swelling has disappeared.
Pediculosis (Lice, Crabs)	The employee may attend work after treatment.
Pink Eye	The employee may attend work after the physician's written permission.
Planter's Wart	The employee may attend work.
Ring Worm (Scalp, Body, Athlete's Foot)	The employee may attend work if the area is under treatment. Infected area must be kept covered. Person must avoid showers.
Rubella (3-Day, German Measles)	The employee may attend work after a minimum of four (4) days. Prevent exposure of pregnant women.
Scabies Year Itch, Mites)	The employees may attend work after (7-treatment.
Streptococcal Infections (Scarlet Fever, Scarletina, Throat)	The employee may attend work 24 hours after initiating oral antibiotic Strep therapy, is not running a fever, and is clinically well.

All communicable and chronic disease should be reported to Health Services.

* Time interval between initial contact with an infectious agent and the first sign of symptom of the disease.

Adoption Date:	September 9, 1991
Reaffirmed:	January 12, 1998
Revised:	June 9, 2008
Policy Committee Review:	October 1, 2013

LEGAL REFS.: SDCL 13-28-7.3; 13-43-3 through 13-43-3.3; 1-27-3
ARSD 24:03:09:10

POLICY FOR HANDLING BLOOD AND OTHER BODY FLUIDS

The proper handling of blood and other body fluids is important in maintaining a clean, disease free environment. Therefore, all school employees will receive instruction when they are hired, and annually thereafter, regarding the proper handling of blood and other body fluids. The instruction will be provided by the employees' supervisor and will include the following information:

Food Service Workers -

- 1.) All epidemiologic and laboratory evidence indicates that blood borne and sexually transmitted infections are not transmitted during the preparation of serving food or beverages.
- 2.) Food service workers are to follow recommended standards and practices of good personal hygiene and food sanitation as outlined in the Food Service Sanitation Handbook.
- 3.) Food service workers are to exercise care to avoid injury to hands when preparing food. Should such an injury occur, food contaminated with blood will be destroyed.
- 4.) Any equipment contaminated with blood or other body fluids will be cleaned with soap and water or a detergent and a disinfectant solution is to be used to disinfect the item.
- 5.) Disposable rubber or similar impervious material gloves are to be used when cleaning any surface that has been contaminated with blood or other body fluid.
- 6.) Proper procedure for putting on and removing gloves will be taught. After gloves are removed, hands must be thoroughly washed with soap and water.

Custodial Staff -

- 1.) Disposable rubber or similar impervious material gloves are to be used when cleaning any surface that has been contaminated with blood or other body fluid.
- 2.) Proper procedure for putting on and removing gloves will be taught. After gloves are removed, hands must be thoroughly washed with soap and water.
- 3.) Surfaces which may be exposed to blood or other body fluids are to be cleaned and treated with a disinfectant solution (1:10 dilution of household bleach).
- 4.) Any vomitus or body fluid on carpeting is to be treated with dry deodorizer followed by hot water extraction.
- 5.) Any potentially infective waste will be contained and transported in clearly identified heavy impervious material.
- 6.) Wastes which cannot be flushed down the toilet may be disposed of in regular trash pick ups, using a plastic liner in the trash can and a tight fitting lid.

- 7.) Blood and other body fluids may be carefully poured down a drain connected to a sewer system.

Administrators/Teachers/Secretaries/Teacher Aides -

- 1.) If possible, do not handle blood or other body fluids. Call the custodian.
- 2.) If you must handle human body fluids, follow procedure delineated for custodial staff.

Coaches -

- 1.) Athletes are to be provided individual, disposable drinking containers during practices and athletic events.
- 2.) If possible, do not handle blood or other body fluids. However, if you must handle human body fluids, follow procedure delineated for custodial staff.
- 3.) In August, before the start of student athletics/activities, the Activities Director will provide each activity coach/director with a copy of the South Dakota High School Activities Association Policy Regarding Presence of Blood During Interscholastic Contests or Practices.

School employees are directed to adhere to that policy. Any question(s) about the SDHSAA policy will be addressed to the Activities Director.

**SDHSAA - POLICY REGARDING PRESENCE OF BLOOD
DURING INTERSCHOLASTIC CONTESTS OR PRACTICES**

A national concern for the health and safety of all athletes dictates the need to develop policies that relate to infectious diseases such as HIV (Human Immunodeficiency Virus) and/or HBV (Hepatitis B Virus).

Doctors, coaches, athletic trainers and student trainers, who care for students/athletes should employ the universal precautions recommended currently by the Center for Disease Control in the care of all athletes, since medical history and examination cannot reliably identify patients infected with HIV.

all those involved should be cognizant that anytime there is blood present that it be treated with respect regarding its ability to transmit infectious disease, and, therefore, observe the following universal precautions for the athletic setting.

- 1.) Before competing, a student/athlete must cover any open wound on their body. This will reduce the risk of transmission of a blood-borne pathogen from their open wound to the open wound or mucous membrane of another person or vice versa.
- 2.) A student/athlete should render first-aid to himself/herself and cover any of their own wounds whenever possible.

- 3.) When rendering first-aid to others, an individual should wear protective gloves (such as latex surgical gloves) any time blood, open wounds or mucous membranes are involved. The individual should wear clean gloves for each student/athlete treated or when treating the same student/athlete more than one time.
- 4.) If an individual gets someone else's blood on their skin, they should wear protective gloves and wipe the blood off with a disposable towel using an approved disinfectant such as hibstat towelettes.

NOTE: If any blood gets on a uniform during competition or during practice, it is necessary to clean the uniform immediately with soap and hot water before further participation. If at all possible, the uniform should be removed during the cleaning process.

- 5.) If a student/athlete begins to bleed during practice or competition, play must be stopped immediately, the student/athlete who is injured removed and any potentially contaminated surfaces, such as a basketball court, wrestling mat, etc., should be cleaned before the practice session or competition resumes. In wrestling, the mat should then be rinsed with clean water to avoid participants getting the disinfectant in their eyes. The individual doing the clean-up should wear protective gloves.

NOTE: The most appropriate and cost effective disinfectant to clean a contaminated wrestling mat, basketball court, etc. is sodium hypochlorite, commonly known as household bleach, that should be diluted in water (1 part bleach to 10 parts water) which must be prepared daily.

- 6.) A student/athlete who is removed from an athletic practice or contest due to bleeding, must have his bleeding stopped and any wound covered before he/she is allowed to participate in the practice or competition. If bleeding resumes, the practice or contest must be stopped again and any potentially contaminated surfaces cleaned. It will be up to the discretion of the official in charge of the competition (referee in football, basketball, and volleyball) as to how many times the competition should be stopped due to student/athlete's bleeding before that student/athlete is disqualified from further participation in that contest. For wrestling competition, all bleeding other than a nosebleed, is counted as injury time which by rule, provides a total time not to exceed 2 minutes.
- 7.) An individual who has treated an injury where blood is present or has cleaned a potentially contaminated surface, should wash their hands with soap and hot water or an approved disinfectant such as hibstat towelettes. In all cases, hands must be thoroughly washed after the gloves are removed.
- 8.) Towels which will be used for any purpose by students/athletes, coaches or officials should not be used to clean blood off any potentially contaminated surface. Neither should towels be shared by student/athletes, coaches or officials.

NOTE: Disposable towels should be used in all clean-up. Towels, protective gloves and other materials used in clean-up, as well as any cotton used to stem bleeding, should be placed in a sealed container lined with a plastic bag. Close the plastic bag and discard daily. Do not reuse the plastic bags.

- 9.) If an official or coach should get blood on himself/herself, they should follow the same procedures as suggested for the student/athlete.
- 10.) All coaches, officials and students/athletes should practice good hygiene. Towels, cups and water bottles should not be shared.
- 11.) Wash all soiled uniforms, towels, and other dirty linen in warm or hot soapy water. Use a normal laundry cycle and follow the washer and detergent manufacturer's recommendations.
- 12.) Officials should refrain from cleaning blood spills, as this is the responsibility of the home management.

References: Federal Register Volume 52, Number 210

Adopted on:	January 13, 1993
Re-adoption Date:	May 19, 1997
Reaffirmed:	January 12, 1998
Policy Committee Review:	April 23, 2008
Revised:	October 13, 2013

**USE OF ALCOHOL, DRUGS, AND CONTROLLED SUBSTANCES
BY EMPLOYEES (Drug Free Workplace)**

Student and employee safety is a paramount concern to the school board. Employees under the influence of alcohol and/or other drugs are a serious risk to themselves, to students, and to other employees. Therefore, the school board will not tolerate the unlawful manufacture, use, possession, sale, distribution, or being under the influence of alcohol and/or other drugs. Any employee who violates this policy will be subject to disciplinary action which may include dismissal and referral for prosecution. Each employee of the district is hereby notified that, as a condition of employment, the employee must abide by the terms of this policy and will report to the superintendent any criminal alcohol and/or other drug statute conviction for any alcohol and/or other drug violation. Such notification must be made by the employee to the superintendent no later than five (5) days after conviction.

Within thirty (30) days after receipt of information concerning an alleged or proven violation(s) of this policy, the district will take appropriate disciplinary action, which may include termination of employment, requiring the employee to participate in alcohol and/or other drug abuse assistance or rehabilitation programs, and possible referral for prosecution.

As necessary, employees will attend a district alcohol and/or other drug-free awareness program at which employees will be informed about the dangers of alcohol and/or other drug use/abuse in the workplace, this policy of maintaining an alcohol and/or other drug-free workplace, available alcohol and/or other drug counseling, rehabilitation, and employee assistance programs, and the disciplinary sanctions that may be imposed upon employees for alcohol and/or other drug use/abuse violations occurring in the workplace. The information will be disseminated to all new employee via written and oral communication.

The school board recognizes that employees who have an alcohol and/or other drug use/abuse problem should be encouraged to seek professional assistance. An employee who requests assistance shall be provided a listing of the regional treatment facilities or agencies to assist him/her in their choice of a service provider.

When a staff member has consumed alcohol and/or illegal drugs off school property and/or before a school activity, the staff member will not be allowed on school property or to participate in school activities. Staff members who violate this regulation will be subject to the same disciplinary sanctions, as for possession or consumption on school property.

The school board hereby commits itself to a continuing good faith effort to maintain a drug-free workplace.

A copy of this policy shall be given to all new employees.

LEGAL REFS.: Public Law 100-690

Adopted on: December 13, 1993
Amended: February 8, 1995
Reaffirmed: January 12, 1998
Policy Committee Review: April 23, 2008
Revised: October 13, 2013

CERTIFIED STAFF - HARDSHIP FUND
(Sick Leave Bank)

The Purpose and Intent:

This voluntary Sick Leave Bank program is established for teachers to assist their fellow peers in a time of hardships that could incur from a lengthy illness which would cause a leave of absence for more than their contracted sick time. The use of this Sick Leave Bank should only be used as a last resort when all options have been exhausted.

Eligibility:

- Only Certified Staff (teacher) are allowed to participate in the bank.
- A contribution form will be distributed at the beginning of each school year on which a teacher will indicate the number of days he or she wishes to contribute to the fund that year (including 0, which indicates the teacher does not wish to participate that year).
- Within the first 15 days of each school year, certified staff must contribute at least one (1) sick day each year to maintain eligibility in the Sick Leave Bank.
- Teachers hired after the start of the school year may join within fifteen (15) days of employment.
- Staff members who are leaving the Dakota Valley School District may donate their unused sick days to the Sick Leave Bank provided the staff member maintains 40 days in their personal accumulation upon termination with the district.

Application:

- An application for additional sick leave days shall be submitted to the superintendent, with a copy to the business manager and a copy retained by the applicant. The business manager will distribute copies of the application to members of the Sick Bank Review Committee.
- Sick Bank Review Committee shall comprise of one staff member from each of the following; Elementary School, Middle School, High School, School Board Member and Administrator.
- This five (5) member committee will be assigned at the start of each school year, and will meet as needed and will make the final decision on any requests.
- Committee members will provide a written documentation of their decision and submit the written decision to the business manager and the applicant.

Limitations:

- In the event of prolonged illness that exhausts the sick and personal leave of any member who has chosen to participate in the Fund, the member may request additional sick leave days not to exceed twenty (20) in one school year from the Sick Leave Bank.
- If the fund would fall below 40 days, the total number of sick leave days distributed from the Fund in any given occurrence may not exceed one half (1/2) of the total number of days in the Fund in that year.
- Any days granted are equivalent to the type of day contributed by the teacher receiving additional days. For example, if a half-time teacher contributes one 4 hour day to the Fund, any additional days granted that teacher should also be 4-hour days.
- Once sick bank days are granted to an individual, the compensation for those days shall coincide with the regular payroll dates.

Adopted: January 9, 2012
Revised: August 11, 2014

STAFF PARTICIPATION IN POLITICAL ACTIVITIES

The board recognizes that employees of the district have the same fundamental civic responsibilities and privileges as other citizens. Among these are campaigning for elective public office and holding an elective or appointive public office.

Any employee who intends to campaign for an elective public office will notify the superintendent, in writing at the earliest possible moment, of the office which he/she intends to seek, together with the decision as to whether he/she intends to seek, together with the decision as to whether he/she wishes to continue employment and under what terms and conditions.

The superintendent will meet with and discuss these matters with the employee involved and will present a proposed solution to the board for consideration. The essential element to be determined by the board is whether the activities proposed by the employee are compatible with the time requirements for fulfilling the employee's responsibilities to the district.

In connection with his/her campaigning, no employee will use school system facilities, equipment, or supplies; nor will the employee discuss his/her campaign with students or with school personnel during the working day; nor will the employee use any time during the working day for campaigning purposes.

A teacher seeking an extended leave of absence for campaigning, office-holding, or other time-consuming activities connected with government service will apply for such leave in writing. The board will provide the teacher with a written answer to a request for political leave including salary arrangements.

If not elected, the employee may return to the position previously held.

LEGAL REFS.: SDCL 13-43-15.1

Adoption Date: January 12, 1998
Policy Committee Review: April 23, 2008
Policy Committee Review: October 1, 2013

SUPERVISION OF STUDENTS

When students are in school, engaging in school-sponsored activities, or traveling to and from school on school buses, they are responsible to the school, and the school is responsible for them. School personnel assigned to their supervision serve in loco parentis.

The board expects all students to be under assigned adult supervision at all times when they are in school, on school grounds, traveling under school auspices, or engaging in school-sponsored activities. School personnel assigned this supervision are expected to act as reasonably prudent adults in providing for the safety of the students in their charge.

In keeping with this expected prudence, no teacher or other staff member will leave his assigned group unsupervised except as an arrangement has been made to take care of an emergency.

During school hours, or while engaging in school sponsored activities, students will be released only into the custody of parents or other authorized persons.

The school administration will assure that anyone who wishes to contact a student during the school day is doing so for proper reasons.

LEGAL REFS.: SDCL 13-32-1

Adoption Date:	January 12, 1998
Policy Committee Review:	April 23, 2008
Policy Committee Review:	October 1, 2013

PERSONNEL RECORDS

The superintendent will develop and implement a comprehensive and efficient system of personnel records, under the following guidelines:

- 1.) A personnel folder for each employee will be accurately maintained in the district office.
- 2.) In addition to the application for employment and references, personnel folders will contain records and information relative to compensation, payroll deductions, evaluations, and such other information as may be required by the state or considered pertinent.
- 3.) All personnel records of individual employees of the board will be considered confidential. They will not be open for public inspection; access will be limited to the superintendent, the appropriate building principal, and central office personnel authorized by the superintendent. The superintendent will take the necessary steps to safeguard unauthorized use of all confidential material.
- 4.) Each employee will have the right, upon request, to review the contents of his/her own personnel file, with the exception of employment and emotional references and recommendations provided to the district on a confidential basis. Such request will be made to the superintendent and scheduled for a time convenient for the parties involved.
- 5.) Employees may make written objections to any information contained in the file. Any written objection must be signed by the staff member and will become part of his/her personnel file. Anonymous material or material from an unidentified source will not be placed in a staff member's file.
- 6.) Lists of district employees' names and home addresses will be released only to governmental agencies as required for official reports.

LEGAL REFS.: ARSD 24:03:04:12

CROSS REFS.: KBB, Public's Right to Know

Adoption Date: January 12, 1998
Policy Committee Review: April 23, 2008
Revised: December 9, 2013

RECOMMENDATIONS AND REQUEST FOR INFORMATION

It is the policy of the Dakota Valley School District that all requests for information and/or recommendations on behalf of current or former employees will be honored and addressed by the district only if the following requirements have been met:

- 1.) A written waiver of confidentiality and authorization to disclose requested information, signed by the current or former employee, has been received by the district;
- 2.) All information provided by the district shall be based solely upon the facts contained in the official personnel file and devoid of opinions; and,
- 3.) All information provided shall be in writing, telephonic requests and responses shall not be honored or provided.

Adoption Date:	June 8, 1998
Policy Committee Review:	April 23, 2008
Policy Committee Review:	October 30, 2013

GENERAL REFERENCE POLICY

It is the policy of this school district to respond only to written requests for reference information. The information which may be released includes the employee name, job title, salary and dates of employment.

This policy applies to current or former employees and should not reflect either negatively or positively on a specific employee. If an employee would like additional work-related information released, they would sign the release of information form. Employees are in no way required to sign the following release:

**Release of Reference Information
Dakota Valley School District #61-8,
No. Sioux City, So. Dakota**

I hereby authorize the Dakota Valley School District #61-8 to release additional reference information regarding my employment with the Dakota Valley School District #61-8, Dakota Valley, South Dakota.

Furthermore, I hereby release and agree to hold harmless the Dakota Valley School District #61-8, Dakota Valley, South Dakota, from any claim or injury which I may suffer as a result of the release of such employment-related reference information.

If you sign this release form, return to: Dakota Valley School District #61-8, No. Sioux City, South Dakota. This will be placed in your personnel file.

Employee's Signature

Date

Adopted On: December 16, 1992
Reaffirmed: January 12, 1998
Policy Committee Review: April 23, 2008
Policy Committee Review: October 30, 2013

STAFF COMPLAINTS AND GRIEVANCES

The board will encourage the administration to develop effective means for resolving differences that may arise among employees and between employees and administrators; reduce potential areas of grievances; and establish and maintain recognized channels of communication between the staff, administration, and the board.

Grievance procedures should provide for prompt and equitable adjustment of differences at the lowest possible administrative level, and each employee should be assured opportunity for an orderly presentation and review of complaints and concerns. Channels established will provide for the following:

- 1.) That teachers and other employees may appeal a ruling of a principal or other administrator to the superintendent.
- 2.) That all school employees may appeal a ruling of the superintendent to the board.

The machinery established for the resolution of grievances in agreements negotiated with recognized employee bargaining units will apply only to "grievances" as defined in the particular agreement.

LEGAL REFS.: SDCL 3-18-1; 3-18-1.1; 3-18-15 through 3-18-15.3;
13-43-26

Adoption Date: January 12, 1998
Policy Committee Review: April 23, 2008
Policy Committee Review: October 30, 2013

**DAKOTA VALLEY SCHOOL DISTRICT #61-8
TITLE IX GRIEVANCE PROCEDURE**

WHEREAS, the Board of Education of the Dakota Valley School District #61-8, in compliance with the rules and regulations pertaining to nondiscrimination on the basis of sex under federally assisted education programs and activities, has established this procedure whereby a complaint related to the violation, interpretation, or application of the Title IX Rules and Regulations may be quickly and smoothly resolved;

WHEREAS, students and employees of the Dakota Valley School District #61-8 are eligible to participate in this grievance procedure; and

WHEREAS, the resolution of real or alleged violations shall be motivated toward a solution that is satisfactory to the student or employee, the administration, and the board of education;

NOW, THEREFORE, BE IT RESOLVED, that the following grievance procedures be adopted by the Board of Education of the Dakota Valley School District #61-8:

ARTICLE I - Definitions:

- 1.1 Grievance: An issue that reaches Level One Procedure. This involves violation, interpretation, or application of any section of Part 106, Rules and Regulations, Title IX, Education Amendments of 1972.
- 1.2 Student: Any person enrolled as a student in any school and/or educational or recreational program authorized by the Dakota Valley School District #61-8 Board of Education.
- 1.3 Employee: Any full-time or part-time teacher, secretary, aide, clerk, custodian, cleaner, administrator, or other person receiving compensation for services rendered the Dakota Valley School District #61-8 Board of Education.
- 1.4 Title IX Coordinator: The person designated by the board of education to coordinate efforts to comply with Title IX Rules and Regulations.
- 1.5 Superintendent: The superintendent of schools or a designated representative.

ARTICLE II - Level One Procedure:

- 2.1 The student or employee who has a complaint, and is unable to solve the issue, may address the complaint in writing to the Title IX Coordinator.

2.2 The Title IX Coordinator's responsibilities -

- (a) Investigate, within one (1) week, the circumstances of the complaint;
- (b) Render a decision, within two (2) weeks after receipt of the complaint, and notify the complainant;
- (c) Provide the complainant one (1) week to react to the decision before it becomes final.

2.3 The Complainant's responsibilities -

- (a) Accept the decision, in writing, addressed to the Title IX Coordinator, or;
- (b) Disagree with the decision, in writing, addressed to the Title IX Coordinator. A Level Two procedure will be initiated.

ARTICLE III - Level Two Procedure

- 3.1 The Title IX Coordinator requests the superintendent to review the complaint.
- 3.2 The superintendent will schedule a meeting within one week of receipt of the request for review. The participants shall be the complainant, the coordinator, and the superintendent.
- 3.3 The superintendent will make a decision within one (1) week which will be final. The complainant and the Title IX Coordinator will receive copies of the decision.

Adoption Date: January 12, 1998
Policy Committee Review: April 23, 2008
Policy Committee Review: October 30, 2013

DAKOTA VALLEY SCHOOL DISTRICT #61-8
GRIEVANCE REPORT FORM

Name(s) of Grievant(s) _____

Date of Filing _____

School Building _____

Position(s) of Grievant(s) _____

Home Address(es) _____

Phone Number(s) _____

Nature of Grievance: _____

Names and addresses of others involved in the grievance and the nature of
their involvement: _____

Signature of Grievant(s) _____

Person Receiving Grievance _____

DAKOTA VALLEY SCHOOL DISTRICT #61-8

RESOLUTION OF GRIEVANCE

(1) Violation: YES NO (If no, please explain)

(2) Corrective Actions Recommended:

(3) Remedial Measures Recommended:

Signature: _____

Date: _____

PROFESSIONAL STAFF POSITIONS

All professional staff positions in the school district will be created initially by the board. It is the board's intent to activate a sufficient number of positions to accomplish the school district's goals and objectives and to provide for the equitable staffing of each school building. Although such positions may remain temporarily unfilled, only the board may abolish a position it has created.

Each time a new position is established by the board, the superintendent will present for the board's approval, a job description for the position, which specifies the job holder's qualifications and the job's performance responsibilities. The superintendent will maintain a comprehensive set of job descriptions for all positions.

Note: Job descriptions for professional staff positions are available for review in the office of the superintendent.

LEGAL REFS.: SDCL 13-43-12: 13-43-16

Adoption Date: January 12, 1998
Policy Committee Review: April 23, 2008
Policy Committee Review: October 30, 2013

TITLE: Principal

QUALIFICATION: 1.) A valid South Dakota Teacher Certificate with Principal Endorsement;
2.) Masters degree in school administration;
3.) Five years in education as a teacher or principal; and
4.) Such alternatives to the above qualifications as the board may find appropriate and acceptable.

REPORTS TO: Superintendent of Schools

SUPERVISES: Staff members assigned to their building(s)

JOB GOAL: To use leadership, supervisory, and administrative skills so as to promote the educational development of each student.

PERFORMANCE RESPONSIBILITIES:

- 1.) Supervises the school's educational program.
- 2.) Assumes responsibility for the implementation and observance of all board policies and regulations by the school's staff and students.
- 3.) Assists in the development, revisions, and evaluation of the curriculum.
- 4.) Supervises all professional, paraprofessional, and nonprofessional personnel attached to the school.
- 5.) Assists in the recruiting, screening, hiring, training, assigning, and evaluating of the school's professional staff.
- 6.) Assists with the responsibility for the safety and administration of the school plant.
- 7.) Delegates authority to responsible personnel to assume responsibility for the school in the absence of the principal.
- 8.) Budgets school time to provide for the efficient conduct of school instruction and business.
- 9.) Plans and supervises fire drills and any building level emergency preparedness program.
- 10.) Maintains high standards of student conduct and enforces discipline as necessary, according due process to the rights of students.

- 11.) Attends special events held to recognize student achievement, and attends school sponsored activities, functions, and athletic events.
- 12.) Keeps the superintendent informed of the school's activities and problems.
- 13.) Assists in the in-service orientation and training of teachers, with special responsibility for staff administrative procedures and instructions.
- 14.) Supervises the preparation of all school reports for the district office.
- 15.) Assumes responsibility for the attendance, conduct, and health of students.
- 16.) Provides for the security and accountability of school property in his/her building.
- 17.) Supervises the maintenance of accurate records on the progress and attendance of students.
- 18.) Acts as liaison between the school and the community, interpreting activities and policies of the school and encouraging community participation in school life.
- 19.) Makes arrangements for special conferences between parents and teachers.
- 20.) Recommends the removal of a teacher whose work is unsatisfactory, according to established procedures.
- 21.) Conducts meetings of the staff as necessary for the proper functioning of the school.
- 22.) Attends and participates in all regular meetings of the board.
- 23.) Performs such other duties as may from time to time be assigned by the superintendent and/or board.

TERMS OF EMPLOYMENT: Twelve month year. Vacation time to be approved by the superintendent. Salary to be negotiated with the board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the board's policy on Evaluation of Professional Personnel.

Adoption Date: January 12, 1998
Revised: December 13, 2004
Revised: December 8, 2008

TITLE Curriculum Director

QUALIFICATIONS: Valid South Dakota Administrative Certificate

REPORTS TO: Superintendent of Schools

SUPERVISES: 1.) Classroom teachers and other K-12 staff;
2.) Works cooperatively with the building principals and Director of Special Services, as their work relates to the responsibilities of the Curriculum Director's position.

JOB GOAL: To assume responsibility for instructional leadership in short and long range curriculum development including staff in-service.

PERFORMANCE RESPONSIBILITIES:

- 1.) Develop and coordinate the curriculum of the school system.
- 2.) Organize and lead curriculum planning and evaluation groups in assessing local practices, and planning needed program modifications.
- 3.) Interpret the vertical and horizontal aspects of the curriculum and the articulation of curriculum areas.
- 4.) Develop curriculum guides and other materials to document and help evaluate present and future Dakota Valley instruction.
- 5.) Carry on a continuing evaluation of the curriculum and of instructional practices.
- 6.) Coordinate state and district testing programs
- 7.) Plan and conduct programs of in-service education and other means of professional growth for staff members.
- 8.) Visit the schools of the district to be aware of current needs and practices.
- 9.) Keep informed about new developments and experiments in education and keep the Superintendent of Schools and other administrators informed of such items.
- 10.) Perform other duties as assigned by the Superintendent of Schools.

TERMS OF EMPLOYMENT: Salary and work year to be established by the board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the board's policy on Administrators Evaluation (File: AFC-E).

Adoption Date: January 12, 1998
Revised: February 14, 2005
Policy Committee Review: October 27, 2008

TITLE: Director of Technology

QUALIFICATION: 1.) A valid South Dakota Teacher Certificate; and/or
2.) Such alternative qualifications as the board may find appropriate and acceptable.

REPORTS TO: Superintendent of Schools

JOB GOAL: To provide the most effective business and learning technology environment for all users of the Dakota Valley School system.

PERFORMANCE RESPONSIBILITIES:

- 1.) He/she shall establish annual goals and objectives in the area of technology for the district in coordination with the district technology committee.
- 2.) He/she will update or submit required survey's or other data to the Department of Education, Bureau of Information Technology or K-12 Data Center as required.
- 3.) He/she shall supervise the utilization, quality and effectiveness of the district technology resources regarding administrative and instructional services.
- 4.) He/she shall manage the storage of data, maintenance/updating of equipment and materials and installation of equipment.
- 5.) He/she shall develop plans and provide support regarding technology use for individual classrooms as well as integrating district-wide technology use.
- 6.) He/she shall maintain district-wide records of technology, equipment, resource material purchases and license agreements.
- 7.) He/she shall play an integral role in selecting, effective technologies, to support curriculum and business processes.
- 8.) He/she shall, in conjunction with the curriculum director and other staff, make recommendation for the purchase of instructional materials.
- 9.) He/she shall suggest and promote district in-service programs and workshops.

10.) He/she shall assist in development/maintenance of a system to monitor and report individual and classroom/student achievement as per curricular/instructional outcomes.

TERMS OF EMPLOYMENT: Salary to be established by the board of education. See (GCBE) Administrative Contract Provisions (Salaried Employee Section) for explanation.

EVALUATION: Performance of this position will be evaluated by the Superintendent of Schools.

Adoption Date: April 12, 1999
Revised: December 8, 2008

TITLE: Business Manager

QUALIFICATIONS: Accounting degree and/or five years previous accounting equivalence and Business Manager Certification (if required by the State of South Dakota)

REPORTS TO: Superintendent/Board

SUPERVISES: Business Office Assistant and Copy Center

JOB GOAL: Represent the school district and administers the business affairs to provide the best possible educational services with the financial resources available

PERFORMANCE RESPONSIBILITIES:

- 1.) Supervises the payroll function for the district to include employee benefits, state and federal tax deposits, workman's compensation insurance and other related activities.
- 2.) Supervises the review, coding, and preparation of the bills for approval at the monthly board meeting.
- 3.) Supervises the collection, safekeeping, and distribution of all funds, making investments and deposits into the appropriate checking and savings accounts approved by the board; reconcile cash accounts and report to the board monthly.
- 4.) Assists with the budget development, preparation, and submission; and provides the board with periodic performance reports. Prepares, approves and monitors purchase orders in compliance with board policy and approved budget.
- 5.) Supervises all fund accounting; including federal, state, and local grants as well as food service compliance with state and district policies, including timely required reporting.
- 6.) Collects information and assists the superintendent and board with contract negotiations.
- 7.) Conducts bidding procedures, when necessary, in compliance with school district policy and state laws.
- 8.) Maintains records and inventory related to fixed assets and real estate with adequate collateral and liability insurance.
- 9.) Attends and participates in board meetings, maintains an accurate record of the actions and participants.
- 10.) Prepares the district annual financial reports to be submitted to the South Dakota Office of Data Collection.

- 11.) Arranges for and assists with auditing of all school district accounts and programs.
- 12.) Conducts school district elections as prescribed by state law.
- 13.) Represents the school district professionally in local, regional, state, and national affiliation and participation.
- 14.) Cooperates with all departments for effective and efficient results.
- 15.) Performs other duties which will assist the superintendent and board in financial matters of the district.

TERMS OF EMPLOYMENT: Salary and work year to be established by the board.

EVALUATION: Performance will be evaluated by the superintendent.

Adoption Date: January 12, 1998
Revised: January 11, 2005
Policy Committee Review: October 27, 2008

TITLE: Business Office Assistant

QUALIFICATIONS: Experience in bookkeeping;
Computer proficiency

REPORTS TO: Superintendent of Schools
Director of Special Services
Business Manager

JOB GOAL: To assist in administering the business affairs of the district to provide the best possible educational services with the financial resources available and to share in the operation of the school's central office

PERFORMANCE RESPONSIBILITIES:

- 1.) Acts as primary payroll officer, to collect, calculate, and input information related to various monthly payrolls of the district for timely employee compensation.
- 2.) Maintains records of absence and leave in accordance with negotiated employee contracts.
- 3.) Prepares and reconciles the employer and employee payroll related reports on a monthly, quarterly, and annual basis for federal and state withholding, insurance and benefits provided by the district; and, any other deductions allowed.
- 4.) Assists with reconcilment of all payroll related accounts to insure fiscal year and tax year accuracy for the payroll tax accounts, annual report, and other deductions allowed.
- 5.) Receives receipts and documentation of participation for daily food service from all schools, prepare bank deposits, and input deposit information into the computer.
- 6.) Assists with food service by recording lunch participation for the high school location.
- 7.) Prepares trust and agency checks from vouchers authorized by the business manager or superintendent for current expenses on activity accounts.
- 8.) Key accounts payable vendor invoices for monthly expenses, print computer reports, prepare checks for presentation to board for approval, and mail the checks following board approval.
- 9.) Pick-up and distribute district mail received in the morning and prepare and deposit mail at the post office in the afternoon

- 10.) Receipt funds for deposit to the various district accounts on a daily basis, input into the computer, and drop the deposit at the district depository.
- 11.) Prepares cash boxes for co-curricular events at the district schools and monitor the total ticket sales and cash receipts for accuracy.
- 12.) Assists with the input of budget information for the approval and adjustment process of the board. Key in purchase orders which have been approved and numbered purchases in compliance with the budget.
- 13.) Assists with reconciliation of various checking accounts for the district on a monthly basis.
- 14.) Attends board meetings in the absence of the business manager to maintain a record of actions and participants.
- 15.) Cooperate with all departments for effective and efficient results.
- 16.) Performs other duties which will assist the business manager, superintendent, and board with the financial matters of the district.

This position will participate in central office operations and serve as back-up for the responsibilities of the Central Office Assistant (GCA-3A).

TERMS OF EMPLOYMENT: Salary and work year to be established by the board of education.

EVALUATION: Performance of this position will be evaluated by the business manager.

Adoption Date: January 12, 1998
Policy Committee Review: October 27, 2008

TITLE: Central Office Assistant

QUALIFICATIONS:

- 1.) To assist in administrating the central office affairs of the board of education and the district;
- 2.) Proficiency in the areas of typing, office management, speed writing, dictation, filing, telephone management, and computer skills;
- 3.) To assist in administrating the business affairs of the district to provide the best possible educational services with the resources available.

REPORTS TO: Superintendent of Schools
Director of Special Services
Business Manager

JOB GOAL: To assure the smooth, efficient operation of the school office so that the office's maximum positive impact on the education of children can be realized.

MAJOR RESPONSIBILITIES:

- 1.) Responsible for the execution of all office correspondence, including dictation/transcription, reports, etc.
- 2.) Gathers information from seven (7) administrators/prepares board of education and/or administrators meeting agendas, and all necessary back-up information and materials.
- 3.) Publish legal notices for special board of education meetings.
- 4.) Transcribes/publishes minutes of board of education meetings, and performs any follow-up directives from the board of education.
- 5.) Maintains personnel files, including immunization records, transcript records, teaching certificates, etc., along with staff contract listing.
- 6.) Maintains and disseminates staff and student handbooks.
- 7.) Make appointments and maintain a schedule of events and meetings, including arrangements for new teachers workshop day, various committee meetings, etc. - meeting room arrangements, agendas, travel arrangements, etc.
- 8.) Maintains and disseminates Dakota Valley Board Policy book, including implementation of new/revised board policies.

- 9.) Compiles information, inputs, and edits the Dakota Valley Panther Pride newsletter.
- 10.) Answer and route all incoming telephone calls promptly.
- 11.) Locate and compile information as needed and/or requested by supervisors.
- 12.) Performs other duties as requested by the supervisors.

This position will participate in Business Office operations and serve as back-up for the responsibilities of the Business Office Assistant (GCA-3).

TERMS OF EMPLOYMENT: Salary and work year to be established by the board of education.

EVALUATION: Performance of this position will be evaluated by the Superintendent of Schools.

Revision Date: January 12, 1998
Policy Committee Review: October 27, 2008

TITLE: Guidance Counselor

QUALIFICATIONS: 1.) Valid South Dakota teaching certificate with Counselor Endorsement
2.) Masters Degree
3.) Such alternatives to the above qualifications as the board may find appropriate and acceptable

REPORTS TO: Special Services Director and the Superintendent

JOB GOAL: To provide a comprehensive, developmental counseling program that will assist all students in making personal-social, educational, occupational, and life plans that hold promise for their individual fulfillment as mature, responsible, and productive men and women.

PERFORMANCE RESPONSIBILITIES OF ALL COUNSELORS:

- 1.) Counsel students of all abilities on a one-to-one basis, in small groups, and in classroom situations to enhance each student's personal growth, self-understanding and maturity.
- 2.) Assist in maintaining school records and protecting their confidentiality.
- 3.) Assist teachers in developing a team approach to planning and implementing classroom guidance.
- 4.) Develop, facilitate and serve as a resource person to the career education program and teach appropriate units in career education.
- 5.) Provide developmental counseling to all students with the focus on acceptance of self, decision making and effective communication.
- 6.) Confer with parents, faculty and administrators whenever necessary, and act as a liaison person between student, parent, and teacher.
- 7.) Facilitate the K-12 testing program and interpret test results to students, parents, faculty, and the school board when required.
- 8.) Supervise the referral of students to appropriate personnel and community service agencies.
- 9.) Participate in program planning and curriculum development for the school.
- 10.) Conduct orientation programs for students entering the next grade and for new students.

- 11.) Promote positive attitudes and awareness of the guidance program within the school district/community.
- 12.) Assist in local evaluation and research to determine the guidance and counseling needs of the students.
- 13.) Provides information and/or training for staff relating to such topics as occupational exploration, child abuse, child development, discipline and guidance activities.
- 14.) Perform such other duties as may, from time to time, be assigned by the Special Services Director, administration, and/or board.

ADDITIONAL PERFORMANCE RESPONSIBILITIES OF HIGH SCHOOL COUNSELORS

- 15.) Assist students in evaluating their aptitudes, abilities and progress in terms of graduation requirements.
- 16.) Coordinate guidance field trips to vocational schools, colleges, and industry for interested students.
- 17.) Arrange for and coordinate local visitation of college, vocational, armed services, and other local representatives.
- 18.) Assist with registration, consultation and academic scheduling of students.
- 19.) Provide information to students, parents, and teachers regarding scholarships, financial aid, and college and/or vocational school requirements.
- 20.) Provide student information and recommendations to colleges and/or vocational schools, potential employers, and armed services.
- 21.) Assist the building administrators to maintain all permanent records of student's grades, computing grades for honor roll each nine weeks, composite grade point average, and rank updated each semester of the school year.

TERMS OF EMPLOYMENT: Salary and work year to be established by the board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the board's policy on Evaluation of Professional Personnel.

Adoption Date: January 12, 1998
Revised: November 8, 2004
Policy Committee Review: October 27, 2008

TITLE: Director of Special Services

QUALIFICATIONS: 1.) Valid South Dakota teaching certificate with Administrative Endorsement;
2.) A Masters degree or higher; and,
3.) Such alternatives to the above qualifications as the board may find appropriate and acceptable.

REPORTS TO: Superintendent of Schools

JOB GOALS: To guide and direct Special Services programs which enable all students, regardless of age, sex, race, or ethnic group, to utilize and capitalize on their educational opportunities. To eliminate and/or provide alternatives to those situations which are not adapted to general classroom instruction, or which prevent or interfere with traditional teaching/learning patterns and strategies.

PERFORMANCE RESPONSIBILITIES:

- 1.) Responsible to the superintendent of schools and through him/her, to the school board for all matters pertaining to special education, guidance and counseling, and designated federal programs.
- 2.) Administer federal special education laws and regulations, state educational laws and administrative rules, and the policies of the school board.
- 3.) Complete required local, state, and federal forms.
- 4.) Responsible for administrative details of designated federal programs, including: submission and approval procedures for project applications, record keeping, reports, and evaluations as required by each project.
- 5.) Prepare estimated budget needs for the areas of responsibility and participate in budget development.
- 6.) Approve all requisitions for supplies, equipment, and instructional materials to be paid from special education, guidance and counseling and designated federal programs.
- 7.) Evaluate and make personnel recommendations to the superintendent for positions in special education, guidance/counseling, and designated federal programs, including recruitment, selection, re-employment and dismissal of personnel.
- 8.) Direct the services of a system-wide program to provide guidance and counseling to individuals and groups of students, parents, and staff, dealing with emotional, behavioral, and social problems, as well as educational and career planning.

- 9.) Supervise the planning, development, utilization and administration of a system-wide testing program; review and select evaluation instruments, interpret and disseminate findings as required or appropriate to permit the identification and monitoring of student progress, capabilities and needs.
- 10.) Attend and chair all placement committee meetings under Individuals with Disabilities Education Act for students placed out-of-district, unless otherwise designated.
- 11.) Notify the superintendent of pending placement committee meetings which may involve out-of-district or alternative placement.
- 12.) Attend and chair in-building placement committee meetings upon need and/or principal request.
- 13.) Coordinate annual screenings as part of the district's child-find procedures.
- 14.) Plan and hold committee and staff meetings as may be necessary for the welfare of the school.
- 15.) Determine the needs for new/revised programs and services, and remain cognizant of changing regulatory requirements.
- 16.) Provide liaison between the school and the various external agencies to capitalize on all shared or cooperative involvements, concerns, and activities.
- 17.) Monitor the process of referrals from parents, agencies, school administrators and counselors to provide support for students with social and emotional problems.
- 18.) Consult with the superintendent concerning school business for which there is no policy or precedent before making a decision or adopting a course of action.
- 19.) Attend and participate in administrative meetings called by the superintendent.
- 20.) Perform such other duties as assigned by the superintendent and/or board.

TERMS OF EMPLOYMENT: Salary and work year to be established by the board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the board's policy on Evaluation of Professional Personnel.

Adoption Date: January 12, 1998
Revised: February 14, 2005
Policy Committee Review: October 27, 2008

TITLE: Activities Director

RESPONSIBLE TO: Superintendent of Schools
High School Principal
Middle School Principal
Elementary School Principal

EVALUATED BY: High School Principal
Middle School Principal
Elementary School Principal

POSITION DESCRIPTION:

- 1.) Supervises and manages extra-curricular activities and the personnel employed for the activities.
- 2.) Develops activities schedules which are educationally and physically sound for the participants and that are within district policy and guidelines.
- 3.) Initiates the development of policies governing activities and consults with coaches, advisors, and principals regarding district and department policies and guidelines.
- 4.) Complies with all South Dakota High School Activities Association (SDHSAA) regulations and rules.
- 5.) Insures that all SDHSAA rules and regulations are obeyed and submits all reports to SDHSAA prior to the due date.
- 6.) Evaluates (with the help of the head coach and principal) the records of students participating in activities to assure that students are eligible in accordance with SDHSAA and school district policies.
- 7.) Contracts qualified officials for all interscholastic events and arranges for payments to said officials.
- 8.) Organizes and plans for home and away contests with input from head coaches.
- 9.) Schedules facilities for all home events.
- 10.) Arranges for all scorekeepers, chain workers, announcers, ticket sellers/takers, programs, etc., for all home athletic events.
- 11.) Arranges for transportation, meals, lodging, passes, season tickets, advertising, and publications related to all inter-school activities with help from the head coaches.
- 12.) Arranges scouting assignments and travel with head coaches.

- 13.) Keeps permanent records of all activities.
- 14.) Cooperates with the community to create character building activities programs.
- 15.) Organizes and delegates responsibility for activity publicity.
- 16.) Is responsible for the operation of the intramural programs with input from the intramural instructors.
- 17.) Prepares estimated budgets, participates in budget development, operates programs within approved budgets, and approves all requisitions for activities, athletics, and physical education.
- 18.) Makes personnel recommendations to the superintendent and principals for positions in activities, athletics, and physical education, including recruitment, selection, re-employment, and dismissal.
- 19.) Recommends assignment of teachers needed to coach or serve as advisors.
- 20.) Supervises the inventory, storage, and distribution of equipment for the activities and physical education programs with the head coach responsible for their particular sport.
- 21.) Approves recommendations for activity and athletic awards and manages award programs in athletics.
- 22.) Supervises collection of fees related to the activities programs.
- 23.) Organizes and manages the physical examination program, parent consent for emergency treatment statement with the help from the head coaches.
- 24.) Provides first aid equipment for programs, and provides for qualified emergency medical service for all home high school football events.
- 25.) Supervises the DV (Letterman) Club and its activities.
- 26.) Represents, with the school administrators, the school at Big Sioux Conference, SDHSAA, and area meetings and communicates information regarding business conducted at these meeting to coaches, advisors, and the administration.
- 27.) Develops a cooperative relationship with staff and maintains harmony and rapport among coaches and advisors.
- 28.) Consults with the superintendent or the principals concerning important activity business for which there is no policy or precedent before making a decision or adopting a course of action.
- 29.) Administers all athletic accident reports from coaches.
- 30.) Assists in activities related to curriculum for the physical education department and instructional development.

- 31.) Helps coaches to attend camps and clinics when possible.
- 32.) Coordinates and assigns dates after considering requests for special events - such as concerts, plays, competitions, practices, dances, prom, science fair, award days, etc.
- 33.) Manages use of the gym.
- 34.) Helps the principal evaluate each coach for his/her sport.
- 35.) Helps each head coach and their assistants in their sport to have the fields, courts, and tracks prepared (with the help of the janitors).
- 36.) Attends and supervises all home athletic contests with coordination from the high school principal.
- 37.) Provides the highest example of good sportsmanship to athletes and all students at Dakota Valley High School and encourages the coaches and other staff members to do the same.
- 38.) Attends and participates in the school board meetings when needed.
- 39.) Performs such other duties as assigned by the building principals or superintendent.

TERMS OF EMPLOYMENT: Salary and work year to be established by the board of education.

Adopted On: December 9, 1991
Reaffirmed: January 12, 1998
Policy Committee Review: October 27, 2008

TITLE: Teacher

QUALIFICATIONS: 1.) A valid South Dakota teaching certificate with endorsement in contracted teaching area/field;
2.) Bachelor Degree;
3.) Such alternatives to the above qualifications as the board may find appropriate and acceptable.

REPORTS TO: Building Principal

JOB GOAL: To help students learn subject matter and skills that will contribute to their development as mature, able, and responsible men and women.

PERFORMANCE RESPONSIBILITIES:

- 1.) Meets and instructs assigned classes in the locations and at the times designated.
- 2.) Plans a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students.
- 3.) Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- 4.) Prepares for classes assigned, and shows written evidence of preparation upon request of immediate superior.
- 5.) Encourages students to set and maintain standards of classroom behavior.
- 6.) Guides the learning process toward the achievement of curriculum goals and - in harmony with the goal - establishes clear objectives for all lessons, units, projects and the like to communicate these objectives to students.
- 7.) Employs a variety of instructional techniques and instructional media or technology resources which are consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
- 8.) Strives to implement, by instruction and action, the district's philosophy of education and instructional goals and objectives.
- 9.) Assesses the accomplishments of students on a regular basis and maintains an up-to-date electronic grade book. The teacher also provides progress reports, as required.
- 10.) Diagnoses the learning disabilities of students on a regular basis, seeking the assistance of district specialists as required.

- 11.) Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- 12.) Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
- 13.) Assists the administration in implementing all policies and/or rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
- 14.) Makes provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
- 15.) Plans and supervises purposeful assignments for teacher aide(s) and/or volunteer(s) and, cooperatively, with the building principal, evaluates their job performance.
- 16.) Strives to maintain and improve professional competence.
- 17.) Attends staff meetings and serves on staff committees as required.
- 18.) Supervises students in hallways, in lunchroom, in study halls, and during recesses, lunch periods, and before and after school.
- 19.) Performs such other duties as may from time to time be assigned by the administration and/or board.

TERMS OF EMPLOYMENT: Salary and work year to be established by the board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the board's policy on Evaluation of Professional Personnel.

Adoption Date: January 12, 1998
Revised: December 13, 2004
Policy Committee Review: October 27, 2008

TITLE: Speech/Language Pathologist

QUALIFICATIONS: 1.) A valid South Dakota Speech/Language Pathologist Certificate
2.) Masters Degree;
3.) Such alternatives to the above qualifications as the board may find appropriate and acceptable.

REPORTS TO: Special Services Director and Building Principals

JOB GOAL: To help reduce or eliminate speech/language impediments that interfere with the individual student's ability to derive full benefit from the district's educational program.

PERFORMANCE RESPONSIBILITIES:

- 1.) Serves as a resource to school staff members in the development of a balanced program for oral communication and speech improvement.
- 2.) Provides a therapeutic program to meet individual needs of children with speech/language disabilities.
- 3.) Assists and guides teachers in observing, describing, and referring suspected and identified speech and language impairments.
- 4.) Provides a thorough assessment and diagnosis of speech, voice, and language delays
- 5.) Provides screening to identify children with speech/language disabilities at regular intervals and at specified levels.
- 6.) Assists in referrals of individuals to agencies and specialists in the community as appropriate.
- 7.) Provides appropriate individualized programs of therapy to meet individual student needs.
- 8.) Collaborates with classroom teachers and other school staff members to implement therapy.
- 9.) Provides information, support, and counseling to parents and families when appropriate.
- 10.) Provides in-service education and serves as a consultant to teachers and school staff members on topics concerning speech improvement.

- 11.) Keeps thorough on-going records for the individual student receiving therapy or other school-provided speech services.
- 12.) Maintains lists of referred, screened, and eligible students.
- 13.) Compiles case history data on those cases where additional family history, health history, early development history, and environmental history are deemed appropriate.
- 14.) Assumes primary responsibility for requisitioning and maintaining needed equipment and supplies.

TERMS OF EMPLOYMENT: Salary and work year to be established by the board.

EVALUATION: Performance of this job will be evaluated by the Special Services Director.

Adoption Date: January 12, 1998
Revised: November 8, 2004
Revised: December 8, 2008

TITLE: Librarian

QUALIFICATIONS: 1.) A valid South Dakota teaching certificate
with library endorsement;
2.) Bachelor Degree;
3.) Such alternatives to the above qualifications
as the board may find appropriate and
acceptable.

REPORTS TO: Building Principals

SUPERVISES: Library Aides & Para-professionals

JOB GOAL: To provide all students with an enriched library
environment containing a wide variety and range
of materials that will invite intellectual growth,
and to aid all students in acquiring the skills
needed to take full advantage of library resources.

PERFORMANCE RESPONSIBILITIES:

- 1.) Operates and supervises the libraries to which assigned.
- 2.) Evaluates, selects, and requisitions new library materials.
- 3.) Assists teachers in the selection of books and other instructional materials, and makes library materials available to supplement the instructional program.
- 4.) Informs teachers and other staff members concerning new materials the library acquires.
- 5.) Maintains a comprehensive and efficient system for purchasing, inventorying, cataloging and loaning of all library print materials, audio-visual equipment and supplies and also instructs teachers and students on use of the system.
- 6.) Arranges for inter-library loan of materials of interest or use to teachers and students.
- 7.) Works with teachers in planning those assignments likely to lead to extended use of library resources.
- 8.) Promotes appropriate conduct of students using library facilities and monitors the students' use of the library computers.
- 9.) Helps students to develop habits of independent reference work and to develop skill in the use of reference materials in relation to planned assignments.
- 10.) Presents and discusses materials with a class studying a particular topic, on the invitation of the teacher.

- 11.) Participates at curriculum meetings.
- 12.) Counsels with and gives reading guidance to students who have special reading problems or unusual intellectual interests.
- 13.) Arranges frequently-changing book-related displays and exhibits likely to interest the library's patrons.
- 14.) Prepares and administers the library budget.
- 15.) Supervises library aides in the performance of their duties.
- 16.) Weeds obsolete and worn materials from the collections.
- 17.) Supervises the clerical routines necessary for the smooth operation of the library.
- 18.) Responsible for the direct instruction of Library Skills for 5th and 6th grade students.
- 19.) Schedules the classroom use of the library

TERMS OF EMPLOYMENT: Salary and work year to be established by the board.

EVALUATION: Performance of this job will be evaluated by the building principals.

Adoption Date: January 12, 1998
Revised: February 14, 2005
Revised: December 8, 2008

TITLE: Certified Substitute Teacher

QUALIFICATIONS: 1.) A valid Teaching Certificate;
2.) Bachelors Degree;
3.) Such alternatives to the above qualifications as the board may find appropriate and acceptable.

REPORTS TO: Building Principal

JOB GOAL: To enable each child to pursue his/her education as smoothly and completely as possible in the absence of his/her regular teacher.

PERFORMANCE RESPONSIBILITIES:

- 1.) Reports to the building principal or school secretary upon arrival at the school building.
- 2.) Reviews with the principal, teacher, or school secretary all plans and schedules to be followed during the teaching day.
- 3.) Maintains as fully as possible the established routines and procedures of the school and classroom to which he/she is assigned.
- 4.) Teaches the lesson as prepared by the absent teacher.
- 5.) Consults with the building principal before initiating any teaching or other procedures not specified.
- 6.) Assumes responsibility for overseeing pupil behavior in class and during lunch and recess periods.
- 7.) Reports in writing on the day's activities at the conclusion of each teaching day.
- 8.) Follows all policies, rules, and procedures to which regular teachers are subject and which good teaching practice dictates.

TERMS OF EMPLOYMENT: As requested by building principal; salary to be established by the board.

EVALUATION: Performance of this job will be evaluated by the building principal.

Adoption Date: January 12, 1998
Revised: December 13, 2004
Revised: December 8, 2008

TITLE: DIRECTOR OF CUSTODIAL/MAINTENANCE SERVICES

QUALIFICATIONS:

- 1.) Technical training, computer experience and/or degree in maintenance and custodial operations and control;
- 2.) Two years related management experience;
- 3.) Demonstrated aptitude or competence for assigned responsibilities;
- 4.) Utilize appropriate organizational and supervisory skills;
- 5.) Ability to maintain budgetary controls, and;
- 6.) Such alternatives to the above qualifications as the board of education may find appropriate and acceptable.

REPORTS TO: Superintendent of Schools

SUPERVISES:

- 1.) District custodial/maintenance staff;
- 2.) District purchasing procedures for assigned areas; and,
- 3.) Other duties assigned by superintendent of schools and board of education.

JOB GOAL (BUILDINGS & GROUNDS): To maintain the physical school facilities and grounds in a condition of operating excellence, cleanliness, neatness and safety, so that full educational use of them may be made at all times.

PERFORMANCE RESPONSIBILITIES:

- 1.) Recruits, screens, hires, assigns and evaluates all department staff employees;
- 2.) Establishes and administers all custodial and maintenance personnel schedules (including non-school day events) and develops procedures for the regular care and upkeep of the district buildings and grounds;
- 3.) Coordinates schedules, assigns personnel and assists with grounds keeping duties, such as grass mowing, tree trimming, aerating, fertilizing, seeding and watering;
- 4.) Supervises and assists with the maintenance of all school district buildings and grounds, which includes sidewalks, driveways, lawns, landscape and flower beds, athletic fields, and play areas;

- 5.) Coordinates and assists with the shoveling, plowing and spreading of the ice-melting chemicals on the walks, driveways and parking areas as appropriate;
- 6.) Supervises the regulation of heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to insure economical usage of fuel, water, and electricity;
- 7.) Coordinates, supervises and assist in the moving of furniture, supplies, and equipment within buildings as required for various activities as directed by the administration;
- 8.) Conducts periodic inspections of electrical and mechanical systems, as well as the fire alarm systems and fire extinguishers to insure that these systems are being maintained in a safe working condition;
- 9.) Perform routine preventive maintenance tasks on motors, pumps, filters, interior and exterior hardware, etc;
- 10.) Performs routine preventive maintenance (oil change, tire rotation, fluid level checks, cleaning exterior and interior, etc.) on school owned motorized equipment which includes riding lawn mowers, tractors, cars, trucks and vans.
- 11.) Performs maintenance and custodial duties within the school district buildings as needed;
- 12.) Routinely inspects each building for cleanliness and confers with building principals regarding departmental work in an effort to maintain a high standard of safety, cleanliness and efficiency;
- 13.) Ensures compliance with local laws and procedures for the storage and disposal of trash, rubbish, and waste;
- 14.) Ensures that all storage rooms, electrical rooms, mechanical rooms and storage sheds are kept neat, clean, and free from unnecessary clutter;
- 15.) Ensures that all tools and equipment is kept in proper working order, and are properly stored and secured on a daily basis;
- 16.) Keeps informed of the latest trends, developments, and products in the areas of maintenance, repairs, and upkeep, and encourages innovation and experimentation as appropriate;
- 17.) Consults with Business Manager and Superintendent in the preparation of the department budget.
- 18.) Purchases all items of supply, repairs, and equipment necessary for the operation of the district, through a competitive bidding process, informal quotations, and/or negotiation with supply vendors or contractors.

- 19.) Maintain fiscal responsibility within the custodial/maintenance budget.
- 20.) Maintains appropriate inventories of custodial/maintenance supplies and repair parts for equipment
- 21.) Conducts meetings of the department staff when it is necessary;
- 22.) Conducts safety training sessions with staff as necessary;
- 23.) Establishes personnel schedules and maintains personnel records as required and necessary;
- 24.) Conducts periodic evaluations of the custodial maintenance staff as required by district policy.
- 25.) Recommends assignment and/or termination of employment of all personnel encompassed within the custodial/maintenance staff.
- 26.) Strives to promote safety, health, cleanliness, and comfort of all students and staff.
- 27.) Performs other such duties and assume other responsibilities as assigned by the superintendent of schools.

TERMS OF EMPLOYMENT: Twelve (12) months

EVALUATION: Performance of this position will be evaluated by the Superintendent.

First Reading:	February 12, 1996
Adoption Date:	March 13, 1996
Reaffirmed:	January 12, 1998
Revised:	June 14, 2004
Policy Committee Review:	October 27, 2008

TITLE: School Nurse

QUALIFICATIONS: Preferred)
1) Minimum LPN Certification Required (RN
2) Valid License to practice in South Dakota
3) Two years of experience in primary or pediatric care is preferred
4) Basic Cardiac Life Support Instructor Certification

REPORTS TO: Building Principals
Superintendent of Schools

JOB GOAL: To provide the fullest possible educational opportunity for each district student by minimizing absence due to illness and creating a climate of health and well-being in the district's schools.

MAJOR RESPONSIBILITIES:

- 1.) Responsible for verification of student medical records:
 - A.) Verify and maintain current immunization records and inform parents of immunization clinics to complete the required immunizations.
 - B.) Administer and read TB tests as necessary (if serum is available).
 - C.) Verify any positive reading and refer for chest x-ray; document yearly follow-up x-rays for as long as child is enrolled at Dakota Valley School.
 - D.) Send state reports in a timely manner.
 - E.) Review student physicals for health concerns, and communicate health concerns to parents/guardians of students.
- 2.) Scoliosis screening for students in 5th and 7th grades.
- 3.) Vision and hearing screening for students in kindergarten through 5th grade and any school child upon referral.
- 4.) Assessment of school children for head lice infestation as necessary.
- 5.) Monitor and assist with the health needs of students with special health considerations such as: diabetes, hyperactivity, asthma, physical impairments and emotional impairments.

- 6.) Monitor and evaluate the administration of all medications to students pre-school through 12th grades.
- 7.) Report to the Department of Health, the outbreak of any communicable diseases, as described in Administrative Rules of South Dakota.
- 8.) Provide student education in basic hygiene, growth and development (5th grade) and self-health awareness for students in 10th and 11th grades, and as needed.
- 9.) Preventive Care for Children:
 - A.) Assist with spring athletic physicals
 - B.) Assist with kindergarten and pre-school screening.
 - C.) Assist with development screening.
- 10.) Responsible for Employee Training and Supervision of the following:
 - A.) Self-administration or administration of medication to students including documentation.
 - B.) Staff involvement with students having special physical or mental needs.
 - C.) Observation and assessment of pertinent health, social and developmental related student issues.
- 11.) Coordinate and assist with the following:
 - A.) Influenza vaccine (if available) to interested faculty.
 - B.) TB tests (if serum is available) to all new faculty and staff Upon request.
- 12.) Perform and teach CPR to staff and/or students upon request. Must maintain current instructor certification.

A registered nurse is authorized to perform only those acts that fall within the scope of the nurse's license to practice in the State of South Dakota.

Adoption Date:	January 14, 2002
Revised:	November 8, 2004
Policy Committee Review:	October 27, 2008

TITLE: District-wide Technology Assistant

QUALIFICATIONS:

1. A broad general education and dedication to lifelong learning to include a minimum of a high school degree or industry certification. Overall intelligence and perseverance; a strong work ethic; high ethical standards; self confidence and good time-management skills.
2. Knowledge of and support for the district's educational system; appropriate skills in teaching school children as well as educators and other adults. Knowledge of curriculum, curriculum development, and school reform. Knowledge of testing and assessment.
3. Interpersonal relations skills, especially in being a good listener, skills in written and oral communications; administrative skills. Good telephone and electronic mail communication skills. Technical knowledge in the field of computer education, and the broad range of technologies used in hypermedia environments.
4. Knowledge of the theory and practice of instructional technology. A proficient understanding of hardware and software components. Knowledge of networking and internetworking systems and it's relation to the classroom.
5. Physical Requirements
 - a. Transfer 50 lbs at least 25 feet.
 - b. Long periods of standing, sitting, bending or walking depending on the day or task.
 - c. Some tasks may require early morning or late night duties.

REPORTS TO: Technology Director

PROFESSIONAL RESPONSIBILITIES

- 1.) Monitor the approved curricular applications, labs and their implementation.
 - A. Ensure that all users (students, staff, and parents are able to login to the program correctly under their own login.
 - B. Train teachers on use and navigation within the application. Assist and train teachers to identify students struggling during the class period and offer incentive program ideas to improve student performance.
 - C. Assist with equipment or learning modifications required by any applicable Individualized Education Plan. Report problems or deficiencies with modifications to the Technology Director.
 - D. Provide consistent techniques in assisting staff with the utilization of the application to ensure accurate and reliable data.
 - E. Assist teachers and parents in understanding the curricular

application(s) and ensure proper use techniques are followed consistently and appropriately.

- 2.) Query and distribute curricular reports.
 - A. Monitor report summaries for teachers and parents as necessary or special reporting as deemed appropriate. Notify the Technology Director prior to any reporting criterion changes.
 - B. Assist in the identification of problem areas for classes, grade levels and specific students as needed.
 - C. Ensure accuracy of the reporting system and contact the classroom teacher or Technology Coordinator with any concerns.
- 3.) Conduct basic PC troubleshooting and maintenance.
 - A. Diagnose simple computer problems such as loose cords, a bad monitor or inability to boot or access the network.
 - B. Replace failing computers or monitors with ready-spares inventory when directed.
 - C. Test, configure and install computer applications under the direction of the Technology Director.
 - D. Contact the Technology Coordinator with any technical problems that cannot be resolved within ~15 minutes of troubleshooting.
 - E. Assist in technology inventory tasks.
 - F. Assist in computer cleaning and maintenance tasks.
 - G. Assist in annual movement, imaging and testing of computers and equipment.
- 4.) Administer user accounts.
 - A. Add, remove or modify logins as needed for network resources and all district applications.
 - B. Update, unlock or re-issue account information when required. Provide instructions for occasional home usage of certain home or web based applications or other resources.
- 5.) Community Relations
 - A. Encourage schools teachers and to have technology oriented open-houses and demonstrating various technologies used to enhance the classroom.
 - B. Communicate and assist parents and community members with new school district technology/application features and common questions.
 - C. Assist district staff in maintaining the district web site(s) by constantly adding content from school activities, district data and other essential information based on requests or needs.
- 6.) Continuing Education, Training and meetings
 - A. Attend district technology or curriculum meetings as necessary.
 - B. Attend external training sessions for curriculum or technology programs under the direction of the Technology Director.
 - C. Provide or assist with training sessions for teachers, students and/or community members under the direction of the Technology Director.
- 7.) Other duties or tasks may be assigned from time to time as deemed necessary.

TERMS OF EMPLOYMENT:

- 1.) 12 month employment
- 2.) Benefits are outlined in the Administrative Contract Provisions (File: GCBE).
- 2.) Salary to be established by the board of education.
- 4.) Work Day is normally established at eight (8) hours per day, however, extended working hours during the week, or weekend may be required.

EVALUATION: A written evaluation will be completed by the Director of Technology, with additional input by building administrators and/or the superintendent.

Adopted: May, 8, 2006
Revised: December 8, 2008

PROFESSIONAL STAFF CONTRACTS AND COMPENSATION PLANS

To provide fair and equitable employment, a teacher will not be employed by the board until a written contract, signed by the teacher, the board president, and the business manager is developed.

The written contract will confirm a teacher's employment and the salary for the ensuing year.

The board will annually review and set salaries for the superintendent and other professional employees who are not members of a recognized collective bargaining unit. Otherwise, regularly employed professional staff members will be compensated on the basis of salary schedules established through negotiations with the Teacher's Association.

LEGAL REFS: SDCL 13-43-4 through 13-43-7

CONTRACT REFS.: Negotiated Agreement

Adoption Date: January 12, 1998
Policy Committee Review: October 27, 2008
Policy Committee Review: October 30, 2013

Files: GCB-2 through GCBDF, addressing teacher contracts, professional staff leaves and absences, professional staff unexcused absences, teacher's observation record and evaluation policy are included as part of the Dakota Valley Education Association Negotiated Agreement.

MILITARY LEAVE OF ABSENCE

Employees are entitled to military leave under USERRA (the Uniformed Services Employment and Reemployment Act) of 1994. The Act applies to military service that began on or after December 12, 1994 or military service that began before December 12, 1994 if the employee was a reservist or National Guard member who provided notice to the employer before leaving work.

Reemployment rights extend to persons who have been absent from work because of "service in the uniformed services." The uniformed services consist of the following military branches: Army, Navy, Marine Corps, Air Force or Coast Guard. Army Reserve, Navy Reserve, Marine Corps Reserve, Air Force Reserve or Coast Guard Reserve. Army National Guard or Air National Guard. Commissioned corps of the Public Health Service. Any other category of persons designated by the President in time of war or emergency.

"Service" in the uniformed services means duty on a voluntary or involuntary basis in a uniformed service, including:

- o Active duty.
- o Active duty for training.
- o Initial active duty for training.
- o Inactive duty training.
- o Full-time National Guard duty.
- o Absence from work for an examination to determine a person's fitness for any of the above types of duty.

The employee may be absent for up to five (5) years for military duty and retain reemployment rights. There are however, exceptions, which can exceed the five year limit. Reemployment protection does not depend on the timing, frequency, duration or nature of an individual's service. The GARID law enhances protections for disabled veterans including a requirement to provide reasonable accommodations and up to two (2) years to return to work if convalescing from injuries received during service or training.

Employment Protection

The returning employee is entitled to be reemployed in the job that they would have attained had they not been absent for military service, with the same seniority, status and pay, as well as other rights and benefits determined by seniority. If necessary, the employer must provide training or retraining that enables the employee to refresh or upgrade their skills so they can qualify for reemployment. While the individual is performing military service, he or she is deemed to be on a furlough or leave of absence and is entitled to the non-seniority rights accorded other individuals on non-military leaves of absence.

Salary

USERRA does not require an employer to pay an individual for time not worked due to military service. However, the District will pay the employee the greater of his/her civilian or military pay. If the military pay is less than the employee's normal salary; the employer will pay the difference up to the employee's normal pay. If the military pay is greater than the employee's normal pay, then the employer does not pay anything to the employee during their military leave.

(continued)

Health Benefits

Individuals performing military duty of more than 30 days may elect to continue employer sponsored health care for up to 18 months at the full premium cost plus normal increases in premium. For military service of less than 31 days, health care coverage is provided as if the individual had never left. After notification by the employee to the school district of Military activation of more than 30 days, the school district shall inform the employee of the health benefits available under "COBRA" and furnish the employee with the enrollment forms for "COBRA".

Upon entering active military duty for more than 30 days, the individual and dependents are covered by what the military calls "Tri-Care". There are several different plans that are offered which offer different levels of managed care. The most managed of the plans are at no cost to the service member. Not all medical costs are covered by "Tri-Care". It is not possible to make a recommendation in this document that will be best for every individual.

If an employee leaves and enters active duty for more than 30 days and discontinues health coverage for themselves and the employee's dependents, and the employee returns to the school district in the time frame stated in this document, they will be placed back on the health plan as if they had never left employment.

Retirement Benefits

A participating SDRS member called to active duty will continue to earn credited service in SDRS while serving in the armed forces if he or she meets the following requirements:

- o Secures authorization in advance from his/her employer for a leave of absence for military service
- o Returns to the employment of an SDRS participating unit within one year of discharge from his/her initial period of military service
- o Remains in the employment of that same employer for at least one year upon his/her return
- o This credited service does not require a contribution from either the employer or employee.

Survivor and Disability Benefits

The continuation of SDRS survivor and disability benefits, however, depends upon the continued classification of an employee as contributing SDRS member during his or her leave of absence. To meet this requirement, both the employee and employer contributions must be made to the system for each of the employee's pay periods. This may be accomplished in at least four ways.

1. An employer may make both employee and employer contributions to SDRS, which is allowed under SDCL 3-12-85.

2. The employer may compensate the employee for vacation, sick and other accumulated personal leave at something less than 40 hours per week. This method will extend the period of compensation allowing contributions to continue which will have the effect of continuing SDRS survivor and disability benefits until all personal leave is exhausted.
3. An employee may make the full employee and employer contributions to the system during his/her leave of absence.
4. Employers and employees may develop a method that combines Options 1, 2 and 3.

Defining the Status of Temporary Replacements

To be a member of SDRS, an employee must be a "permanent full-time employee." [SDCL 3-12-47 \(54\)](#) specifies three criteria that must be met before an employee is considered permanent and full-time. He or she must:

- o Be placed in a permanent classification
- o Work 20 or more hours per week
- o Work six months or more per year

In general, temporary replacements will not meet these criteria and, therefore, are not eligible for membership in SDRS. No one knows, however, how long any call-up will last. Consequently, it is possible that if the call-up is for an extended period of time, temporary replacements may become permanent employees as set forth in [SDCL 3-12-47 \(54\)](#). For temporaries working 20 or more hours per week, this point may come after six months of employment. As your temporary employees approach this length of service, please contact SDRS to discuss this situation.

Individuals must provide advance written or verbal notice to their employers for all military duty. Notice may be provided by the employee or by the branch of the military in which the individual will be serving. Notice is not required if military necessity prevents the giving of notice; or, the giving of notice is otherwise impossible or unreasonable.

Accrued vacation or annual leave may be used (but is not required) while performing military duty. The individual's timeframe for returning to work is based upon the time spent on military duty.

RETURN TO WORK OR APPLICATION FOR REEMPLOYMENT

Less than 31 days: Must return at the beginning of the next regularly scheduled work period on the first full day after release from service, taking into account safe travel home plus an eight (8) hour rest period.

More than 30 but less than 181 days: Must submit an application for reemployment within 14 days of release from service.

More than 180 days: Must submit an application for reemployment within 90 days of release from service.

The individual's separation from service must be under honorable conditions in order for the person to be entitled to reemployment rights. Documentation showing eligibility for reemployment can be required. The employer has the right to request that an individual who is absent for a period of service of 31 days or more provide documentation showing:

- o the application for reemployment is timely;
- o the five-year service limitation has not been exceeded; and,
- o separation from service was under honorable conditions.

If documentation is not readily available or it does not exist, the individual must be reemployed. However, if after reemploying the individual, documentation becomes available that shows one or more reemployment requirements were not met, the employer may terminate the individual, effective immediately. The termination does not operate retroactively.

Once the employee has made application for re-employment the employee is entitled to employment and benefits as if the employee had never left. For example a teacher makes application for re-employment on June 1 (after school is out). If you normally pay the single premium health for the other employees during the summer, you will need to reinstate the returning employee and pay the single premium. If the employee has family coverage, they are responsible for that payment.

Questions should be directed first to [Employer Support of the Guard and Reserve](#) for an informal resolution at 605-737-6785 and then to Veterans' Employment and Training Service, U.S. Department of Labor 605-626-2325.

Legal Ref.: [SDCL 3-12-47 \(54\)](#),
[Uniformed Services Employment and Reemployment Act of 1994](#)

Adopted:	May 12, 2003
Policy Committee Review:	October 27, 2008
Revised:	August 12, 2013

ADMINISTRATIVE PERSONNEL CONTRACT PROVISIONS

The following contract provisions govern administrative personnel who are initially employed by the district after July 1, 2008 in the following categories:

- A. CERTIFIED ADMINISTRATIVE STAFF: Throughout this policy the following individuals will be referred to as "**Administrators**".
Superintendent of Schools, Special Services Administrator, High School Principal, Middle School Principal, and Elementary School Principal.
- B. DISTRICT DIRECTORS: Throughout this policy the following individuals will be referred to as "**Directors**":
Business Manager, Director of Activities/Athletics, Director of Technology (K-12), Director of Custodial/Maintenance Services.
- C. ADMINISTRATIVE ASSISTANTS: Throughout this policy the following individuals will be referred to as "**Assistants**".
Central Office Assistant, and/or Business Office Assistant.

Listed below are the benefit packages provided to each category of administrative personnel:

- 1.) **CONTRACT DAYS:** All administrative personnel will be required to work when school is in session unless they are on an approved leave of absence.
- **Administrators** shall be employed on a twelve-month basis from July 1 to June 30 of the succeeding year. The work year shall consist of approximately 242 workdays, exclusive of weekends and the holidays recognized in the Dakota Valley Education Association (DVEA) Negotiated Agreement. During the school year, the administrators will follow the approved school year calendar.
 - **Directors** shall be employed on a twelve-month basis from July 1 to June 30 of the succeeding year. The work year shall consist of approximately 242 workdays for the Activities Director and Director of Technology; 248 workdays for the Business Manager and 251 workdays for the Director of Custodial/Maintenance Services, exclusive of weekends and the holidays recognized in the Dakota Valley Classified Education Association (DVCEA) Negotiated Agreement.
 - **Assistants** shall be employed on a twelve-month basis from July 1 to June 30 of the succeeding year. The work year shall consist of approximately 242 workdays for the Technology Assistant, and Administrative Office Assistants and exclusive of weekends and the holidays recognized in the Dakota Valley Classified Education Association (DVCEA) Negotiated Agreement.

File: GCBE-R

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- 2.) **VACATION DAYS:** All Vacation days must be approved by the Superintendent at least five (5) working days in advance unless unusual circumstances exist. As a general rule, vacation time will not be granted during the five (5) working days before school starts and the five (5) working days after school ends. All vacation days must be recorded with the Business Manager.

Upon leaving the school district, the administrative personnel, directors, and administrative assistants may sell back their unused vacation days at their current daily rate of pay.

- **Administrators** will be granted 22 days of vacation each contract year (July 1 to June 30).

Administrators will be allowed to carryover fifteen (15) days of vacation to the succeeding contract year.

- **Directors** will be granted 15 days of vacation each contract year (July 1 to June 30).

Directors will be allowed to carryover ten (10) days of vacation to the succeeding contract year.

- **Assistants** will be granted 13 days of vacation each contract year (July 1 to June 30). Assistants will also receive an additional vacation day for each three (3) years of employment by the district, up to a maximum of twenty (20) days.

Assistants will be allowed to carryover seven (7) days of vacation to the succeeding contract year.

- 3.) **SICK LEAVE:** Certified Administrators, and Directors, will be granted thirteen (13) days per contract year. Administrative Assistants will be granted ten (10) days per contract year. Sick leave shall be of unlimited accumulation.

All Administrative personnel who have accumulated more than forty (40) days of sick leave may sell back to the district unused sick leave days in excess of forty (40) on either or both of the following basis:

Option #1 - A maximum of twenty (20) days per year may be sold back at the rate of 35% of the administrative personnel's current daily rate of pay. The daily rate of pay will be calculated by dividing the administrative personnel's annual salary by the number of contract days employed.

Option #2 - An unlimited number of days may be sold back at the rate of \$30.00 per day.

All Administrative personnel will not be permitted to reduce their accumulated sick leave to less than forty (40) days as a result of this buy back provision.

4.) **HEALTH INSURANCE:**

- **Administrators** will receive the family health insurance benefit or accept an "in lieu of" monthly compensation equal to the family health insurance premium. The district will also provide the administrator with family dental insurance, family cancer insurance and spouse's option insurance.
- **Director's** health insurance benefits will be individually negotiated with the school board; or they may accept an "in lieu of" monthly compensation equal to the insurance premium of the provided benefit. The district will also provide the Director with family dental insurance **OR** the single dental insurance and a single cancer insurance benefit.
- **Assistants** will receive the single health insurance benefit or accept an "in lieu of" monthly compensation equal to the single health insurance premium. The district will also provide the Assistant with family dental insurance **OR** the single dental insurance and a single cancer insurance benefit.

5.) **LEGAL HOLIDAYS:** All Administrative personnel will receive time-off for the holidays recognized in the DVCEA Negotiated Agreement.

6.) **LIFE INSURANCE:** All Administrative personnel will receive a \$ 50,000 term life and disability insurance policy.

7.) **RETIREMENT BENEFITS:** All Administrative personnel must participate in a matched retirement program as specified in SDCL 3-12-71. If the administrative personnel cannot participate in the South Dakota Teachers Retirement System, then the employee may select a company to handle his/her retirement contributions.

8.) **PROFESSIONAL ORGANIZATIONS:**

- Administrators and Directors will be encouraged to participate in state and national professional organizations. The dues for both will be paid by the school district, with no "in lieu of" payment allowed.
- Administrators and Directors may be allowed to attend a national convention every third year.
- The expenses for all registration, motel, meals, and mileage may be paid for all state, regional, or national meetings, approved in advance by the Superintendent.

9.) **INDIVIDUAL CONTRACT PROVISIONS:** The school board reserves the right to provide additional benefits to individuals covered by these provisions or reduce the individual benefits as their job descriptions change.

CROSS REFS.: CBC/CBD, Superintendent's Contract/Compensation and Benefits

Adopted On: January 4, 1993
Reaffirmed: January 12, 1998
Revised: April 12, 1999; September 11, 2000;
September 10, 2001; June 18, 2002;
May 10, 2004; June 18, 2008, May 15, 2012

File: GCDB/GDDB

EMPLOYEE CRIMINAL BACKGROUND CHECK

It is the policy of the board to only employ individuals who do not have a

"disqualifying record." Each offer of employment is subject to the provisions of SDCL 13-10-12, et seq., relating to criminal background investigations. This policy shall apply to all individuals employed for the 2000-2001 school year and thereafter, who were not employed by the district during the preceding school year. An employee is any person the district lists on its payroll and makes payroll deductions pursuant to state or federal law.

Each person considered a final applicant for employment shall be provided with a memo and a certification form, to be completion by the law enforcement agency as provided in Exhibit File GCDB-E/GDDB-E, together with fingerprint identification cards approved by the South Dakota Division of Criminal Investigation, and an envelope, postage prepaid, addressed to the South Dakota Division of Criminal Investigation, 500 East Capitol Avenue, Pierre, South Dakota 57502. The final applicant shall take the fingerprint cards, the memo, and the addressed stamped envelope to a law enforcement agency and submit to the fingerprinting process. The final applicant must also provide to the law enforcement agency a check or money order made out to the South Dakota Division of Criminal Investigation in the amount of \$39. The final applicant's completed application will be attached to the certification of the law enforcement agency when received.

Any person granted employment subject to this policy is employed on a temporary basis conditioned upon no disqualifying report being received from the criminal background investigation. Any disqualifying record will result in immediate termination of employment without further notice or hearing. A "disqualifying record" means any conviction of a crime of violence as defined in SDCL 22-1-2(9), a sex offense as defined in SDCL 22-22-30, any crime of moral turpitude as defined by SDCL 22-1-2(25), or trafficking in narcotics. Also any criminal conviction not disclosed by an applicant may constitute a disqualifying record as determined by the board on a case-by-case basis.

An applicant for employment subject to this policy shall provide to the law enforcement agency performing the fingerprint process a check or money order in an amount necessary to cover the costs of the criminal record check (that amount is currently \$39).

The successful applicant shall be reimbursed the cost for such background check in the event that no disqualifying record is identified.

This policy shall not apply to persons performing services for the district under the authority of the South Dakota High School Activities Association.

This policy applies to all other employment agreements, whether written or oral.

LEGAL REF: SDCL 13-10-12, et seq.

Adoption Date: August 14, 2000
Policy Committee Review: October 22, 2009
Policy Committee Review: October 30, 2013

1 of 1

File: GCDB-E/GDDB-E

CERTIFICATION OF SUBMISSIONS OF FINGERPRINTS

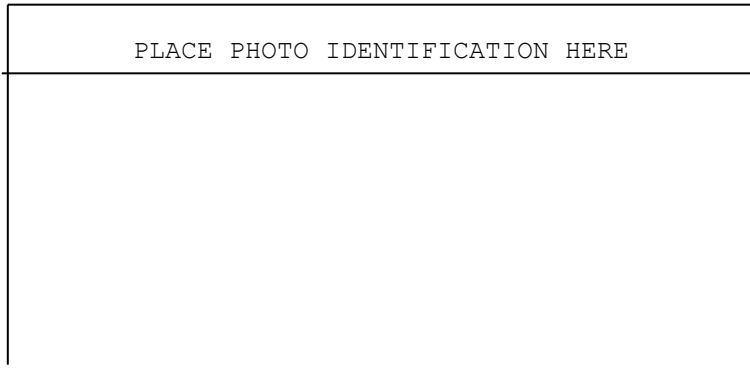
I, _____, A duly certified law enforcement officer or employee within and for _____, hereby certify that I personally fingerprinted the individual whose photo identification is copied onto this sheet and that I further certify that the completed fingerprint cards, together with the subjects check in the amount of \$ 39.25 , was sent first class mail with appropriate postage to the South Dakota Division of Criminal Investigation, 500 East Capitol Avenue, Pierre, South Dakota 57501, requesting that state and federal criminal background information checks be conducted of said individual and that the results thereof sent to the Dakota Valley School District, located at 1150 Northshore Drive, North Sioux City, South Dakota 57049.

Date

Officer

Date

Applicant



LEGAL REF: SDCL 13-10-12, et seq.
Adoption Date: August 14, 2000
Policy Committee Review: October 22, 2009
Policy Committee Review: October 30, 2013

The Business Office will maintain on file, applications of qualified substitute teachers who may be called upon to replace regular teachers who are absent. Building Principals will have electronic access to the qualified substitute teacher list.

Substitute teachers must have a high school diploma or its equivalent, which may be a general educational development (GED) certificate.

The school board will determine the salary of substitute teachers at its annual meeting.

Teachers shall notify their principal or designee as soon as they know they will be absent for any reason. If ill prior to the start of the school day, a teacher must notify the principal or designee as soon as possible.

Principals will endeavor to employ persons on the substitute list for the subjects or grade level for which they are listed. Principals will supervise and assist the substitute and will provide the substitute with lesson plans developed by the regular teacher.

It shall be the duty of the substitute teacher to acquaint themselves with the duties required of them. In the performance of this duty, they shall always report to the principal before assuming charge of a classroom for the first time. Substitute teachers are expected to comply with all the regulations governing regular teachers. When in the same teaching position for more than one day, they shall maintain the hours in the building as other teachers. They shall assume responsibility in the management of building and grounds, and in extra-curricular activities, as directed by the principal. The substitute shall correct all papers accruing while on duty.

LEGAL REFS.: ARSD 24:02:01:05 and 24:02:01:05.01

CONTRACT REF.: Dakota Valley Substitute Teacher Handbook

Adoption Date: January 12, 1998
Policy Committee Review: October 3, 2006
Revised: December 14, 2009
Revised: December 9, 2013

1 of 1
File: GCL

PROFESSIONAL STAFF DEVELOPMENT OPPORTUNITIES

Continuing professional growth and increasing effectiveness on the part of the entire staff are essential for the success of educational programs and school operations. The continual professional growth of all staff members

on an individual basis and through planned inservice programs will be encouraged. Such opportunities may include, within budgetary limitations, special inservice courses and workshops, conventions, summer study grants, school visitations, and attendance at professional conferences and meetings.

The Superintendent or designee will work with other school districts, local colleges and universities, and the South Dakota Department of Education to provide in-service education for teachers. The board and administration will encourage the development of inservice education by:

- 1.) Conducting district-wide assessment of inservice education needs.
- 2.) Developing travel and professional leave policies in cooperation with staff.
- 3.) Developing a calendar that includes days for inservice education.
- 4.) Developing cooperative relationships with agencies that provide inservice education.
- 5.) Identifying resources for inservice education.

The Superintendent will have authority to approve released time for conferences and visitations, and reimbursements for expenses, provided such activities are within budget allocations.

Classified staff, at the discretion of the Superintendent may be granted permission to attend job training skills workshops, in-service programs, or conventions. When approval is granted, some of the expenses incurred by the employee may be reimbursed in accordance with board policy.

LEGAL REFS.: SDCL 13-26-4, 13-26-4.1, 13-43-7.1
ARSD 24:03:05:01:01

CROSS REFS.: Dakota Valley Education Association Negotiated Agreement
Dakota Valley Classified Educational Agreement
DLC, Expense Reimbursements

Adopted On: April 19, 1993
Reaffirmed: January 12, 1998
Revised: December 14, 2009
Revised: December 9, 2013

1 of 1

File: GCN
(Also File: AFC)

EVALUATION OF PROFESSIONAL STAFF

In order to assure a high quality of teacher and administrator performance to advance the instructional programs of the district schools, a continuous program for teacher and administrator evaluation will be established by the superintendent. Reports will be made to the board concerning the outcomes of these evaluations as necessary. A copy of the evaluation program will be filed in accordance with state law, with the South Dakota Department of Education.

CONTRACT REF.: Dakota Valley Education Association
Negotiated Agreement

Original Adoption Date: February 12, 1996
Revision Date: January 12, 1998
Revised: December 14, 2009
Revised: December 9, 2013

INSERT ADMINISTRATIVE EVALUATION FORM (10-91) HERE!

FILES GCPA THROUGH GCPC DEALING WITH POLICY FOR STAFF REDUCTION, STAFF REDUCTION, RECALL, AND EARLY RETIREMENT ARE PART OF THE NEGOTIATED AGREEMENT BETWEEN THE DAKOTA VALLEY BOARD OF EDUCATION AND THE DAKOTA VALLEY EDUCATION ASSOCIATION.

CENTRAL OFFICE ASSISTANT SUMMATIVE EVALUATION

(Insert - "Microsoft Excel" version of
the Central Office Assistant Summative Evaluation Form)

Excel Version can be found on the "G" Drive, under Central
Office/BOARD/Policy Book

Adopted: YYYY XX, 2004

SUSPENSION AND DISMISSAL OF PROFESSIONAL STAFF MEMBERS

The board may suspend, with pay, a teacher pending action on an employee contract, if in the judgment of the board, and upon recommendation by the administration, it is in the best interest of the district.

LEGAL REFS: SDCL 13-43-15

CROSS REF.: GBCB, Staff Conduct
KLD, Public Complaints About School Personnel

Adoption Date: January 12, 1998
Policy Committee Review: October 22, 2009
Policy Committee Review: October 30, 2013

CLASSIFIED STAFF

A full time classified employee is defined as an employee who is on duty four (4) hours or more per day. Classified employees include custodians, secretaries, para-professionals, and technology assistants.

CONTRACT REF.: Dakota Valley Classified Education Association
Negotiated Agreement

Adoption Date: January 12, 1998
Revised: December 14, 2009
Revised: December 9, 2013

SUPPORT STAFF POSITIONS

Education is a cooperative enterprise in which all employees of the school district must participate intelligently and effectively for the benefit of the children. This school district will employ support staff members in positions that function to support the education program.

All support staff positions will be established initially by the board. In each case, the superintendent will submit for the board's consideration and action, a job description or job specifications for the position.

Although positions may remain temporarily unfilled, or the number of persons holding the same type of position reduced in event of de-staffing requirements, only the board may abolish a position it has created.

CROSS REFS.: IIBA, Educational Assistants

Adoption Date:	January 12, 1998
Policy Committee Review:	October 22, 2009
Policy Committee Review:	October 30, 2013

TITLE: Secretary to High School Principal

- QUALIFICATIONS:
- 1.) Have at least one year of successful secretarial experience or training with a reasonable degree of proficiency in the areas of typing, filing, copying, telephone management, and office management;
 - 2.) Have a pleasant attitude; possess a high degree of confidentiality and the ability to adhere to policies and procedures;
 - 3.) Have experience with computers or be willing to take the needed steps to become proficient;
 - 4.) Have a good command of the English language in both verbal and written communication;
 - 5.) The Board of Education reserves the right to hire the best individual possible.

REPORTS TO: High School Principal

JOB GOAL: To run a smooth, efficient, office while being courteous and helpful to ensure the maximum positive impact on the education of our children.

PROFESSIONAL RESPONSIBILITIES:

- 1.) Receives and routes all incoming telephone calls promptly.
- 2.) Greets visitors, schedules appointments, and controls access of personnel and visitors to the building, to the principal's office, school files, supply room, etc.
- 3.) Sorts and distributes mail.
- 4.) Maintains accurate record of daily student attendance (absent / tardy) from all classrooms, each period of the school day; Informs principal of excessive attendance issues.
- 5.) Issues classroom passes and tardy slips to students, as needed.
- 6.) Prepares oral and written daily student announcements. Updates school announcement web page daily. Prepares faculty announcements weekly, or as needed.
- 7.) Maintains all necessary student records.
- 8.) Enters administrative information, into the computer programs as requested.
- 9.) Maintains and updates transcripts for each high school student. Mails or faxes student transcripts to schools and colleges per request of student or parent.

- 10.) Provides assistance to students with the enrollment and drop / transfer process, completing computer and written documentation.
- 11.) Provides an efficient filing and records-management system.
- 12.) Maintains all permanent records of each high school student including releasing requested grades, transcripts, insurance, immunization and IEP information.
- 13.) Executes all office correspondence, as requested by the principal.
- 14.) Assists teachers and bussing supervisors with discipline referrals to the principal; copies and distributes detention and in-school referrals, including any forms to be completed, filed and mailed.
- 15.) Notifies parents, by mail, of student discipline, excessive absences and tardies. Maintains attendance and discipline files on each student.
- 16.) Organizes and implements policies and procedures set by the principal.
- 17.) Makes all necessary arrangements for student awards including: Graduation, Academic Luncheon, fall and spring activities / Academic Awards Nights.
- 18.) Prepares programs to be distributed at school events.
- 19.) Coordinates with the principal, all necessary arrangements for graduation, including program outline, robe and cord requirements, diploma preparation, invitations and decorations.
- 20.) Temporarily monitors instructor's classrooms as requested by the instructor or principal.
- 21.) Prior to the school term, organizes and distributes all necessary forms for personnel and students (i.e., registration, enrollment, activity programs, locker assignments, master class schedule, master time schedule, class rosters, phone list, duty list, back to school letter, etc.)
- 22.) Inventories and orders all supplies for the office and coordinates yearly supply orders. Collects purchase orders from staff and checks in all supplies to ensure correct orders. Missing items and discrepancies are then reported to the business office.
- 23.) Locates and compiles information as needed and/or requested by the principal.
- 24.) Analyzes grade reports for errors. Prepares and mails progress reports and report cards, as needed throughout the school term.
- 25.) Maintains confidentiality of personal information regarding students, staff, and parents/guardians.
- 26.) Keeps the principal alerted to existing or potential problems.

- 27.) Organizes senior group picture each fall and coordinates with the school photography company to create the senior class composite each spring.
- 28.) Orders and stamps lunch collection envelopes with food service deposit stamp for ES, MS, and HS. Collects money and makes change for students daily.
- 29.) Updates enrollment records in the computer system, including activation, deactivation and open enrollment.
- 30.) Updates student schedules in the computer.
- 31.) Creates honor roll lists (principal's, deans list, scholastic) each quarter and semester of the school term. Manages the Straight "A" Honor Roll Program (Subway certificates) each quarter.
- 32.) Provides student information / announcements, via e-mail, to the Leader Courier and Two River's Times for publication.
- 33.) Manages student and staff member of the month. Prepares certificates and maintains display board.
- 34.) Prepares staff absence reports for the Business Office, as absences occur.
- 35.) Calls in substitute teachers, as requested by the principal, maintaining an accurate record of substitute teacher workdays. Prepares substitute teacher payment vouchers for the business office on a monthly basis.
- 36.) Updates school website calendars and announcements.
- 37.) Maintains and updates school auditorium schedule for the school district.
- 38.) Routes bus / transportation requests, as necessary. Prepares and mails bus disciplinary notices.
- 39.) Makes arrangements for copy machine repair.
- 40.) Administers medication / first aide to students in the absence of the school nurse. Performs computer documentation of medication administration and first aide.
- 41.) Supervises student aides. Temporarily supervises disobedient students sent to the office. Handles any issues / conflicts that arise between students, as needed.
- 42.) Oversees lunch room / break activities, as needed.
- 43.) Distributes parent notes, mail, school / sport pictures and other information to students throughout the day.
- 44.) Gathers student textbooks and homework assignments from teachers, for students who have been absent due to illness / vacation, as requested by principal, parents or students.

- 45.) Attends back to school open house, new student orientation and parent / teacher conferences; greets parents, provides report cards and other pertinent information, sells activity tickets and pass books. Collects lunch money for the school lunch program.
- 46.) Assists Booster Club and PTO, as needed.
- 47.) Administers / Proctors student testing. (College exams, etc.)
- 48.) Acts as liaison between HS staff and maintenance / custodial staff.
- 49.) Acts as liaison between local vendors and the Concession Supervisor, National Honor Society Advisor, Student Council Advisor and Teachers.
- 50.) Collects money for school organizations (Student Council, PTO, Booster Club, Prom Committee, etc.)
- 51.) Composes drivers education information letter and student rosters. Collects payment and provides deposit information to the Business Office.
- 52.) Proof reads course guides and athletic programs for spelling errors, etc., for the counseling / athletic department.
- 53.) Uses word processing, excel and other computer programs to compose and produce business correspondence, reports and other related material.
- 54.) Assists students and faculty and staff throughout the day, as needed.
- 55.) Performs other duties, as requested by the principal and athletic director.

TERMS OF EMPLOYMENT:

- 1.) Regular school term plus approximately two weeks prior to school opening and two weeks after school closes.
- 2.) Summer hours as per requested of principal, time lines established by mutual agreements, approximately 10 hours per week.
- 3.) Hourly salary to be established by the board of education.
- 4.) Hours of employment, not to exceed eight (8) hours per day, will be designated by the principal, and includes a 30 minute duty free lunch period.
- 5.) Benefits are outlined in the negotiated agreements.

EVALUATION: A written evaluation will be completed as outlined in the
 DVCEA Negotiated Agreement by the High School
 Principal to review job performance.

Adopted: October 14, 1991
 Revised: January 12, 1998
 Revised: May 9, 2005

TITLE: Secretary to Middle/Elementary School Principal

- QUALIFICATIONS:
- 1.) Have at least one year of successful secretarial experience or training with a reasonable degree of proficiency in the areas of typing, filing, copying, telephone management, and office management;
 - 2.) Have a pleasant attitude, possess a high degree of confidentiality and the ability to adhere to policies and procedures;
 - 3.) Have experience with computers or be willing to take the needed steps to become proficient;
 - 4.) Have a good command of the English language in both verbal and written communication;
 - 5.) The board of education reserves the right to hire the best individual possible.

REPORTS TO: Middle/Elementary School Principal

JOB GOAL: To run a smooth, efficient, office while being courteous and helpful to ensure the maximum positive impact on the education of our children.

MAJOR RESPONSIBILITIES:

- 1.) Type, prepare and mail correspondence, reports, memos, etc.
- 2.) Answer and route all incoming telephone calls promptly.
- 3.) Greet visitors, schedule appointments, and control access of personnel to the principal's office, school files, supply room, etc.
- 4.) Copy, file, record, and organize all items as needed by the principal's office.
- 5.) Keep the principal alerted to existing or developing problems.
- 6.) Obtain, file, and keep up-to-date, all student and teachers schedules, lesson plans, etc.
- 7.) Collect and distribute incoming/outgoing mail as necessary.
- 8.) Manage the school picture process.
- 9.) Assist with all students' attendance procedures, disciplinary reports and educational reports as directed by the principal.
- 10.) Compile information on staff leaves and assist with acquiring substitutes.
- 11.) Maintain student records, help with registration, and forward transcripts.

- 12.) Assist students with health and injury needs along with maintenance of health and immunization records.
- 13.) Order office materials and help with other requisition procedures.
- 14.) Perform other duties as requested by the principal.

TERMS OF EMPLOYMENT:

- 1.) Regular school term plus approximately two weeks prior to school opening and two weeks after school closes.
- 2.) Summer hours as per request of principal, timelines established by mutual agreements, approximately ten (10) hours per week.
- 3.) Hours of employment, not to exceed eight (8) hours per day, will be designated by principal, and includes a 30 minute duty-free lunch period.
- 4.) Salary and benefits are outlined in the negotiated agreement.

EVALUATION: A written evaluation will be completed as outlined in the DVCEA Negotiated Agreement by the principal determining the performance based on the description and the classified personnel evaluation form at least once yearly.

Adopted: October 14, 1991
Revised: January 12, 1998
December 13, 2004

TITLE: High School/ Middle School Library Aide

QUALIFICATIONS:

- 1.) Have a high school diploma;
- 2.) Have demonstrated computer skills or proficient typing skills and be willing to take the steps needed to become proficient in computer usage;
- 3.) Have a good command of the English language in both verbal and written communications;
- 4.) Have a pleasant attitude and possess a high degree of confidentiality;
- 5.) Be able to supervise and work with children
- 6.) The board of education reserves the right to hire the best individual possible.

REPORTS TO: High School Principal/Middle School Principal and Librarian

JOB GOAL: To assist the administration and staff with a variety of important tasks which will enhance the educational goals of the School District.

MAJOR RESPONSIBILITIES:

- 1.) Assist the librarian with a variety of tasks and classes.
- 2.) Act as the librarian in absence of the librarian.
- 3.) Receives, processes, and completes all steps of collection acquisition process.
- 4.) Checks materials out to students and teachers and assist with the monitoring of overdue material.
- 5.) Re-shelves incoming material.
- 6.) Assist with noon duty, bus duty and provides temporary monitoring of instructors classrooms as requested by the building administrator.
- 7.) Makes simple repairs on damaged books and processes more severely damaged books for repair at the bindery.
- 8.) Prepares materials for teachers upon request.
- 9.) Tracks magazine delivery and notifies periodical providers and publishers of duplicate or missing periodicals.

- 10.) Guide independent studies, enrichment work, and remedial work set-up and assigned by teachers.
- 11.) Work with individual students or small groups of students to reinforce learning of materials or skills initially introduced by the teacher.
- 12.) Maintain a high level of confidentiality about students as is expected by all teachers.
- 13.) Maintains online card catalog, records, magazine and periodical records, as well as publishers' catalogs, etc.
- 14.) Maintains current inventory of supplies and suggests items for acquisition as needed.
- 15.) Assists in the annual inventory of library materials, and the preparation of lists of missing books and books to be discarded.
- 16.) Oversees the general neatness and attractiveness of the library and its displays.
- 17.) Instructs and oversees the student library aides.
- 18.) Performs other duties as assigned by librarian or the building administrator.

TERMS OF EMPLOYMENT: Hourly

EVALUATION: Performance of this job will be evaluated as outlined in the DVCEA Negotiated Agreement by the Librarian and Principal.

Adopted: October 14, 1991
Reaffirmed: January 12, 1998
Revised: August 11, 2008

TITLE: Elementary School Library Aide

QUALIFICATIONS:

- 1.) Have a high school diploma;
- 2.) Have demonstrated computer skills, or proficient typing skills and be willing to take the steps needed to become proficient in computer usage;
- 3.) Have a good command of the English language in both verbal and written communications;
- 4.) Have a pleasant attitude and possess a high degree of confidentiality;
- 5.) Be able to supervise and work with children
- 6.) The board of education reserves the right to hire the best individual possible.

REPORTS TO: Elementary School Principal/Librarian

JOB GOAL: To assist the administration and staff with a variety of important tasks which will enhance the educational goals of the Elementary School.

MAJOR RESPONSIBILITIES:

- 1.) Assist the librarian with a variety of tasks and classes.
- 2.) Act as the librarian in absence of the librarian.
- 3.) Receives, processes, and completes all steps of collection acquisition process.
- 4.) Checks materials out to students and teachers and assist with the monitoring of overdue material.
- 5.) Re-shelves incoming material.
- 6.) Assist teachers with assigned recess duties.
- 7.) Makes simple repairs on damaged books and processes more severely damaged books for repair at the bindery.
- 8.) Prepares books for reserve on teachers' requests, and maintains the reserve shelf.
- 9.) Tracks magazine delivery and notifies periodical providers and publishers of duplicate or missing periodicals.
- 10.) Maintain a high level of confidentiality about students as is expected by all teachers.
- 11.) Maintains current inventory of supplies and suggests items for acquisition as needed.

- 12.) Assists in the annual inventory of library materials, and the preparation of lists of missing books and books to be discarded.
- 13.) Oversees the general neatness and attractiveness of the library and its displays.
- 14.) Performs other duties as assigned by librarian or the building administrator.

TERMS OF EMPLOYMENT: Hourly

EVALUATION: Performance of this job will be evaluated as outlined in the DVCEA Negotiated Agreement by the Librarian and Principal.

Adopted: October 14, 1991

Reaffirmed: January 12, 1998

Revised: May 9, 2005

TITLE: Para-Professional / Educational Assistant

QUALIFICATIONS: 1.) A valid South Dakota teaching certificate preferred;
2.) Such alternatives to the above qualification as the board may find appropriate and acceptable.

REPORTS TO: Teachers and Administrators

JOB GOAL: To assist the teacher in achieving teaching objectives by working with individual students or small groups to help them achieve a proficient skill level-

PERFORMANCE RESPONSIBILITIES:

- 1.) Works with individual students or small groups of students to reinforce learning of materials or skills initially introduced by the teacher.
- 2.) Assists the teacher in devising special strategies for reinforcing materials or skills based on an understanding of individual students, their needs, interests, and abilities.
- 3.) Guides independent study, enrichment work, and remedial work set up and assigned by the teacher.
- 4.) Administers, scores, and records such achievement and diagnostic tests as the teacher recommends for individual students.
- 5.) Checks notebooks, corrects papers, and supervises testing and make-up work, as assigned by the teacher.
- 6.) Assists with large group activities such as drill work, reading aloud, and story telling.
- 7.) Serves as a resource of information and help to any substitute teacher assigned in the absence of the regular teacher.
- 8.) Alerts the regular teacher to any problem or special information about an individual student.
- 9.) Maintains a high level of ethical behavior and confidentiality of information about students as is expected of a fully licensed teacher.
- 10.) Participates in in-service training programs, as assigned or approved by the immediate supervisor.
- 11.) Performs other duties as assigned by the supervisor.

TERMS OF EMPLOYMENT: Hourly

EVALUATION: Performance of this job will be evaluated as outlined in the DVCEA Negotiated Agreement by the administrator and/or supervisor.

Adoption Date: January 12, 1998
Revised: November 8, 2004
Revised: January 9, 2006

TITLE: Maintenance Person

QUALIFICATIONS:

- 1.) Experience in the maintenance field;
- 2.) Knowledge and experience in the areas of plumbing, electricity, carpentry, use of tractors, use of mowers, use of snow removal equipment, masonry, floor cleaning equipment and paint sprayers;
- 3.) Demonstrated aptitude or competence for assigned responsibilities;
- 4.) Such alternatives to the above qualifications as the board may find appropriate and acceptable.

REPORTS TO: Maintenance Director and Superintendent

JOB GOAL: To maintain the physical school plants and property in a condition of operating excellence so that full educational use of it may be made at all times.

PERFORMANCE RESPONSIBILITIES:

- 1.) Unlocks the main building doors on a daily basis, and ensures that the locking mechanisms, panic bars, and door closures are working properly.
- 2.) Examines school buildings on a regular basis for needed repairs and maintenance.
- 3.) Recommends priorities on repair projects.
- 4.) Performs maintenance work such as replacing worn and defective wiring, installing lights, switches, faucets, plumbing fixtures, windows, electric motors, water heaters, and the like; repairs fencing, asphalt, concrete, ceilings, walls, bleachers, and the like.
- 5.) Constructs shelves, cabinets, gratings, and the like and installs same.
- 6.) Removes snow from parking lots, driveways, walks, doorways, roads, steps and the like. This work is to be done prior to the start of the regular school day if possible, which means early hours on those days.
- 7.) Works as a substitute for any and all custodians, (as requested by maintenance Director and/or administration).
- 8.) Consults with maintenance director regarding establishment of regular preventive maintenance programs.
- 9.) Services or causes to be serviced on a regular basis, all district owned vehicles, as cars, pickups, vans, tractors, movers, and the like.

- 10.) Performs such yard keeping chores as grass and weed cutting, tree trimming, weed spraying, fertilizing, and the like.
- 11.) Assist in regulating heat, ventilation, and air conditioning systems to provide temperature appropriate to the season and to insure economical use of fuel, water and electricity.
- 12.) Moves furniture, equipment, and supplies within and between buildings as requested by maintenance supervisor or administration.
- 13.) Performs such other duties as may from be assigned.

TERMS OF EMPLOYMENT: Salary and work year to be established by the board. Daily hours of work may fluctuate, and will be set by the maintenance supervisor.

EVALUATION: Performance of this job will be evaluated as outlined in the DVCEA Negotiated Agreement by the supervising principal.

Adoption Date: January 12, 1998
Revised: January 11, 2005

TITLE: Custodian

QUALIFICATIONS:

- 1.) Experience in custodial field;
- 2.) Knowledge in the areas of plumbing, electricity, carpentry, use of cleaning machines, and snow removal equipment;
- 3.) Demonstrated aptitude or competence for assigned responsibilities;
- 4.) Such alternatives to the above qualifications as the board may find appropriate and acceptable.

REPORTS TO: Maintenance Director and Superintendent

SUPERVISES: Summer and vacation employees as assigned to their building(s)

JOB GOAL: To provide students with a safe, attractive, comfortable, clean, and efficient place in which to learn, play, and develop.

PERFORMANCE RESPONSIBILITIES:

- 1.) Keeps building and premises, including sidewalk, driveways, and play areas neat and clean at all times.
- 2.) Assist with the regulation of heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to insure economical usage of fuel, water, and electricity.
- 3.) Shovels, plows, and/or sands walks, driveways, parking areas, and steps throughout the snowy season.
- 4.) Sweeps classrooms daily and dusts furniture.
- 5.) Cleans corridors after school each day, and during the day when their condition requires it.
- 6.) Scrubs, and disinfects toilet floors daily, and cleans all sanitary fixtures and drinking fountains daily.
- 7.) Washes all windows on both the inside and outside at least twice each year, and more frequently if necessary.
- 8.) Keeps the grounds free from rubbish.
- 9.) Performs such yard keeping chores as grass cutting, tree trimming, and the like, as necessary, to maintain the school grounds in a safe and attractive condition.
- 10.) Keeps all floors in a clean and attractive condition and in a good state of preservation.
- 11.) Cleans all chalkboards at least once a week.
- 12.) Makes such minor building repairs as he/she is capable of.

- 13.) Reports major repairs needed promptly to the Maintenance Director.
- 14.) Maintains on a regular schedule, all motors and other mechanical equipment requiring scheduled servicing.
- 15.) Reports immediately to the principal and Maintenance Director any damage to school property.
- 16.) Remains on the school premises during school hours, and during non-school hours when the use of the building has been authorized and his/her attendance is required by the administration and/or Maintenance Director.
- 17.) Assumes responsibility for the opening and closing of the building each school day and for determining, before leaving, that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off.
- 18.) Keeps an inventory of supplies, equipment, and fuel on hand, and requisitions such needed replacements from the maintenance supervisor far enough in advance so that they may be delivered in such time as will not hinder you in your duties.
- 19.) Assists with the ongoing program of general maintenance, upkeep, and repair.
- 20.) Moves furniture or equipment within buildings as required for various activities and as directed by the principal.
- 21.) Assists with the periodic inspections and tests of all electrical installations in the school to insure their safe condition.
- 22.) Performs such other duties as may be assigned.

TERMS OF EMPLOYMENT: Salary and work year to be established by the board. Work load and hours to be worked as set by the maintenance supervisor.

EVALUATION: Performance of this job will be evaluated as outlined in the DVCEA Negotiated Agreement by the building principal.

Adoption Date: January 12, 1998
Revised: January 11, 2005

TITLE: Food Services Director

QUALIFICATIONS: 1.) Demonstrated aptitude or competence for assigned responsibilities;
2.) Certification by School Food Services of the State of South Dakota;
3.) Such alternatives to the above qualifications as the board may find appropriate and acceptable.

REPORTS TO: Superintendent and/or Board

SUPERVISES: All Food Services Employees

JOB GOAL: To provide each school child with food of high nutritious quality in an atmosphere of cleanliness, cheerfulness, and personal caring.

PERFORMANCE RESPONSIBILITIES:

- 1.) Interviews, screens, and recommends appointment of all food service personnel.
- 2.) Evaluates all food service employees.
- 3.) Purchases and maintains an inventory of all foods and supplies.
- 4.) Maintains an inventory of all materials and equipment.
- 5.) Recommends purchase of new and replacement equipment.
- 6.) Checks all bills and purchase orders for accuracy before presenting them to the business manager for payment.
- 7.) Makes application for government surplus food for school cafeteria use, and directs its distribution and transfer.
- 8.) Plans and supervises the preparation and serving of menus at all schools.
- 9.) Supervises the planning and preparation of any special meals required for district-sponsored events.
- 10.) Visits all lunchrooms and cafeterias as often as possible, checking that high standards of cleanliness, health, and safety are maintained, and observing possible improvements in operation.
- 11.) Standardizes as much as possible the size of portions served as related to lunch type.
- 12.) Assists principals and teachers in the instructional phases of the lunchroom program and in the classroom instructional units of work pertaining to nutrition.

- 13.) Keeps patrons and the public informed of the menus and services offered by the school cafeterias and of the health and educational benefits gained by children through participation in the school food service program.
- 14.) Performs such other duties as may from time to time be assigned by the board of education, superintendent and/or business manager.

TERMS OF EMPLOYMENT: Salary and work year to be established by the board.

EVALUATION: Performance of this job will be evaluated by the superintendent.

Adoption Date: January 12, 1998

TITLE: Head Cook

QUALIFICATIONS: 1.) Demonstrated aptitude or competence for assigned responsibilities;
2.) Such alternatives to the above qualifications as the board may find appropriate and acceptable.

REPORTS TO: Food Service Director

SUPERVISES: Assistant Cooks and Cooks Helpers

JOB GOAL: To serve the students attractive and nutritious meals in an atmosphere of efficiency, cleanliness, and warmth.

PERFORMANCE RESPONSIBILITIES:

- 1.) Supervises and instructs kitchen personnel in the safe, proper, and efficient use of all kitchen equipment.
- 2.) Maintains the highest standards of safety and cleanliness in the kitchen.
- 3.) Determines the quantities of each food to be prepared daily.
- 4.) Determines the size of serving to meet the necessary age requirement.
- 5.) Prepares food according to a planned menu and tested, uniform recipes, and determines if the finished product is of best quality both in flavor and appearance before it is served.
- 6.) Records all food requisitions from the storeroom.
- 7.) Reports immediately to the Food Service Director, any problem or accident occurring in the kitchen or the cafeteria premises.
- 8.) Confers with the hot lunch supervisor regarding any personnel problems.
- 9.) Reports to the hot lunch supervisor any faulty or inferior quality food which is received.
- 10.) Supervises the daily cleaning of all kitchen equipment, and the washing and sterilizing of all dishes, silverware, and utensils.
- 11.) Performs such other duties as may from time to time be assigned by the hot lunch supervisor, superintendent, and/or board.

TERMS OF EMPLOYMENT: Salary per hour and work year to be established by the board. Daily hours may fluctuate, and will be established by the hot lunch supervisor.

EVALUATION: Performance of this job will be evaluated by the Food Service Director.

Adoption Date: January 12, 1998

TITLE: Cook

QUALIFICATIONS: 1.) Demonstrated aptitude or competence for assigned responsibilities;
2.) Such alternatives to the above qualifications as the board may find appropriate and acceptable.

REPORTS TO: Head Cook and Food Service Director

JOB GOAL: To serve the students attractive and nutritious meals in an atmosphere of efficiency, cleanliness, and warmth.

PERFORMANCE RESPONSIBILITIES:

- 1.) Assists in the preparation and serving of food in a quick and pleasant manner.
- 2.) Serves students and staff from the cafeteria counter(s).
- 3.) Assumes responsibility for seeing to it that during meal service periods, the supply of food offered is replenished regularly.
- 4.) Removes used dishes and assists in the cleaning of counters, tables, and furnishings in the dining area.
- 5.) Assumes responsibility for storage and disposal of unused foods.
- 6.) Assists in the daily clean up of the kitchen and service areas.
- 7.) Maintains the trash and garbage collection area in a neat and sanitary fashion.
- 8.) Performs major cleaning of refrigerators and storerooms at regularly scheduled intervals as designated by the head cook and/or Food Service Director.
- 9.) Performs related duties as required, including duties at special meal functions.
- 10.) Performs such other duties as may from time to time be assigned by the head cook or Food Service Director.

TERMS OF EMPLOYMENT: Salary per hour and work year to be established by the board. Daily hours may fluctuate, and will be established by the head cook or hot lunch supervisor.

EVALUATION: Performance of this job will be evaluated by the Food Service Director.

Adoption Date: January 12, 1998

WORK DAY AND OVERTIME

The normal workday will be specified in the employees contract. No overtime will be allowed without prior approval of the superintendent, or his/her designee.

Overtime pay will be at one and one-half times the salary of the individual or the employee will be given compensatory time at the rate of one and one-half hours for every hour of overtime worked.

Adoption Date:	January 12, 1998
Policy Committee Review:	October 22, 2009
Policy Committee Review:	October 30, 2013

SUPPORT STAFF LEAVES AND ABSENCES

Leaves and absences granted to the support staff will be for the purpose of helping them maintain their physical health, take care of family and other personal emergencies, and discharge important and necessary obligations.

All requests for long-term leaves of absences will be submitted by the superintendent, along with his recommendations, to the board for its action.

Sick Leave: See Dakota Valley Classified Education Association Negotiated Agreement

Vacation: See Dakota Valley Classified Education Association Negotiated Agreement. (The time for vacation must be arranged in advance with the superintendent or his/her designee so work schedules can be adjusted or a substitute hired.)

Holidays: See Dakota Valley Classified Education Association Negotiated Agreement. (Employees will be paid regular salary for school district observed holidays that occur on a workday.)

CROSS REF.: DVCEA Negotiated Agreement

Adoption Date:	January 12, 1998
Policy Committee Review:	October 22, 2009
Policy Committee Review:	October 30, 2013

Files: GDBC through Files: GDK, referring to classified staff contracts and compensation plans, fringe benefits, sick leave, vacations and holidays, posting of vacancies, reduction in force, resignation, assignments and transfers, and suspension and dismissal, are addressed in the Dakota Valley Classified Education Association Negotiated Agreement.

RESIGNATION OF SUPPORT STAFF MEMBERS

Any non-certified employee desiring to resign will be required to make a written request to the superintendent, stating the date the employee wishes the resignation to become effective.

The superintendent will present the resignation to the board at its first meeting after the receipt of the resignation, and the board will act upon the request of the employee.

At least two weeks notice should be given to the board by the employee in order for the resignation to be considered for board action.

CROSS REF.: DVCEA Negotiated Agreement

Adoption Date:	January 12, 1998
Policy Committee Review:	October 22, 2009
Policy Committee Review:	October 30, 2013

SUSPENSION AND DISMISSAL OF SUPPORT STAFF MEMBERS

The board will strive to assist personnel to adjust to their positions and to perform their duties satisfactorily. Reasonable effort will be made to avoid dismissing personnel at any level.

When an employee is charged with misconduct, insubordination or unsatisfactory performance, he/she may be temporarily suspended with pay by the superintendent pending a hearing before the board.

CROSS REF.: DVCEA Negotiated Agreement

Adoption:	January 12, 1998
Policy Committee Review:	October 22, 2009
Policy Committee Review:	October 30, 2013