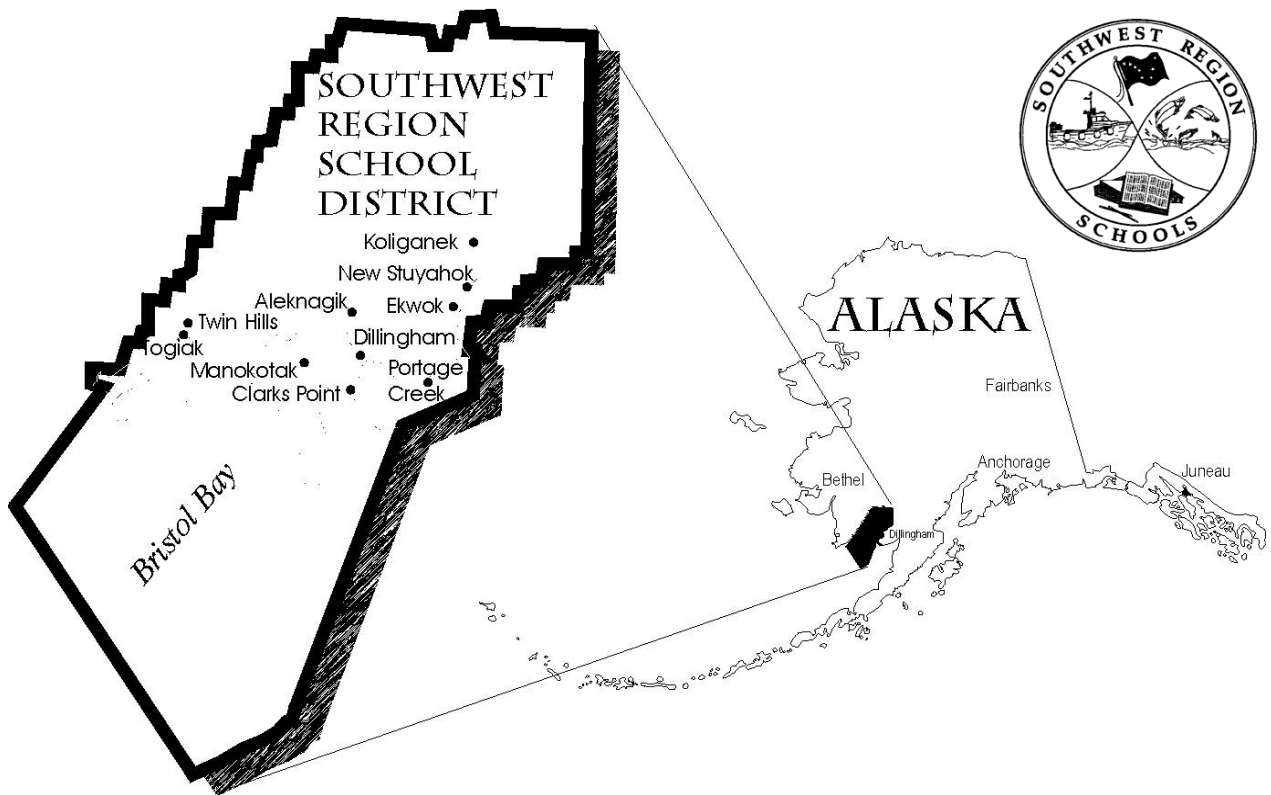


# **SOUTHWEST REGION SCHOOL DISTRICT CLASSIFIED EMPLOYEE HANDBOOK**



Updated  
December 14, 2022



**Classified Employee Handbook**  
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## **I. INTRODUCTION**

**WELCOME TO THE STAFF OF SOUTHWEST REGION SCHOOLS!**

This handbook can help you by establishing guidelines and procedures so we can all work together in harmony. Each district employee has been chosen because there is important work to do. It is the responsibility of each employee to work efficiently and do a good job.

In May 1993, the District School Board adopted the following Mission Statement:

*The Southwest Region School District is committed to all students receiving an education that respects human dignity and diversity, that validates the history and culture of all ethnic groups, that is based on high expectations for academic success for every student, and that encourages students' and parents' active participation in the learning process.*

**This manual is not an employment contract and the employer can modify it at any time.**



## **II. EMPLOYMENT**

## Position Types

A. **Permanent:** An individual employed to work for an undefined term of employment.

**Full-Time:** Six (6) hours or more per day.

**Part-Time:** Less than six (6) hours per day.

B. **Probationary:** Employees are considered probationary during their first 90 calendar days of employment.

During the probationary period, an employee may be terminated without cause.

C. **Temporary:** An individual employed to work on a special or short-term project for a specified, limited period of time, not to exceed 180 calendar days.

D. **Substitute:** An individual employed to temporarily take the place of a regular employee.

E. **Annual:** An individual employed to work 12 months, of unlimited employment duration.

F. **School-Term:** An individual employed to work less than 12 months, of unlimited employment duration during the school year established by the School Board from approximately the middle of August through the middle of the following May.

G. **Exempt:** Employees whose positions meet specific tests established by the Fair Labor Standards Act (FLSA) and state law and who are exempt from overtime pay requirements. Employees in these positions are covered by individual contracts and NOT this handbook. The following positions are exempt: Payroll Specialist, Business Manager, Executive Assistant/Personnel Officer, Maintenance Foreman, and Maintenance Director.

H. **Non-Exempt:** Employees whose positions do not meet FLSA exemption tests and who are paid a multiple of their regular rate of pay for overtime, as required by federal and state law.

*(cf. BP 4213 – Assignment/Classification)*

## Probationary Status

All employees who are employed by Southwest Region Schools shall be placed on probationary status for a period of 90 calendar days (must fall within standard work year). A probationary employee shall receive compensation according to the rate established for the respective job title.

After the completion of the probationary period, the employee shall be evaluated by the supervisor. Continued employment will be contingent upon a satisfactory evaluation. An unsatisfactory evaluation will result in either a one-time extension of the probationary period for 30 days, or termination.

Employees achieving regular status shall accrue leave benefits retroactively from the date of initial hire.

*(cf. BP 4216 – Probationary/Regular Status)*

### **Continual Employment**

All regular employees whose positions are included in the approved budget, and who have received satisfactory evaluations for the current school year, shall be automatically continued in employment for the subsequent school year. Hours and assignment may be adjusted to meet instructional needs.

In the event that a position is eliminated due to a decrease in funding, the employee will receive written notification from their supervisor 5 days prior to their last scheduled workday. Employees whose positions are eliminated due to funding will be considered for re-hire if funding is reinstated for the position.

*(cf. BP 4217.3 – Layoff/Rehire)*

### **Work Day and Work Week**

The standard workweek for the District is Monday through Friday. Work days and hours worked will be assigned by each employee's supervisor per staffing needs. An alternate work schedule including a four-day workweek will be assigned when it provides a better work schedule for the District. The employee's schedule, which must be signed by both the employee and supervisor, will be placed in the employee's file.

*(cf. AR 4213.1 – Load/Scheduling/Hours of Employment)*

### **Physical Examination**

It is the policy of the School Board to require physical examinations for all employees upon initial employment and at other times as determined by the School Board. Examinations are required every three years. In addition, all employees having direct student contact will be required to have annual tuberculin skin tests. A chest x-ray will not be required unless indicated by the tuberculin test. New regular employees will have their physicals done within 90 working days of date of employment. The School Board will adopt by regulation, the form for the physical examination. The employee will be responsible for the cost of the examination.

*(cf. BP 4212.4 – Health Examinations)*

### **Job Title**

Upon being employed by Southwest Region Schools, each employee is given a job title. A new employee will not necessarily be given the same job title as the person who previously held the position. There may well be times when the Southwest Region is unable to find a person meeting the qualifications of the job title being filled. When this happens, the new employee is given a job title appropriate to responsibilities, skills and training.

*(cf. BP 4213 – Assignment/Classification)*

## **Job Class**

A job class pertains to a group of job titles under which employees perform the same general type of work. The following Job Classes are currently in effect:

Job Class	Job Titles
Custodial/Maintenance/Transportation	Custodial Worker Expediter Maintenance/Custodial Worker Maintenance Mechanic I Maintenance Mechanic II Maintenance Mechanic/License/Certificate Required Maintenance Mechanic/Master Trade Required Maintenance Worker Student Transportation
Food Service	Food Service Manager Food Service Worker I Food Service Worker II Food Service Worker III
Clerical	Accountant Accounting Clerk/Secretary Accounting Technician Accounts Payable Clerk Accounts Payable Technician Administrative Assistant Administrative Secretary Executive Secretary Home Liaison Purchasing Clerk Purchasing/Travel Technician Secretary
Instructional	Gym Supervisor Instructional Aide I Instructional Aide II “Parents as Teachers” Educator I “Parents as Teachers” Educator II Preschool Aide Preschool Instructor I Preschool Instructor II Site Technology Liaison Special Education Intensive Needs Aide Yup’ik Studies Instructional Aide I Yup’ik Studies Instructional Aide II Type M Yup’ik Studies Instructor Type M CTE Instructor

(cf. BP 4213 – Assignment/Classification)

## **Job Grades**

A job grade refers to a group of various job titles in which the degree of skill, responsibility, and training required are approximately the same. Southwest Region Schools has six job grades as follows:

GRADE	TITLE	GRADE	TITLE
A	Accounting Clerk/Secretary	B	Accounts Payable Clerk
	Custodial Worker		Administrative Secretary
	Food Service Worker I		Expeditor
	Gym Supervisor		Food Service Worker II
	Home Liaison		Instructional Aide II
	Instructional Aide I		Maintenance/Custodial Worker
	“Parents as Teachers” Educator I		“Parents as Teachers” Educator II
	Preschool Aide		Preschool Instructor I
	Secretary		Purchasing Clerk
	Special Ed. Intensive Needs Aide		Yup’ik Studies Instructional Aide II
	Yup’ik Studies Instructional Aide I		
C	Accounts Payable Technician	D	Executive Secretary
	Administrative Assistant		Food Service Manager
	Food Service Worker III		Maintenance Mechanic I
	Maintenance Worker		Site Technology Liaison
	Preschool Instructor II		
	Purchasing/Travel Technician		
	Student Transportation		

**SWRS Classified Employee Handbook ..... Employment**

**GRADE TITLE**

E Maintenance Mechanic II  
Accounting Technician

G Accountant

Maintenance Mechanic/Master  
Trade Required

**GRADE TITLE**

F Type M Yup'ik Studies Instructor  
Type M CTE Instructor

Maintenance Mechanic/License or  
Certificate Required

Accounting Technician

**Changing Job Titles Within the Same Job Class**

An employee who advances to the next job grade will be placed one experience step lower than before. If advanced two job grades, the employee will be placed two experience steps lower than before.

*(cf. BP 4213 – Assignment/Classification)*

### **Changing Job Titles – Not Within the Same Job Class**

An employee who changes job titles shall be placed on probationary status and be subject to the same conditions of probationary employees, including placement on the first experience step. After ninety days, the Superintendent may approve a final step salary placement at a higher step not to exceed step 3 on the salary schedule.

*(cf. BP 4213 – Assignment/Classification)*

### **Evaluation**

Employee evaluations shall be done annually. The District will strive to complete all evaluations by April 15. Other evaluations may also be done at other times at the discretion of the supervisor either as a commendation for excellence or to document the need for improvement. The Community School Committee (CSC) will review respective school site employee evaluations and the Superintendent or designee will review the District Office employee evaluations. Both the employee and the supervisor shall sign the evaluation. The employee's signature shall not signify agreement with the evaluation. The employee will have the opportunity to comment in writing regarding the evaluation within 10 days of the date of signature.

*(cf. BP 4215 – Evaluation/Supervision)*

### **Probationary Evaluation**

Probationary employees shall be evaluated after the completion of the 90 calendar day probationary period and be recommended for regular status, extended probation, or termination. Probation may be extended only one time for a period of 30 days. Prior to the completion of the probationary period, probationary employees are at will employees and may be terminated without cause. At the completion of the extended probationary period, the supervisor will recommend regular status or termination.

*(cf. BP 4215 – Evaluation/Supervision)*

*(cf. BP 4216 – Probationary/Regular Status)*

### **Unsatisfactory Evaluations**

If a regular employee fails to perform satisfactorily as documented in the evaluation, the supervisor will discuss the problem with the employee and may assign a plan for improvement. If the employee is employed at a school site, the CSC shall be advised of classified staff members on a plan for improvement.

If the regular employee fails to meet the assigned plan for improvement, the matter will be taken to the Superintendent with a statement of the problem, an outline of action taken, and a recommendation from the CSC. Failure to satisfactorily meet the criteria set forth in the plan for improvement may result in termination.

*(cf. BP 4215 – Evaluation/Supervision)*

*(cf. BP 4218 – Dismissal/Suspension/Disciplinary Action)*

*(cf. AR 8200 – Powers and Duties)*

### **Advertisement of Vacancies**

Vacancies may be advertised for 10 calendar days internally and filled, prior to advertising externally.

Vacancies for permanent positions, not filled internally, shall be appropriately advertised in the community for a minimum of 10 calendar days, in order to secure the best possible candidates. Employment notices in Dillingham and each school site shall be coordinated with the Personnel Officer.

Job announcements may relate to a specific position, or establishment of an applicant pool for temporary employees and substitutes.

*(cf. BP 4211 – Recruitment and Selection)*

### **Nondiscrimination**

The School Board is committed to a policy of nondiscrimination in relation to race, religion, sex, age, national origin, handicap and marital status. This policy will prevail in all matters concerning staff, students, the public, educational programs and services, and individuals with whom the School Board does business.

In keeping with the requirements of federal and state law, this school district strives to remove any vestige of discrimination in employment, assignment, and promotion of personnel, and in educational opportunities, materials and services offered.

The School Board encourages its staff to improve human relations within the schools, and to establish channels through which citizens can communicate their human relations concerns to the administration and the School Board.

*(cf. BP 4211 – Recruitment and Selection)*

### **Screening and Interviewing**

The site administrator shall receive all applications, interview candidates and recommend prospective employees to the Community School Committee. The CSC shall make their selection from those applicants recommended by the site administrator. The CSC shall submit recommendations to the Superintendent. The Superintendent shall recommend to the regional School Board for hire.

Applicants in Dillingham shall be interviewed by the program director(s), who will recommend a candidate for hire to the Superintendent. Each site administrator and the Superintendent's designee in Dillingham shall maintain an applicant pool for temporary employees, substitutes and casual labor. These pools will be reviewed by the CSC, with hiring decisions made by the site administrator or program director.

*(cf. BP 4211 – Recruitment and Selection)*



### **Minimum Education Requirement**

All permanent employees are required by School Board policy to have a high school diploma or GED. Preference is given to applicants who have a high school diploma or GED for Temporary and Substitute positions. This requirement is waived for persons employed as a Cultural Knowledge Bearer.

Employees not requiring highly qualified status hired prior to September 1988 are grandfathered and may not require a high school diploma or GED. Instructional Aides, regardless of date of hire, must meet NCLB Highly Qualified requirements prior to hire.

*(cf. BP 4211 – Recruitment and Selection)*

### **Community School Committee Employment Restrictions**

An individual serving as a Community School Committee (CSC) member shall not be employed by the District. Temporary employees and substitutes will be excluded from the restriction.

*(cf. BP 4211 – Recruitment and Selection)*

### **Hiring**

The Superintendent shall approve on a temporary basis all classified hires subject to recommendation of the CSC through the site administrator. The Superintendent shall, at a regular School Board meeting, report to the School Board all appointments and terminations occurring since the last meeting. Appointments will be submitted to the School Board for approval. Temporary and substitute employees do not require School Board approval.

*(cf. BP 4211 – Recruitment and Selection)*

### **Hiring Papers**

Prior to first day of employment of a new employee, the immediate supervisor must make sure the following forms are completed and on file in the district office. No work shall be performed until all hiring paperwork is submitted to the district office. Payroll checks will not be issued if the forms are missing or incomplete:

1. Personnel Payroll Action Form
2. Application
3. W-4
4. Employment Eligibility Verification (I-9) and copies of required identification
5. Emergency Contact Form
6. Drug Free Affidavit

In addition, permanent employees must complete and have on file the following forms:

7. Physical Exam Form
8. Public Employee's Retirement System (PERS) Notice of Employment (not required if working less than 15 hours per week)
9. Applicable Insurance Applications
10. No Child Left Behind Act (NCLB) Highly Qualified (HQ) Documentation [All Instructional Aides]:  
  
High School Diploma or GED  
  
AND  
  
Transcripts documenting two (2) years of college (at least 48-semester hour credits) or  
  
Transcripts documenting an Associate's (or higher) degree; or  
  
Passing score on the ParaPro assessment and the Paraprofessional Standards Checklist.
11. Classified Employee Handbook Receipt and Acknowledgement

*(cf. BP 4211.2 – Legal Status Requirement)*  
*(cf. BP 4211.6 – Personnel Records)*

## **Handbook**

Upon employment with Southwest Region Schools, each regular classified employee will be given a copy of the Classified Employee Handbook. It is the responsibility of the employee to become thoroughly acquainted with this handbook and any subsequent changes. Replacement and updated handbooks may be downloaded from the District's website. Handbooks must be turned into the site administrator or supervisor upon termination of employment.

*(cf. BP 4200 – Classified Personnel)*  
*(cf. BP 4217.7 – Orientation)*

## **Keys**

Each employee receiving a building key will be required to sign for it. In the event keys are lost, employees will be charged \$10.00 for regular building keys and \$50.00 for master building keys which will be withheld from employee's paycheck. Building keys are the property of the Southwest Region School District. Employees are required to return their keys to the site administrator at the completion of each school year. Employees terminating employment are required to immediately return all building keys.

*(cf. BP 3515 – School Safety and Security)*  
*(cf. BP 4219 – Rights, Responsibilities/Duties)*  
*(cf. BP 4217 – Separation)*

### **Resignation Procedure**

At the end of employment, each employee must sign a Notice of Resignation form for both Southwest Region School District and PERS.

To be in good standing an employee must have evaluations with at least 75% “meets requirements “ ratings and give at least two weeks prior notice.

Employees who miss work for 3 consecutive days without notifying their supervisor, or have 3 consecutive days of unexcused absences, are considered to have resigned their jobs and to have left the District in poor standing.

*(cf. BP 4217 – Separation)*  
*(cf. BP 4217.2 – Resignation)*

### **Re-Employment**

Employees leaving the employ of the District not in good standing shall carry over no experience if they are re-employed by the District. Such employees, upon re-employment, shall be treated as new employees.

Employees leaving in good standing may use up to 8 years on the pay scale upon re-hire. Sick leave and personal leave balances begin at zero and accrue at the new employee rate.

*(cf. BP 4217 – Separation)*

### **III. WAGE AND SALARY**

Updated: January 28, 2025

## **Wage**

Wages and benefits have been established to ensure both equity for employees and competitiveness within the job market, while also maintaining the educational and fiscal integrity of the District.

(cf. BP/AR 4250 – Compensation and Related Benefits)

## **Classified Salary Schedule**

Wages are determined by a School Board approved wage schedule. Each classified position is assigned a job grade, A-J with up to seven steps per each job grade.

- A. Entry level no experience, low skill level, High School Education requirement.
- B. Some experience, higher skill level, independent work, similar tasks.
- C. Some experience required, variety of tasks, more difficult assignments.
- D. Experience required, deductive reasoning needed, variety of tasks, college education required, little supervision.
- E. More experience required, deductive reasoning needed, variety of tasks, college education required, little supervision.
- F. License or certificate that would benefit the District experience required, deductive reasoning needed, variety of tasks, little to no supervision.
- G. Trade and/or master-level skills that would significantly benefit the District, experience required, deductive reasoning needed, little to no supervision.
- H. Certified Trades: Journeyman electricians and/or plumbers, with all certificates and administrator license for both residential and commercial.
- I. Type M: See Alaska Department of Education and Early Development (DEED) Requirements.
- J. Emergency Certificate: See Alaska Department of Education and Early Development (DEED) Requirements.

All regular employees are hired at the specified job grade and placed at Step One. After ninety days, the Superintendent may approve a final salary placement at a higher step not to exceed Step Three on the salary schedule. Prior experience, training and favorable evaluation of the employee will be the basis for determining step advancement.

(cf. BP/AR 4250 – Compensation and Related Benefits)

(cf. BP 4251 – Salary Guides)

## Step Advance

All regular employees are eligible for step advancement on July 1<sup>st</sup> of each year provided the following conditions have been met:

The employee has acquired regular status prior to January 1st of the current year.

At the time of the annual evaluation, the employee was recommended for step advancement.

(cf. BP 4251 – Salary Guides)

## Salary Schedule As of January 28, 2025:

	GRADE	GRADE	GRADE	GRADE	GRADE	GRADE	GRADE	Certified Trades	Type M	Emergency Certificate
Step	A	B	C	D	E	F	G	H	I	J
1	20.00	21.25	22.50	23.75	25.00	32.00	38.00	45.00	36.00	38.93
2	20.50	21.75	23.00	24.50	26.25	33.25	39.25	46.50	37.25	
3	21.00	22.25	23.50	25.25	27.50	34.50	40.50	48.00	38.50	
4	21.50	22.75	24.00	26.00	28.75	35.75	41.75	49.50	39.75	
5	22.00	23.25	24.50	26.75	30.00	37.00	43.00	51.00	41.00	
6	22.50	23.75	25.00	27.50	31.25	38.25	44.25	52.50	42.25	
7	23.00	24.25	25.50	28.25	32.50	39.50	45.50	54.00	43.50	

(cf. BP 4251 – Salary Guides)

## Other Wage Rates

Regular Classified Employee Teacher Substitute.....\$25.00/hour

Certified Teacher Substitute .....\$35.00/hour

## Temporary Hire

Part-Time Student Hire (< 15 Hours/Week).....\$17.00/hour

General Laborer. ....\$23.00/hour

Elder (Cultural Knowledge Bearer).....\$25.00/hour

Skilled Tradesperson.....\$30.00/hour

Project Lead .....\$45.00/hour

Temporary Classified Substitute.....\$18.00/hour

Temporary Non-certified Teacher Substitute .....\$20.00/hour

*Grant driven positions are dictated by grant.*

## **Definitions:**

**Part-time Student Hire:** No knowledge or experience of the work to be performed. Must be trained and under general supervision.

**General Laborer:** Some knowledge or experience of the work to be performed. Can work independently following oral and written instructions.

**Elder (Cultural Knowledge Bearer):** Recognized as an expert in an aspect local culture with deep knowledge of traditions and skills. Can work independently and lead activities giving oral instruction.

**Skilled Tradesperson:** Working knowledge and verifiable experience related to the specific project. Performs a variety of functions of both a general and specialized nature in construction or other trades.

**Project Lead:** Journeyman level knowledge and/or verifiable experience in work related to the specific project.

## **Substitutes**

Substitutes are employed as needed to cover positions for teachers and regular employees on leave.

The site administrator will select all substitutes based on the availability of those individuals whose names have been placed on the site list of qualified substitutes.

Long-term substitutes for regular employees are placed at a Job Grade determined by the Superintendent.

NOTE: Regular classified employees substituting for a certified classroom teacher will receive their regular rate of pay or \$25.00/hour, whichever is greater.

(cf. BP 4251 – Salary Guides)

## **Students**

Students are hired from time to time for specific tasks as casual labor and in work-study positions.

(cf. BP 4251 – Salary Guides)

## **Type M Limited Certification**

Employees with a Type M Limited Certificate shall be placed on the Type M Column of the Classified Salary Schedule at Step One. After ninety (90) days, the Superintendent may approve a final placement at a higher step not to exceed Step Three on the Salary Schedule. Prior experience, training and favorable evaluation of the employee will be the basis for determining step advancement.

## **Work Day and Year - Type M Instructors and Emergency Certificated Staff**

Days of duty for returning Type M Instructors and Emergency Certificated Staff shall be one hundred eighty-nine (189) and one hundred ninety-one (191) for new Type M Instructors and Emergency Certificated Staff.

One hundred eighty (180) of these days shall be with students. Each duty day for Type M Instructors and Emergency Certificated Staff shall be seven (7) hours, (unless denoted otherwise on the Payroll Action Form), exclusive of a thirty (30) minute duty-free lunch time. The day may be extended by forty-five (45) minutes for collaborative and staff meetings called by the site administrator to a maximum of four (4) per month. The District may choose to substitute two (2) inservice days with fourteen (14) one (1) – hour inservice sessions at a maximum of one (1) per week.

## **Travel Stipend**

Type M Instructors and Emergency Certificated Staff located in Aleknagik and Dillingham shall receive a \$700 travel stipend. Type M Instructors and Emergency Certificated Staff located in Koliganek, New Stuyahok and Ekwok shall receive a \$950 travel stipend. Type M Instructors and Emergency Certificated Staff located in Togiak, Twin Hills, Manokotak and Clarks Point shall receive a \$1,050 travel stipend. All applicable taxes shall be withheld for this benefit at the time the stipend is issued. The second working day of each school year will be set as the accrual date. However, if a Type M Instructor or Emergency Certificated Staff fails to return to duty during his/her contract, the travel stipend will be forfeit by the employee. In the case of such forfeiture, the District will withhold the amount previously paid from monies owed the employee. If no monies are owed the employee at the time of forfeiture, the instructor will be responsible to make payment to the District within thirty (30) calendar days.

## **Longevity Benefit**

At the end of each year, beginning with the fourth consecutive year that a classified employee has been employed with the District, the employee will be awarded a yearly longevity benefit of \$100 per year for each consecutive year of service to be paid on the final paycheck of the year.

Staff using Leave Without Pay (LWOP) in excess of 9 days during a school year shall forfeit the longevity benefit.

Board approved leaves of absence do not invalidate consecutive years.

(cf. BP 4251 – Salary Guides)

## **Work Load**

Each employee will be allotted an adequate number of hours to complete duties. No employee should be regularly or consistently assigned duties that cannot reasonably, efficiently, and normally be completed in a maximum of 40 hours per week. However, should situations arise when a classified employee must work overtime, the employee will receive overtime pay.

(cf. BP 4213.1 – Load/Scheduling/Hours of Employment)

(cf. BP 4253 – Overtime Pay/Compensatory Time Off)



## **Overtime**

When a classified employee is directed to work more than 40 hours per week, overtime at 1.5 times the base rate will be paid for each hour worked (AS23.10.055 (5)). Double-time will be paid for up to 8 hours of emergency work done on school holidays. Holiday double-time pay will not be paid for normal work-related tasks. Overtime and holiday hours shall be by prior approval of an employee's supervisor. Employees working overtime hours without prior approval of an employee's supervisor will be subject to disciplinary action up to and including termination. Supervisors are responsible for seeing that no abuse of overtime occurs and that all overtime and holiday pay request justifications are documented on or attached to the clockings.

(cf. BP 4253 – Overtime Pay/Compensatory Time Off)

## **Payroll Period**

Classified employees are required to clock via the electronic time keeping system. Clockings are reviewed and approved by the employee's supervisor.

Incomplete or inaccurate clockings may result in payment delayed until the next scheduled payroll.

Leave requests are required when an employee is away from their primary duty station.

Classified employees shall be paid for the hours worked beginning the 16<sup>th</sup> of the previous month and through the end of the month, with the pay day to be the 15<sup>th</sup> of the month. Classified employees shall be paid for the hours worked beginning the 1<sup>st</sup> of the month and through the 15<sup>th</sup> of the month, with the pay day to be the last day of the month.

(cf. BP 4252 – Salary Checks and Deductions)

“Working ahead” and/or “making up” hours are not allowed. Falsifying clockings will be considered grounds for immediate termination.

(cf. BP 4252 – Salary Checks and Deductions)

## **Absences from Duty Station**

The School Board requires all employees to be present at their assigned duty stations unless authorized to be absent. All absences must be approved in advance and failure to obtain prior authorization will be grounds for termination. The proper leave request must be completed in advance of the actual leave time.

The Superintendent may authorize absences up to 20 consecutive work days, however the School Board reserves the right to approve absences in excess of 20 work days.

Employees on authorized leave are not eligible for unemployment insurance. An application received on behalf of an employee who is on approved leave status will be considered an immediate resignation.

(cf. BP 4252 – Salary Checks and Deductions)

**Payroll Advances**

Payroll advances are not encouraged. However, in cases of emergency, a permanent employee may request no more than two (2) payroll advances in any twelve-month period. Payroll advance requests must be submitted using the Payroll Advance Form no later than the end of Monday. Payroll Advances are paid on Friday. All advances are collected in the next available pay on the next payroll. See the Payroll Advance Form for more details. Payroll advances will not be issued in December, June or July.

#### **IV. EMPLOYEE BENEFITS & SERVICES**

## **Health and Life Insurance**

Full-time employees are eligible to participate in the District's group health and life insurance program. The full amount of the District's insurance premiums will be paid by the employee through payroll deduction. The District does not pay any portion of the insurance premiums. For more information, contact the District Payroll Specialist.

Individuals placed on the Classified Salary at Grade F are eligible for district health insurance at the current employee/employer split rates established by the Certificated Teacher's Negotiated Agreement.

*(cf. BP 4254 – Health and Welfare Benefits)*

## **Public Employees Retirement System (PERS)**

PERS coverage is provided to all regular employees working 15 hours per week or more. The employee's PERS contribution is deducted from the employee's pay. The District contributes an amount set by the retirement system. PERS employees do not pay into Social Security.

Regular employees working less than 15 hours per week are not eligible for PERS and will participate in Social Security.

*(cf. BP 4254 – Health and Welfare Benefits)*

## **Workmen's Compensation**

Employees are protected under the state workers compensation law against loss of income due to injury or death that occurs during work activities.

**REPORTING:** any employee injured on the job will report the injury immediately to his or her supervisor, regardless of whether the injury is minor or of no apparent significance. The supervisor will report the accident to the Business Office by completing a workers compensation injury report.

Failure of employees to document job-related injuries may result in disciplinary action, including termination of the employee and/or supervisor. Reporting job-related injuries protects both the District and the employee and is essential to ensuring a safe workplace.

*(cf. BP 4254 – Health and Welfare Benefits)*

### **Flexible Benefits Plan**

The following benefits are available to regular classified employees.

The District offers a flexible benefit plan for medical and childcare and other insurance reimbursement. Under this plan employees can have a PRE-TAX deduction taken from their paychecks to be used to pay for non-covered medical expenses, insurance premium and for childcare. The plan includes the following options:

Health Care Flexible Spending Account

Dependent Care Flexible Spending Account

Premium Reimbursement Account including AFLAC

AFLAC

*(cf. BP 4254 – Health and Welfare Benefits)*

### **403B Tax Shelter**

Under section 403B of the IRS code, employees of health and education institutions are allowed to make PRE-TAX investments in qualified retirement plans.

Southwest Region School District has an agreement with Lincoln Financial to provide third-party administration for the 403B annuities. See payroll for more information.

*(cf. BP 4255.1 – Tax-Sheltered Annuities)*

### **Personal Leave**

**SCHOOL-TERM** employees will accrue personal leave monthly at a rate equal to 1 workweek at the employee's weekly schedule (5 days) per year (July 1- June 30). Such leave may be accumulated to a maximum of 75 hours.

Employees working less than full time accrues leave in the manner discussed above, but on a pro rata basis.

**ANNUAL FULL-TIME** employees will be credited with annual leave as follows:

Less than FTE employees will earn leave on a pro rata basis.

Years with District	Days per Month
1-2	1
3-4	1.5
5 plus	2

Up to 90 hours of annual leave earned during one work year (July 1 – June 30) may be carried forward into the next work year, the maximum carryover is limited to 180 hours. Any unused leave in excess of 180 hours will be lost at the beginning of the next work year.

At termination, if an employee is in good standing, up to 75 hours of accrued leave shall be paid at the employee's hourly rate with a written request by the employee to the Payroll Department no later than 30 days from the employee's last day of work.

*(cf. BP 4261.2 – Personal Leaves)*

### **Sick Leave**

All regular employees shall be credited with 1 hour of sick leave for every 16 hours worked.

The purpose of paid sick leave for eligible employees is for illness of the employee and the employee's immediate family. Misuse of sick leave or falsifying a request for or an explanation about sick leave may result in termination of employment. Sick leave is cumulative from year to year with no accumulative limit. Sick leave has no cash value. Upon termination, all sick leave balances are set to zero. Employees will not receive compensation for unused sick leave.

In the event an employee does not have sick leave available, annual leave and then leave without pay must be used. For absences greater than 12 consecutive days and the employee's paid leave is or will be depleted, the employee may request an Accrued Leave Donation transfer.

*(cf. AR 4261.1 – Sick Leave)*

An employee absent on sick leave for 3 or more days shall submit to their supervisor a doctor's or clinic certification. At the supervisor's discretion, written certification may be waived or may be required for an absence of less than 3 days.

*(cf. BP 4261.1 – Sick Leave)*

### **Accrued Leave Donation Transfer**

#### **A. Requesting Donations:**

1. Permanent employees, who anticipate being absent due to a serious health condition more than 12 consecutive work days who have or may deplete all of their available paid leave, may apply in writing to become a leave recipient. In the event that an employee is not capable of completing the application on his or her own behalf, the employee's supervisor or immediate family member may make application on the recipient's behalf; provided however, if another individual makes application, he or she must have permission from the proposed recipient.

2. Each application is to be initially submitted to the immediate supervisor of the potential leave recipient for consideration and must include:
  - a. An approved Sick Leave Request Form.
  - b. Accrued Leave Donation Transfer Form.
  - c. A detailed statement from a physician that states the medical/physical condition that renders the employee incapable of performing their job duties and the anticipated duration of absence.
  - d. Authorization of release of medical records in an approved form to ensure the medical condition qualifies as a serious health condition.
3. Employees asking for a voluntary accrued sick leave donation transfer to handle a serious health condition must agree to waive any privileges of confidentiality or privacy to which they are entitled under HIPAA in order to provide sufficient information to the Superintendent or designee to qualify. The Superintendent or designee shall require only such information as may be necessary to meet the definition of medical emergency contained in this policy. There is no obligation on the part of the employee to provide more detailed information to other individual employees.
4. Eligibility terminates when the employee is no longer a regular employee of Southwest Region School District.

**B. Processing the Application:**

1. An employee who desires to become a leave recipient should submit a request to his/her immediate supervisor who reviews and recommends that it be approved or disapproved by the Superintendent or designee.
2. The actual approval or disapproval of an application shall be based on the determination of the Superintendent or designee as to whether the potential leave recipient suffers a serious health condition that requires the recipient's absence from work.
3. Recipients must have been employed by Southwest Region School District as a permanent employee (after completing the probationary period).

**C. Notifying Employees About Their Application:**

1. If the application is approved, the applicant shall be notified of the approval as soon as possible (or within 10 working days from the date the application was received). The recipient shall also be advised that other employees at Southwest Region School District may now request the transfer of accrued sick leave to the recipient.
2. If the application is disapproved, the applicant shall be notified of the disapproval as soon as possible, but within 10 working days from the date the application was received. The applicant shall be advised of the reasons for its disapproval and that he or she may utilize the complaint procedure as outline in the Classified Handbook.

**D. Soliciting Leave Donations:**

1. If a leave recipient already has received an indication from other employees about their willingness to donate accrued leave to the recipient it may not be necessary to seek donations through written announcement of the recipient's sick leave need. However, the application process described in A through C above is still required.
2. The Superintendent or designee shall officially notify employees of the need for contributions using the company e-mail system or other means; such notice shall not be coercive and will contain language stating contributions are voluntary. No supervisor or other employee may demand, harass, or otherwise coerce fellow employees to contribute accrued sick leave. All contributions will be purely voluntary.
4. Employee contributions or refusals to contribute shall be kept confidential.

**E. Donating accrued leave:**

1. Classified employees of Southwest Region School District may submit a voluntary written request that a specific number of hours be transferred from their accrued leave to the specified leave recipient. A leave donor may not donate leave that has not been earned and is not already in his or her accrued leave.
2. Donors shall submit their requests to the Superintendent or designee. The Superintendent or designee shall:
  - a. Ensure that the donation is proper and consistent with the provisions of this regulation.
  - b. Ensure that appropriate business office staff make deductions from the accrued leave of the donor and document the transaction.

**G. Using Transferred accrued leave:**

1. The amount of leave transferred will be limited to actual need for the serious health condition based on time sheets.



2. Donations will be utilized in the order received by the business office.
3. The leave recipient may use accrued leave transferred in the same manner as if he or she had accrued the leave under normal circumstances provided however, no recipient may use donated accrued leave for any purpose other than the requested serious health condition. Recipients are expressly prohibited from using accrued leave for vacations or personal travel.
4. A recipient's leave accrued and accumulated prior to the approved date of the recipient's application must be used before any transferred accrued leave.
5. This regulation shall not be construed as granting or allowing any employee to take any particular time off. The opportunity to take time off shall be set in accordance with the various leave descriptions as adopted by the Board in the Classified Handbook.

### **Paid Holidays**

Permanent employees will be paid their regular daily rate for the following holidays when they fall within a work period.

There are seven paid holidays:

Labor Day

Thanksgiving Day

The Friday following Thanksgiving Day

Christmas Day

New Years Day

Memorial Day

Independence Day

Should one of the above holidays fall on a Saturday, the Friday prior to the holiday will be a paid holiday in its place. Should one of the above holidays fall on a Sunday, the Monday following the holiday will be a paid holiday. An employee must be on paid status both the workday prior to and the workday following the holiday in order to be eligible for a paid holiday. If temporary employees work on holidays, they will receive regular time.

*(cf. BP 4262 – Vacation/Holidays)*

### **Leaves**

**Parenting Leave.** Regular Employees may be eligible for parenting leave upon approval by the School Board. Parenting leave up to twenty-five days may be taken either prior to or following birth or adoption of the employee's child. Leave will be first charged to sick leave than annual leave and then leave without pay. If both parents are employed by the district, 10 days of parental leave may be

taken concurrently by both parents. The employee shall submit a leave request form, specifying “parenting leave”, to the Superintendent as early as possible to allow for School Board action. Parental leave may be extended by taking leave without pay and with written approval of the Superintendent. Leave taken under this category will be counted toward the regular FMLA benefit.

*(cf. BP 4261 – Leaves)*

**Jury Duty.** An employee selected to serve as a juror will be granted leave without loss of pay or other benefits. The amount of remuneration received by an employee on jury duty shall be returned to the District.

*(cf. BP 4261 – Leaves)*

**Bereavement Leave.** Death in the immediate family shall entitle the regular employee to 5 days bereavement leave. If the circumstances require travel outside Southwest Region School District, up to a total of 7 days will be allowed. This leave shall be charged to sick leave, annual leave, and leave without pay in that order.

Immediate family includes husband, wife, son, daughter, brother, sister, mother, father, father-in-law, and mother-in-law.

*(cf. BP 4261 – Leaves)*

### **Leaves of Absences Without Pay**

Leaves of absence without pay may be granted by law and/or at the District’s discretion to eligible employees to maintain a continuity of service in instances where unusual or unavoidable circumstances require prolonged absence.

Leave of absence without pay are the following types:

**Family and Medical Leave:** The Family Medical Leave Act and/or the Alaska Family Leave Act are potentially applicable to employees who need to take leave for certain family and medical reasons. The District complies with all applicable family and medical requirements under federal and state law.

Contact the Personnel Officer for more information and eligibility requirements.

**Absence Without Pay:** When an employee is absent and not eligible for sick or annual leave, leave without pay may be requested at least 3 days in advance, or in the case of unforeseen circumstances, as soon as possible upon returning to work. This does not relieve the employee from verbally notifying their supervisor during an absence when possible. The Superintendent or designee must approve requests for leave without pay.

**Military Leave:** If you are a member of the National Guard or Reserves and are directed to participate in periodic field training, you will receive unpaid military leave for the period necessary to perform military service. Such leave shall not affect your normal vacation in any way. Military leave will be charged as leave without pay.

Regular employees who are indefinitely deployed in active service via the draft or the act authorizing the President to order to active duty the National Guard and reserve components of the Navy, Army, Air Force or Marine Corps are entitled to military leave. Military leave is leave of absence without pay and terminates either 90 days after the employee's discharge from the service, or one year after the employee is released from hospitalization continuing after discharge. The employee will be reinstated to his or her former position or to a position of similar status and pay if the district is informed of discharge according to legal regulations.

*(cf. BP 4261.5 – Military)*

**Educational Leave:** A leave of absence without pay for periods greater than 20 days may be granted by the School Board to employees who have provided the District a minimum of three consecutive years of employment. The duration of the leave shall be for a period not to exceed one (1) school year. The following shall be considered in granting such leave:

Leave may be granted only to attend school or training in areas which will improve job performance in the assigned area of the employee.

Written notification of intent to return must be in receipt by the Superintendent by March 15 of the school year in which this leave is taken.

Leave for employees working at school sites will require recommendation by the Site Administrator.

The employee shall assume his/her former position upon return.

*(cf. BP 4261 – Leaves)*

### **Reimbursement for Job-Related Course Work**

In order that all employees are able to perform their duties at the highest and most satisfactory level possible, Southwest Region Schools encourages all its employees to seek additional training and education. Classified employees must request approval on the appropriate form prior to enrolling in classes in order to receive reimbursement. With prior approval, classified employees will be reimbursed for nine (9) semester credits per year provided that the employee is enrolled in a degree/certificate program or three (3) semester credits per year if the course work is relevant to the employee's position. Coursework must be completed at an approved institution with an earned grade of "C" or better. The maximum reimbursable rate per credit will not exceed the established rate of the University of Alaska.

*(cf. BP 4256.3 – Reimbursement, Uniforms and Allowances)*

### **Job Related Travel**

Some employees are required to travel in the course of performing duties. District travel regulations have been developed. Supervisors will provide these regulations and the required forms.

*(cf. BP 4261.3 – Occupational Purposes)*

### **Travel Authorization**

Advance authorization is required for employee travel. Prior approval by the Superintendent or designee is required for out-of-district travel.

*(cf. BP 4261.3 – Occupational Purposes)*

### **Travel Advances**

Travel advances may be arranged when necessary to the performance of the employee's duties. A request for a travel advance must have prior administrative approval.

*(cf. BP 3540 – Transportation)*

*(cf. BP 4233 – Travel Expenses)*

### **Travel Regulations**

Expenses incurred in travel on Authorized District Business will be reimbursed as follows:

In-district:

- |     |           |                          |
|-----|-----------|--------------------------|
| (1) | Breakfast | \$ 10.00                 |
| (2) | Lunch     | \$ 5.00 eat school lunch |
| (3) | Dinner    | \$ 15.00                 |

Dillingham and Out-of-District

- |     |           |         |
|-----|-----------|---------|
| (1) | Breakfast | \$10.00 |
| (2) | Lunch     | \$20.00 |
| (3) | Dinner    | \$25.00 |

Lodging: Actual, reasonable cost at a licensed Hotel, Motel, or Bed & Breakfast.

District staff members staying in self-owned lodging or who are provided meals and/or lodging by another district staff member may reimburse the host for meals at the rates specified for in District travel and for lodging at the rate of ten dollars (\$10) per night when a bed with clean sheets is provided. (Receipts for lodging/meals must be attached to a Travel Authorization (TA) for reimbursement.)

Meal reimbursement will not be made for meals taken during the course of the normal workday unless overnight travel is involved.

Actual transportation expenses resulting from use of the most economical and reasonable means will be reimbursed. For scheduled commercial air carriers, coach class is considered most economical.

Miscellaneous expenses in excess of six dollars (\$6) will be reimbursed only upon proof of the expenditure.

Authorized travel by private automobile will be reimbursed at the standard rates set by the Internal Revenue Service.

Pre-approved by private aircraft will be reimbursed at the rate of \$6.50 per each 1/10<sup>th</sup> of an hour of flying time.

Request for reimbursement must be made on the approved travel reimbursement form.

The district carries all necessary insurance for rental cars so damage and liability waivers are not necessary and will not be reimbursed.

(cf. BP 3540 – Transportation)

(cf. BP 4233 – Travel Expenses)

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## **V. EMPLOYEE COMMUNICATIONS**

## **Complaint Procedure**

(For Complaints Other Than Sexual Harassment and Disciplinary Actions)

Employees who wish to bring to the attention of the School Board a condition or other matter for which there is concern, may use the following procedure:

1. The employee shall first bring the matter of concern to the attention of the immediate supervisor.
2. If, within reasonable time, the concern has not been addressed to the satisfaction of the complainant, the employee may seek an appointment with the Superintendent to discuss the concern. At this time it is the duty of the complainant to inform the immediate supervisor of this action and to request the supervisor to acquaint the Superintendent with the particulars of the situation to date and any action taken by the supervisor regarding the matters of concern.
3. If, after a reasonable time, the Superintendent fails to resolve the matter, the complainant may request that the matter be placed on the agenda for consideration by the School Board.
4. The School Board shall refer all complaints to the Superintendent if the above procedures have not been followed or if the complaint originates from within the membership of the School Board.
5. School Board members shall withhold commitment and/or opinion on any complaint until such time as the matter is properly placed before the School Board as an agenda item. No anonymous complaints will be considered by the School Board or Superintendent.
6. The School Board may advise and counsel the Superintendent on matters of concern clearly within the Superintendent's decision-making authority. The School Board, however, will not usurp the Superintendent's authority by overruling the decisions in such cases.

*(cf. BP 4244 – Complaints)*



## **VI. STANDARDS OF CONDUCT & CORRECTIVE ACTION**

## **SWRS Classified Employee Handbook ..... Standards of Conduct & Corrective Action**

It is the intent of the District, through these policies and procedures, to assure that employees are treated fairly and consistently in matters of discipline and resolution of disputes.

It is also the intent of the District to progressively discipline employees who break the rules of conduct or who continuously fail to follow the District's policies and procedures.

### **Background**

Discipline, as a part of these policies, is intended to be used to change unacceptable behavior, and to motivate and encourage employees to become more productive employees of the District. Discipline refers to the action taken against an employee for violating the District's rules of conduct and policies.

This action is differentiated from the performance evaluation process wherein the employee is coached and encouraged to learn the skills and abilities necessary to perform as expected in their respective positions. However, the refusal of an employee to change their work practices, approaches or philosophy to that which is expected of the employee by the District could result in disciplinary action.

### **Probationary Employees**

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

### **Disciplinary Action**

The four disciplinary actions, listed in ascending order of severity, are:

1. Verbal warning
2. Written warning
3. Disciplinary Suspension
4. Involuntary Discharge

The severity of the offense as well as the number and frequency of previous misconduct will determine the requisite action. The District is not required to follow this order and may impose discipline as necessary under the circumstances.

*(cf. BP 4218 – Dismissal/Suspension/Disciplinary Action)*

### **Verbal Warning**

Verbal warnings may be given to employees as a result of violating District, personnel or administrative regulations or policies. The supervisor or designee is to clearly state the perceived infraction, listen to the employee's response and then jointly decide how to correct the deficiency.

### **Written Warning**

Warnings may be given to employees as a result of violating District, personnel or administrative regulations or policies. Warnings shall contain specifics of the conduct for which employees are being disciplined. A copy will be placed in the employee's personnel file and one given to the employee.

### **Disciplinary Suspension**

Employees, who in the judgment of the Superintendent are not serving in the best interests of the District, may be suspended.

All disciplinary suspensions are without pay. The reason for the suspension, the period of time for which they are to be suspended, and the criteria required for improving performance shall be given the employee in writing with a copy being placed in their personnel file. The written notice will inform the employee of the right to a written statement of cause and the right to a formal hearing before the School Board.

A suspension resulting in the forfeiture of salary can be addressed by the suspended employee through the appeal procedure set forth on the following page. Employees who are suspended without pay during an investigation of charges against them, and who are found to be innocent of those charges, shall receive their regular wage for the period during which they were suspended.

### **Involuntary Discharge**

The service of any Permanent employee may be terminated for just cause. Just cause must be properly documented in writing by the supervisor, be recommended in appropriate cases by the CSC and presented to the Superintendent in writing, who in turn will present it to the School Board for ratification.

An employee terminated for cause will be granted the right to a formal hearing before the School Board.

### **Disciplinary Action Procedures**

All verbal warnings shall be documented and placed in the employee's personnel file. Other disciplinary actions shall be documented to the employee, the supervisor, and the employee's personnel file.

Discipline shall be administered using a tiered approach including:

Verbal warning,  
Written reprimand or suspension,  
Suspension or disciplinary probation,  
Discharge

(cf. Forms: Violation of Rules and Discipline)

Supervisors may begin disciplinary action at varying levels taking into account the individual circumstances of the incident and history of previous infractions.

**Hearings on Disciplinary Action Resulting in Suspension or Involuntary Discharge**

1. This policy pertains to suspension and involuntary discharge of regular classified employees.
2. Having received written notice of suspension or involuntary discharge, the employee may request a formal hearing. The employee will be given written notice in accordance with law. Within 5 days of the receipt of the written notice in accordance with discharge, the employee shall submit a written request to the Superintendent for a formal hearing. This 5-day period commences upon receipt of the written notice. If a written request is not received within 5 days of notice of suspension or involuntary discharge, the right to a hearing is waived.
3. The following procedures will govern the conduct of the hearing:

The hearing will be conducted in executive session unless the employee requests in writing that the hearing will be open to the public.

In all cases the School Board will audio record the hearing.

A quorum of the School Board must be present at the hearing.

The employee will have the right to appear individually (either in person or by telephone). The employee may be represented by counsel at the informal hearing. The District shall have not liability for costs or legal fees incurred by the employee at or for the formal hearing.

Both the District and the employee shall have the right to make a presentation (written and/or oral) to the School Board.

The parties may present witnesses. The School Board will have the right to reasonably limit the number of witnesses and the scope of their testimony. The witnesses shall be sworn under oath and may be cross-examined.

The School District may be represented by counsel or an employee of the School District.

The employee will be given the written determination of the School Board. Said determination will either confirm the suspension or involuntary discharge or disaffirm it. The written determination will state that the decision is final and that the employee may appeal to the courts pursuant to State law.

### **Sexual Harassment**

All employees have the right to work in an environment free from all forms of discrimination and conduct that can be considered harassment, coercion, disruption or personally offensive. The school district strictly prohibits sexual harassment of any kind. No employee, either male or female, should be subject to unsolicited sexual overtures or conduct, either verbal or physical.

Any employee should immediately bring such behavior to the attention of his or her supervisor or the Personnel Officer. All such matters will be treated with confidentiality.

The school district will investigate complaints to determine whether sexual harassment has occurred. Any person found to be in violation of the school district's policies will be subject to disciplinary action that may include immediate discharge.

*(cf. 4219.11 – Sexual Harassment)*

### **Drug Free Workplace**

There is not a place for drug abuse in the work place. As a condition of employment for all employees, Southwest Region Schools has the following School Board Policy:

All employees of the district are prohibited from possessing, using, selling, giving, bartering, or transporting a controlled substance.

Any employee of the district convicted of possessing, using, selling, giving, bartering, or transporting a controlled substance shall be terminated and considered ineligible for rehire.

Controlled Substances are as defined in Alaska Statutes 11.71.140-190 as amended.

To be under the influence of, or to use, intoxicating beverages or illegal drugs while on duty shall be grounds for immediate termination.

If you have an alcohol or chemical dependency problem, you may contact **BRISTOL BAY AREA HEALTH CORPORATION ALCOHOL AND/OR MENTAL HEALTH PROGRAM** for an evaluation as to what treatment may be necessary as well as additional information. They may be reached by telephone at 1-800-478-5201 *(from outside of Dillingham) or within Dillingham at 842-5201.*

In addition, the employee must notify Southwest Region Schools of any criminal drug status conviction for a violation occurring in the work place no later than 5 days after such conviction. Failure to do so shall result in disciplinary action, up to and including termination.

*(cf. BP 4020 – Drug And Alcohol-Free Workplace)*

### **Tobacco**

Tobacco use is not permitted in school buildings, school vehicles or on school grounds.

**Solicitation, Selling and Campaigning**

Solicitation and selling is prohibited on school premises except by authorization of the Superintendent or designee. Political campaigning on school property, during school time, by school employees is prohibited.

*(cf. BP 4219.25 – Political Activities of Employees)*

**Appearance**

Employees are expected to dress according to the needs of the job and the dress of the community. When on duty at any location, employees should be as reasonably well groomed, clean and neat as the task allows.

*(cf. BP 4219.22 – Conduct and Dress)*

**Personal Communications**

No long distance telephone calls may be charged to district telephones by any employee without prior authorization. Personal use of cell-phones, e-mail and other forms of electronic communication shall be kept to a minimum.

*(cf. BP 3512 – Equipment)*

**Use of Office Equipment**

Prior approval must be obtained from the Site Administrator or designee for the use of district equipment. The following fees will be charged for the use of equipment.

Facsimile Machine (long distance)

Sending     \$ 1.00 1-5 pages  
                 \$ 0.25 for each page thereafter

Receiving   \$ 0.25 per page

Copy Machine/Laser Printer

Black & White     \$ 0.25 per page

Color             \$ 1.00 per page

Laminator             \$ 5.00             per item

Poster Machine         \$ 2.25             per poster

*(cf. BP 3512 – Equipment)*

**Respect and Pride**

It is expected that each employee will show respect to each persons connected with Southwest Region Schools. Employees are representatives of Southwest Region Schools and their conduct in carrying out their duties reflects upon the district. Each employee should strive for the best performance and take pride in a job well done.

*(cf. 4219 – Rights, Responsibilities and Duties)*

**Working Relationships**

There may be times when tension, legitimate differences of opinion and complaints occur. When this happens, employees should try to work such problems out among themselves and their supervisors. All of us should welcome friendly and constructive criticism and should make every effort to show the proper respect and courtesy to each other when such criticism is presented.

*(cf. 4219 – Rights, Responsibilities and Duties)*

**SWRS Classified Employee Handbook ..... Standards of Conduct & Corrective Action**

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## **VII. JOB DESCRIPTIONS**

**Job Descriptions**

It should be remembered that job descriptions provide a basic framework that may be adapted to meet the particular needs of each situation. As circumstances dictate, an employee may be required to perform other duties as a logical and necessary extension of a job description.

*(cf. 4219.3 – Duties of Personnel)*

**PART-TIME  
JOB DESCRIPTIONS**

## **STUDENT HIRE**

### **DEFINITION**

Under general supervision of the site administrator, classroom teacher, or other specified district employee, the individual will perform duties appropriate for student skill and physical ability levels to complete various identified school/district related and approved projects.

### **TYPICAL TASKS**

1. Tasks vary per project.
2. Performs other duties as assigned.

### **EXPERIENCE AND SKILLS**

1. Ability to get to job site location on time for the duration of the project.
2. Ability to observe and report needs to supervisor.
3. Ability to carry out written and oral instructions.
4. Ability to get along well with students, officials, and the general public.
5. Sufficient strength, agility and dexterity to perform all required tasks.
6. Ability to work out doors in a variety of temperatures and climate conditions.
7. Knowledge and ability to safely use tools, materials, and equipment required for the job.
8. Travel by small aircraft, snow machine, or boat may be required.

**CULTURAL KNOWLEDGE BEARER**

**DEFINITION**

Under general supervision of the site administrator and the site's Yup'ik Studies instructional staff, the individual will provide guidance and instruction to youth and staff through sharing of authentic, personal, and locally relevant knowledge of Yup'ik culture.

**TYPICAL TASKS**

1. Provide Yup'ik language instruction/translation.
2. Provide knowledge and instruction of the functional craft and tool making skills.
3. Provide knowledge and instruction in the art of the story teller and dancer.
4. Provide knowledge and instruction of local outdoor survival and subsistence skills.
5. Provide historical perspective of the customs, skills and knowledge of the community, region, state, and nation from the local context.

**EXPERIENCE AND SKILLS**

1. Ability to get to job site location on time for the duration of the project.
2. Ability to observe and report needs to supervisor.
3. Ability to get along well with students, officials, and the general public.
4. Sufficient strength, agility and dexterity to perform all required tasks.
5. Knowledge and ability to safely use tools, materials, and equipment required for the job.

**TEMPORARY HIRE  
JOB DESCRIPTIONS**

**TEMPORARY HIRE UNSKILLED LABORER**

**DEFINITION**

Under general supervision of the site administrator or Project Lead, the individual will perform temporary projects.

**TYPICAL TASKS**

6. Tasks vary per project.
7. Performs other duties as assigned.

**EXPERIENCE AND SKILLS**

1. High School diploma or equivalent preferred.
2. Valid drivers license may be required.
3. Ability to get to job site location on time for the duration of the project.
4. Ability to observe and report needs to supervisor.
5. Ability to carry out written and oral instructions.
6. Ability to get along well with students, officials, and the general public.
7. Sufficient strength, agility and dexterity to perform all required tasks.
8. Ability to work out doors in a variety of temperatures and climate conditions.
9. Knowledge and ability to safely use tools, materials, and equipment required for the job.
10. Travel by small aircraft or boat may be required.

**TEMPORARY HIRE GENERAL LABORER**

**DEFINITION**

Under general supervision of the site administrator or Project Lead, the individual will perform temporary projects. Assistant to a major or minor project. Performs unsupervised directed short projects. Performs a variety of functions of both a general or specific nature.

**TYPICAL TASKS**

1. Tasks vary per project.
2. Performs other duties as assigned.

**EXPERIENCE AND SKILLS**

1. High School diplomas or equivalent.
2. Valid drivers license may be required.
3. Ability to get to job site location on time for the duration of the project.
4. Verifiable experience required.
5. Ability to observe and report needs to supervisor.
6. Ability to carry out written and oral instructions.
7. Ability to get along well with students, officials, and the general public.
8. Sufficient strength, agility and dexterity to perform all required tasks.
9. Ability to work out doors in a variety of temperatures and climate conditions.
10. Knowledge and ability to safely use tools, materials, and equipment required for the job.
11. Travel by small aircraft or boat may be required.



**TEMPORARY HIRE SKILLED TRADESPERSON**

**DEFINITION**

Reports to site administrator or Project Lead, the individual will perform temporary projects. Performs unsupervised short or longer term projects. Performs a variety of functions of both a general or specific nature. May be second in charge in major structural and renovation projects. Can be lead in minor structural and renovation work.

**TYPICAL TASKS**

1. Tasks vary per project.
2. Performs other duties as assigned.

**EXPERIENCE AND SKILLS**

1. High School diploma or equivalent.
2. Valid drivers license may be required.
3. Ability to get to job site location on time for the duration of the project.
4. Verifiable experience that is specific to the project required.
5. Ability to observe and report needs to supervisor.
6. Ability to carry out written and oral instructions.
7. Ability to get along well with students, officials, and the general public.
8. Must be able to read and interpret blue prints and be able to verify code compliance.
9. Ability to maintain accurate records and follow verbal and written instructions.
10. Prepare necessary work plans to accomplish work assigned.
11. Sufficient strength, agility and dexterity to perform all required tasks.
12. Ability to work out doors in a variety of temperatures and climate conditions.
13. Knowledge and ability to safely use tools, materials, and equipment required for the job.
14. Supervisory skills preferred. May oversee work of others.
15. Travel by small aircraft or boat may be required.

**TEMPORARY HIRE PROJECT LEAD**

**DEFINITION**

The individual will perform temporary projects. Performs unsupervised short or longer term projects. Performs a variety of functions of both a general or specific nature. Performs major structural, renovation, or professional work.

**TYPICAL TASKS**

1. Tasks vary per project.
2. Performs other duties as assigned.

**EXPERIENCE AND SKILLS**

1. High School diploma or equivalent.
2. Valid drivers license may be required.
3. Ability to get to job site location on time for the duration of the project.
4. Verifiable experience that is specific to the project required.
5. Ability to observe and report needs to supervisor.
6. Ability to carry out written and oral instructions.
7. Ability to get along well with students, officials, and the general public.
8. Sufficient strength, agility and dexterity to perform all required tasks.
9. Ability to work out doors in a variety of temperatures and climate conditions.
10. Knowledge and ability to safely use tools, materials, and equipment required for the job.
11. Supervisory and leadership experience may be required.
12. Ability to estimate labor and materials for specific jobs.
13. Prepare necessary work plans to accomplish work assigned.
14. May oversee other workers on projects.
15. Must be able to read and interpret blue prints and be able to verify code compliance.
16. Requisitions all parts and materials needed.
17. Ability to maintain accurate records and follow verbal and written instructions.
18. Knowledgeable in related laws and codes.
19. Travel by small aircraft or boat may be required.

**CUSTODIAL/MAINTENANCE  
JOB DESCRIPTIONS**

## **MAINTENANCE/CUSTODIAL WORKER**

### **DEFINITION**

Under general supervision of the site administrator, cleans and maintains office, halls, classrooms, teacher housing and similar areas in a school building; secures building upon closing and performs related work as assigned.

### **TYPICAL TASKS**

1. Strips wax from floors, re-waxes and buffs, sweeps, and damp mops floors.
2. Washes windows and boards, fixtures, floors and walls.
3. Dusts furniture, lockers, cabinets, walls, radiators, windowsills and other furnishings.
4. Empties trash receptacles; sanitizes rest rooms.
5. Makes daily checks of buildings including boilers, lights and ballasts, and fuel levels in bulk fuel tanks and daily tanks.
6. Follow fuel pumping procedures to ensure all day tanks for school and teacher housing are kept full and report fuel measurements to maintenance department as requested.
7. Checks all door locks securing the building upon closing.
8. Transports and empties large trash containers into outdoor units.
9. Manually or with mechanical assistance, moves and transports furniture and equipment, boxed textbooks and other supplies weighing up to 70 pounds.
10. Operates snow removal equipment as assigned, performs minor repairs and preventive maintenance functions.
11. Maintains motors, and other equipment according to preventative maintenance schedule (i.e. air filters and ballasts).
12. Watches for safety hazards and guards against fire, theft and illegal entry.
13. Reports need for maintenance and supplies.
14. Oversees the work of the Custodial Worker, and performs other duties as assigned.

### **EXPERIENCE AND SKILLS REQUIRED**

1. High School diploma or equivalent; two years previous janitorial or related experience
2. Good knowledge of the methods materials and equipment used in custodial work.
3. Ability to observe and report needs for maintenance and supplies.
4. Ability to carry out written and oral instructions.
5. Ability to get along well with students, officials, and the general public.
6. Sufficient strength, agility and dexterity to perform all required tasks.
7. Ability to work out doors in a variety of temperatures and climate conditions.
8. Ability to carry up to 70 pounds, carrying equipment, and tools required for the job.
9. Ability to obtain HAZWOPER Training
10. Valid Alaska drivers license.

Job Grade: A

## **CUSTODIAL WORKER**

### **DEFINITION**

Under supervision of the site administrator, does basic to advanced level cleaning and minor maintenance work on school facilities, teacher housing and on grounds.

### **TYPICAL TASKS**

1. Strips wax from floors, re-waxes and buffs, sweeps, and damp mops floors.
2. Washes windows and boards, fixtures, floors and walls.
3. Dusts furniture, lockers, cabinets, walls, radiators, windowsills and other furnishings.
4. Empties trash receptacles; sanitizes rest rooms.
5. Makes daily checks of buildings including boilers, lights and ballasts, and fuel levels in bulk fuel tanks and daily tanks.
6. Follow fuel pumping procedures to ensure all day tanks for school and teacher housing are kept full and report fuel measurements to maintenance department as requested.
7. Checks all door locks securing the building upon closing.
8. Transports and empties large trash containers into outdoor units.
9. Manually or with mechanical assistance, moves and transports furniture and equipment, boxed textbooks and other supplies weighing up to 70 pounds.
10. Operates snow removal equipment as assigned, performs minor repairs and preventive maintenance functions.
11. Maintains motors, and other equipment according to preventative maintenance schedule (i.e. air filters and ballasts).
12. Watches for safety hazards and guards against fire, theft and illegal entry.
13. Reports need for maintenance and supplies.
14. Performs other duties as assigned.

### **EDUCATION, EXPERIENCE AND SKILLS REQUIRED**

1. High School diploma or equivalent.
2. Ability to operate standard equipment used in custodial work.
3. Demonstrated ability to keep simple records and follow written and verbal instructions.
4. Ability to get along well with students, officials and the general public.
5. Sufficient strength, agility and dexterity to perform all required tasks.
6. Ability to work out-of-doors in a variety of temperatures and climate conditions.
7. Ability to carry up to 70 pounds, carrying equipment, and tools required for the job.
8. Valid Alaska drivers license desirable.

**EXPEDITOR**

**DEFINITION**

Under general supervision, clerical functions are combined with warehousing and elementary accounting functions in receiving and disbursement of varied supplies and equipment.

**TYPICAL TASKS**

1. Accurately maintains all records and fields as directed by the maintenance director.
2. Expedites the delivery of materials and equipment, lifting up to 70 pounds.
3. Performs all shipping and receiving functions for the maintenance dept.
4. Conducts and inventory for maintenance and maintains records.
5. Maintains log of locally purchased materials.
6. Coordinates all shipping with all departments and sites.
7. Performs other duties as assigned.

**EDUCATION, EXPERIENCE AND SKILLS REQUIRED**

1. High school diploma or equivalent.
2. Five years work experience in a field of expediting, clerical, accounting or related experience.
3. Ability to operate forklift, box van, and related maintenance equipment
4. Ability to operate standard office equipment, familiarity with repair and construction terminology.
5. Ability to carry out written and oral instructions, maintain records.
6. Sufficient strength, agility and dexterity to perform all required tasks.
7. Ability to work out-of-doors in a variety of temperatures and climate conditions.
8. Ability to carry up to 70 pounds, carrying equipment, and tools required for the job.
9. Valid Alaska drivers license and insurability required.

**MAINTENANCE/CUSTODIAL WORKER**

**DEFINITION**

Under general supervision of the site administrator, cleans and maintains office, halls, classrooms, teacher housing and similar areas in a school building; secures building upon closing and performs related work as assigned.

**TYPICAL TASKS**

1. Strips wax from floors, re-waxes and buffs, sweeps, and damp mops floors.
2. Washes windows and boards, fixtures, floors and walls.
3. Dusts furniture, lockers, cabinets, walls, radiators, windowsills and other furnishings.
4. Empties trash receptacles; sanitizes rest rooms.
5. Makes daily checks of buildings including boilers, lights and ballasts, and fuel levels in bulk fuel tanks and daily tanks.
6. Follow fuel pumping procedures to ensure all day tanks for school and teacher housing are kept full and report fuel measurements to maintenance department as requested.
7. Checks all door locks securing the building upon closing.
8. Transports and empties large trash containers into outdoor units.
9. Manually or with mechanical assistance, moves and transports furniture and equipment, boxed textbooks and other supplies weighing up to 70 pounds.
10. Operates snow removal equipment as assigned, performs minor repairs and preventive maintenance functions.
11. Maintains motors, and other equipment according to preventative maintenance schedule (i.e. air filters and ballasts).
12. Watches for safety hazards and guards against fire, theft and illegal entry.
13. Reports need for maintenance and supplies.
14. Oversees the work of the Custodial Worker, and performs other duties as assigned.

**EXPERIENCE AND SKILLS REQUIRED**

1. High School diploma or equivalent; two years previous janitorial or related experience
2. Good knowledge of the methods materials and equipment used in custodial work.
3. Ability to observe and report needs for maintenance and supplies.
4. Ability to carry out written and oral instructions.
5. Ability to get along well with students, officials, and the general public.
6. Sufficient strength, agility and dexterity to perform all required tasks.
7. Ability to work out doors in a variety of temperatures and climate conditions.
8. Ability to carry up to 70 pounds, carrying equipment, and tools required for the job.
9. Ability to obtain HAZWOPER Training
10. Valid Alaska drivers license.

**ALEKNAGIK STUDENT TRANSPORTATION**

**DEFINITION**

Under general supervision of the site administrator, provides lake transportation for students and staff; operates and maintains equipment; and performs related work as required or assigned.

**TYPICAL TASKS**

1. Provides lake transportation to and from school for elementary students living on the island and south shore.
2. Provides lake transportation to and from the bus pick up area for high school students living on the north shore.
3. Provides lake transportation for staff traveling to and from the school.
4. Maintains radio contact with the school during transportation runs.
5. Assures that lake and weather conditions are safe for transporting students. Notifies site administrator when conditions are unsafe or questionable.
6. Assures that all required safety equipment is on board.
7. Maintains equipment in good operating condition.
8. Assures that students wear life vests and follow safe boating standards.
9. Performs other duties as assigned.

**EDUCATION, EXPERIENCE AND SKILLS REQUIRED**

1. High School diploma or equivalent.
2. Demonstrated experience operating boats 18 feet and under, boat motors and snow machines.
3. Ability to operate, maintain, and repair boat motors and snow machines
4. Ability to carry out oral instructions.
5. Sufficient strength, agility and dexterity to perform all required tasks.
6. Ability to work out-of-doors in a variety of temperatures and climate conditions.
7. Ability to acquire First Aid/CPR training.
8. Must be available for prearranged evening and weekend transportation.
9. Extensive experience operating boats and snow machines on Lake Aleknagik in all types of weather.



## **MAINTENANCE WORKER**

### **DEFINITION**

Under general supervision, performs a variety of maintenance functions of both a general and specialized nature. Works independently, following oral and written directions.

### **TYPICAL TASKS**

1. Performs general carpentry, plumbing, electric, and diesel repair.
2. Repairs floors, walls, roofs, drainpipes, sewer lines, drains fields, septic tanks and leach fields.
3. Installs doors and windows.
4. Performs outline repairs to pumps, wells and water pipes.
5. Mixes and applies paint and other finishes.
6. Does simple welding, burning and soldering.
7. Performs preventative maintenance and makes routine repairs to boilers, ventilation system, electric generators and fuel systems.
8. Repairs electrical systems by replacing switches.
9. Repairs engines, motors and pumps, generators and related equipment.
10. Keeps supply, work and maintenance records.
11. Travels regularly to all sites with overnight stays up to five days.
12. Performs other duties as assigned.

### **EDUCATION, EXPERIENCE, AND SKILLS REQUIRED**

1. High school diploma or equivalent.
2. Knowledge of carpentry, electric, masonry, plumbing, welding, mechanics, painting, plastering and roofing; three years demonstrated experience in one or more of the above trades at the apprentice level.
3. Ability to withstand extensive travel in light aircraft, remaining at school sites up to 5 days with minimal conveniences.
4. Available for emergency situations on evenings and weekends.
5. Sufficient strength, agility and dexterity to perform all required tasks.
6. Ability to work out doors in a variety of temperatures and climate conditions.
7. Ability to carry up to 70 pounds, carrying equipment, and tools required for the job.
8. Ability to obtain HAZWOPER training.
9. Valid Alaska drivers license.

## **MAINTENANCE MECHANIC I**

### **DEFINITION**

Performs work related to a construction trade or that of a diesel electric mechanic at the journey person level. Serves as lead person on jobs requiring more than one maintenance worker.

### **TYPICAL TASKS**

1. Performs journey person level work in the trade of carpentry, plumbing, electric, or diesel repair.
2. If specialty is in a single trade, will perform related work in other construction trades.
3. Keeps accurate supply inventory, work, and maintenance records.
4. Estimates materials, time and costs of jobs.
5. Prepares plans necessary to accomplish work.
6. Can perform work in their primary trade in accordance with blue prints and be familiar with the codes of that trade.
7. Requisitions all parts and materials needed.
8. May oversee the work of other maintenance workers, semi-skilled laborers and laborers.
9. Travels regularly to all sites with overnight stays up to five days.
10. Performs other duties as assigned.

### **EDUCATION, EXPERIENCE, AND SKILLS REQUIRED**

1. High school diploma or equivalent.
2. Journey person status (license if applicable) or five years of verifiable experience in single trade.
3. Ability to oversee work of others and have strong interpersonal skills.
4. Ability to maintain accurate records and follow verbal and written instructions
5. Ability to withstand extensive travel in light aircraft, remaining at school sites up to 5 days with minimal conveniences.
6. Sufficient strength, agility and dexterity to perform all required tasks.
7. Ability to work out-of- doors in a variety of temperatures and climate conditions.
8. Ability to carry up to 70 pounds, carrying equipment, and tools required for the job.
9. Available for emergency situations on evenings, weekends and holidays.
10. Ability to become HAZWOPER certified.
11. Valid Alaska drivers license.

## **MAINTENANCE MECHANIC II**

### **DEFINITION**

Performs work related to a construction trade and schedules preventative, routine, and emergency work orders. Serves as lead person on jobs requiring more than one maintenance worker.

### **TYPICAL TASKS**

1. Performs journey person level work in the trade of carpentry, plumbing, electric, or diesel repair.
2. If specialty is in a single trade, will perform related work in other construction trades.
3. Keeps accurate supply inventory, work, and maintenance records.
4. Estimates materials, time and costs of jobs.
5. Prepares plans necessary to accomplish work.
6. Can perform work in their primary trade in accordance with blue prints and be familiar with the codes of that trade.
7. Requisitions all parts and materials needed.
8. May oversee the work of other maintenance workers, semi-skilled laborers and laborers.
9. Travels regularly to all sites with overnight stays up to five days.
10. Performs other duties as assigned.

### **EDUCATION, EXPERIENCE, AND SKILLS REQUIRED**

1. High school diploma or equivalent.
2. Journey person status (license if applicable) or ten years verifiable experience in a single trade.
3. Data Entry and work order completion experience.
4. Forty hour HAZWOPER certification.
5. Working knowledge of computerized work order system.
6. Ability to maintain accurate records and follow verbal and written instruction.
7. Ability to withstand extensive travel in light aircraft, remaining at school sites up to five days with minimal convenience.
8. Ability to work out-of- doors in a variety of temperatures and climate conditions.
9. Ability to carry up to 70 pounds, carrying equipment, and tools required for the job.
10. Available for emergency situations on evenings, weekends and holidays.
11. Valid Alaska drivers license.

**MAINTENANCE MECHANIC/LICENSE OR CERTIFICATE REQUIRED**

**DEFINITION**

Performs work related to a construction trade or that of a diesel electric mechanic at the journey person level. Serves as lead person on jobs requiring more than one maintenance worker.

**TYPICAL TASKS**

1. Performs journey person level work in the trade of carpentry, plumbing, electric, or diesel repair.
2. If specialty is in a single trade, will perform related work in other construction trades.
3. Keeps accurate supply inventory, work, and maintenance records.
4. Estimates materials, time and costs of jobs.
5. Prepares plans necessary to accomplish work.
6. Can perform work in their primary trade in accordance with blue prints and be familiar with the codes of that trade.
7. Requisitions all parts and materials needed.
8. May oversee the work of other maintenance workers, semi-skilled laborers and laborers.
9. Travels regularly to all sites with overnight stays up to five days.
10. Performs other duties as assigned.

**EDUCATION, EXPERIENCE, AND SKILLS REQUIRED**

1. High school diploma or equivalent.
2. Journey person status (license – Level 1 class A water system or ability to obtain) and fifteen years experience.
3. Trade license or certificate that would benefit the District required.
4. Ability to supervise work of others and have strong interpersonal skills.
5. Ability to maintain accurate records and follow verbal and written instructions
6. Ability to withstand extensive travel in light aircraft, remaining at school sites up to 5 days with minimal conveniences.
7. Sufficient strength, agility and dexterity to perform all required tasks.
8. Ability to work out-of- doors in a variety of temperatures and climate conditions.
9. Ability to carry up to 70 pounds, carrying equipment, and tools required for the job.
10. Available for emergency situations on evenings, weekends and holidays.
11. Forty-hour HAZWOPER certification.
12. Valid Alaska drivers license.

**MAINTENANCE MECHANIC/MASTER TRADE LICENSE REQUIRED**

**DEFINITION**

Performs work related to a construction trade or that of a diesel electric mechanic at the journey person level. Serves as lead person on jobs requiring more than one maintenance worker.

**TYPICAL TASKS**

1. Performs journey person level work in the trade of carpentry, plumbing, electric, or diesel repair.
2. If specialty is in a single trade, will perform related work in other construction trades.
3. Keeps accurate supply inventory, work, and maintenance records.
4. Estimates materials, time and costs of jobs.
5. Prepares plans necessary to accomplish work.
6. Can perform work in their primary trade in accordance with blue prints and be familiar with the codes of that trade.
7. Requisitions all parts and materials needed.
8. May oversee the work of other maintenance workers, semi-skilled laborers and laborers.
9. Travels regularly to all sites with overnight stays up to five days.
10. Performs other duties as assigned.

**EDUCATION, EXPERIENCE, AND SKILLS REQUIRED**

1. High school diploma or equivalent.
2. Master trade status with twenty-five years of verifiable experience.
3. State certificate required.
4. Ability to oversee work of others and have strong interpersonal skills.
5. Ability to maintain accurate records and follow verbal and written instructions
6. Ability to withstand extensive travel in light aircraft, remaining at school sites up to 5 days with minimal conveniences.
7. Sufficient strength, agility and dexterity to perform all required tasks.
8. Ability to work out-of- doors in a variety of temperatures and climate conditions.
9. Ability to carry up to 70 pounds, carrying equipment, and tools required for the job.
10. Available for emergency situations on evenings, weekends and holidays.
11. Forty-hour HAZWOPER certification.
12. Valid Alaska drivers license.

**FOOD SERVICE  
JOB DESCRIPTIONS**

Job Grade: A

## **FOOD SERVICE WORKER I**

### **DEFINITION:**

Under general supervision of the Site Administrator or Food Service Worker II, performs a variety of cooking duties.

### **TYPICAL TASKS**

1. Prepares entrees and other foods for cooking.
2. Determines proper range and oven temperatures, and cooking times.
3. Prepares other foods and beverages as required.
4. Operates mixers, and is familiar with refrigerators, galleries and work areas.
5. May plan menus and prepare supply and food orders.
6. Lifting of boxes weighing 30-50 lbs. may be required.
7. Other duties and responsibilities as assigned.

### **EDUCATION, EXPERIENCE AND SKILLS REQUIRED**

1. High school diploma or equivalent.
2. Ability to read, write, speak and understand English.
3. No experience required; entry-level position.
4. Ability to operate standard kitchen equipment.

Job Grade: B

## **FOOD SERVICE WORKER II**

### **DEFINITION**

Under the general supervision of the Site Administrator, performs duties involved in the safe preparation and serving of food; cleaning and sanitizing of equipment and facilities; record keeping and other related duties as assigned. Supervises Food Service Worker I.

### **TYPICAL TASKS**

1. Participates and supervises the serving of food items.
2. Participates and supervises the preparation of meals.
3. Operates a variety of kitchen equipment.
4. Assists or performs tasks to move items to storage and preparation areas.
5. Assures that required level of sanitation is maintained within the kitchen and cleans the other areas as required.
6. Plans and lays out the work of kitchen staff.
7. Keeps an inventory of food and supplies.
8. Plans and reviews weekly menus.
9. May requisition, purchase, receive and account for food and supplies.
10. Lifting of boxes weighing 30-50 lbs. may be required.

### **EDUCATION, EXPERIENCE, AND SKILLS REQUIRED**

1. High school diploma or equivalent.
2. Two years previous food service experience.
3. Ability to read, write, speak and understand English.
4. Ability to operate standard kitchen equipment.



### **FOOD SERVICE WORKER III**

#### **DEFINITION**

Under the general supervision of the Site Administrator, performs duties involved in the safe preparation and serving of food; cleaning and sanitizing of equipment and facilities; record keeping and other related duties as assigned. Supervises Food Service Worker I and Food Service Worker II.

#### **TYPICAL TASKS**

1. Participates and supervises the serving of food items.
2. Participates and supervises the preparation of meals.
3. Operates a variety of kitchen equipment.
4. Assists or performs tasks to move items to storage and preparation areas.
5. Assures that required level of sanitation is maintained within the kitchen and cleans the other areas as required.
6. Plans and lays out the work of kitchen staff.
7. Keeps an inventory of food and supplies.
8. Plans and reviews weekly menus.
9. May requisition, purchase, receive and account for food and supplies.
10. Lifting of boxes weighing 30-50 lbs. may be required.

#### **EDUCATION, EXPERIENCE, AND SKILLS REQUIRED**

1. High school diploma or equivalent.
2. Two years previous food service experience.
3. Ability to read, write, speak and understand English.
4. Ability to operate standard kitchen equipment.

Job Grade: D

## **FOOD SERVICE MANAGER**

### **DEFINITION**

Under general supervision, manages food preparation and serving facilities located in eight schools; performs related work as required or assigned.

### **TYPICAL TASKS**

1. Directs staff, food production, facilities cleaning, food serving, cashiering, pre and post service food storage, and related activities.
2. Trains staff in food preparation and safety and sanitation procedures.
3. Plans and manages the operations and budget to include food/supply/equipment procurement, staffing, operations schedules, and other cost impact elements of unit kitchen programs.
4. Forecast amounts of supplies and recalculates recipe proportions to order, store and prepare, and provides the proper amount of food to each school.
5. Maintains inventory and inventory management database; utilizes personal computer or terminal keyboard to enter data.
6. Develops working agreements/special functions contracts with school and community groups to include types, quantities and costs of food served and staffing and services provided.
7. Conduct periodic sanitation inspections, receive supplies, and administers free and reduced lunch program.
8. Prepares reduction and utilization reports.
9. Actively participates in marketing efforts at the facility level to increase student participation in the school lunch program.
10. Determines students needs for programs and services and takes the appropriate actions within the limits of the positions authority, to satisfy such needs.
11. Performs tasks of food service worker as required.
12. Lifting of boxes weighing 30-70 lbs. may be required.
13. Other duties and responsibilities as assigned.

### **EDUCATION, EXPERIENCE AND SKILLS REQUIRED**

1. Bachelor's Degree or equivalent education or experience in institutional food service management.
2. Demonstrated knowledge of the procedures, practices operations and equipment of institutional food preparation.
3. Experience organizing, supervising, training and evaluating staff.
4. Ability to manage or perform the full range of tasks required preparing, storing, and serving food in a quality institutional food service unit.
5. Ability to promote the program, extend recipes, maintain perpetual inventory.
6. Demonstrated knowledge, skills and abilities required to perform food service worker tasks as required.
7. Ability to withstand extensive travel in light aircraft, remaining at school sites up to 5 days minimal conveniences.

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**CLERICAL  
JOB DESCRIPTIONS**

## **SECRETARY**

### **DEFINITION**

Under close supervision, performs a variety of entry level secretarial and receptionist duties; performs specialized work as required or assigned specific to a department or school; may assist other staff as time allows, performing a variety of interrelated duties.

### **TYPICAL TASKS**

1. Composes and types routine correspondence.
2. Receives and routes incoming mail; answers telephone and answers routine questions or routes calls to appropriate staff members.
3. Maintains files of correspondence and other records.
4. Makes travel arrangements.
5. Lifting of boxes 30-50 lbs. may be required.
6. Performs other duties as assigned.

### **OTHER DUTIES PERFORMED IN A SCHOOL SETTING**

May perform some or all of the following duties:

1. Receive funds and prepare deposit of funds from school lunches and student activities.
2. Receives applications for Free/Reduced Price Meals and determines eligibility according to State Guidelines.
3. Prepare daily school lunch records and daily attendance/absentee report.
4. Receive and file absent and tardy notes written by parents and delivered by children.
5. Maintain confidential files on students and accumulative student records.
6. Contacts parents or legal guardian or students to arrange conferences or in the event of illness.
7. Requests records of newly enrolled students and responds to requests for records of children who have transferred to a different school.
8. Maintains a schedule of appointments and makes arrangements for conferences with principal.
9. Works with parents and Public Health Nurse on school medical matters.
10. Maintain inventory of office and school supplies and calendar of school events.
11. Entering student and family data into district database, changing daily attendance, completing forms working with parents for the BH program, completing the truancy report, data entry for the Carl Perkins report, completing payroll.

### **QUALIFICATIONS**

1. High school Diploma or equivalent.
2. Ability to read, write, speak and understand English well.
3. No experience required; entry-level clerical position.
4. Ability to use office equipment such as computer, calculator, copier, scanner and fax machine.
5. Valid Alaska drivers license desirable.

Job Grade: B

## **ADMINISTRATIVE SECRETARY**

### **DEFINITION**

Serves as a personal secretary to a district office administrator or principal, relieves supervisor of routine administrative tasks and ensures smooth and efficient operation of the supervisors office. Performs specialized work as required or assigned specific to the department or school. May assist other staff as time allows, performing a variety of interrelated duties.

### **TYPICAL TASKS**

1. Performs clerical, and secretarial activities; Attends meetings, may take official minutes.
2. Reviews all outgoing correspondence for format, spelling, punctuation and grammar before submitting for supervisor's signature.
4. Follows up on work in progress to ensure timely response or action.
5. Maintains supervisor's calendar.
6. Utilizes computer and related equipment to produce confidential and general correspondence.
7. Coordinates meetings and conferences, scheduling time and place and notifying attendees.
8. Makes travel arrangements, screens supervisors telephone calls and mail, personally responding to those which can be handled at the secretarial level, and forwarding the remaining calls and mail to supervisor with pertinent background material.
9. May be required to lift boxes weighing 30-50 lbs.; performs other duties as assigned.

### **OTHER DUTIES PERFORMED IN A SCHOOL SETTING**

May perform some or all of the following duties:

1. Receive funds and prepare deposit of funds from school lunches and student activities.
2. Receives applications for Free/Reduced Price Meals and determines eligibility according to State Guidelines.
3. Prepare daily school lunch records and daily attendance/absentee report.
4. Receive and file absent and tardy notes written by parents and delivered by children.
5. Maintain confidential files on students and accumulative student records.
6. Contacts parents or legal guardian or students to arrange conferences or in the event of illness.
7. Requests records of newly enrolled students and responds to requests for records of children who have transferred to a different school.
8. Maintains a schedule of appointments and makes arrangements for conferences with principal.
9. Works with parents and Public Health Nurse on school medical matters.
10. Maintain inventory of office and school supplies and calendar of school events.

### **QUALIFICATIONS**

1. High school diploma or equivalent.
2. Two years previous secretarial or related experience.
3. Ability to use office equipment such as a computer, calculator, copier and fax machine.
4. Ability to read, write and understand English well.
5. Valid Alaska drivers license required.

## **ADMINISTRATIVE ASSISTANT**

### **DEFINITION**

Serves as a personal secretary to a district office administrator, relieves supervisor of routine administrative tasks and ensures smooth and efficient operation of the supervisor's office. Incumbent sets own daily priorities based on a knowledge of the overall functions; performs specialized work as required or assigned specific to the administrator's department; may work within various departments, performing a variety of interrelated duties.

### **TYPICAL TASKS**

1. Plans and carries to completion clerical, and secretarial activities.
2. Serves as personal secretary to a district office administrator.
3. Reviews all outgoing correspondence for format, spelling, punctuation and grammar before submitting for administrator's signature.
4. Plans and carries out assigned work and resolves conflicts.
5. Attends meetings, taking official minutes.
6. Researches and develops material for use in official documents.
7. Follows up on work in progress to ensure timely response or action.
8. Maintains supervisors calendar.
9. Utilizes computer, word processor or typewriter, keyboard and related equipment to produce confidential and general correspondence.
10. Coordinates meetings and conferences, scheduling time and place and notifying attendees.
11. Makes travel arrangements, screens supervisors telephone calls and mail, personally responding to those which can be handled at the secretarial level and forwarding the remaining calls and mail to supervisor with pertinent background material.
12. May travel to sites and other locations when necessary.
13. Lifting of boxes weighing 30-50 lbs. may be required; performs other duties as assigned.

### **QUALIFICATIONS**

1. High school diploma or equivalent.
2. Two years post-secondary course work and three years secretarial experience, or equal education or experience.
3. Ability to use office equipment such as a computer terminal, calculator, copier and fax machine.
4. Ability to organize and prioritize workload; ability to meet deadlines.
5. Strong verbal, written and interpersonal skills.
6. Valid Alaska drivers license.

Job Grade: D

## **EXECUTIVE SECRETARY**

### **DEFINITION**

Serves as a personal secretary to a district office administrator, relieves supervisor of routine administrative tasks and ensures smooth and efficient operation of the supervisor's office. Incumbent sets own daily priorities based on a knowledge of the overall functions; performs specialized work as required or assigned specific to the directors' department; may work within various departments, performing a variety of interrelated duties.

### **TYPICAL TASKS**

1. Plans, initiates and carries to completion clerical, and administrative activities.
2. Serves as personal secretary to a district office administrator and as office manager of the central office, coordinating secretarial and clerical activities, workflow, and priorities.
3. Reviews all outgoing correspondence for format, spelling, punctuation and grammar before submitting for administrator's signature.
4. Plans and carries out assigned work and resolves conflicts.
5. Supervises designated clerical personnel, assigning duties and reviewing completed work for accuracy and completeness.
6. Attends meetings and conferences, taking official minutes.
7. Researches and develops material for use in official documents.
8. Follows up on work in progress to ensure timely response or action; maintains supervisors calendar.
9. Utilizes computer, word processor or typewriter, keyboard and related equipment to produce confidential and general correspondence.
10. Coordinates meetings and conferences, scheduling time and place and notifying attendees.
11. Makes travel arrangements, screens supervisors telephone calls and mail, personally responding to those which can be handled at the clerical level and forwarding the remaining calls and mail to supervisor with pertinent background material.
12. May travel to sites and other locations when necessary.
13. Lifting of boxes weighing 30-50 lbs. may be required; performs other duties as assigned.

### **QUALIFICATIONS**

1. High school diploma or equivalent.
2. Type 60 wpm.
3. Three years post-secondary course work and four years secretarial experience, or equal education or experience.
4. Ability to use office equipment such as a computer terminal, calculator, copier and fax machine.
5. Ability to organize and prioritize workload; ability to meet deadlines.
6. Strong verbal, written and interpersonal skills.
7. Valid Alaska drivers license.



**ACCOUNTANT**

**DEFINITION:**

Serves as lead in financial functions under direction of the Director of Finance. Administers generally accepted accounting practices throughout the District to ensure consistency and accuracy of records.

**TYPICAL TASKS:**

1. Posts information to journal entries in the General Ledger monthly.
2. Reconciles and maintains bank account and oversees maintenance of related transfer accounts.
3. Maintains records for student activity site accounts and performs annual reconciliation of accounts.
4. Reconciles and maintains grant reporting and billing.
5. Assists with development and implementation of internal controls, accounting policies and procedures.
6. Responsible for all aspects of district gaming permit, including but not limited to bank account, state reports, renewal.
7. Participates in and coordinates annual audit for department section; answers auditor questions as needed.
8. Ensures the correct and accurate accounting classification of all expenditures and documents.
9. Supervises the maintenance of the company accounts; assigns new account classifications as required.
10. Trains staff, acts as supervisor in the absence of Director.
11. Tracks e-rate expenditures and assists with the application preparation.
12. Verifies authorization, receipts, and proper accounting code for credit card purchases.
13. Maintains financial software and necessary hardware and performs daily backups.
14. Prepares cash receipts and invoices as needed.
15. Maintains the district's vehicle titles, MOA's, and leases.
16. Oversees scanning for archived documents.
17. Prepares the annual 1099's for vendors.
18. Advises Director of Finance of issues that do not follow district policy and procedure.
19. Other duties and responsibilities as assigned.

**EDUCATION, EXPERIENCE AND SKILLS REQUIRED:**

1. Bachelors' Degree; Accounting, Finance, Business Administration or related field required.
2. Professional experience in Governmental Accounting or Public Accounting environments.
3. Thorough understanding of generally accepted accounting practices.
4. Strong verbal, written and interpersonal skills.
5. Proficiency to use spreadsheet, word processing programs, electronic mail, computer, calculator, copier, and fax machine.
6. Ability to organize and prioritize workload, ability to meet deadlines.

Job Grade: A

**ACCOUNTING CLERK/SECRETARY**

**DEFINITION:**

Under general supervision performs clerical/secretarial duties for the business office.

**TYPICAL TASKS:**

1. Prepare for distribution the following documents:
  - A/P Checks
  - Payroll checks
2. Maintains filing systems for payroll, accounts payable, purchasing, fixed assets and grants.  
Scans P/R files into Optix as directed.
3. Enters bank reconciliation data.
4. Performs data entry for Business Manager/Accountant as necessary.
5. Maintain files for Business Manager and other miscellaneous files for business office.
6. Type reports as necessary. Responsible for mail distribution, equipment maintenance and office security.
7. Perform cash receipt and prepare bank deposits.
8. Assists with phone and reception duties as required.
9. Other duties and responsibilities as assigned.

**EDUCATION, EXPERIENCE AND SKILLS REQUIRED:**

1. High school diploma or equivalent.
2. Ability to read, write, speak and understand English well.
3. No experience required, entry-level clerical position.
4. Ability to use office equipment such as a computer terminal, calculator, copier and fax machine.

## **ACCOUNTING TECHNICIAN**

### **DEFINITION**

Under general supervision, performs assigned payroll and business office functions for the District.

### **TYPICAL TASKS**

1. Assists with monthly payroll as necessary.
2. Assists with Extra duty tracking and reporting.
3. Maintains classified personnel files, performs classified staff employment verifications, and set up classified new hires on Alio and TimeCard Plus.
4. Completes unemployment claims requests and informs Director of Finance/Business Manager of claims.
5. Processes and submits Workers Compensation claims.
6. Prepares and maintains documentation necessary for Time and Effort reporting of federal grants.
7. Prepares annual indirect cost recovery application.
8. Performs updates on Alio accounting system and TimeCard Plus time keeping system as necessary.
9. Creates and distributes time sheets and Personnel Action Forms (PAF's).
10. Maintains schedule of fixed assets on Alio accounting system.
11. Post budget and budget adjustments to accounting system as required.
12. Prepares reimbursement invoices and reporting related to Johnson O'Malley Grant.
13. Performs Classified Staff Employment Verifications.
14. Processes and submits annual HRA Nondiscrimination testing questionnaire.
15. Processes and submits Census of Governments Survey for Public Employment & Payroll.
16. Assists other business office staff as needed.
17. Assists with phones, mail and meeting preparation as needed.
18. Cross-trains on other job functions within the Business Office.
19. Other duties and responsibilities as assigned.

### **EDUCATION, EXPERIENCE AND SKILLS REQUIRED**

1. Associates Degree in Accounting, Finance, Business Administration or related field required, Bachelors Degree preferred. Two years of accounting experience preferred. A combination of experience and education may be considered at the discretion of the District.
2. Excellent verbal, written and interpersonal communication skills.
3. Proficiency in technology to include computerized accounting software, databases, spreadsheets and word processing.
4. Ability to prioritize workloads.
5. Ability to maintain confidentiality.

Job Grade: B

## **ACCOUNTS PAYABLE CLERK**

### **DEFINITION**

Under general supervision, performs assigned accounts payable functions for the district.

### **TYPICAL TASKS**

1. Prepare vendor claims for payment to include:
  - Verifying the accuracy of the billing
  - Verifying the receipt of merchandise
  - Verifying the authority for and coding of the Purchase.
2. Reconcile vendor statements.
3. Control blank accounts payable check stock and actual printing of checks.
4. Maintain Memorandum of Agreement files to include obtaining necessary information and issuance of 1099 forms.
5. Other duties and responsibilities as assigned.

### **EDUCATION EXPERIENCE AND SKILLS REQUIRED**

1. High school diploma or equivalent.
2. Two years previous business office or clerical experience.
3. Ability to organize and prioritize workload; ability to meet deadlines.
4. Strong verbal, written and interpersonal skills.
5. Ability to use office equipment such as a computer terminal, calculator, copier and fax machine.

Job Grade: B

## **PURCHASING CLERK**

### **DEFINITION**

Under general supervision, performs assigned purchasing functions for the District.

### **TYPICAL TASKS**

1. Researches purchase sources, and methods of shipping freight when requested.
2. Ensures proper authorization on purchase requests.
3. Inputs purchase data on Financial Software, and prints and mails purchase orders.
4. Performs necessary follow-up on open purchase orders.
5. Other duties and responsibilities as assigned.

### **EDUCATION, EXPERIENCE AND SKILLS REQUIRED**

1. High school diploma or equivalent.
2. Two years previous business office or clerical experience.
3. Ability to organize and prioritize workload; ability to meet deadlines.
4. Strong verbal, written and interpersonal skills.
5. Ability to use office equipment such as computer terminal, calculator, copier and fax machine.

Job Grade: C

## **ACCOUNTS PAYABLE TECHNICIAN**

### **DEFINITION**

Under general supervision, performs assigned accounts payable functions for the district.

### **TYPICAL TASKS**

1. Prepare vendor claims for payment to include:
  - Verifying the accuracy of the billing.
  - Verifying receipt of the merchandise.
  - Verifying the authority for and coding of the purchase.
2. Prepares Accounts Payable (A/P) checks for distribution.
3. Files A/P records.
4. Processes checks to vendors on a weekly basis to ensure prompt payment.
5. Reconciles vendor statements.
6. Controls blank accounts payable check stock and actual printing of checks.
7. Maintains Memorandum of Agreement files to include obtaining necessary information including W-9's and issuance of 1099 forms
8. Track blanket purchase orders to ensure necessary balances for future encumbrances.
9. Verify and prepare payments for the Upward Bound and Boarding Home programs.
10. Verifies and prepares payment for credit card purchases.
11. Reviews aged purchase orders and close when needed.
12. Performs data entry for Business Manager as necessary.
13. Maintains recurring vendor accounts for accuracy.
14. Voids and documents checks when necessary.
15. Assists and trains other members of the Business Office to assist with work overload.
16. Advises business manager of issues that do not follow district policy and procedure.
17. Other duties and responsibilities as assigned.

### **EDUCATION, EXPERIENCE AND SKILLS REQUIRED**

1. High school diploma or equivalent.
2. Strong verbal, written, and interpersonal skills.
3. Ability to organize and prioritize workload; ability to meet deadlines.
4. Ability to use office equipment such as a computer terminal, calculator, copier and fax machine.
5. General governmental accounting and accounts payable experience preferred.

**PURCHASING/TRAVEL TECHNICIAN**

**DEFINITION**

Under general supervision, performs assigned purchasing and travel functions for the District.

**TYPICAL TASKS**

1. Researches purchase sources, and methods of travel and shipping freight when requested. Evaluate purchase requests for best/buy freight value for the district.
2. Assists with preparation of A/P checks for distribution.
3. Ensures correct accounting codes and proper authorization on purchase requests.
4. Inputs purchase and travel data in financial software, and prints and faxes purchase orders.
5. Performs necessary follow-up on open purchase orders.
6. Assists with closing aged purchase orders.
7. Prepares competition specifications when appropriate.
8. Prepares annual spring order information for sites.
9. Ensures annual purchase orders are in place prior to new fiscal year.
10. Prepares travel vendor claims for payment to include: Verifying the accuracy of billing, verifying the authority for and coding of the travel, verifying completion of travel.
11. Reconciles travel vendor statements associated with TR's.
12. Be available to staff to answer travel related questions and provide training as needed.
13. Communicates with program staff during trip planning process. Responsible for following through on travel arrangements and confirmations. Provide information to traveling staff in a timely manner.
14. Processes per diem payments to travelers in a timely manner.
15. Maintains and distributes the list of air taxis eligible to transport students in compliance with school district policy. Ensures proper certificates of insurance are on file with the district. Ensures usage is limited to eligible air taxis.
16. Maintains the district fixed asset inventory program and produces reports as necessary.
17. Monitors all staff travel to ensure paperwork is being completed in a timely manner in accordance with travel policies.
18. Performs necessary follow-up on outstanding trips.
19. Verifies and enters purchase order receiving into financial software as necessary.
20. Maintains accurate vendor accounts and records.
21. Assists accounts payable in verifying receiving and purchase order invoices to be paid.
22. Assists with district phones, mail and meeting prep as needed.
23. Advises business manager of issues that do not follow district policy and procedure.
24. Other duties and responsibilities as assigned.

**EDUCATION, EXPERIENCE AND SKILLS REQUIRED**

1. High school diploma or equivalent.
2. Strong verbal, written and interpersonal skills.
3. Ability to organize and prioritize workload; ability to meet deadlines.
4. Ability to use office equipment such as a computer, calculator, copier and fax machine and proficiency with word processing, spreadsheet and electronic mail software.
5. General governmental accounting or purchasing experience preferred.
6. Possess and maintain a current driver's license.

Job Grade: C/D

## **HUMAN RESOURCES ASSISTANT**

### **DEFINITION**

Under general supervision, performs assigned human resources functions for the District.

### **TYPICAL TASKS**

1. Assists with monthly payroll as necessary.
2. Assists with Extra duty tracking and reporting.
3. Maintains classified personnel files, performs classified staff employment verifications, and set up classified new hires on TimeCard Plus.
4. Completes unemployment claim requests and informs Business Manager of claims.
5. Processes and submits Workers Compensation claims.
6. Prepares and maintains documentation for Time & Effort reporting of federal grants.
7. Creates and distributes time sheets and Personnel Action Forms (PAF's).
8. Processes and submits annual HRA Nondiscrimination testing questionnaire.
9. Processes and submits Census of Governments Survey for Public Employment & Payroll.
10. Assists with maintenance of records necessary to comply with the federal & state employee qualification requirements for both classified and certified. Communicates with staff to obtain necessary documentation.
11. Assists with board travel arrangements and stipends as needed.
12. Maintains online SWRS Board Policy manual.
13. Assists with phones, mail and meeting preparation as needed.
14. Utilizes all office equipment, including computer and other related equipment to produce confidential and general correspondence; coordinates meetings and conferences which includes scheduling time and place and notifying attendees; makes travel arrangements. [L] [SEP]
15. Maintains confidentiality on all personnel records.
16. May travel to school sites and other locations when necessary. [L] [SEP]
17. May be required to lift boxes weighing 30-50 lbs. [L] [SEP]
18. Other duties and responsibilities as assigned.

### **EDUCATION, EXPERIENCE AND SKILLS REQUIRED**

1. Two years of human resources experience preferred, a combination of experience and education may be considered at the discretion of the District. Past employment must show evidence of initiative and/or progression in responsibility/position.
2. Excellent verbal, written and interpersonal communication skills.
3. Proficiency in technology to include computerized accounting software, databases, spreadsheets and word processing
4. Ability to prioritize workload.
5. Ability to maintain confidentiality.



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**INSTRUCTIONAL  
JOB DESCRIPTIONS**

## **GYM SUPERVISOR**

### **DEFINITION**

Under direct supervision of the site administrator, supervises gym activities assuring safety of children and adults as well as security of the school facilities.

The gym supervisor is hired to supervise and not participate in gym activities.

### **TYPICAL TASKS**

1. Supervises child and adult gym activities according to school rules. May be asked to plan special activities.
2. Opens and closes gymnasium assuring the facilities is secured.
3. Cleans gym and locker room areas as directed by the site administrator.  
Assures that recreational supplies are returned and stored appropriately.  
Reports to site administrator regarding missing or broken supplies
4. Collects money as required and maintains record keeping
5. Acts as liaison between school and community to facilitate communication.
6. Other duties and responsibilities as assigned.

### **EDUCATION, EXPERIENCE AND SKILLS REQUIRED**

1. High school diploma or equivalent.
2. Demonstrated ability to work with children and adults, maintain discipline, and follow instructions given by supervisor.
3. Experience organizing activities and events.
4. Current First Aid/CPR certification preferred.

Job Grade: A

## **HOME LIAISON**

### **DEFINITION**

Under direct supervision of the site administrator, is responsible for performing tasks related to supplemental projects in accordance with district programs. May be involved in carrying out activities related to any of the following topics.

1. Migrant Education identification and Recruitment
2. Family Literacy
3. Parent Involvement
4. Technology Education
5. Transition Programs
6. Language acquisition and assessment
7. Survival/water safety
8. Transition of secondary students to post-secondary and/or employment.
9. Drop-out prevention
10. Early Childhood programs
11. Extended learning opportunities
12. Attendance verification (i.e. calling home when students are unexcused)
13. Other duties as assigned.

### **EDUCATION, EXPERIENCE AND SKILLS REQUIRED**

1. High school diploma or equivalent
2. Knowledge of the English language; ability to speak Yup'ik fluently is desirable.
3. Demonstrated ability to work with children, maintain discipline, and follow instructions.
4. Ability to complete required paperwork in a timely manner.
5. Ability to operate standard office and classroom equipment.

## **INSTRUCTIONAL AIDE I**

### **DEFINITION:**

Under direct supervision of a certified teacher or administrator, is responsible for performing a variety of classroom oriented teacher assistance, instruction special programs and/or staff relief.

### **TYPICAL TASKS:**

1. Assist the teacher in direct instructional activities, normally working with small groups on a one-to-one basis.
2. Monitor the classroom when the teacher is otherwise engaged.
3. Prepare and correct student learning materials.
4. Prepare and use audio-visual materials and equipment.
5. Manage room libraries and assist in school library.
6. Make arrangements for care of ill students.
7. Participate in available inservice training.
8. Organize and carry out instructional and recreational activities.
9. Supervise playground activities.
10. Supervise students in non-educational activities.
11. Other duties and responsibilities as required.

### **EDUCATION, EXPERIENCE AND SKILLS REQUIRED:**

1. Due to the No Child Left Behind Act, the minimum requirements include:
  - a. High school diploma or GED  
AND
  - b. Two years of college (at least 48-semester hour credits); or  
Associate's (or higher) degree; or  
Pass the ParaPro assessment and the Paraprofessional Standards Checklist
2. Knowledge of the English language, ability to speak Yup'ik fluently if assigned as a Bilingual Aide.
3. Demonstrated ability to work with children, maintain discipline, and follow instructions.
4. Ability to operate standard office equipment.

Job Grade: B

## **INSTRUCTIONAL AIDE II**

### **DEFINITION**

Under general supervision of a certified teacher or administrator, is responsible for planning and performing a variety of classroom oriented teacher assistance, instruction, and special programs and/or staff relief.

### **TYPICAL TASKS**

1. Performs duties of Instructional Aide I.
2. Participates in close observation of patterns of child behavior, and discussion of performance with teacher or specialists.
3. Assists certified staff in carrying out prescribed activities.
4. Develops resource materials for use in learning situations for children.
5. Plans and handles specified parts of the daily school activities either with individuals groups or with the entire class.
6. Assists with parent conferences as required.
7. Other duties and responsibilities as required.

### **EDUCATION, EXPERIENCE AND SKILLS REQUIRED**

1. Due to the No Child Left Behind Act, the minimum requirements include:
  - a. High school diploma or GED  
AND
  - b. Two years of college (at least 48-semester hour credits); or  
Associate's (or higher) degree; or  
Pass the ParaPro assessment and the Paraprofessional Standards Checklist
2. Two years experience as an Instructional Aide I or equivalent training and experience.
3. Knowledge of the English language; ability to speak Yup'ik fluently if assigned as a Bilingual Aide.
4. Demonstrated ability to work with children, maintain discipline and follow instructions.
5. Ability to operate standard office equipment.

**PRESCHOOL AIDE**

**DEFINITION**

Under the supervision of Preschool Instructor, assist in preparing lesson plans, instruction, and implementation of the early childhood curriculum.

**TYPICAL TASKS**

1. Assist in recruiting and enrolling children in preschool.
2. Complete specific tasks assigned by the Preschool Instructor.
3. Maintain a clean, safe and healthy classroom.
4. Attend staff and parent meetings.
5. Help with lesson plans, develop materials and activities.
6. Prepared to take over the duties of Preschool Instructor if absent.
7. Assist in carrying out the health services.
8. Assist the Preschool Instructor with home visits.
9. Help keep student portfolios current.
10. Participate in District inservices and training sessions.
11. Assist in keeping health and attendance records.
12. Other duties and responsibilities as required.

**EDUCATION, EXPERIENCE AND SKILLS REQUIRED**

1. Due to the No Child Left Behind Act, the minimum requirements include:
  - a. High school diploma or GED  
AND
  - b. Two years of college (at least 48-semester hour credits); or  
Associate's (or higher) degree; or  
Pass the ParaPro assessment and the Paraprofessional Standards Checklist
2. Fluent in the Yup'ik and English languages preferred.
3. Demonstrated ability to work with children, maintain discipline, and follow instructions.
4. Ability to operate standard office equipment.

Job Grade: B

## **PRESCHOOL INSTRUCTOR I**

### **DEFINITION**

Works under the direct supervision of a certified teacher. Provides for the planning and implementing of the daily preschool classroom operation including the integration of all early childhood components in the Creative Curriculum. Will participate in an approved training program.

### **TYPICAL TASKS**

1. Write lesson plans using designated early childhood program.
2. Responsible for student instruction and evaluation of students' developmental progress. Responsible for maintaining student portfolios and keeping them current.
3. Report monthly to the Preschool Specialist regarding number of students, activities conducted parental involvement and type of materials used.
4. Work cooperatively with Preschool Specialist on cirrocumuli, classroom management and home communication.
5. Implement a weekly staffing of children, and attend staffing of families of children.
6. Assist in screening preschool children for learning disabilities or health related deficiencies.
7. Assist in recruitment and enrollment of preschool children.
8. Maintain a happy cheerful atmosphere within the classroom.
9. Be receptive to ideas from parents as well as other staff members and conduct an effective Preschool Program within the Federal guidelines.
10. Be receptive to ideas from parents as well as other staff members and conduct an effective preschool program within the federal guidelines.
11. Contact the family of a child whose attendance is irregular or who has been absent more than three times in a row to find out the problem.
12. Maintain a clean, safe and healthy classroom.
13. Help coordinate and record health services.
14. Write plans and schedules for classroom activities enlisting the help of staff and volunteers.
15. Help plan and conduct a pre-opening orientation for parents as well as for the children, making them feel welcome as an important part of the program.
16. Help train volunteers and follow up with children as they make the transition into Kindergarten.
17. Make home visits to each child's home. Identify family needs and plan ways to meet these needs.
19. Participate in District and site inservices.
20. Other duties and responsibilities as required.

### **EDUCATION, EXPERIENCE AND SKILLS REQUIRED**

1. Due to the No Child Left Behind Act, the minimum requirements include:
  - a. High school diploma or GED
  - AND
  - b. Two years of college (at least 48-semester hour credits); or  
Associate's (or higher) degree; or  
Pass the ParaPro assessment and the Paraprofessional Standards Checklist
2. Two years experience as an Instructional Aide I or Preschool Aide or equivalent training and experience.
3. Fluent in the Yup'ik and English language preferred.
4. Demonstrated ability to work with children, maintain discipline and follow instructions.
5. Ability to operate standard office and classroom equipment.



## **PRESCHOOL INSTRUCTOR II**

### **DEFINITION**

Works under the direct supervision of a certified teacher. Provides for the planning and implementing of daily Preschool classroom operation including the integration of all early childhood components in the Creative Curriculum. Will supervise classroom staff. Will participate in an approved training program.

### **TYPICAL TASKS**

1. Write lesson plans using designated early childhood program.
2. Responsible for student instruction and evaluation of students developmental progress. Be responsible for maintaining student portfolios and keeping them current.
3. Report monthly to Preschool specialist regarding number of students, activities conducted parental involvement and type of materials used.
4. Work cooperatively with Preschool Specialist on curriculum, classroom management, and home communication.
5. Implement a weekly staffing of children, and attend staffing of families of children.
6. Assist in screening Preschool children for learning disabilities or health related deficiencies.
7. Assist in recruitment and enrollment of Preschool children.
8. Be responsible for supervision of Preschool Aide and will be willing to conduct peer coaching. May be requested to assist in District Preschool inservices.
9. Be receptive to ideas from parents as well as other staff members and conduct an effective Preschool program within Federal guidelines.
10. Contact the family of a child whose attendance is irregular or who has been absent more than three times in a row to find out the problem.
11. Maintain a clean, safe, and healthy classroom.
12. Help coordinate and record the health services.
13. Write plans and schedules for classroom activities enlisting the help of staff and volunteers.
14. Help plan and conduct a pre-opening orientation for parents giving them information about the benefits of an early childhood program for parents as well as for the children, making them feel welcome and an important part of the program.
15. Help train volunteers and follow up with children as they transition into Kindergarten.
16. Make home visits to each child's home. Identify family needs and plan ways to meet these needs.
17. Participate in district and site inservices.
18. Other duties and responsibilities as required.

### **EDUCATION, EXPERIENCE AND SKILLS REQUIRED**

1. Due to the No Child Left Behind Act, the minimum requirements include:
  - a. High school diploma or GED  
AND
  - b. Two years of college (at least 48-semester hour credits); or  
Associate's (or higher) degree; or  
Pass the ParaPro assessment and the Paraprofessional Standards Checklist
2. Child Development Associate Credential and three years experience as a Preschool Instructor I and/or Preschool Aide.
3. Fluent in Yup'ik and English languages preferred.
4. Demonstrated ability to work with children, maintain discipline and follow instructions.
5. Ability to organize and prioritize workload; ability to meet deadlines.

Job Grade: A

**"PARENTS AS TEACHERS" EDUCATOR I**

**DEFINITION**

Under the supervision of the Early Childhood Specialist and school Principal, implement the "Parents as Teachers" program.

**TYPICAL TASKS**

1. Make regular personal visits into homes to meet with parents and young children, sharing information about child development.
2. Plan and set up activities for play groups.
3. Organize group meetings for parents.
4. Conduct yearly developmental screening of children enrolled in the program.
5. Plan for personal visits, and group meetings using the P.A.T. curriculum and materials.
6. Maintain records of personal visits, play groups and parent meetings.
7. Collaborate with other agencies in the community to provide services for families.
8. Recruit families for the "Parents as Teachers" program.
9. Maintain confidentiality.
10. Follow infection-control procedures including proper hand washing, cleaning of toys, etc.
11. Attend inservice training as requested by the ECE Specialist or the school district.
12. Assist in presentations to the local Community School Committee.
13. Other duties and responsibilities as required.

**EDUCATION, EXPERIENCE AND SKILLS REQUIRED**

1. Due to the No Child Left Behind Act, the minimum requirements include:
  - a. High school diploma or GED  
AND
  - b. Two years of college (at least 48-semester hour credits); or  
Associate's (or higher) degree; or  
Pass the ParaPro assessment and the Paraprofessional Standards Checklist
2. Fluent in the Yup'ik and English languages preferred.
3. Demonstrated ability to work with children, maintain discipline and follow instructions.
4. Ability to operate standard office and classroom equipment.

**"PARENTS AS TEACHERS" EDUCATOR II**

**DEFINITION**

Under the supervision of Early Childhood Specialist and school Principal, implement the "Parents as Teachers" program.

**TYPICAL TASKS**

1. Make regular personal visits into homes to meet with parents and young children, sharing information about child development.
2. Plan and set up activities for play groups.
3. Organize group meetings for parents.
4. Conduct yearly developmental screening of children enrolled in the program.
5. Plan for personal visits and group meetings using the P.A.T. curriculum and materials.
6. Maintain records of personal visits, play groups and parent meetings.
7. Collaborate with other agencies in the community to provide services for families
8. Recruit families for the "Parents as Teachers" program.
9. Maintain confidentiality.
10. Follow infection-control procedures including proper hand washing and cleaning of toys, etc.
11. Attend inservice training as requested by the ECE Specialist or the school district.
12. Assist in presentations to the local Community School Committee.
13. Other duties and responsibilities as required.

**EDUCATION, EXPERIENCE AND SKILLS REQUIRED**

1. Due to the No Child Left Behind Act, the minimum requirements include:
  - a. High school diploma or GED  
AND
  - b. Two years of college (at least 48-semester hour credits); or  
Associate's (or higher) degree; or  
Pass the ParaPro assessment and the Paraprofessional Standards Checklist
2. Two years experience as an Instructional Aide I or Preschool Aide or equivalent training and experience.
3. Fluent in Yup'ik and English languages preferred.
4. Demonstrated ability to work with children, maintain discipline and follow instructions.
5. Ability to operate standard office and classroom equipment.

Job Grade: D

## **SITE TECHNOLOGY LIAISON**

### **DEFINITION**

The person hired for this position is responsible for maintaining the local school's technology infrastructure under the supervision of the site administrator and the District's Information Systems Department.

### **TYPICAL TASKS**

1. Maintain the site's local area network (LAN):
  - a. Maintain the school's archive of Acceptable Use Policies (AUP).
  - b. Maintain inventories of site assigned hardware and software.
  - c. Manage site software library (including media storage).
  - d. Installation and imaging of district approved & licensed software.
  - e. Hardware and network administration:
    - i. Repairs on Site:
      1. Battery Replacement; Utilize hard disk diagnostics; Control Pane settings; up new equipment; Re-install/re-image systems; repairs as directed by district technology personnel.
    - ii. Facilitate repairs with district Technology Specialist:
      1. E-mail/telephone troubleshooting of problem.
      2. Ship equipment to district office as required.
    - iii. Facilitate disposal of obsolete equipment following district guidelines.
    - iv. Maintain student, classified staff, and community user e-mail accounts (set up, review, and disposal).
    - v. Maintain file server user accounts (setup, review, and disposal).
    - vi. Maintain security software on all computers.
    - vii. Verify and manage backups of servers on a weekly schedule.
2. Assist with the implementation of the District's on-going staff development programs:
  - a. Work with staff and students to integrate technological tools into the classroom.
  - b. Help students and staff effectively use technological tools to access, synthesize, and communicate information and ideas.
3. Facilitates the implementation of the site and district Technology Plans.
4. Perform other technology-related duties assigned by the site administrator or district technology personnel.
5. Promote positive public relations between school district and parents, community and other entities.
6. Other duties and responsibilities as required.

### **EDUCATION, EXPERIENCE AND SKILLS REQUIRED**

1. Due to the No Child Left Behind Act, the minimum requirements include:
  - a. High school diploma or GED  
AND
  - b. Two years of college (at least 48-semester hour credits); or  
Associate's (or higher) degree; or  
Pass the ParaPro assessment and the Paraprofessional Standards Checklist

## **SPECIAL EDUCATION INTENSIVE NEEDS AIDE**

### **DEFINITION**

Under general supervision of a certified teacher or administrator, is responsible for assisting teachers in instructing and supervising Special Education students.

### **TYPICAL TASKS**

1. Instruction: Provides assistance to teachers in instructing children, following prepared lesson plans, administering tests, and preparing instructional materials. Will assist in instruction of students in academic areas, life skills, behavioral/social skills, and functional/vocational skills. Will follow prescribed behavior intervention plans. Conduct small group instruction under the supervision of a special education teacher and assist students by modifying curriculum in the general education classroom as directed by special education teacher. Will provide instructional support to special education teacher and students.
2. Supervision: Assists teachers in supervising other activities, such as lunches, outdoor recess, field trips, community outings, and arrival and departure of pupils. May require assisting students with health maintenance and health issues. Must be willing and able to assist students with multiple handicapping conditions necessitating feeding, dressing, grooming, personal hygiene, toileting, diapering, and first aid. Provide housekeeping tasks and other related support services essential to the student's health. Assist with transfers and ambulation including the use of a wheelchair or walker. Assist with communication including the use of augmentative and modified communication devices. Assist students in reminding them of their exercise program. Provide constant monitoring to ensure the safety of the student.
3. Administration: Assists in maintaining attendance and other records, preparing and submitting reports, and maintaining discipline and order in the classroom. Maintains notes and records as directed.
4. Teamwork: Performs other related duties as required or assigned. Works cooperatively with school employees, students and visitors. Follows direction of special education teacher.

### **EDUCATION, EXPERIENCE AND SKILLS REQUIRED**

1. Requires knowledge of instructional technique, behavior management, and communication techniques, ability to work with children with disabilities, and skill in preparing and presenting lessons.
2. Requires patience, willingness, and skill in supervising children under various circumstances. Requires ability to maintain positive attitude and positively reinforce children experiencing challenging behaviors.
3. Requires ability to keep accurate records, prepare numerical and written reports, and to attend to detail.
4. Requires willingness to perform various job-related duties as situations require, a strong sense of teamwork, and ability to work cooperatively with others in a variety of settings.
5. Requires ability to collect data on student's performance on a daily basis.
6. Lifting involved – 50 lbs. or more.

## **SWRS Classified Employee Handbook .....Job Descriptions: Instructional**

**Language Skills:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before parents, staff, and students.

**Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

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

**Other Skills and Abilities:** Demonstrated ability to operate computers and related software. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and talk or hear and operate equipment. The employee is occasionally required to stand; walk; and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

Job Grade: A

## **YUP'IK STUDIES INSTRUCTIONAL AIDE I**

### **DEFINITION**

The person hired for this position is responsible for instructing students in grades K-8th and/or High School Yupiaq language and culture classes and activities.

### **TYPICAL TASKS**

1. Develop lesson plans that are culturally relevant and address the district's Yup'ik Studies Program Student Outcomes.
2. Lead the instruction of students in culturally relevant activities.
3. Supervise the students, with certified teacher assistance, during Yup'ik studies instruction to maintain a positive learning environment.
4. Participate in available inservice training.
5. Keep attendance and grade record for all students enrolled in the Yup'ik Studies Program.
6. Use preparation time for materials development and student record keeping.
7. Assist the certified teachers in organizing local field trips in conjunction with seasonal activities.
8. Assist in supervising students with local certified teachers in local field trips.
9. Assist principal, certified teachers in helping to identify local elders and/or local cultural experts.
10. Other duties and responsibilities as required.

### **EDUCATION, EXPERIENCE AND SKILLS REQUIRED**

1. Due to the No Child Left Behind Act, the minimum requirements include:
  - a. High school diploma or GED
  - AND
  - b. Two years of college (at least 48-semester hour credits); or  
Associate's (or higher) degree; or  
Pass the ParaPro assessment and the Paraprofessional Standards Checklist
2. Knowledge of the local Yup'ik language and culture.
3. Ability to speak the Yup'ik language.
4. Highly desirable: Experience in Yup'ik reading and writing.
4. Knowledge of the English language.
5. Demonstrated ability to work with children, maintain discipline, and operate standard office equipment.

Job Grade: B

## **YUP'IK STUDIES INSTRUCTIONAL AIDE II**

### **DEFINITION**

The person hired for this position is responsible for instructing students in grades K-8th and/or High School Yupiaq language and culture classes and activities.

### **TYPICAL TASKS**

1. Performs duties of Yup'ik Studies/ Instructional Aide I.
2. Assist in organizing Yup'ik cultural week activities.
3. Works with Yup'ik elders in documenting traditional Yup'ik knowledge.
4. Develops resource materials for the district wide Yup'ik Studies Program.
5. Other duties and responsibilities as required.

### **EDUCATION, EXPERIENCE AND SKILLS REQUIRED**

1. Due to the No Child Left Behind Act, the minimum requirements include:
  - a. High school diploma or GED  
AND
  - b. Two years of college (at least 48-semester hour credits); or  
Associate's (or higher) degree; or  
Pass the ParaPro assessment and the Paraprofessional Standards Checklist
2. Has at least six semesters of college credit in Yup'ik Conversational and/or Orthography.
3. Two years experience as a Yup'ik Studies/Instructional Aide I or equivalent training and experience.
4. Demonstrated ability in the Yup'ik oral and written language.
5. Demonstrated ability to work with children, maintain discipline and follow instructions.
6. Ability to operate standard office equipment.



## **TYPE M YUP'IK STUDIES INSTRUCTOR**

### **DEFINITION**

The person hired for this position is responsible for instructing students in grades K-8th and/or High School Yup'iaq language and culture classes and activities.

### **TYPICAL TASKS**

1. Maintains competency in areas of certification and assignment.
2. Develops awareness and provides instruction with strong components of the Yup'ik culture.
3. Employs appropriate diagnostic methods, to identify student Yup'ik proficiency levels, and to subsequently plan short and long range programs designed to accommodate those identified needs.
4. Establishes a physical, emotional, and intellectual climate conducive to the teaching and learning process.
5. Manages time, space and resources for the achievement of desired objectives.
6. Employs a variety of traditional and modern Yup'ik methods and materials, which will motivate the student to learn and seek additional learning experiences.
7. Provides leadership in the establishment of a positive relationship between student and teacher, and student and student.
8. Selects, develop and employ appropriate traditional and modern Yup'ik evaluation techniques to assess student progress and instructional effectiveness.
9. Uses appropriate traditional and modern Yup'ik methods to assist students to accept and practice standards of good decorum.
10. Strives for harmonious and cooperative relationships with staff, parents, and community.
11. Performs required reporting and record keeping functions.
12. Searches for and perform in the roles of advising, supervising and sponsoring as the need arises and talents permit.
13. Develops the means of involving parents and students in his/her self-evaluation. The process used and the manner in which the findings are utilized for the improvement of instruction will be noted on the evaluation document under Self-Evaluation .
14. Recognizes the difficulties of operating rural schools and to demonstrate the ability to deal with emergencies or situations in which mechanical systems are inoperative and supplies are not readily available.
15. Following and promoting the school's discipline program.
16. Abide by the code of ethics and the Professional Teaching Standards adopted by the Professional Teaching Practices Commission of the State of Alaska.
17. Perform such other tasks and assume other responsibilities as the site administrator or district administration may assign.

### **EDUCATION, EXPERIENCE AND SKILLS REQUIRED**

1. Alaska Type M Limited Certificate required;
2. Must possess thorough knowledge of educational process and school operations;
3. Four (4) years of professional experience as a Yup'ik Studies Instructional Aide II or equivalent training/experience;
4. Demonstration ,of strong Yup'ik Oral language and knowledge base of traditional and modern Yup'ik culture;
5. Successfully completed college-level Yup'ik language classes;
6. Demonstrate knowledge of the English language; Must possess excellent verbal, written and interpersonal communications skills;
7. Must be proficient in technology necessary to job responsibilities;
8. Demonstrated abilities to work in a support capacity to students and staff required.

Job Grade: F

## **TYPE M CTE STUDIES INSTRUCTOR**

### **DEFINITION**

The person hired for this position is responsible for instructing students in Middle School and/or High School CTE courses.

### **TYPICAL TASKS**

1. Teaches skills and knowledge in one or more trades, industrial, or Career and Technical Education (CTE) preparatory courses.
2. Instructs pupils in trades and industry safety and organizes safety and skill assessments with all tools and equipment.
3. Develops lesson plans and organizes class time so that preparation, instruction, shop work, and cleanup activities can be accomplished within the allotted time.
4. Develops differentiated instruction, so students are instructed at their point of need.
5. Ability to demonstrate industrial materials, equipment, tools, and processes, using standard or teacher-prepared models, mock-ups, sketches, and other instructional aids.
6. Properly guides students in the selection of appropriate projects based on their skill.
7. Performs required reporting and record keeping functions.
8. Instructs pupils in use of eye protection and safety guards, and the use, care, and safe operation of tools, machines, and equipment.
9. Maintains preventative maintenance and upkeep of all shop equipment and communicates with the maintenance department as needed.
10. Maintains control of storage and use of all school-owned property.
11. Establishes and maintains standards of pupil conduct to provide an orderly, safe, and productive environment in an activity-type classroom with many potential hazards.
12. Keeps informed of trade and industrial communities' job entry requirements and instructs pupils in the rudiments of getting and retaining these jobs, including managing trade and industry certification pathways.
13. Selects and requisitions instructional materials and equipment as authorized.
14. Participates cooperatively with the appropriate administrator to develop the method by which he/she will be evaluated in conformance with district guidelines.
15. Communicates with parents and school counselors on pupil progress.
16. Other duties and responsibilities as required.

### **EDUCATION, EXPERIENCE AND SKILLS REQUIRED**

1. Alaska Type M Limited Certificate required;
2. Must possess thorough knowledge of educational process and school operations;
3. Demonstration of strong technical skills in area of certification;
4. Must possess excellent verbal, written and interpersonal communications skills;
5. Must be proficient in technology necessary to job responsibilities;
6. Demonstrated abilities to work in a support capacity to students and staff required.

## **VIII. FORMS**

Advance policy: The school district does not encourage payroll advances. However, **in cases of extreme and unforeseeable need**, a permanent employee may request an advance. Temporary employees are not eligible for payroll advances. **No more than two (2) pay advances will be approved per fiscal year (July 1 to June 30)** All pay advance requests must be received in writing, on the appropriate form with a written statement explaining the extreme and unforeseeable need. Pay advance requests will be processed on the 15<sup>th</sup> of the month. Requests must be approved and received in the business office two days prior. Pay advances will not be issued five (5) working days prior, or five (5) working days after a regularly scheduled payday.

because \_\_\_\_\_

☐ Mail  
☐ Direct deposit (\$5 fee)  
☐ pick up in person by who \_\_\_\_\_ (ID required)  
   self or other

I verify that he/she has worked \_\_\_\_\_ hours during this pay period.

Supervisor Signature \_\_\_\_\_ date \_\_\_\_\_

Business Office Approval \_\_\_\_\_ Date \_\_\_\_\_  
Revised 7-08

### COURSE REIMBURSEMENT REQUEST FOR CLASSIFIED EMPLOYEES

**INSTRUCTIONS:** Complete this form prior to enrollment. After successful completion of the course, submit receipts to the Business Office for reimbursement along with a copy of this approved form.

Employee Name: \_\_\_\_\_

Place of Assignment: \_\_\_\_\_

Job Title: \_\_\_\_\_

College or School Name & Location: \_\_\_\_\_

Course Dates:  
Beginning: \_\_\_\_\_ Ending: \_\_\_\_\_

Course Name & Number	Credit Hours	Describe how course is related to current job, (Attach catalog course description)	Cost (Tuition)

\_\_\_\_\_  
(Employee Signature) Date

.....

Approved: ☐

Disapproved: ☐

\_\_\_\_\_  
Supervisor's Signature Date

Approved: ☐

Disapproved: ☐

\_\_\_\_\_  
Personnel Officer Signature Date

**DISTRIBUTION:** Original, Employee Personnel File – Copies to employee, supervisor, accounts payable

Southwest Region School District 01/95 revised 10/03

# **SAMPLE: Violation of Rules and Discipline**

The following are examples of violations and typical resulting disciplinary actions. This list is provided for reference only and is not to be considered all inclusive, restrictive of all infractions, or limiting disciplinary action. Serious or flagrant violations may result in more serious discipline.

	<b>Violation</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup></b>	<b>4<sup>th</sup></b>
1.	Theft of property from district or employee.	Suspension or Discharge			
2.	Drinking alcoholic beverage on district premises.	Suspension	Discharge		
3.	Intentionally changing another employee's time sheet or one's own time sheet to reflect incorrect information and times.	10-day Suspension	Discharge		
4.	Reporting to work under the influence of alcohol or drugs.	Written warning	3-day Suspension	Plan for Treatment or Discharge	
5.	Falsifying district records including Employment Application.	10-day Suspension or Discharge			
6.	Possession of illegal weapons or firearms on district premises.	10-day Suspension or Discharge			
7.	Intentionally misusing or damaging district property.	3-Day Suspension	Discharge		
8.	Smoking in unauthorized area.	3-Day Suspension	Discharge		
9.	Leaving department or site during working hours without authorization.	1-Day Suspension	3-Day Suspension	Discharge	
10.	Unauthorized operation of tools, machinery, or equipment.	1-Day Suspension	3-Day Suspension	Discharge	
11.	Gambling on company property.	3-Day Suspension	Discharge		
12.	Posting, changing, or removing notices on the bulletin board without district approval.	Written Warning	Suspension		
13.	Disregard of safety rules.	3-Day Suspension	Discharge		
14.	Failure to wear specified safety equipment.	3-Day Suspension	Discharge		
15.	Failure to report injury or accident.	3-day Suspension	Discharge		
16.	Taking unauthorized breaks or quitting early.	Written Warning	3-Day Suspension	7-Day Suspension	Discharge
17.	Unauthorized absence.	Written Warning	3-Day Suspension	10-Day Suspension	Discharge
18.	Excessive absenteeism.	Verbal Warning	Written Warning	3-Day Suspension	Discharge
19.	Creating messes, leaving parts, tools, and equipment lying around.	Written Warning	1-Day Suspension	7-Day Suspension	Discharge

	<b>Violation</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup></b>	<b>4<sup>th</sup></b>
20.	Stretching breaks or otherwise wasting time.	Verbal Warning	Written Warning	3-Day Suspension	10-Day Suspension
21.	Creating or contributing to unsanitary conditions by poor housekeeping.	Verbal Warning	Written Warning	3-Day Suspension	10-Day Suspension
22.	Insubordination by refusing a supervisor's orders.	3-Day Suspension	Discharge		
23.	Sleeping during work hours.	3-Day Suspension	Discharge		
24.	Unauthorized soliciting of contributions on district premises.	Verbal Warning	Written Warning	3-Day Suspension	Discharge
25.	Deliberately restricting output.	10-Day Suspension or Discharge			
26.	Assaulting or intimidating other employees or supervisor.	10-Day Suspension or Discharge			
27.	Failure to maintain district work standards.	Written Warning	3-Day Suspension	10-Day Suspension	Discharge
28.	Lateness.	Verbal Warning	Written Warning	3-Day Suspension	10-Day Suspension
29.	Use of another employee's tools without permission.	Written Warning	1-Day Suspension	3-Day Suspension	10-Day Suspension
30.	Distributing printed matter on district premises without permission.	Written Warning	3-Day Suspension	Discharge	
31.	Fighting or attempting to provoke a fight on district premises.	10-Day Warning	Discharge		
32.	Failure to follow specified job instructions.	Written Warning	3-Day Suspension	10-Day Suspension	Discharge
33.	Inability or unwillingness to work harmoniously with other employees.	Verbal Warning	Written Warning	3-Day Suspension	Discharge

**DOCUMENTATION OF VERBAL WARNING**

Employee \_\_\_\_\_ Site \_\_\_\_\_

1. Statement of the problem: (violation of rules, policies, standards, practices, or unsatisfactory performance).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(attach separate sheet if necessary)

2. Statement of district policy on this subject:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Summary of corrective action to be taken.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Consequences of failure to improve performance or corrective behavior:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date



### CORRECTIVE ACTION NOTICE

Employee \_\_\_\_\_ Site \_\_\_\_\_  
☐ Written Warning   ☐ Disciplinary Probation   ☐ Disciplinary Suspension

1. Statement of the problem: (violation of rules, policies, standards, practices, or unsatisfactory performance.)

\_\_\_\_\_  
 \_\_\_\_\_

(attach a separate sheet if necessary)

2. Prior discussion or warning on this subject: (oral, written, dates)

\_\_\_\_\_  
 \_\_\_\_\_

3. Statement of district policy on this subject:

\_\_\_\_\_  
 \_\_\_\_\_

4. Summary of corrective action to be taken (include dates for important and attach plan for improvement):

\_\_\_\_\_  
 \_\_\_\_\_

5. Consequences of failure to improve performance or corrective behavior:

\_\_\_\_\_  
 \_\_\_\_\_

6. Employee comments:

\_\_\_\_\_  
 \_\_\_\_\_

(attach separate sheet if necessary)

\_\_\_\_\_  
 Employee Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Supervisor's Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Superintendent or Designee Approval

\_\_\_\_\_  
 Date

**Corrective Action Notice Form**

[http://idb.swrsd.org/schoolboard/pm/forms/E\\_4218c\(CorrectiveActionNotice\).pdf](http://idb.swrsd.org/schoolboard/pm/forms/E_4218c(CorrectiveActionNotice).pdf)

### RECOMMENDATION FOR DISCIPLINARY TERMINATION

1. Statement of the problem: (violation of rules, policies, standards, practices, or unsatisfactory performance),  


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(attach separate sheet if necessary)
2. Statement of district policy on this subject:  


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3. Summary of corrective action taken (include copies of previous documentation and plan of improvement):  


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4. Summary of employee's failure to meet recommended corrective action:  


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\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CSC Signature (if applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent Approval

\_\_\_\_\_  
Date

*Distribution: Original to personnel file, one copy to employee, one copy to supervisor.*

**Recommendation for Disciplinary Action Form**

[http://idb.swrsd.org/schoolboard/pm/forms/E\\_4218d/RecommendationDisciplinaryAction\).pdf](http://idb.swrsd.org/schoolboard/pm/forms/E_4218d/RecommendationDisciplinaryAction).pdf)

### PLAN FOR IMPROVEMENT

Employee \_\_\_\_\_ Site \_\_\_\_\_

1. Statement of the problem: (violation of rules, policies, standards, practices, or unsatisfactory performance).

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 (attach separate sheet if necessary)

2. Summary of recommended corrective action (include specific detail about how actions are to be corrected, dates, expected outcome(s)):

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 (attach separate sheet if necessary)

3. Consequences of failure to follow plan for improvement:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

4. Employee comments:

\_\_\_\_\_  
 \_\_\_\_\_  
 (attach separate sheet if necessary)

\_\_\_\_\_  
 Supervisor's Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Employee Signature

\_\_\_\_\_  
 Date

*Distribution: Original to personal file, one copy to employee, one copy to supervisor.*

**Plan For Improvement Form – Classified**

[http://idb.swrsd.org/schoolboard/pm/forms/E\\_4218e\(PlanForImprovementClassified\).pdf](http://idb.swrsd.org/schoolboard/pm/forms/E_4218e(PlanForImprovementClassified).pdf)

## Classified Employee Performance Evaluation and Development Plan

Annual evaluation Due April 15<sup>th</sup>

Reason for Evaluation:

☐ Completion of 90 day probation ☐ Annual Evaluation ☐ Commendation ☐ Need for Improvement

Name: \_\_\_\_\_ Date of Evaluation: \_\_\_\_\_

Position: \_\_\_\_\_ Department: \_\_\_\_\_

Date of Hire: \_\_\_\_\_ Time in Present Position: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

The purpose of this Evaluation Is To:

1. Set Goals: The supervisor and the employee establish mutually agreed upon goals for future progress and development.
  2. Inform: The supervisor and the employee communicate openly and honestly about performance.
  3. Develop: The supervisor and employee identify actions the employee can take to enhance their development with the District.
  4. Evaluate: The supervisor and the employee evaluate results based on pre-established goals and performance measures.
- I. Accomplishments And/Or Improvements: What specific accomplishments and/or improvements has this individual made?

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- II. Position Goals and Responsibilities: These are detailed goals and responsibilities that relate to an individual's position that have been identified as necessary to implement or that special attention needs to be given before the next evaluation.

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III. Performance Appraisal: Please consider the employee's demonstrated performance and circle the rating which most closely describes that performance.

1. Outstanding: Performance consistently far exceeds expectations.
2. Commendable: Performance consistently exceeds normal expectations and job requirements.
3. Meets Requirements: Performance consistently meets expectations and job requirements.
4. Needs Improvement: Performance usually meets expectations and minimum requirements for the job.
5. Not Acceptable: Performance is below the minimum acceptable standards.

*Loyalty*: The Willingness to consider and talk about the district in a positive way.

Outstanding   Commendable   Meets Requirements   Needs Improvement   Not Acceptable

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*Teamwork*: The Working relationship established with fellow employees and supervisor in the working environment.

Outstanding   Commendable   Meets Requirements   Needs Improvement   Not Acceptable

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*Dependability*: The reliance which can be placed on an employee to persevere and carry through to completion any task assigned. This also applies to attendance and punctuality.

Outstanding   Commendable   Meets Requirements   Needs Improvement   Not Acceptable

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*Cooperation*: The willingness to do a little more than asked, problems are presented with possible solutions and criticisms are of a constructive nature. The support of district decisions.

Outstanding   Commendable   Meets Requirements   Needs Improvement   Not Acceptable

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*Volume of Work*: The amount of work produced compared with the requirements of the job.

Outstanding   Commendable   Meets Requirements   Needs Improvement   Not Acceptable

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*Quality of Work:* The state-of-finish completeness, attention to detail, and reliability in jobs performed.

Outstanding Commendable Meets Requirements Needs Improvement Not Acceptable

*Level of "Primary Job" Skills :* The skill level exhibited in the primary trades or jobs for which the employee was primarily hired.

Outstanding Commendable Meets Requirements Needs Improvement Not Acceptable

*Level of "General" Skills:* The skill level exhibited in areas other than for which the employee was primarily hired.

Outstanding Commendable Meets Requirements Needs Improvement Not Acceptable

*Initiative:* The exhibition of energy and self reliance. Actions that reflect interest and concern for the students and district. Striving for compliance in achieving new goals. Having input into the development of goals and objectives.

Outstanding Commendable Meets Requirements Needs Improvement Not Acceptable

*Care of Tools and Equipment:* The care, neatness, accounting of, and possession tools and equipment.

Outstanding Commendable Meets Requirements Needs Improvement Not Acceptable

*Appearance And Neatness:* The wearing of fresh reasonably clean clothes. Neatly groomed daily. Maintains a neat and clean working area, quarters, or shop area.

Outstanding Commendable Meets Requirements Needs Improvement Not Acceptable

IV. Development Plan: What specific action can you suggest to help the employee improve their performance? How can you, as the supervisor, help?

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V. Overall Job Satisfaction (Optional): Explain or list the reasons for your level of job satisfaction. List suggestions which might improve job satisfaction.

Good                      Acceptable                      Poor                      Unacceptable

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VI. Employee Comments (Optional): Each individual evaluated is encouraged to add any comments to this review. If additional space is needed, attach a separate sheet.

Outstanding    Commendable    Meets Requirements    Needs Improvement    Not Acceptable

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\_\_\_\_ Recommended for salary step advancement.

\_\_\_\_ Not recommended for salary step advancement.

\_\_\_\_ Recommended to extend probationary status for \_\_\_\_ number of days

\_\_\_\_ If probationary evaluation, recommend regular status ( no step advancement)

\_\_\_\_ If probationary evaluation, Regular status and salary step advancement (requires superintendent approval)

I am signing this evaluation to indicate that my supervisor and I have discussed the above Evaluation.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

*Due process Rights shall always be respected and adhered to, including the development of a specific plan for improvement*

Southwest Region School District  
INSTRUCTIONAL AIDE EVALUATION

Employee Name: \_\_\_\_\_

School Year: \_\_\_\_\_

Completion of 90 day Probationary period \_\_\_\_\_

Annual Evaluation \_\_\_\_\_

Commendation \_\_\_\_\_

Need for Improvement \_\_\_\_\_

Name of School: \_\_\_\_\_

Evaluator: \_\_\_\_\_

(Exceptional & Needs Improvement scores need comment)

**COMMENT SECTION:**

INSTRUCTIONAL METHODS & PLANNING:	EXCEPTIONAL	SATISFACTORY	NEEDS IMPROVEMENT	COMMENTS
a. Keeps & carries out lesson plans.				
b. Follows assigned curriculum				
c. Encourages expressive language in students.				
PHYSICAL ENVIRONMENT OF CLASSROOM:				
a. Room is neat.				
b. Students' work is displayed around room.				
RELATIONSHIP WITH STUDENTS				
a. Interacts with students in a positive manner				
b. Shows respect for students				
c. Disciplines fairly.				
RELATIONSHIP WITH PARENTS:				
a. Conference with parents.				
b. Invites parents to observe and/or participate in class activities				
PROFESSIONALISM:				
a. Arrives at work on time.				
b. Uses planning time to prepare for class.				
PARAPROFESSIONAL GROWTH:				
a. Participates in inservice sessions as offered.				

I am signing this evaluation to indicate that my supervisor and I have discussed the above evaluation.

\_\_\_\_\_  
Evaluator's Signature/Date

\_\_\_\_\_  
Recommended for salary step advancement

\_\_\_\_\_  
Employee's Signature/Date

\_\_\_\_\_  
Not Recommended for Salary Step Advancement

\_\_\_\_\_  
Employment Start date for next school year

**Instructional Aide Evaluation Form**

[http://idb.swrsd.org/schoolboard/pm/forms/E\\_4215b\(InstructionalAideEvaluation\).pdf](http://idb.swrsd.org/schoolboard/pm/forms/E_4215b(InstructionalAideEvaluation).pdf)



Southwest Region School District  
P.O. Box 90  
Dillingham, AK 99576

**VOLUNTARY RESIGNATION**

**INSTRUCTIONS:**

Complete form and submit to your immediate supervisor. A copy will be returned to you.

Employee Name: (Print) \_\_\_\_\_

Place of Assignment: \_\_\_\_\_

Position Title: \_\_\_\_\_

I voluntarily resign my employment with Southwest Region School District effective \_\_\_\_\_

date

My reasons for leaving are: \_\_\_\_\_

\_\_\_\_\_

Forwarding Address: \_\_\_\_\_

\_\_\_\_\_

Employee's Signature: \_\_\_\_\_

\_\_\_\_\_

Date

Immediate Supervisor's Recommendation: Accept ( ) Reject ( )

Employee Eligible for Rehire? Yes ( ) No ( )

If No, please list reason ineligible for rehire: \_\_\_\_\_

\_\_\_\_\_

Employee leave in good standing? Yes ( ) No ( )

Any comments: \_\_\_\_\_

\_\_\_\_\_

Immediate Supervisor's Signature: \_\_\_\_\_

\_\_\_\_\_

Date

Superintendent's Recommendation: Accept ( ) Reject ( )

Comments: \_\_\_\_\_

\_\_\_\_\_

Superintendent's Signature: \_\_\_\_\_

\_\_\_\_\_

Date

Original - Personnel file, Yellow - Employee, Pink - Payroll, Goldenrod - School

Revised 10/94, 10/03

**Resignation Form**

[http://idb.swrsd.org/schoolboard/pm/forms/E\\_4117\\_2\(Personnel\\_VoluntaryResignation\).pdf](http://idb.swrsd.org/schoolboard/pm/forms/E_4117_2(Personnel_VoluntaryResignation).pdf)

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## **IX. HANDBOOK RECEIPT & ACKNOWLEDGMENT**

## HANDBOOK RECEIPT AND ACKNOWLEDGMENT

EMPLOYEE \_\_\_\_\_ SITE \_\_\_\_\_

I have received a copy of the Southwest Region School District Classified handbook.

The handbook contains policies and rules which apply to me. I agree to read the handbook and follow it during my employment with the District. I further understand it may be amended at any time. In that case, the changes will be communicated to me.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date