

POTLATCH SCHOOL DISTRICT #285

130 6th Street Potlatch, ID 83855

“What’s Best for Kids”

“AN EQUAL OPPORTUNITY EMPLOYER”



Classified Employees Handbook

Potlatch School District Classified Personnel Handbook

Receipt of Handbook

I have received a copy of the Potlatch School District Classified Employee Handbook. I understand that:

- This signature page will be placed in my personnel file indicating I have received a copy of this handbook.
- Any questions concerning this handbook must come to my immediate supervisor first.

Employee Name (Please Print): _____

Employee Signature: _____

Date: _____

FOREWARD

The Board of Trustees and the administration of the Potlatch School District #285 recognize the importance of the classified staff of the district. Their day-to-day dedication to their tasks allows the district to operate in such a way that supports educational success for our students.

The Classified Employees Handbook is to be presented to each classified employee to help explain policies, procedures, and offer other information concerning employment with Potlatch School District #285.

Classified employees are considered to be at-will employees. Nothing herein shall form the basis of a contract or a continued expectation of employment. Additionally, any code of conduct outlined in this manual is not intended to be all inclusive, nor does it limit the district's ability to end the employment relationship without cause.

CLASSIFIED/NONCERTIFICATED PERSONNEL

Definition of Classified/Noncertificated Personnel

All persons employed by Potlatch School District who are not required to hold a valid Idaho Teacher's Certificate are considered classified personnel. All classified/Noncertificated personnel are "at-will" employees and may be terminated at any time with or without cause. Termination is the sole decision of the school board and, when necessary, may be recommended by the administration to the board.

Classified/Noncertificated positions include, but are not limited to the following: Transportation Supervisor, School Bus Driver, Accounts Payable Clerk/District Secretary/Clerk of Board/Business Manager, Accounts Payable General Office Assistant/Food Service Data Manager, High School Secretary, Elementary Secretary, Technology Coordinator, Technology Technician, Webmaster/ISSE, Dishwasher, Kitchen Supervisor, Cook, Paraprofessionals, Substitute Teachers, Maintenance and Grounds Supervisor, Summer Maintenance and Grounds Worker, Custodian, etc.

Nothing herein written or implied alters the at-will status of classified/Noncertificated employees nor limits the district's ability to terminate an employee's employment.

Recruitment and Selection

Classified positions can be applied for in the Potlatch School District office at any time.

When a position becomes available, the administrators will either select from this pool of candidates or, if deemed necessary, advertise the positions as open to increase the pool of applicants. Persons will be hired on the basis of who can best do the job and operate within the philosophy of the district. Potlatch School District does not discriminate on the basis of gender, race, age, religion, or marital status.

Qualifications

Selection of classified personnel shall be based on the following qualifications:

- * Demonstrated Competency relating to job skills
- * Previous Training
- * Personal Characteristics relating to job skills
- * Compatibility with school district philosophy
- * Experience

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Classified personnel qualifications shall be evaluated upon the merits of the candidates without regard to race, religion, age, gender, or marital status. The Potlatch School District #285 is an equal opportunity employer.

COMPENSATION AND BENEFITS

Holidays

The following are paid holidays for full-time twelve-month employees.

- * Labor Day
- * Thanksgiving
- * Christmas
- * New Years Day
- * Civil Rights Day (when school is not scheduled)
- * Presidents Day
- * Memorial Day
- * Independence Day

Insurance

Potlatch School District carries a \$50,000 term life insurance policy on all staff members who qualify.

Eligible employees may be included in the District Health Insurance Plan. Those eligible employees who wish to be included in the group medical insurance program may request a deduction from their monthly paycheck to cover the cost of the premium. Such a request must be in writing and submitted to the district clerk. Those eligible employees who wish to opt out of the District Health Insurance Plan may do so by indicating so in writing to the District Office.

All employees are covered by Worker's Compensation Insurance for bodily injury, disease, or death caused by accident out of and in the course of their employment. Notice of such accident shall be submitted to the district office within 24 hours, and a claim for compensation will be submitted to the State Insurance Fund and Industrial Commission for approval.

An employee drawing Worker's Compensation for time lost will receive no more per day than if he/she was working (e.g. sick leave and Worker's Compensation combined).

Overtime

Classified employees shall normally work no more than 40 hours per week. When it becomes necessary to work more than 40 hours in a week, the rate of pay shall be 1 ½ times the normal rate of pay for all hours worked over the 40 hours per week.

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All overtime must have prior authorization from the superintendent of schools.

Paychecks

In order to be delivered to the district office by the 16th of each month. Time cards reflecting actual hours worked will be calculated through and must be submitted to an employee's supervisor on the 15th of each month. Paychecks will be distributed the last weekday of each month.

Employees wishing to have their paychecks direct deposited must make arrangements with the clerk. Any requests for changes in deductions from the paycheck beyond those required by law must be submitted in writing to the clerk by the 15th of the month in order to be in effect for that pay period.

Retirement

All employees of public institutions are required to participate in the Idaho Public Employees Retirement System if they work at least 20 hours per week for a five-month period. Both the employee and the employer contribute to the retirement fund.

Contributions to the Public Employees Retirement System (PERSI) are not subject to income taxes until the funds are withdrawn from the system. For more information, contact the district office.

Salaries and Wages

Salaries and wages are set by the board of trustees. Classified employees that have position where hours have been projected over the school calendar year shall be paid for hours worked. Days when their services are not needed shall not be paid days.

Employees who work at least 20 hours or more per week and who qualify for the Public Employees Retirement System shall be eligible for all leaves and life insurance benefits provided by the district.

Vacations

Full time employees who work 12 months per year shall be eligible for 80 hours of paid vacation leave. In recognition of their service to the district, full time, twelve month employees shall be granted an additional 80 hours for a total of 120 hours of paid vacation leave at the successful completion of fifteen (15) continuous years of service. These days shall not be cumulative.

See Appendix 1: Policy 5450

EVALUATION

Each noncertificated staff member's job performance shall be evaluated annually by the staff member's direct supervisor. The evaluation process includes scheduled evaluations, on forms applicable to the job classification and description, and day-to-day appraisals.

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The supervisor shall provide a copy of the completed evaluation to the staff member and shall provide an opportunity to discuss the evaluation. The original should be signed by the staff member and filed with the Superintendent. If the staff member refuses to sign the evaluation, the supervisor should note the refusal and submit the evaluation to the Superintendent. The employee will be allowed the opportunity to attach a rebuttal to any information contained in the evaluation. (See Appendix 2)

Grievances

The Board recognizes that from time-to-time problems relative to working conditions, assignments, interpretation of policy, etc. may arise. The primary course of action will be to discuss the matter with the supervisor closest to the employee and issue at hand. Otherwise employees are to follow the grievance procedures for noncertificated personal as outlined in Idaho Code. This grievance procedure does not imply any type of a contract nor does it limit the district's ability to terminate an employee's employment. (See Appendix 3)

LEAVES

Sick Leave

Classified personnel who work at least 20 hours per week and qualify for the Public Employee Retirement System shall be granted leave of absence for personal illness or injury with full pay at a rate of one (1) day per month. In the event an employee is hired after the beginning of the school year the number of days shall be equal the number of months worked that year. Day shall be defined as eight (8) hours or prorated to the number of hours the position requires an employee to be at work.

Immediate Family Leave

Upon approval of the superintendent, classified personnel shall be granted leave of absence at full pay for serious illness in the immediate family (spouse, children, brother, sister, mother, father) not to exceed three (3) days per year. This leave is not cumulative.

Funerals

Upon approval of the superintendent, classified personnel shall be granted leave of absence at full pay to attend funerals not to exceed three (3) days per year. This leave is not cumulative.

Jury Duty

Employees called upon for jury duty will be excused from work to perform this civic duty. While on jury duty, an employee will receive full pay from the school district. The employee will be required to turn in to the district any remuneration received for services on the jury minus any reimbursement for mileage.

Professional Purposes

Employees may sometime be required to attend seminars or workshops in order to improve skill and/or knowledge relating to their job. Employees may also request to attend training opportunities working toward improved job performance. Employees attending such training

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workshops, etc. required by the district will be paid for those hours at their regular job rate. Extra hours required by the district will be paid to the employee at their regular job rate. All such training must be approved by the superintendent prior to departure. Such approval must be sought from the superintendent in a timely fashion (i.e. minimum of one week before the training).

Absence Without Pay

Absence without pay may be authorized by the superintendent for purposes which he/she considers urgent and necessary but not covered by paid leave policies. For such absences, deductions from the employee's salary will be made.

The employee shall make application for authorization at least ten (10) days in advance of the occurrence or, if advance application is not possible, not later than ten (10) days after the occurrence. Length of service, previous record of absence other than that for personal illness, and the purpose of the absence shall be factors in the decision as to authorization.

Involuntary absence not heretofore provided for may be excused by the superintendent. The employee shall make application to the superintendent immediately for excuse of such absences, and deductions in salary shall be made unless such deduction is specifically waived by the superintendent.

Other absences than those herein provided for or abuse of the above leave regulations may be deemed neglect of duty and may be sufficient grounds for termination.

School Closure

On those days when it is necessary for school to be closed due to hazardous weather or other emergency situations, classified employees will not automatically be paid for these days. Only those employees who are required to work in order to maintain the basic operations of the district will be allowed to work and subsequently paid for those hours worked. In addition, unless previously arranged for, classified employees will not be granted leave of any kind on those days when school have been closed due to hazardous weather or other emergency situations.

SUBSTITUTES

When it is necessary that an employee be absent from the job, that employee shall notify his/her immediate supervisor at the earliest opportunity. It shall be the duty of the supervisor to arrange for a substitute worker. In no case shall the employee arrange for his/her substitute.

DRUG FREE WORKPLACE

Purpose

Potlatch School District #285 recognizes that the use of illegal substances is a very serious problem with physical, emotional, social, and legal implications. Of primary concern is the effect of illegal substances abuse on job performance and productivity in the work environment. The district is committed to maintaining a workplace free from illegal drugs and/or drug abuse.

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Policy

It is the policy of the Potlatch School District #285 that the unlawful manufacture, distribution, dispersing, possession, or use of a controlled substance is prohibited in the workplace. It is a condition of employment with the Potlatch School District #285 that employees comply with the policy.

Procedure

In keeping with the District's commitment to provide a drug free workplace for its employees, the district shall investigate and take remedial action whenever there is reason to believe that the unlawful manufacture, distribution, dispersing, possession, or use of an illegal substance is present.

If a violation has taken place, disciplinary action against the offending employee will follow. Appropriate action may include disciplinary actions up to and including termination.

Decisions associated with retention of an offending employee would include satisfactory participation in a drug abuse rehabilitation program approved for such purpose by a Federal, State, or Local health, law enforcement, or other appropriate agency.

Any employee who is made aware or suspects a prohibited incident is taking place shall report the matter to his/her supervisor. The matter will not be discussed with coworkers or persons not directly responsible for investigating the situation.

Violations of Criminal Drug Statutes Convictions

As required by Federal Law, employees must notify their immediate supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) calendar days after such conviction.

Employees who are convicted under any criminal drug statute for a violation not occurring in the workplace are also subject to disciplinary action up to and including dismissal.

This policy complies with the requirements of P.L.1000-690 Title V, Section 1515

HAZARDOUS MATERIALS

Health Effects of Asbestos

Recently (within the last 10-20 years) research has revealed evidence that asbestos fibers are related to the cause of lung disease or asbestosis and some cancers of the lungs, abdomen, and other parts of the body such as: cancer of the abdominal lining, esophagus, stomach, colon, etc. There is usually an induction period of many years between initial exposure and the appearance of the disease.

Asbestosis is usually associated with long term exposure to high level of asbestosis fibers; however, this may not be true for all cancers caused by asbestos. No safe level of exposure has been established.

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Asbestos fibers are not easily destroyed, and due to their size and shape, they can remain airborne for long periods of time. When inhaled, they may not stay in the lungs, but if they do, they may stay indefinitely.

A complete listing of where asbestos can be found in the district is on file in each building’s main office and the district office.

Contact Person

Jeffrey A. Cirka, Superintendent

APPENDIX 1

PERSONNEL

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Vacation Leave

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12-month classified and administrative employees shall accrue annual vacation leave benefits according to the following schedule:

<u>Year of Service with the District</u>	<u>Days of Annual Vacation Leave</u>
1-3	10 days
4-6	15 days
7-10+	20 days

Vacation leave is intended to be used during that year in which it is earned. Accumulation of unused vacation time will be allowed up to a total of thirty (30) days. The maximum number of vacation leave days an employee may use in any fiscal year shall be thirty (30) days.

Leave credits may not be advanced nor may leave be taken retroactively.

Prior approval by the administration must be given before vacation leave is taken.

If a legal holiday should fall within an employee’s vacation period, the employee will be entitled to an additional day for that holiday. An employee is eligible for holiday pay if the employee

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worked during the payroll week in which the holiday fell or during the preceding payroll week. No additional time will be given if the employee is absent due to illness or if on unpaid leave.

Upon termination of employment, unused vacation leave (up to thirty (30) days) will be paid at the employee's daily rate of pay.

Nothing in this policy guarantees approval of the granting of specific days as annual vacation leave in any instance. Each request will be judged by the District in accordance with staffing needs.

Employees of less than six (6) months duration will not accrue vacation benefits.

Policy History:

Adopted on: May 13, 2010

Revised on:

APPENDIX 2

Potlatch School District #285
Classified Wages 2020-2021

Potlatch School District No. 285
Classified Wage Scale
2022-2023

Position	Fiscal Year 1	Fiscal Year 2	Fiscal Year 3	Fiscal Year 4	Fiscal Year 5
Transportation Supervisor	\$23.93	\$24.64	\$25.38	\$26.15	\$26.93
School Bus Driver	\$16.08	\$16.56	\$17.06	\$17.57	\$18.10
School Bus Trainer/Secretary	\$16.53	\$17.02	\$17.53	\$18.06	\$18.60
School Bus Extra-Curricular Driver	\$13.40	\$13.40	\$13.40	\$13.40	\$13.40
Clerk of Board/Business Manager	\$26.65	\$27.45	\$28.28	\$29.13	\$30.00
Admin Assistant/Accts Payable Clerk/Website	\$18.21	\$18.76	\$19.32	\$19.90	\$20.50
High School Secretary	\$16.42	\$16.91	\$17.42	\$17.94	\$18.48
Elementary Secretary	\$16.42	\$16.91	\$17.42	\$17.94	\$18.48
Technology Coordinator	\$24.17	\$24.89	\$25.64	\$26.41	\$27.20
Technology Technician	\$20.02	\$20.62	\$21.24	\$21.87	\$22.53
ISEE Coordinator	\$15.00	\$15.45	\$15.91	\$16.39	\$16.88
Dishwasher	\$11.18	\$11.51	\$11.86	\$12.21	\$12.58
Kitchen Supervisor	\$17.06	\$17.57	\$18.10	\$18.64	\$19.20
Cook	\$15.28	\$15.74	\$16.21	\$16.70	\$17.20
Aides/Paraprofessional	\$15.41	\$15.87	\$16.34	\$16.83	\$17.34
Maintenance and Ground Supervisor	\$22.84	\$23.53	\$24.23	\$24.96	\$25.71
Summer Maintenance and Ground Worker	\$12.83	\$12.83	\$12.83	\$12.83	\$12.83
Custodian	\$15.02	\$15.47	\$15.93	\$16.41	\$16.90
SUBSTITUTE POSITION:					
Aides/Paraprofessional	\$15.00				
Custodian	\$15.00				
Cook	\$15.00				
Secretary	\$15.00				
Summer Technology Technician	\$15.00				
Bus Driver	\$17.57				
Teacher: Certified	\$120 per day				
Teacher: Non-certified	\$105 per day				

(Adopted 6/8/22)

Potlatch School District #285
Classified Employee Evaluation Form

Employee's Name: _____ Position: _____

School/Department: _____ Evaluator: _____

Date: _____ Contract Year: _____

1 - Satisfactory 2 – Unsatisfactory 3 – Not Evaluated

**Any Unsatisfactory ratings must be accompanied by an explanation*

WORK HABITS	1	2	3
Observance of working hours			
Attendance			
Observance of rules and regulation			
Compliance with work instructions			
Work attitude			
Care of property			
Comments			

PROFESSIONALISM	1	2	3
Cooperation with fellow employees			
Cooperation with other departments			
Cooperation with public			
Personal appearance			
Loyalty to district programs/policies			
Personal conduct			
Telephone manners			
Works and relates well with others			
Maintains Confidentiality			
Comments			

JUDGMENT	1	2	3
Ability to make decisions			
Accuracy of judgment			
Comments			

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QUANTITY OF WORK	1	2	3
Amount of work performed			
Completion of work on schedule			
Fulfills major duties and responsibilities as in job description			
Comments			

QUALITY OF WORK	1	2	3
Accuracy			
Neatness			
Thoroughness			
Organizing and planning			
Comments			

SUPERVISORY ABILITY	1	2	3
Delegation of authority			
Training and instruction			
Disciplinary control			
Evaluating performance			
Leadership			
Fairness and impartiality			
Approachability			
Making personnel decisions			
Comments			

ADDITIONAL COMMENTS:

OVERALL WORK PERFORMANCE RATING OF: Satisfactory _____ Unsatisfactory _____

This evaluation has been discussed with me. Signature does not necessarily indicate agreement with the content of this evaluation. Rebuttals by the employee may be attached to this form and placed in their personnel file. Supervisors are to contact building principals when necessary to review this evaluation.

Employee Signature/Date

Supervisor Signature/Date

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Principal Signature/Date (If appropriate)

Superintendent Signature/Date

APPENDIX 4 Grievance Procedure

Potlatch School District #285 will follow the Grievance Procedure for noncertificated personnel as outlined in Idaho Code 33-517.

33-517. NONCERTIFICATED PERSONNEL. The board of trustees of each school district including any specially chartered districts, shall have the following powers and duties:

- (1) To provide that hiring and evaluation procedures for noncertificated personnel shall be in writing and shall be available for any noncertificated employee's review at any time. Job description for all noncertificated employees shall be written and shall be made available to employees of the district or other people seeking employment.
- (2) To provide a grievance procedure for noncertificated employees of the district which meets the minimum standards or paragraphs (a) through (i) of this subsection. In the event a grievance procedure is not provided, the following grievance procedure shall apply.
 - a. A grievance shall be defined as a written allegation of unfair treatment or a violation of school district policy. A noncertificated employee of the district may file a grievance about any matter related to his employment, provided that neither the rate of salary or wage of the employee nor the decision to terminate an employee for cause during the initial one hundred eight (180) days of employment shall be proper subject for consideration under the grievance procedure provided in this section.
 - b. If a noncertificated employee files a grievance, the employee shall submit the grievance in writing to his or her immediate supervisor within six (6) working days of the incident giving rise to the grievance. The grievance shall state the nature of the grievance and the remedy sought. Within six (6) working days of receipt of the grievance, the immediate supervisor shall provide a written response to the employee.
 - c. If the noncertificated employee is not satisfied with the response of the immediate supervisor or if there is no response within the time lines, the employee may appeal the grievance to the superintendent of the district or the superintendent's designee with five (5) working days of the receipt of the response as set out in subsection (2)(b) of this sections or within five (5) working days from the date the supervisor last had to respond if the noncertificated employee in an effort to resolve the appeal. Within five (5) working days of the communication, the superintendent or his designee shall provide a written response to the noncertificated employee.
 - d. If the noncertificated employee is not satisfied with the response of the superintendent or his designee, or if there is no response by the superintendent or his designee within the time frame provided in subsection (2)© of this section, the noncertificated employee may request a review of the grievance by a hearing panel within five (5) working days from receipt of the response provided in subsection (2)© of this section if the employee received a written response, or

Revised August 23, 2016

- five (5) working days from the date the superintendent last had to respond if the noncertificated employee received no written response. Within ten (10) working days of receipt of an appeal, the board of trustees shall convene a panel consisting of three (3) persons; one (1) designated by the board of trustees, one (1) designated by the employee, and one (1) agreed upon by the two (2) appointed members for the purpose of reviewing the appeal. Within five (5) working days following completion of the review, the panel shall submit its decision in writing to the noncertificated employee, the superintendent, and the board of trustees.
- e. The panel's decision shall be the final and conclusive resolution of the grievance unless the board of trustees overturns the panel's decision by resolution at the board of trustees' next regularly scheduled public meeting or unless within forty-two (42) calendar days of the filing of the board's decision, either party appeals to the district court in the county where the school district is located. Upon appeal of a decision of the board of trustees, the district court may affirm or set aside and remand the matter to the board of trustees upon the following grounds, and shall not set the same aside on any other grounds:
 - i. That the findings of fact are not based on any substantial, competent evidence;
 - ii. That the board of trustees has acted without jurisdiction or in excess of its powers;
 - iii. That the findings by the board of trustees as a matter of law do not support the decision.
 - f. A noncertificated employee filing a grievance pursuant to this section shall be entitled to a representative of the employee's choice at each step of the grievance procedure provided in this section. The supervisor, superintendent, or the superintendent's designee shall be entitled to a representative at each step of the grievance procedure.
 - g. The time lines of the grievance procedure established in this section may be waived or modified by mutual agreement.
 - h. Utilization of the grievance procedure established pursuant to this section shall not constitute a waiver of any right of appeal available pursuant to law or regulation.
 - i. Neither the board nor any member of the administration shall take reprisals affecting the employment status of any party in interest.
 - j. A noncertificated employee of a school district shall be required to review and sign any entries made to his personnel file. At reasonable times and places, in the presence of an appropriate district official, a noncertificated employee may inspect documents contained in his official personnel file.

APPENDIX 5
Job Descriptions

TITLE: TRANSPORTATION SUPERVISOR

QUALIFICATIONS

1. High school diploma or General Education Degree
2. Hold a class B Commercial Driver's License with passenger endorsement
3. Meet the physical examination standards required by federal and state law, administrative rules, or Board policy
4. Is twenty-one years of age or older
5. Previous school transportation and supervisory experience preferred
6. Able to coordinate and conduct driver trainings
7. Skills in personnel management, route scheduling, gas and/or diesel vehicle repair, fleet maintenance, and cost containment, and bookkeeping
8. Minimum safe driving experience as determined by the Board
9. Pass a pre-employment drug test and random drug tests while employed
10. Must not be addicted to the use of intoxicants or narcotics
11. Have an excellent driving record
12. Ability to pass CPR and first aid courses
13. Knowledge of bus passenger safety and effective discipline procedures
14. Knowledge of federal and state law, administrative rules, and Board policy pertaining to transportation and safety regulations
15. Knowledge pertaining to safety busing
16. Sufficient mechanical aptitude to diagnose minor problems and make appropriate repair
17. Knowledgeable of general upkeep of equipment for student safety
18. Able to maintain passenger discipline to ensure their safety and well-being and to protect against vandalism
19. Works well with students, staff, and parents
20. Ability to work with and supervise School Bus Drivers
21. Awareness of and commitment to proper bus maintenance
22. Able to sit and occasionally required to walk or stand
23. Able to grasp tools and occasionally lift or move up the seventy-five pounds
24. Excellent interpersonal and communications skills
25. Excellent organizational skills
26. Maintain confidentiality of staff and students

PRIMARY RESPONSIBILITY TO

Clerk of the Board/Business Manager and Superintendent

JOB SUMMARY

To oversee the operation of the school transportation program and to ensure the safe and efficient transport of pupils to curricular and extracurricular activities.

MAJOR DUTIES AND RESPONSIBILITIES

Personnel Management

1. Be responsible for the safe and efficient operation of the school transportation program
2. Recruit, supervise, and evaluate all transportation personnel, and make recommendations regarding their employment, promotion and release
3. Arrange for substitute school bus drivers, and act in this capacity when no other substitutes are available

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4. Act as a liaison with drivers and parents for complaints and special requests
5. Respond to transportation inquiries by the public and handle all complaints
6. Investigate complaints of inappropriate behavior by transportation staff while on duty and preserve evidence in order to have fair inquiries and prompt resolution of complaints
7. Develop and implement a program of pre-service and regularly scheduled in-service training of bus drivers and substitute drivers
8. Develop and train bus drivers in a program that will investigate and report accidents involving school buses
9. Maintain a detailed log of transportation complaints, incidents, and problem situations to record the investigation and resolution of these problems and to identify recurrent patterns of problem situations

Bus Maintenance

1. Perform repairs to district vehicles and equipment to his or her capability
2. Maintain safety standards in conformance with federal and state law, administrative rules, and Board policy and develop a program of preventative safety
3. Schedule emergency evacuation drills cooperatively with building principals at all schools
4. Establish standards of bus cleanliness that are acceptable and achievable with the resources available
5. Inspect all school buses on a regular basis to determine that high standards of operability, cleanliness, safety, and security are maintained
6. Schedule district vehicles for regular maintenance and safety inspections, and in accordance with state guidelines
7. Avoid oil spills or other pollution, and maintain a clean work area
8. Organize work, equipment, and supplies to attain an efficient, safe, and healthy environment
9. Advise the superintendent on road hazards for decisions on school closing during inclement weather

Routes and Services

1. Prepare and update all bus routes and bus schedules
2. Determine bus stops and pick-up times, and ensures compliance with bus capacity limitations
3. Meet the needs of the daily instructional program, field trips, and extracurricular activities
4. Coordinate bus activity trips with principals, teachers, and the athletics and activities director
5. Inform the superintendent immediately when changes of routes occur and are required to be adopted by the Board of Trustees
6. Arrange for the transportation of pupils with disabilities as determined by the child study team
7. Evaluate methods for transporting students attending a special education or vocational school outside the district and nonpublic school students
8. Coordinate authorized transportation services for community groups in accordance with Board policy

Finances, Reports, and Records

1. Prepare and administer the transportation budget
2. Conduct an annual cost analysis of the transportation operation
3. Recommend the purchase of necessary equipment and supplies, and maintain an inventory of them
4. Prepare purchase orders according to district policy and purchase equipment, supplies, and mechanical needs within district budget limitations
5. Recommend the purchase of new vehicles, and assist in the preparation of bid specifications for them
6. Work with the business manager to formulate specifications for transportation contracts with private vendors as necessary
7. Develop recommendations for future personnel needs
8. Immediately report any theft or misappropriation of supplies to the clerk of the Board/business manager
9. Provide updates and timely notice to the clerk to the Board/business manager when existing funds, supplies, and equipment will be insufficient for the current fiscal year
10. Assist in collecting, maintaining, and submitting data and reports required by the federal and state law, administrative rules, and Board policy
11. Maintain an individual and permanent file on each Board-owned vehicle as required by federal and state law, administrative rules, and Board policy and make the files available for inspection upon request

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Other

1. Take an active role in solving discipline problems occurring on school buses
2. Administer a transportation program in accordance with federal and state law, administrative rules, and Board policy
3. Know and follow Board policy and the chain of command
4. Keep immediate supervisor informed of activities and problems
5. Assume responsibility for his or her continuing professional growth and development through attending meetings and trade exhibits
6. Seek assistance should emergencies arise
7. Represent the school district in a positive manner
8. Know and follow school district policy and chain of command
9. Perform other duties as assigned

EVALUATION

Performance of this position will be evaluated annually by the clerk of the Board/business manager and/or superintendent in conformance with federal and state law, administrative rules, and Board policy.

TERMS OF EMPLOYMENT

This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

NOTE

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference:	I.C. § 33-512	Governance of Schools
	I.C. § 33-1210	Information on Past Job Performance

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TITLE: SCHOOL BUS DRIVER

QUALIFICATIONS

1. High school diploma or General Education Degree
2. Hold a class B Commercial Driver's License with passenger endorsement
3. Meet the physical examination standards of the federal and state law, administrative rules, and Board policy
4. Is twenty-one years of age or older
5. Minimum safe driving experience as determined by the Board
6. Pass a pre-employment drug test and random drug tests while employed
7. Must not be addicted to the use of intoxicants or narcotics
8. Have an excellent driving record
9. Ability to pass CPR and first aid courses
10. Knowledge of bus passenger safety and effective discipline procedures
11. Sufficient mechanical aptitude to diagnose minor problems and make appropriate repairs
12. Able to maintain passenger discipline to ensure their safety and well-being and to protect against vandalism
13. Works well with students, staff, and parents
14. Awareness of and commitment to proper bus maintenance
15. Able to sit and occasionally required to walk or stand
16. Able to grasp tools and occasionally lift or move up the seventy-five pounds
17. Excellent interpersonal and communications skills
18. Maintain confidentiality of staff and students

PRIMARY RESPONSIBILITY TO

Transportation Supervisor

JOB SUMMARY

To transport pupils in a safe and efficient manner and perform all activities related to the operation of the school bus.

MAJOR DUTIES AND RESPONSIBILITIES

Maintenance and Driving

1. Perform the prescribed pre-trip inspection prior to each trip
2. Notify the transportation supervisor in writing, using approved forms when applicable, of any mechanical malfunctions, safety hazards, or necessary repairs
3. Maintain the cleanliness of the interior and exterior of the bus, paying particular attention to windshields and mirrors
4. Refuel the vehicle
5. Perform light maintenance, such as checking and replacing water, antifreeze, and oil; adding air to the tires; and replacing burned out bulbs as necessary
6. Adhere to established routes, designated bus stops, and the assigned schedule
7. Obey all federal and state law, administrative rules, and Board policy pertaining to traffic regulations and school bus safety
8. Stop at all railroad crossings and check visually and aurally that it is safe to cross before proceeding

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9. Report all bus accidents to local school authorities, and reports all accidents and pupil injuries immediately to the building principal and transportation supervisor, and complete required reports
10. If ticketed as a result of an accident or traffic stop by police, pay any fines and court costs and attend any driving safety classes ordered by a judge
11. Refrain from using cell phones while the bus is turned on or in gear, either to receive calls or to make calls
12. Report all information necessary for vehicles violating the "Stop Arm Law"
13. Attend any required training and demonstrate driving proficiency

Interacting with Students

1. Transport only authorized pupils and ensure that all students have left the bus at the end of the route
2. Abide by all federal and state law, administrative rules, and Board policy when loading and unloading passengers
3. Unload passengers seat by seat
4. Maintain discipline on the bus and write up students that violate rules
5. Require all students to remain seated when bus is in motion
6. Do not allow students to consume soda, food, or gum on the bus
7. Participate in emergency evacuation drills in accordance with federal and state law, administrative rules, and Board policy and instruct passengers regarding safety regulations and other bus rules

Other

1. Maintain records as assigned by the transportation supervisor
2. Abide by all federal and state law, administrative rules, and Board policy
3. Know and follow school district policy and the chain of command
4. Interact with students, parents, staff, and others in a positive manner
5. Keep immediate supervisor informed of activities and issues that may arise
6. Assume responsibility for his or her continuing professional growth and development through such efforts as attendance at inservices
7. Seek assistance should emergencies arise
8. Represent the school district in a positive manner
9. Know and follow school district policy and chain of command
10. Perform other duties as assigned

EVALUATION

Performance of this position will be evaluated annually by the transportation supervisor in conformance with district policy and Idaho law and administrative rules.

TERMS OF EMPLOYMENT

This position shall be considered in all respects "employment at will". The "employment period" and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

NOTE

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference:

I.C. § 33-512
I.C. § 33-1210
IDAPA 08.02.02.004.02

Governance of Schools
Information on Past Job Performance
Standards for Idaho School Buses and Operations

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Potlatch School District Classified Personnel Handbook

TITLE: ACCOUNTS PAYABLE CLERK/DISTRICT SECRETARY

QUALIFICATIONS

1. High School diploma and courses in bookkeeping, accounting, business mathematics, or secretarial skills
2. College degree and at least two years of experience preferred
3. Strong background in accounting preferred
4. Ability to maintain accurate and precise records according to federal and state law, administrative rules, and Board policy
5. Experience with a human resources information system
6. Knowledge of word processing, data bases, spread sheets, and reports
7. High level of competence in typing, filing, and general computer knowledge
8. Knowledge of automated office equipment and efficient office procedures
9. Strong telephone skills and ability to communicate effectively
10. Work well with students, staff, and the public
11. Work well under pressure and deadlines
12. Excellent organizational skills
13. Maintain confidentiality of staff and students

PRIMARY RESPONSIBILITY TO

Assistant Superintendent for Human Resources and Superintendent

JOB SUMMARY

To assist in the administration of the district's payroll and benefits program with a high degree of responsibility, discretion, and confidentiality. To ensure the smooth and efficient administration of the payroll and benefits program as well as accounts payable and secretarial duties. Act as a receptionist in greeting staff and community members in a friendly, helpful, and positive manner as they come into the district office.

MAJOR DUTIES AND RESPONSIBILITIES

Payroll

1. Post payroll transactions to various ledgers, journals, and registers
2. Assist in preparing, adjusting, and closing journal entries
3. Compile and process payroll information including data entry of timesheets, deductions, and related data
4. Compile and prepare specialized payroll reports for departments, include earnings, tax, and deduction summaries
5. Prepare authorized and mandatory deductions
6. Assist in preparing withholding, social security, and tax returns
7. Coordinate the implementation of specific district benefit programs for benefit-eligible employees

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8. May be responsible for the calculation of over time, incentive pay, and shift differentials
9. Prepare, verify, and distribute payroll and payroll related checks
10. Prepare payroll actions and handle payroll errors
11. Prepare various payroll reports
12. Review payroll transactions for accuracy and completeness
13. Audit various payroll records, including timecards, bonuses, and payments
14. Serve as the primary contact for employee payroll related questions, inquiries, and concerns

Benefits

1. Assist with annual open enrollment and other special projects as needed
2. Maintain a high level of knowledge and skill regarding federal and state law, administrative rules, and Board policy governing employee benefits and how they pertain to benefit plans administration, including ERISA, COBRA, and HIPAA
3. Monitor the administration of existing benefits programs to assure compliance with federal and state law, administrative rules, and Board policy
4. Create and update the departmental or district manuals information on benefits
5. Administer the retirement program and handles retirement paperwork
6. Function as the first point of contact for benefit vendors and internal customers
7. Consult, advise, and act as liaison to employees, insurance carriers, health care providers, and the hospital community at large
8. Provide customer support for behavioral health appeals, difficult or sensitive claims resolution, and for claims resolution for executive staff
9. Originate and implement informational sessions
10. Conduct group and individual new hire orientations, explaining options and benefits packages
- 11.

Personnel

1. Record and update employee information such as personal data, compensation, and benefits information
2. Examine employee files to answer questions from authorized individuals
3. Research and answer employee questions regarding pay policies
4. Issue Human Resource notices such as W-4s and direct deposit requests
5. Review salary changes, new hire information, and status changes
6. May enter data on hires, terminations, and wage adjustments
7. Analyze and prioritize workflow, and serve as lead trainer for the support staff
8. Maintain all personnel files
9. Keep current transcripts, credit summaries, and federal assessment information regarding highly and uniquely qualified status for certified and non-certified personnel
10. Advertise, collect, and process applications for all job openings
11. Compile substitute list and supply up-to-date copies to building secretaries
12. Compile and update the staff directory
13. Maintain seniority listings, transfer requests, applications, and interview information as required by federal and state law, administrative rules, and Board policy
14. Prepare and send personnel reports to the State Department of Education

Receptionist Duties

1. Meeting public and staff in a competent and diplomatic manner
2. Receive and route incoming calls and correspondence
3. Arrange meetings, prepare agendas, and handle follow-up activities as necessary
4. Assist, log in, and direct visitors to the school
5. Maintain a well-organized, up-to-date filing system
6. Operate equipment, such as computers, copiers, intercom system, calculators, laminators, telephone systems, and scanners

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Other

1. Work with the Board clerk to prepare and deliver the Board packet on a monthly basis
2. Process purchase orders and invoices
3. Enter all purchase orders into the computer and keep track of the paid and unpaid status of each purchase order
4. Maintain district inventory
5. Organize job functions and work assignments to effectively complete assignments within established time frames
6. Serve as backup for other human resources staff as necessary
7. Collect information and compile necessary reports regarding pupil transportation
8. Collect information and compile all staff handbooks, notebooks, and flyers for the beginning of school and throughout the year as needed
9. Work with building secretaries in submitting state attendance and enrollment reports
10. Keep immediate supervisor informed of activities and any issues that may arise
11. Attend faculty meetings as required
12. Assume responsibility for his or her continuing professional growth and development by attendance at inservices or trainings
13. Seek assistance should emergencies arise
14. Represent the school district in a positive manner
15. Know and follow school district policy and chain of command
16. Perform other duties as assigned

EVALUATION

Performance of this position will be evaluated annually by the assistant superintendent and/or the superintendent for Human Resources in conformance with federal and state law, administrative rules, and Board policy.

TERMS OF EMPLOYMENT

This position shall be considered in all respects "employment at will". The "employment period" and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

NOTE

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference:	I.C. § 33-512	Governance of Schools
	I.C. § 33-1210	Information on Past Job Performance

Potlatch School District Classified Personnel Handbook

TITLE: ACCOUNTS PAYABLE GENERAL OFFICE ASSISTANT

QUALIFICATIONS

1. High School diploma, college education preferred
2. Previous experience with bookkeeping, accounting, business mathematics, and/or secretarial work as determined by the Board
3. Knowledge of accounts payable process, including preparing purchase orders and invoices
4. Knowledge of word processing, data bases, spread sheets, and reports
5. High level of competence in typing, filing, and general computer knowledge
6. Knowledge of automated office equipment and efficient office procedures
7. Strong telephone skills and ability to communicate effectively
8. Work well with students, staff, and the public
9. Work well under pressure and deadlines
10. Excellent organizational skills
11. Maintain confidentiality of staff and students

PRIMARY RESPONSIBILITY TO

Accounts Payable Clerk/District Secretary

JOB SUMMARY

To assist in the administration of the district's payroll and benefits program. To effect the smooth and efficient administration of the payroll and benefits program as well as accounts payable and secretarial duties. To act as a receptionist as needed, greeting staff and community members in a friendly, helpful, and positive manner as they come into the district office.

MAJOR DUTIES AND RESPONSIBILITIES

Payroll

1. Post payroll transactions to various ledgers, journals, and registers

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2. Balance payroll and withholding accounts
3. Assist in preparing, adjusting, and closing journal entries
4. Compile and process payroll information including data entry of timesheets, deductions, and related data
5. Prepare authorized and mandatory deductions
6. Assist in preparing withholding, social security, and tax returns
7. Assist with the implementation of specific district benefit programs for benefit-eligible employees
8. May be responsible for the calculation of over time, incentive pay, and shift differentials
9. Prepare, verify, and distribute payroll and payroll related checks
10. Prepare payroll actions and handle payroll errors
11. Prepare various payroll reports
12. Review payroll transactions for accuracy and completeness
13. Assist employees with payroll related questions, inquiries, and concerns
- 14.

Benefits

1. Assist the accounts payable clerk with annual open enrollment process and other special projects as needed
2. Maintain a high level of knowledge regarding federal and state law, administrative rules, and Board policy, including ERISA, COBRA, and HIPAA
3. Monitor the administration of existing benefits programs to ensure compliance with federal and state law, administrative rules, and Board policy
4. Create and update the departmental or district manuals on benefits
5. Administer the retirement program, and handle retirement paperwork
6. Provide customer support for behavioral health appeals, difficult or sensitive claims resolution, and for claims resolution for executive staff

Personnel

1. Record and update employee information such as personal data, compensation, and benefits information
2. Examine employee files to answer questions from authorized individuals
3. Research and answer employee questions regarding pay policies
4. Issue human resource notices such as W-4s and direct deposit requests
5. Review salary changes, new hire information, and status changes
6. Enter data on hires, terminations, and wage adjustments
7. Analyze and prioritize workflow, and serve as lead trainer for support staff
8. Maintain all personnel files
9. Keep current transcript and credit summaries and federal assessment information regarding highly and uniquely qualified status for certified and non-certified personnel
10. Advertise, collect, and process applications for all job openings
11. Compile substitute list and supply up-to-date copies to building secretaries
12. Compile and update the staff directory
13. Maintain seniority listings, transfer requests, applications, and interview information as required by federal and state law, administrative rules, and Board policy
14. Prepare and send personnel reports to the State Department of Education

District Finances

1. Order and receive supplies and equipment for the district office
2. Enter all purchase orders into the computer and keep track of the paid and unpaid status of each purchase order
3. Maintain district inventory
4. Code bills, account numbers, and vendor amounts monthly to prepare a report for Board Meetings

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5. Prepare reports including financial statements, income statements, and cost reports to reflect financial condition of the district

Receptionist Duties

1. Receive and route incoming calls and correspondence
2. Arrange meetings, prepare agendas, and handle follow-up activities as necessary
3. Assist, log in, and direct visitors to the school
4. Maintain a well-organized, up-to-date filing system
5. Operate equipment, such as computers, copiers, intercom systems, calculators, laminators, telephone systems, and scanners

Other

1. Organize job functions and work assignments to effectively complete assignments within established time frames
2. Collect information and compile all reports to the state of Idaho regarding pupil transportation
3. Work with building secretaries in submitting state attendance and enrollment reports
4. Prepare and deliver the Board packet on a monthly basis
5. Keep immediate supervisor informed of activities and any issues that may arise
6. Attend faculty meetings as required
7. Assume responsibility for his or her continuing professional growth and development by attendance at inservices or trainings
8. Seek assistance should emergencies arise
9. Represent the school district in a positive manner
10. Know and follow school district policy and chain of command
11. Perform other duties as assigned

EVALUATION

Performance of this position will be evaluated annually by the accounts payable clerk/district secretary in conformance with federal and state law, administrative rules, and Board policy.

TERMS OF EMPLOYMENT

This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

NOTE

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference:	I.C. § 33-512	Governance of Schools
	I.C. § 33-1210	Information on Past Job Performance

Potlatch School District Classified Personnel Handbook

TITLE: HIGH SCHOOL SECRETARY

QUALIFICATIONS

1. High school diploma or General Education Degree, preference may be given to applicants with college education
2. Previous secretarial experience as determined by the Board
3. Knowledge of word processing, data bases, spread sheets, and reports
4. High level of competence in typing, filing, and general computer knowledge
5. Knowledge of automated office equipment and efficient office procedures
6. Good telephone skills and ability to communicate effectively
7. Work well with students, staff, and the public
8. Work well under pressure and deadlines
9. Excellent organizational skills
10. Maintain confidentiality of staff and students

PRIMARY RESPONSIBILITY TO Building Principal

JOB SUMMARY

To assist the building principal in the efficient operation of the school so a maximum positive impact can be made on the education of secondary school students. To carry out all secretarial and clerical duties necessary for the smooth and efficient operation of the office.

MAJOR DUTIES AND RESPONSIBILITIES

Interacting with Students and the Public

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1. Receive and route incoming calls and correspondence
2. Arrange meetings, prepare agendas, and handle follow-up activities as necessary
3. Assist, log in, and direct visitors to the school
4. Select, train, and oversee student office aides
5. In the absence of a school nurse, administer medications to students according to school policy
6. Supervise students in emergency situations, attend to ill or hurt students, and administer basic first aid in the absence of a school nurse, and contact parents as instructed
7. Handle daily announcements
8. Register students and set up permanent records entering student demographics and all other needed information
9. Help schedule parent-teacher conferences with teachers and help coordinate them with other schools
10. Issue lockers and maintain records of the same
11. Process midterm reports and report cards
12. Develop list for honor roll students
13. Compile diploma list for graduation and make arrangements for graduation
14. Work with seniors on graduation process
15. Assist the building principal on graduation arrangements
16. Prepare diplomas and draft the commencement program
17. Order and compile all awards
18. Assist high school counselor in mailing transcripts to colleges and universities and in providing verifications for jobs and social security

Records and Reports

1. Maintain accurate enrollment and attendance records for various reports and forward to the district clerk as needed
2. Run daily tardy reports and mail attendance letters home when necessary
3. Prepare quarterly state attendance reports
4. Send student records as requested by schools and promptly request newly enrolled student records from other schools
5. Be responsible for maintaining accurate teacher and student accounts, including receipting, counting, and depositing all money received
6. Maintain records on all accidents, incidents, fire drill, and suspension notices, forwarding copies to the district office
7. Prepare such documents as reports, staff duty rosters, correspondence, handbooks, letters, student records, memos, and monthly statements
8. Maintain employee records, such as absences, and submit to the district office monthly
9. Prepare a monthly substitute teacher report for the payroll department of the district Office
10. Assemble and maintain reports and information in an acceptable manner, providing ready access for the building principal and the district office, including the individual school's banking and checking accounts

Miscellaneous Office Tasks

1. Call and schedule substitute teachers and prepare their timesheets
2. Maintain a well-organized, up-to-date filing system
3. Operate equipment, such as computers, copiers, intercom systems, calculators, laminators, telephone systems, and scanners
4. Process all purchase orders and send to the district office for supplies to be ordered
5. Keep track of expenditures on account encumbrance sheets
6. Assist the building principal in processing incoming supplies and equipment, checking original purchase orders, authorizing purchases, and submitting appropriate paperwork to the district office to facilitate proper payments for goods or services received by the school
7. Distribute and inventory supplies
8. Maintain records of all fines during the school year

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Other

1. Assist teachers in preparing instructional material as requested within the allowable time frame as set forth by the building principal
2. Assume the duties of the bookkeeper when the bookkeeper is absent
3. Exercise administrative authority and perform such tasks as may be delegated by the principal
4. Make necessary administrative decisions in the absence of the building principal
5. Keep immediate supervisor informed of activities and any issues that may arise
6. Attend faculty meetings as required
7. Assume responsibility for his or her continuing professional growth and development by attendance at inservices or trainings
8. Seek assistance should emergencies arise
9. Represent the school district in a positive manner
10. Know and follow school district policy and chain of command
11. Perform other duties as assigned

EVALUATION

Performance of this position will be evaluated annually by the building principal in conformance with federal and state law, administrative rules, and Board policy.

TERMS OF EMPLOYMENT

This position shall be considered in all respects "employment at will". The "employment period" and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

NOTE

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference: I.C. § 33-512 Governance of Schools
 I.C. § 33-1210 Information on Past Job Performance

TITLE: ELEMENTARY SCHOOL SECRETARY

QUALIFICATIONS

1. High school diploma or General Education Degree, preference may be given to applicants with college education
2. Previous secretarial experience as determined by the Board
3. Knowledge of word processing, data bases, spread sheets, and reports
4. Knowledge of automated office equipment and efficient office procedures
5. Strong telephone skills and ability to communicate effectively
6. Work well with students, staff, and the public
7. Excellent organizational skills
8. Maintain confidentiality of staff and students

PRIMARY RESPONSIBILITY TO Building Principal

JOB SUMMARY

To assist the building principal in the efficient operation of the school so maximum positive impact can be made on the education of elementary school students. To carry out all secretarial and clerical duties necessary for the smooth and efficient operation of the office.

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MAJOR DUTIES AND RESPONSIBILITIES

Interacting with Students and the Public

1. Receive and route incoming calls and correspondence
2. Arrange meetings, prepare agendas, and handle follow-up activities as necessary
3. Assist, log in, and direct visitors to the school
4. In the absence of a school nurse, administer medications to students according to school policy
5. In the absence of a school nurse, do head checks for lice, as needed, under the direction of the building principal
6. Supervise students in emergency situations, attend to ill or hurt students, and administer basic first aid in the absence of a school nurse, and contact parents as instructed
7. Handle daily announcements
8. Schedule appointments, meetings, and conferences as requested
9. Register students and set up permanent records entering student demographics and all other needed information
10. Help schedule parent-teacher conferences with teachers and help coordinate them with other schools

Records and Reports

1. Maintain accurate enrollment and attendance records for various reports and forward to the district clerk as needed
2. Run daily tardy reports and mail attendance letters home when necessary
3. Prepare quarterly state attendance reports
4. Send student records as requested by schools and promptly request newly enrolled student records from other schools
5. Be responsible for maintaining accurate teacher and student accounts in the form of monthly reports to the district office, including receipting, counting, and depositing all money received
6. Maintain records on all accidents, incidents, fire drill, and suspension notices, forwarding copies to the district office
7. Prepare such documents as reports, staff duty rosters, correspondence, and handbooks
8. Maintain employee records, such as absences, and submit to the district office monthly
9. Assemble and maintain reports and information in an acceptable manner, providing ready access for the building principal and the district office, including the individual school's banking and checking accounts

Miscellaneous Office Tasks

1. Call and schedule substitute teachers and prepare their timesheets
2. Maintain a well-organized, up-to-date filing system
3. Operate equipment, such as computers, copiers, intercom systems, calculators, laminators, telephone systems, and scanners
4. Process all purchase orders and send to the district office for supplies to be ordered
5. Keep track of expenditures on account encumbrance sheets
6. Assist the building principal in processing incoming supplies and equipment, checking original purchase orders, authorizing purchase and submits appropriate paperwork to the district office to facilitate proper payments for good or services received by the school
7. Distribute and inventory supplies

Other

1. Assist teachers in preparing instructional material as requested within the allowable time frame as set forth by the building principal
2. Exercise such administrative authority and perform such tasks as may be delegated by the principal
3. Make necessary administrative decisions in the absence of the building principal
4. Keep immediate supervisor informed of activities and any issues that may arise
5. Attend faculty meetings as required
6. Assume responsibility for his or her continuing professional growth and development by attendance at inservices or trainings
7. Seek assistance should emergencies arise

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8. Represent the school district in a positive manner
9. Know and follow school district policy and chain of command
10. Perform other duties as assigned

EVALUATION

Performance of this position will be evaluated annually by the building principal in conformance with federal and state law, administrative rules, and Board policy.

TERMS OF EMPLOYMENT

This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

NOTE

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference:	I.C. § 33-512	Governance of Schools
	I.C. § 33-1210	Information on Past Job Performance

TITLE: CLERK OF THE BOARD/BUSINESS MANAGER

QUALIFICATIONS

1. High school diploma
2. Post high school training in business, accounting, or secretarial skills preferred
3. Must be eligible to be placed under a fidelity bond
4. Previous experience as determined by the Board
5. Strong background in budgeting preferred, including an understanding of the principles and practices of financial accounting and reporting procedures consistent with Generally Accepted Accounting Principles (GAAP), federal and state law, administrative rules, and Board policy
6. Knowledge of accepted business practices, federal and state law, administrative rules, and Board policy governing school districts, including those related to administration, risk management, purchasing, transportation, food services, school plant operations, and facility planning
7. Ability to maintain accurate and precise records according to federal and state law, administrative rules, and Board policy
8. Knowledgeable with computers, including word processing, data bases, spread sheets, and reports

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9. Organizational, communication, and interpersonal skills
10. Self-motivated
11. Maintain confidentiality of staff and students

PRIMARY RESPONSIBILITY TO
Superintendent and School Board

JOB SUMMARY

To maintain district financial records according to federal and state law, administrative rules, and Board policy. To prepare and administer the district budget. To act in the position of clerk of the Board in all respects such as attending Board meetings, recording Board minutes, preparing information and reports, and meeting other requests made by the Board.

MAJOR DUTIES AND RESPONSIBILITIES

Keep Financial Records

1. Assist the superintendent in the preparation of the annual district budget
2. Be responsible for the administration of all phases of the budget throughout the year
3. Assist the superintendent in developing budget guidelines
4. Serve as general accountant for the Board
5. Keep accurate and detailed accounts of all financial transactions as prescribed by federal and state law, administrative rules, and Board policy
6. Accurately report the district's accounting and financial condition, including all revenues and expenditures, to the Board of Trustees, auditors, state and local sources, and patrons of the district
7. Assure that all financial and accounting records are maintained in conformity with Generally Accepted Accounting Principles (GAAP)
8. Accurately complete required financial and budgetary reports to the State Department of Education
9. Maintain the financial and employee management systems currently in place and update software and hardware as needed
10. Monitor all purchase orders to determine accuracy of information, including pricing and coding, and that money is budgeted in the correct category
11. Maintain a record of the daily balances in the cash accounts and oversee reconciling the general ledger cash balance to the monthly bank reconciliation
12. Monitor student account reports submitted by school secretaries for accuracy and timeliness
13. Assure that any fiscal year-end and calendar year-end file maintenance is completed
14. Monitor the property tax collections, prepare the reports, and calculate the yearly tax levies
15. Monitor the cash flow of the district and investments as specified by state statute and sound investment guidelines
16. Maintain financial data used to assist the Board negotiation team during the process of negotiations
17. Shall account for the deposit of all money of the district in accordance with the provisions of the public depository law

Manage Financial Transactions

1. Assume responsibility for the audit of all claims, invoices, and demands against the Board, and present them for Board approval and arrange for payment
2. Collects fees and other moneys due to the Board not payable directly to the treasurer and deposit such funds or transmit them to the treasurer for deposit
3. Serve as the official purchasing agent of the Board and be responsible for establishing procedures for the acquisition of supplies and equipment for the district in accordance with federal and state law, administrative rules, and Board policy
4. Oversee the preparation of the payroll and ensure proper maintenance of records related to auditing requirements, tax laws, and employee benefits

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5. Be responsible for implementing hospitalization, major medical, and other types of Board-approved employee benefit plans
6. Be responsible for investment of Board funds in accordance with statute and Board policy
7. Assure that the district's payroll is properly processed and maintained in conjunction with all federal and state law, administrative rules, and Board policy
8. Calculate and monitor related activities including salary schedules, contracts, taxes, insurance, flexible spending, TSA's, garnishments, and all other deductions
9. Provide advanced warning of changes in expenditures or revenues as compared to the adopted budget
10. Assist the superintendent with the purchase of items of supply, equipment, maintenance, and construction necessary for the operation of the district using competitive bidding, informal quotations, estimates, and negotiation of price for services to be provided
11. Monitor social security, retirement, group health, and all other employee benefit programs; prepare applications and payments; and facilitate new employee sign-ups
12. Issue checks in payment of all bills approved by the Board
13. Keep a list of vendors and the amounts of the checks authorized to become a part of the district's records

Facilities/Operations

1. Oversee the operation and maintenance of all school facilities and supervise custodial, grounds, and maintenance services
2. Ensure that all local, state, and federal standards for the health and safety of students and staff are maintained and that required reports are maintained
3. Assist the superintendent in the development and implementation of a multi-year (three to five year) comprehensive maintenance plan and the district's long-range facilities master plan
4. Oversee the efficient operation of the district's food services program and student transportation program
5. Handle the business aspects of contracted transportation services
6. Assist the superintendent in projection of facility needs and oversee all construction programs
7. Help develop educational standards for sites, buildings, and equipment
8. Prepare cost data and cooperate with other facilities personnel during construction programs
9. Act as the agent of the Board in site acquisitions and in the sale/lease of property
10. Be responsible for scheduling the use of school buildings and grounds by authorized groups in accordance with Board policies
11. Compile a list of bus drivers and substitute drivers and certification of the drivers' valid school bus driver's licenses and criminal background checks

Board Record Keeping

1. Assist in preparation of agendas, setting forth all known items of business to be considered at Board meetings
2. Attend all meetings of the Board and keep a record of the proceedings or appoint a temporary clerk to keep a record for any meeting he or she is unable to attend
3. Keep full and accurate minutes of all meetings of the Board and send a copy of such minutes to each Board member prior to the next regular Board meeting
4. Safeguard and maintain all records and papers of the Board
5. Devise a system of acceptable filing to guarantee the safety and availability of all reports, minutes of meetings, contracts, communications, and publications, and such other documents as the Board may place in the secretary's custody
6. Be responsible for the retention and destruction of public documents in accordance with federal and state law, administrative rules, and Board policy, and serve as the records management officer
7. Post and publish all legal notices
8. Work with the Board and the superintendent in keeping the district policy manual up-to-date and current and assist the superintendent and the Board in developing and updating policies for all aspects of the school business operation

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9. Submit paperwork and reports as directed by the Board
10. Maintain graduated student records
11. Maintain all personnel files including current transcript/credit summaries and federal assessment information regarding highly and uniquely qualified status for certified and non-certified personnel
12. Be responsible for processing resignations and retirements, PERSI separation forms as well as insurance forms
13. Attend meetings and training sessions, representing the district and accurately recording items that must be handled by the district
14. Prepare and update the annual list of the school officials, by office and position, whose responsibilities require the filing of the Financial and Personal/Relative Disclosure Statements

Board Relations/Elections

1. Notify all Board members of regular and special meetings
2. Call special meetings in conformance with the open meetings law whenever requested by the Board President or by a petition signed by a majority of the Board
3. Prepare the official meeting minutes and complete clerical duties including typing, filing, copying, and distributing of correspondence, reports, and memorandums
4. Schedule appointments, meetings, and conferences as requested by the Board
5. Administer the oath of office to newly elected Board Members

Other

1. May be placed under a fidelity bond if required by the Board
2. Administer the district's insurance and risk management program
3. Keep the Board informed of activities and any issues that may arise
4. When assigned, attend district Board meetings and speak on assigned topics
5. Assure that district office personnel are cross-trained to fill in as the business manager in the absence of the business manager
6. Respond to common inquiries or complaints from patrons, regulatory agencies, or members of the business community
7. Schedule meetings with staff when needed
8. Assume responsibility for his or her continuing professional growth and development by such efforts as attendance at professional meetings, membership in professional organizations, enrollment in advanced courses, and by reading professional journals and other publications
9. Seek assistance should emergencies arise
10. Represent the school district in a positive manner
11. Know and follow school district policy and chain of command
12. Perform other duties as assigned

EVALUATION

Performance of this position will be evaluated periodically by the superintendent and/or School Board in conformance with federal and state law, administrative rules, and Board policy.

TERMS OF EMPLOYMENT

This position shall be considered in all respects "employment at will". The "employment period" and other descriptions and terms set forth shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

NOTE

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All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference:	I.C. § 33-508	Duties of the Clerk
	I.C. § 33-512	Governance of Schools
	I.C. § 33-1210	Information on Past Job Performance

TITLE: TECHNOLOGY COORDINATOR

QUALIFICATIONS

1. Idaho Teaching Certificate with appropriate endorsement(s) as determined by the Board
2. Formal training or relevant experience in providing computing support in an educational environment
3. Previous teaching experience preferred
4. General knowledge of operating systems, software, and hardware used by the district preferred
5. Working knowledge of TCP/IP protocol in networking environments, related experience preferred

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6. Able to understand and utilize binary
7. Able to read and comprehend technical instructions and information
8. Able to write simple correspondence as well as technical correspondence
9. Able to write grants
10. Knowledge of current information technology practices and applications to meet customer support requirements
11. Able to perform maintenance and repairs, and to trouble shoot hardware and software
12. Able to facilitate the effective utilization of technology equipment, applications, on-line services, and technology resources
13. Able to deal effectively with people who have varying degrees of knowledge about computers
14. Ability to effectively communicate verbally in one-on-one, small groups, and large group situations
15. Able to lift and carry up to forty-five pounds
16. Strong background in problem solving skills
17. Excellent organizational and problem-solving skills
18. Able to work under deadlines
19. Maintain confidentiality of staff and students

PRIMARY RESPONSIBILITY TO
Assistant Superintendent and Superintendent

JOB SUMMARY

To provide leadership in the development, implementation, and coordination of the district's technology plan. To enhance instruction through the use of technology across the curriculum, and to promote efficiency in the schools through the use of technology.

MAJOR DUTIES AND RESPONSIBILITIES

Assisting Staff with Technology

1. Provide technology resources to teachers, students, and a variety of non-instructional processes such as personnel records, accounting, student records, library acquisitions and circulating, purchasing, and inventory management
2. Serve as an advisor to the Technology Advisory Committee
3. Identify and provide for technology-related teacher training, including basic computer skills, use of network, and educational uses of technology
4. Answer technology-related inquiries in person, over the phone, or e-mail
5. Give clear instructions, and explain technology problems in non-technical terms
6. Maintain a catalog of available instructional software and work cooperatively with the media specialist to provide access to appropriate software for teacher and student use
7. Work with building principals, department heads, and teachers in developing the district's technology program to meet the Idaho Core Standards and achieve district educational goals and objectives
8. Help identify and provide for technology-related teacher training, including basic computer skills, use of network, and educational uses of technology
9. Support ongoing Five-Year Technology Plan development, implementation, and evaluation

Equipment and Networks

1. Assist in short and long range planning of resource requirements
2. Oversee procedures for technology-related budgeting
3. Study, evaluate, and, as appropriate, recommend to the superintendent the adoption of new technology instruction materials, methods, programs, and the purchase of computer hardware, software, and other instructional technology tools
4. Install, modify, upgrade, and repair all technological devices, both hardware and software, including contacting appropriate service contractor when applicable as well as repairing and replacing defective mechanical or electrical parts
5. Observe and identify current or potential problems within technological systems
6. Repair hardware and software and recommend solutions to technical problems

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7. Keep electronic records on equipment, including inventories and maintenance records, system usage, and repair parts
8. Recommend system modifications and necessary user training to extend the life of existing systems
9. Administer the district's networks, plan for network extension, and implement and maintain an operational network
10. Administer the network user population, adding, maintaining, and restricting user accounts as needed, and monitor network usage
11. Administer access to the internet
12. Reduce risk of exposure to offensive material, and monitor and filter access to the internet to appropriate sites
13. Maintain and upgrade users' access to the internet
14. Administer district e-mail accounts
15. Add or upgrade user information as necessary, monitor account usage, and maintain e-mail connection to the internet

Other

1. Identify, write, and manage technology grants
2. Represent the district's computer education program to the public through workshops and other presentations
3. Provide leadership in the development of district policies related to the use of instructional technology, computer software, and online services
4. Keep immediate supervisor informed of activities and any issues that may arise
5. Assume responsibility for his or her continuing professional growth and development by such efforts as attendance at professional meetings, membership in professional organizations, enrollment in advanced courses, and by reading professional journals and other publications
6. Adhere to The Code of Ethics of the Idaho Teaching Profession adopted by the Professional Standards Commission and the State Board of Education
7. Seek assistance should emergencies arise
8. Represent the school district in a positive manner
9. Know and follow school district policy and chain of command
10. Perform other duties as assigned

EVALUATION

Performance of this position will be evaluated annually by the assistant superintendent and/or superintendent in conformance with district policy and IDAPA 08.02.02.120.

TERMS OF EMPLOYMENT

Renewable employment contract

NOTE

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference:	I.C. § 33-512	Governance of Schools
	I.C. § 33-513	Professional Personnel
	I.C. § 33-515	Issuance of Renewable Contracts
	I.C. § 33-1201	Certificate Required
	I.C. § 33-1210	Information on Past Job Performance
	IDAPA 08.02.02.022	Endorsements A-D
	IDAPA 08.02.02.023	Endorsements E-L
	IDAPA 08.02.02.024	Endorsements M-Z

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IDAPA 08.02.02.120

Local District Evaluation Policy—Teacher and Pupil
Personnel Certificate Holders

TITLE: TECHNOLOGY TECHNICIAN

Revised August 23, 2016

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QUALIFICATIONS

1. High school diploma, preference may be given to applicants with relevant college education
2. Formal training or relevant experience in providing computing support in an educational environment
3. Valid driver's license and access to a suitable vehicle for transportation to all School district sites
4. General knowledge of operating systems, software, and hardware used by the district preferred
5. Working knowledge of TCP/IP protocol in networking environments, related experience preferred
6. Able to understand and utilize binary
7. Able to read and comprehend technical instructions and information
8. Able to write simple correspondence as well as technical correspondence
9. Able to perform maintenance and repairs, and to trouble shoot hardware and software
10. Able to facilitate the effective utilization of technology equipment, applications, on-line services, and technology resources
11. Able to deal effectively with people who have varying degrees of knowledge about computers
12. Able to effectively communicate verbally in one-on-one, small groups, and large group situations
13. Able to lift and carry up to forty-five pounds
14. Excellent organizational and problem-solving skills
15. Able to work under deadlines
16. Maintain confidentiality of staff and students

PRIMARY RESPONSIBILITY TO

Technology Coordinator and Building Principal

JOB SUMMARY

To provide technology resources to teachers, students, and a variety of non-instructional processes such as personnel records, accounting, student records, library acquisitions and circulating, purchasing, and inventory management. To enhance instruction through the use of technology across the curriculum, and to promote efficiency in the schools through the use of technology.

MAJOR DUTIES AND RESPONSIBILITIES

Assisting Staff with Technology

1. Answer technology-related inquiries in person, over the phone, e-mail, or by fax
2. Give clear instructions and explain technology problems in non-technical terms
3. Help maintain a catalog of available instructional software and work cooperatively with the media specialist to provide access to appropriate software for teacher and student use
4. Help identify and provide for technology-related teacher training, including basic computer skills, use of network, and educational uses of technology
5. Provide limited staff training and logistical support of such processes as purchase requests, e-rate follow-up, and inventory
6. Support ongoing Five-Year Technology Plan development, implementation, and evaluation

Equipment and Networks

1. Perform preventative maintenance on all technology-based devices
2. Install, modify, upgrade, and repair all technological devices, both hardware and software, including contacting appropriate service contractors when applicable as well as repairing and replacing defective mechanical or electrical parts
3. Observe and identify current or potential problems within technological systems
4. Repair hardware and software and recommend solutions to technical problems
5. Keep electronic records or logbooks on equipment, such as inventories and maintenance records, system usage, and repair parts

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6. Recommend system modifications and necessary user training to extend the life of existing systems
7. Aid in administering the district's networks
8. Assist in formulating, designing network extension, implementing, and maintaining an operational network based upon the district's Five-Year Technology Plan
9. Assist in administering the network user population
10. Add, maintain, or restrict user accounts and monitor network usage
11. Help administer access to the internet
12. Reduce risk of exposure to offensive material, and monitor and filter access to the internet to appropriate sites
13. Maintain and upgrade users' access to the internet
14. Aid in administering district e-mail accounts
15. Add or upgrade user information as necessary, monitor account usage, and maintain e-mail connection to the internet

Other

11. Provide support in the development of district policies related to the use of instructional technology, computer software, and online services
12. Keep immediate supervisor informed of activities and any issues that may arise
13. Training and supervision of student helpers
14. Assume responsibility for his or her continuing professional growth and development by such efforts as attendance at training or inservices
15. Seek assistance should emergencies arise
16. Represent the school district in a positive manner
17. Know and follow school district policy and chain of command
18. Perform other duties as assigned

EVALUATION

Performance of this position will be evaluated annually by the technology coordinator and building principal in conformance with federal and state law, administrative rules, and Board policy.

TERMS OF EMPLOYMENT

This position shall be considered in all respects "employment at will". The "employment period" and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

NOTE

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference:	I.C. § 33-512	Governance of Schools
	I.C. § 33-1210	Information on Past Job Performance

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TITLE: WEBMASTER/ISEE

QUALIFICATIONS

1. B.A. or B.S. degree with at least twelve credits in computer technology, programming, networked electronic communication, or a related field
2. Formal training or relevant experience in providing computing support in an educational environment
3. Minimum technical experience appropriate to the hardware and software used by the district as determined by the Board
4. Technical knowledge of the hardware and software necessary to operate and maintain a website for an educational organization, with specific knowledge of the hardware and software used by the district
5. Able to read and comprehend technical instructions and information
6. Able to write simple correspondence as well as technical correspondence
7. Able to deal effectively with people who have varying degrees of knowledge about computers
8. Able to perform maintenance and repairs and to trouble shoot hardware and software
9. Ability to effectively communicate verbally in one-on-one, small groups, and large group situations
10. Excellent organizational and problem solving skills
11. Able to work under deadlines
12. Maintain confidentiality of staff and students

PRIMARY RESPONSIBILITY TO Superintendent

JOB SUMMARY

To administer the upkeep of the website, making necessary updates, verifying HTML validity, and ensuring that all links stay active in order to connect the district to parents, students, and other electronic visitors.

MAJOR DUTIES AND RESPONSIBILITIES

Website

1. Add timely information to the district's website in order to provide information about the district to students, parents, other district residents and the news media
2. Use the district website to encourage community involvement in the schools
3. Participate in the review of electronic communications with parents, staff, other agencies, and the community
4. Devise a web request procedure that allows for regular and expedited requests for the inclusion of materials on the district website
5. Edit web content, optimize web navigation, enforce style consistency, and add new information to benefit visitors
6. Set objectives for the district's web-based information program
7. Work in cooperation with other public information employees
8. Create new ways to serve internet-users
9. Plan an annual budget in consultation with school administrators
10. Supervise and coordinate the preparation and timely electronic posting of all district publications and news releases
11. Create image links and ensure that content is current
12. Troubleshoot and repair problems
13. Ensure, as far as possible, that images are delivered to the viewer at sufficiently high speed and quality

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14. Develop and maintain a listing of resources for adding content to the district's website in order to maintain good community relations

Assisting Staff with Technology

1. Identify and provide for technology-related teacher training relevant to school and district websites
2. Attend meetings and training sessions, and develop documents and tools for demonstrations on electronic resources, as assigned
3. Represent the district's online information and outreach program to the public through workshops and other presentations, as requested by the superintendent
4. Monitor use of the website and respond to web inquiries and requests for public information about the district's policies and programs
5. Monitor website traffic, tabulate site visit statistics, and provide periodic reports to the superintendent and Board
6. Assist the superintendent in interpreting public opinion about education issues and the school system and in developing policies that promote the electronic delivery of public information

Other

1. Work flexible hours and coordinate with staff to provide timely information on a regular basis and also in emergency situations
2. Accomplish multiple priorities while adhering to deadlines
3. Assume responsibility for his or her continuing professional growth and development by such efforts as attendance at training or inservices
4. Seek assistance should emergencies arise
5. Represent the school district in a positive manner
6. Know and follow school district policy and chain of command
7. Perform other duties as assigned

EVALUATION

Performance of this position will be evaluated annually by the superintendent in conformance with federal and state law, administrative rules, and Board policy.

TERMS OF EMPLOYMENT

This position shall be considered in all respects "employment at will". The "employment period" and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

NOTE

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference:	I.C. § 33-512	Governance of Schools
	I.C. § 33-1210	Information on Past Job Performance

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TITLE: FOOD SERVICE DATA MANAGER

QUALIFICATIONS

1. Minimum experience in menu planning, food purchasing, and cafeteria food service as determined by the Board
2. Previous supervisory experience preferred
3. Demonstrated knowledge of principles of nutrition, food preparation, health and safety federal and state law, administrative rules, and Board policy governing school food services programs
4. Ability to effectively manage the financial aspects of the program
5. Ability to plan own work schedule and to direct others
6. Ability to perform simple bookkeeping and inventory procedures
7. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees
8. Strong background in budget management
9. Be capable of utilizing various data-management systems.
10. Knowledgeable about word processing, data bases, spread sheets, and reports
11. Self-motivated
12. Work well with students and staff
13. Excellent organizational skills
14. Maintain confidentiality of staff and students

PRIMARY RESPONSIBILITY TO
Building Principals & Superintendent

JOB SUMMARY

To provide maintenance to and the collection of data for the District's food services program. Ensure that students are served attractive and nutritious meals in an atmosphere of efficiency, cleanliness, and warmth in harmony with state and federal guidelines.

MAJOR DUTIES AND RESPONSIBILITIES Supervision of Food Preparation and Personnel

1. Plan and supervise the preparation and serving of menus at all schools and special meals required for district-sponsored events
2. Conduct frequent inspections of all school kitchens and cafeterias to ensure that high standards of nutrition, cleanliness, health, and safety are maintained; and make recommendations for improvement
3. Develop and implement standards for food storage and meal preparation and service, including health and safety practices, standardized recipes and menus, portion control system, and prices charged for meals and other food items
4. Arrange for relevant in-service training, including nutrition, food storage and preparation, sanitation and safety, and equipment use and care
5. Determine if the student population requires the development of a school breakfast program and prepare a plan for submission to the State Department of Agriculture

Data Collection and Budget

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1. Maintain cafeteria accounting procedures in accordance with federal and state law, administrative rules, and Board policy
2. Coordinate the audit of cafeteria accounts with the Board's auditor
3. Conduct the required annual survey to determine eligibility for free and reduced price meals and free milk
4. Verify applications and keep an accurate record of all free and reduced lunches
5. Process all applications, records, and reports required under federal and state law, administrative rules, and Board policy or assigned by the superintendent

Other

1. Keep the administration and the Board informed of the food services operation and make recommendations for changes in programs, procedures, facilities, and equipment that would improve quality and efficiency
2. Assist in the development of policy relevant to the food services program
3. Develop and maintain effective communication with parents, students and the community
4. Report immediately any problem or accident occurring in the kitchen or the cafeteria area to the superintendent
5. Seek assistance should emergencies arise
6. Represent the school district in a positive manner
7. Know and follow school district policy and chain of command
8. Perform other duties as assigned

EVALUATION

Performance of this position will be evaluated annually by the Building Principals and/or the Superintendent in conformance with federal and state law, administrative rules, and Board policy.

TERMS OF EMPLOYMENT

This position shall be considered in all respects "employment at will". The "employment period" and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

NOTE

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference:	I.C. § 33-512	Governance of Schools
	I.C. § 33-1210	Information on Past Job Performance

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TITLE: DISHWASHER

QUALIFICATIONS

1. High school diploma or General Education Degree
2. Previous experience in large-scale food service preferred
3. A general understanding of Material Safety Data Sheets
4. Ability to stand and walk for most of the day, carry hot pans, push carts, stoop, and reach for heavy items
5. Self-motivated
6. Works well with students and staff
7. Excellent interpersonal and communication skills
8. Excellent organizational skills

PRIMARY RESPONSIBILITY TO
Head Cook and Food Service Supervisor

JOB SUMMARY

To perform dishwashing and cleaning tasks that promote the food service program in accordance with federal and state law, administrative rules, and Board policy regarding health, safety, and cleanliness.

MAJOR DUTIES AND RESPONSIBILITIES

1. Clean all dishes, pots, pans, trays, and cutlery
2. Use dishwasher and other equipment as directed
3. Put away all trays, pans, kettles, utensils, bowls, and silverware are to be put away daily
4. Clean the dishwasher
5. Make sure garbage disposal is free of food by cleaning it
6. Clean under the counters
7. Clean the sinks
8. Take the trash out
9. Keep all work areas as neat and clean as possible
10. Assist with food preparation as needed
11. Keep immediate supervisor informed of activities and any issues that may arise
12. Assume responsibility for his or her continuing professional growth and development through such efforts as attendance at inservices
13. Seek assistance should emergencies arise
14. Represent the school district in a positive manner
15. Know and follow school district policy and chain of command
16. Perform other duties as assigned

EVALUATION

Performance of this position will be evaluated annually by the head cook and/or food service supervisor in conformance with federal and state law, administrative rules, and Board policy.

Revised August 23, 2016

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TERMS OF EMPLOYMENT

This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

NOTE

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference:	I.C. § 33-512	Governance of Schools
	I.C. § 33-1210	Information on Past Job Performance

TITLE: KITCHEN SUPERVISOR

QUALIFICATIONS

1. High school diploma or General Education Degree
2. Minimum experience in cafeteria food service as determined by the Board
3. Experience with bookkeeping/budgeting procedures preferred
4. Knowledge of the principles of food management, nutrition, sanitation, and applicable federal and state law, administrative rules, and Board policy
5. General knowledge of the best methods of preparing and cooking food in large quantities and ability to adjust recipes to the quantity required
6. Ability to plan own work schedule and to direct and supervise others
7. Ability to perform simple bookkeeping and inventory procedures
8. Ability to stand and walk for most of the day, carry hot pans, push carts, stoop, and reach for heavy items
9. A general understanding of Material Safety Data Sheets
10. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees
11. Self-motivated
12. Work well with students and staff
13. Excellent organizational skills
14. Maintain confidentiality of staff and students

PRIMARY RESPONSIBILITY TO

Building Principals and Superintendent of Schools

JOB SUMMARY

To prepare and serve students attractive and nutritious meals in an atmosphere of efficiency, cleanliness, and warmth in harmony with state and federal guidelines. To coordinate the work of the school kitchen and cafeteria.

MAJOR DUTIES AND RESPONSIBILITIES

Kitchen and Food Operations

Potlatch School District Classified Personnel Handbook

1. Prepare daily school meals on time and according to a planned menu and to standards set forth by the appropriate state and federal agencies and the District's food service department
2. Maintain the highest standard of safety and cleanliness in the kitchen and cafeteria
3. Prepare food according to a planned menu and tested, uniform recipes and determine if the finished product is of high quality both in flavor and appearance before it is served
4. Consult with the school nurse regarding special dietary needs and serious food allergies of students and staff
5. Be responsible for the proper storage of all food items, keeping frozen and refrigerated items at the required temperatures
6. Determine the quantities of each food to be prepared daily and the size of serving to meet the necessary age requirements
7. Supervise and instruct kitchen personnel in the safe, proper, and efficient use of all kitchen equipment
8. Supervise and assist in the serving of food
9. Supervise the daily cleaning of all kitchen equipment, dishes, utensils, and tables
10. Cooperate with Building Principals and custodians in maintaining healthful and sanitary conditions of the food preparation, storage, serving, and dining areas

Financial and Inventory Responsibilities

1. Process all delivery receipts, bank deposits, payrolls, and daily sales records as directed
2. Order all necessary supplies
3. Report to the food service supervisor any faulty or inferior quality food that is received
4. Oversee the locking of the storeroom and the maintaining of correct inventories
5. Keep daily records of what is used
6. Requisition food stuffs and verify receipt of food shipments
7. Assume responsibility for the security of food and supplies

Other

1. Report immediately to the Building Principals and/or Superintendent any problem or accident occurring in the kitchen or cafeteria area
2. Maintain friendly relations with other school staff and with lunchroom customers
3. Confer with the Food Service Data Manager regarding any personnel problems and matters related to the food service operation
4. Along with Food Service Data Manager, prepare all reports as needed.
5. Keep the Building Principals and Superintendent informed of activities and problems
6. Assume responsibility for his or her continuing professional growth and development through such efforts as attendance at inservices
7. Seek assistance should emergencies arise
8. Represent the school district in a positive manner
9. Know and follow school district policy and chain of command
10. Supervise and evaluate food service personnel.
11. Perform other duties as assigned.

EVALUATION

Performance of this position will be evaluated annually by the Superintendent and/or Building Principals in conformance with federal and state law, administrative rules, and Board policy.

TERMS OF EMPLOYMENT

This position shall be considered in all respects "employment at will". The "employment period" and other descriptions and terms set forth in this job description shall not create a property right in the employee. These are set

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forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

NOTE

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference:	I.C. § 33-512	Governance of Schools
	I.C. § 33-1210	Information on Past Job Performance

TITLE: COOK

QUALIFICATIONS

1. High school diploma or General Education Degree
2. Minimum experience in cafeteria food service as determined by the Board
3. Experience with bookkeeping/budgeting procedures preferred
4. Knowledge of the principles of food management, nutrition, sanitation, and applicable federal and state law, administrative rules, and Board policy
5. General knowledge of the best methods of preparing and cooking food in large quantities and ability to adjust recipes to the quantity required
6. Ability to plan own work schedule and to direct and supervise others
7. Ability to perform simple bookkeeping and inventory procedures
8. Ability to stand and walk for most of the day, carry hot pans, push carts, stoop, and reach for heavy items
9. A general understanding of Material Safety Data Sheets
10. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees
11. Self-motivated
12. Work well with students and staff
13. Excellent organizational skills
14. Maintain confidentiality of staff and students

PRIMARY RESPONSIBILITY TO
Kitchen Supervisor and Building Principal

JOB SUMMARY

To prepare and serve students attractive and nutritious meals in an atmosphere of efficiency, cleanliness, and warmth in harmony with state and federal guidelines. To coordinate the work of the school kitchen and cafeteria.

MAJOR DUTIES AND RESPONSIBILITIES

Kitchen and Food Operations

Potlatch School District Classified Personnel Handbook

1. Prepare daily school meals on time and according to a planned menu and to standards set forth by the appropriate state and federal agencies and the District's food service department
2. Maintain the highest standard of safety and cleanliness in the kitchen and cafeteria
3. Prepare food according to a planned menu and tested, uniform recipes and determine if the finished product is of high quality both in flavor and appearance before it is served
4. Consult with the school nurse regarding special dietary needs and serious food allergies of students and staff
5. Be responsible for the proper storage of all food items, keeping frozen and refrigerated items at the required temperatures
6. Determine the quantities of each food to be prepared daily and the size of serving to meet the necessary age requirements
- 7.
8. Supervise and instruct kitchen personnel in the safe, proper, and efficient use of all kitchen equipment
9. Supervise and assist in the serving of food
10. Supervise the daily cleaning of all kitchen equipment, dishes, utensils, and tables
11. Cooperate with Building Principals and custodians in maintaining healthful and sanitary conditions of the food preparation, storage, serving, and dining areas

Financial and Inventory Responsibilities

1. Process all delivery receipts, bank deposits, payrolls, and daily sales records as directed
2. Order all necessary supplies
3. Report to the food service supervisor any faulty or inferior quality food that is received
4. Oversee the locking of the storeroom and the maintaining of correct inventories
5. Keep daily records of what is used
6. Requisition food stuffs and verify receipt of food shipments
7. Assume responsibility for the security of food and supplies

Other

1. Report immediately to the building principal any problem or accident occurring in the kitchen or cafeteria area
2. Maintain friendly relations with other school staff and with lunchroom customers
3. Confer with the food service supervisor regarding any personnel problems and matters related to the food service operation
4. Prepare all reports as directed by the Food Service Supervisor
5. Keep the food service supervisor and Building Principal informed of activities and problems
6. Assume responsibility for his or her continuing professional growth and development through such efforts as attendance at inservices
7. Seek assistance should emergencies arise
8. Represent the school district in a positive manner
9. Know and follow school district policy and chain of command
10. Perform other duties as assigned

EVALUATION

Performance of this position will be evaluated annually by the food service supervisor and/or building principal in conformance with federal and state law, administrative rules, and Board policy.

TERMS OF EMPLOYMENT

This position shall be considered in all respects "employment at will". The "employment period" and other descriptions and terms set forth in this job description shall not create a property right in the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

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NOTE

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference: I.C. § 33-512 Governance of Schools
 I.C. § 33-1210 Information on Past Job Performance

TITLE: PARAPROFESSIONAL/IDLA

QUALIFICATIONS

1. At least two years of college-level coursework or an Associate's Degree in education or related field
2. Previous aide or teaching experience preferred
3. Knowledge of child growth and development and appropriate classroom practices
4. Demonstrated ability to assist with instructional activities
5. Knowledge of subject matters and ability to instruct students at the direction of the teacher
6. Knowledgeable with word processing, data bases, spread sheets, and reports
7. Ability to maintain a positive learning environment
8. Works well with students, staff, and the public
9. Excellent organizational skills
10. Excellent interpersonal and communication skills
11. Able to work under pressure and deadlines
12. Maintain confidentiality of staff and students

PRIMARY RESPONSIBILITY TO

Building Principal and Classroom Teacher

JOB SUMMARY

To work under the direction of the K-12 Teacher or Building Principal in achieving the educational goals and objectives of all students through individual, small group, or whole group instruction.

MAJOR DUTIES AND RESPONSIBILITIES

Potlatch School District Classified Personnel Handbook

Working with Students

1. Maintain high academic standards and expectations
2. Provide tutorial help to students following lessons prescribed by the teacher and reinforce material and skills using a variety of methods as directed by certified staff
3. Provide immediate feedback on student performance to students and to the supervising teacher
4. Respond to students' questions and requests for assistance
5. Observe students' work and study habits
6. Observe and record students' time on task when needed
7. Assist students in locating prescribed instructional materials and starting their assignments
8. Assist the classroom teacher in the delivery of an effective instructional program
9. Work with individual students or small groups of students to reinforce learning of material and skills introduced by the teacher
10. Help students master equipment or instructional materials assigned by teacher
11. Provide individualized instruction activities using materials and sequences selected by the supervising teacher
12. Identify pupil needs and provide instruction appropriate to those needs
13. Follow modifications and accommodations as specified in Individual Education Plans (IEPs)
14. Assist with such large group activities as drill and practice, reading aloud, and storytelling, and participate in other forms of oral communication with students
15. Guide independent study, enrichment work, and remedial work assigned by the teacher
16. Assist students in the library or media center
17. Check notebooks, correct papers, and supervise testing and make-up work as assigned by the teacher
18. Assist with the supervision of students during emergency drills, assemblies, play periods, and field trips
19. Administer, score, and record such achievement and diagnostic tests as the teacher recommends for individual students
20. Encourage students to strive to meet their highest potential
21. Communicate classroom rules and encourage students to set and maintain standards of classroom behavior

Other Classroom Assistance

1. Assist the teacher in devising special strategies for reinforcing material or skills based on an understanding of individual students, their needs, interests, and abilities
2. Alert the supervising teacher to any problem or special information about an individual student
3. Serve as the chief source of information and help to any substitute teacher assigned in the absence of the regular teacher
4. Keep the supervising teacher informed of activities and any issues that may arise
5. Operate and care for equipment used in the classroom for instructional purposes
6. Distribute and collect workbooks, papers, and other materials for instruction
7. Help the teacher to plan and maintain bulletin Boards and other classroom learning displays
8. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities
9. Help very young students with their clothing and snack time routines

Other

1. Keep accurate records and maintain individual records for each student
2. Complete clerical duties as assigned by the supervising teacher
3. Attend faculty meetings as required
4. Assume responsibility for his or her continuing professional growth and development through such efforts as reading professional journals and other publications
5. Seek assistance should emergencies arise
6. Represent the school district in a positive manner
7. Know and follow school district policy and chain of command
8. Perform other duties as assigned

Potlatch School District Classified Personnel Handbook

EVALUATION

Performance of this position will be evaluated annually by the building principal in conformance with any applicable federal and state law, administrative rules, and Board policy.

TERMS OF EMPLOYMENT

This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

NOTE

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference:	I.C. § 33-513	Professional Personnel
	I.C. § 33-1210	Information on Past Job Performance

TITLE: LIBRARY PARAPROFESSIONAL

QUALIFICATIONS

1. At least two years of college-level coursework or an Associate’s Degree in education or related field
2. Previous library experience preferred
3. Ability to work with children one-on-one and small group situations
4. Excellent oral communication skills, able to read stories and keep students’ attention
5. Knowledgeable about how to use a library
6. Knowledgeable with word processing, databases, spread sheets, reports, and periodical, reference, and book search programs
7. Ability to maintain a positive learning environment
8. Works well with students, staff, and the public
9. Excellent organizational skills
10. Excellent interpersonal and communication skills
11. Able to work under pressure and deadlines
12. Maintain confidentiality of staff and students

PRIMARY RESPONSIBILITY TO
Building Principal

Potlatch School District Classified Personnel Handbook

JOB SUMMARY

To provide support services inherent to the effective operation of the school media center under the direction of the Media Specialist.

MAJOR DUTIES AND RESPONSIBILITIES

Assisting Students and Staff

1. Conduct orientations in library procedures for student library assistants
2. Monitor student computer and library materials use on a sign-in basis
3. Assist the media specialist or teacher in teaching library science skills and promote the proper use of library resources
4. Assist students in the library or media center
5. Share books with students through oral readings, book talks, reading programs, and dramatizations to stimulate interest in reading
6. Be familiar with online resources such as websites, search engines, and databases to assist students with information retrieval
7. Assist students in locating reference materials
8. Assist students in making proper use of media center equipment and materials
9. Promote and facilitate reading programs
10. Read to small groups of students and listen to individual students read
11. As requested by teachers, select and pull items for thematic units
12. Help create and distribute a library class schedule for the school instructional year

Media Center Materials and Operations

1. Process new books, magazines, and other media materials including making labels as needed using Dewey Decimal Classification System
2. Make labels as needed using Dewey Decimal Classification System
3. Shelve and maintain books, audio-visual equipment, and other library resources appropriately
4. Mend and repair books and other library materials
5. Assess and assist in collecting library fines, if applicable, and reimbursements for lost or damaged books
6. Conduct a yearly inventory of books and equipment
7. Assist the media specialist in providing students with a large and varied selection of high-quality age-appropriate books as described by the "Improving Access to Books and Other Reading Materials" section of the *Idaho Comprehensive Literacy Plan: Birth – 12th Grade* when practical.
8. Troubleshoot computer and technology problems on library computers
9. Display and file periodical literature
10. Check books in and out
11. Handle overdue library loans
12. Maintain bookkeeping functions regarding overdue books, fines, and notices of fines
13. Operate equipment such as computers, copiers, the intercom system, calculators, laminators, the telephone system, scanners, and digital cameras
14. Create a positive atmosphere in the library that encourages student and staff use
15. Prepare special educational displays
16. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities

Other

1. Handle library mail and type correspondence and reports
2. Operate equipment, such as computers, copiers, the intercom system, calculators, the laminator, the telephone system, scanners, and digital cameras
3. Duplicate learning materials as requested
4. Attend faculty meetings as required

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5. Keep immediate supervisor informed of activities and any issues that may arise
6. Assume responsibility for his or her continuing professional growth and development through such efforts as reading professional journals and other publications
7. Seek assistance should emergencies arise
8. Represent the school district in a positive manner
9. Know and follow school district policy and chain of command
10. Perform other duties as assigned

EVALUATION

Performance of this position will be evaluated annually by the media specialist and/or the building principal in conformance with any applicable federal and state law, administrative rules, and Board policy

TERMS OF EMPLOYMENT

This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

NOTE

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference:	I.C. § 33-512	Governance of Schools
	I.C. § 33-1210	Information on Past Job Performance

TITLE: SPECIAL EDUCATION PARAPROFESSIONAL

QUALIFICATIONS

1. At least two years of college-level coursework or an Associate’s Degree in education or related field
2. Previous aide or teaching experience preferred
3. Ability to lift up to forty pounds and push and pull up to one hundred pounds
4. Knowledge of child growth and the diverse needs of children with disabilities
5. Knowledge of appropriate special education classroom practices
6. The ability to work with students with emotional, physical, and mental disabilities
7. Ability to instruct students one-on-one and small group situations, at the direction of the Special Education Teacher
8. Strong background in teaching methods and developmentally appropriate classroom activities
9. Demonstrated knowledge of subject matter and effective teaching methods
10. Knowledgeable about word processing, data bases, spread sheets, and reports
11. Ability to maintain a learning environment
12. Works well with students, staff, and the public

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13. Excellent organizational skills
14. Excellent interpersonal and communication skills
15. Able to work under pressure and deadlines
16. Maintain confidentiality of staff and students

PRIMARY RESPONSIBILITY TO

Special Education Teacher and/or Classroom Teacher and Director of Special Services

JOB SUMMARY

Assists the classroom teacher and/or special education teacher in achieving the goals and objectives as stated on each child's current Individual Education Plan (IEP) through individual, small group, or whole group instruction.

MAJOR DUTIES AND RESPONSIBILITIES

Working with Students

1. Maintain high academic standards and expectations
2. Repeat lessons to Title I students who were absent for that lesson
3. Provide tutorial help to students following lessons prescribed by the teacher and reinforce material and skills using a variety of methods as directed by certified staff
4. Provide immediate feedback on student performance
5. Respond to students' questions and requests for assistance
6. Observe students' work and study habits
7. Observe and record students' time on task when needed
8. Assist students in locating prescribed instructional materials and starting their assignments
9. Assist the classroom teacher in the delivery of an effective instructional program
10. Work with individual students or small groups of students to reinforce learning of material and skills introduced by the teacher
11. Help students master equipment or instructional materials assigned by teacher
12. Provide individualized instruction activities using materials and sequences selected by the special education teacher and other related services personnel
13. Identify pupil needs and provide instruction appropriate to those needs
14. Follow modifications and accommodations as specified in IEPs
15. Administer informal assessments to accommodate students' specific modifications at the direction of a certified teacher
16. Assist with such large group activities as drill and practice, reading aloud, and storytelling, and participate in other forms of oral communication with students
17. Guide independent study, enrichment work, and remedial work assigned by the teacher
18. Assist students in the library or media center
19. Check notebooks, correct papers, and supervise testing and make-up work as assigned by the teacher
20. Assist with the supervision of students during emergency drills, assemblies, play periods, and field trips
21. Administer, score, and record such achievement and diagnostic tests as the teacher recommends for individual students
22. Encourage students to strive to meet their highest potential
23. Communicate classroom rules, and encourage students to set and maintain standards of classroom behavior

Other Classroom Assistance

1. Assist the teacher in devising special strategies for reinforcing material or skills based on an understanding of individual students, their needs, interests, and abilities
2. Alert the supervising teacher to any problem or special information about an individual student
3. Serve as the chief source of information and help to any substitute teacher assigned in the absence of the regular teacher
4. Keep the supervising teacher informed of activities and any issues that may arise

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5. Operate and care for equipment used in the classroom for instructional purposes
6. Distribute and collect workbooks, papers, and other materials for instruction
7. Engage children in conversation to encourage language development
8. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities
9. Meet the personal needs of children with disabilities including toileting, feeding, locomotion, and health needs
10. Assist, where appropriate, in loading and unloading the special education pupil from transportation buses or vans

Other

1. Keep accurate records and maintain individual records for each student
2. Become familiar with basic special education knowledge as covered by the Individuals with Disabilities in Education Act with an emphasis on due process procedures and confidentiality of information and records
3. Complete clerical duties as assigned by the supervising teacher
4. Attend faculty meetings as required
5. Keep immediate supervisor informed of activities and problems
6. Assume responsibility for his or her continuing professional growth and development through such efforts as reading professional journals and other publications
7. Seek assistance should emergencies arise
8. Represent the school district in a positive manner
9. Know and follow school district policy and chain of command
10. Perform other duties as assigned

EVALUATION

Performance of this position will be evaluated annually by the classroom teacher and/or special education teacher and/or the director of special services in conformance with any applicable federal and state law, administrative rules, and Board policy.

TERMS OF EMPLOYMENT

This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

NOTE

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference: I.C. § 33-512 Governance of Schools
 I.C. § 33-1210 Information on Past Job Performance

TITLE: TITLE 1 PARAPROFESSIONAL

QUALIFICATIONS

1. At least two years of college-level coursework or an Associate’s Degree in education or related field
2. Previous aide or teaching experience preferred
3. Knowledge of child growth and development and appropriate classroom practices
4. Demonstrated ability to assist with instructional activities
5. Knowledge of subject matter and ability to instruct students at the direction of the teacher
6. Knowledgeable with word processing, data bases, spread sheets, and reports
7. Ability to maintain a positive learning environment

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8. Works well with students, staff, and the public
9. Excellent organizational skills
10. Excellent interpersonal and communication skills
11. Able to work under pressure and deadlines
12. Maintain confidentiality of staff and students

PRIMARY RESPONSIBILITY TO

Federal Programs Director and/or Building Principal and a classroom teacher

JOB SUMMARY

To work under the direction of the classroom teacher or federal programs director in achieving the educational goals and objectives of all qualifying students through individual, small group, or whole group instruction.

MAJOR DUTIES AND RESPONSIBILITIES

Working with Students

1. Prepare and organize materials for small group and individual instruction
2. Maintain high academic standards and expectations
3. Repeat lessons to Title I students who were absent for that lesson
4. Provide tutorial help to students following lessons prescribed by the teacher and reinforce material and skills using a variety of methods as directed by certified staff
5. Provide immediate feedback on student performance
6. Respond to students' questions and requests for assistance
7. Observe students' work and study habits
8. Observe and record students' time on task when needed
9. Assist students in locating prescribed instructional materials and starting their assignments
10. Assist the classroom teacher in the delivery of an effective instructional program
11. Work with individual students or small groups of students to reinforce learning of material and skills introduced by the teacher
12. Help students master equipment or instructional materials assigned by teacher
13. Provide individualized instruction activities using materials and sequences selected by the classroom teacher
14. Identify pupil needs and provide instruction appropriate to those needs
15. Follow modifications and accommodations as specified in Individual Education Plans (IEPs)
16. Assist with such large group activities as drill and practice, reading aloud, and storytelling, and participate in other forms of oral communication with students
17. Guide independent study, enrichment work, and remedial work assigned by the teacher
18. Check notebooks, correct papers, and supervise testing and make-up work as assigned by the teacher
19. Administer, score, and record such achievement and diagnostic tests as the teacher recommends for individual students
20. Encourage students to strive to meet their highest potential
21. Communicate classroom rules and encourage students to set and maintain standards of classroom behavior

Other Classroom Assistance

1. Assist the teacher in devising special strategies for reinforcing material or skills based on an understanding of individual students, their needs, interests, and abilities
2. Alert the supervising teacher to any problem or special information about an individual student
3. Keep the supervising teacher informed of activities and any issues that may arise
4. Operate and care for equipment used in the classroom for instructional purposes
5. Distribute and collect workbooks, papers, and other materials for instruction
6. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities

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Other

1. Keep accurate records and maintain individual records for each student
2. Attend faculty meetings as required
3. Assume responsibility for his or her continuing professional growth and development through such efforts as reading professional journals and other publications
4. Seek assistance should emergencies arise
5. Represent the school district in a positive manner
6. Know and follow school district policy and chain of command
7. Perform other duties as assigned

EVALUATION

Performance of this position will be evaluated annually by the federal programs director and/or building principal in conformance with any applicable federal and state law, administrative rules, and Board policy.

TERMS OF EMPLOYMENT

This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

NOTE

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference:	I.C. § 33-512	Governance of Schools
	I.C. § 33-1210	Information on Past Job Performance

TITLE: SUBSTITUTE TEACHER

QUALIFICATIONS

1. High school diploma, college-level coursework in education or a related field preferred
2. Previous aide or teaching experience preferred

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3. Ability to instruct students at the direction of the regular teacher
4. Ability to follow lesson plans left by the regular teacher
5. Ability to maintain a positive learning environment
6. Works well with students and staff
7. Excellent interpersonal and communication skills
8. Maintain confidentiality of staff and students

PRIMARY RESPONSIBILITY TO

Building Principal

JOB SUMMARY

To manage a classroom in the absence of the regular teacher and deliver lesson presentations in a way that is age-appropriate for the class.

MAJOR DUTIES AND RESPONSIBILITIES

Instruction and Student Contact

1. Arrive in the classroom on schedule to greet students and remain in the assigned classroom so that students are effectively supervised
2. Maintain, as fully as possible, the established routines and procedures of the school and classroom to which he or she is assigned
3. Deliver the lesson presentations in a way that is age-appropriate for the class and meets the individual needs, interests, and ability levels of all pupils
4. Budget class time effectively
5. Encourage students to strive to meet their highest potential
6. Maintain discipline and classroom control
7. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities
8. Report all student injuries, accidents, illnesses, and discipline problems to the appropriate authority as soon as reasonably possible

Standard Procedures and Reporting

1. Report to office upon arrival at school
2. Check for messages or materials requiring immediate attention
3. Request clarification of school rules and procedures including emergency and lockdown drills and procedures, if necessary
4. Follow all policies, rules, and procedures established for regular teachers
5. Collect and place students' papers in an appropriate location
6. Maintain records of pupils' educational progress in class record books or Board approved forms, and summarize these marks for reporting purposes
7. Return instructional materials, equipment, and keys to their proper places
8. Determine if his or her services will be required for the next school day, following the district protocol for making substitute teacher assignments
9. Complete an evaluation report form at the end of the day and check out with authorized personnel prior to leaving at the end of the day

Other

1. Keep the building principal informed of activities and any issues that may arise
2. Assume responsibility for his or her continuing professional growth and development through such efforts as reading professional journals and other publications
3. Seek assistance should emergencies arise

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- 4. Represent the school district in a positive manner
- 5. Know and follow school district policy and chain of command
- 6. Perform other duties as assigned

EVALUATION

Performance of this position will be evaluated annually by the building principal in conformance with any applicable federal and state law, administrative rules, and Board policy.

TERMS OF EMPLOYMENT

This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

NOTE

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference:	I.C. § 33-513	Professional Personnel
	I.C. § 33-1210	Information on Past Job Performance

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TITLE: MAINTENANCE AND GROUNDS SUPERVISOR

QUALIFICATIONS

1. High school diploma or General Education Degree (GED)
2. Has a driver's license and excellent driving record
3. Relevant training preferred
4. Minimum experience in maintenance, cleaning methods and procedures, repairs, security, heating and ventilation, care of carpet, cleaning, housekeeping, and proper handling of hazardous materials, electrical, and plumbing and direct supervision of maintenance personnel, or an equivalent mix of maintenance and custodial experience of large corporate facilities including school maintenance experience preferred
5. Is familiar with material safety data sheets and asbestos abatement documents
6. Ability to respond to a wide variety of institutional situations and emergencies at any time, including fire alarms, sprinkler activation, heat, access, elevator, transportation, refrigeration, and safety problems that arise
7. Knowledge of building codes, federal and state law, administrative rules, and Board policy pertaining to fire, workplace safety, and the environment
8. Supervisory ability
9. Ability to perform long periods of standing; walking; climbing; bending; stooping; kneeling; bending and twisting at the neck and trunk; moving of furniture; pushing/pulling items such as tables, bleachers, and scrubbing machines; frequent lifting of objects weighing up to fifty pounds and occasionally move objects weighing up to ninety pounds; and climbing ladders
10. Ability to use hands and fingers to handle or feel objects, to reach above the head and reach forward, to grasp tools
11. Have a working knowledge of budget procedures and the ability to provide cost estimates for necessary upkeep, and to work within specific budget guidelines
12. Self-motivated
13. Works well under pressure and deadlines
14. Works well with students, staff, and the community
15. Excellent interpersonal, communication, and organizational skills
16. Maintain confidentiality of staff and students

PRIMARY RESPONSIBILITY TO

Building Principal and Superintendent

JOB SUMMARY

To oversee the custodial operations of individual school facilities and ensure a safe, clean, and comfortable school environment. To maintain the physical grounds in an excellent condition so that full use of grounds is available at all times and are aesthetically pleasing to staff and the general public.

MAJOR DUTIES AND RESPONSIBILITIES

Supervisory Duties

1. Schedule daily tasks, supervise the work of the custodians, and participate in daily cleaning of facilities
2. Participate in the assignment and scheduling of the custodial staff
3. Assist in interviewing, screening, and recommending for hire, promotion, or termination of custodians
4. Help new employees learn rules, procedures, and duties; and provide hands-on training
5. Monitor the time records of custodians working during the day, certify them for salary payment, and turn time sheets in at the district office
6. Evaluate the performance of custodians in accordance with Board guidelines, the superintendent's instructions, and any contract requirements
7. Communicate information and needed repairs to night shift staff for further follow up or repair
8. Work with the building principals in establishing guidelines for the division of responsibility for minor in-school repairs and emergency repairs
9. If the Board adopts a dress code or uniforms for custodians, ensure that custodians conform to the dress code

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10. Periodically inform the Board of opportunities to improve the policy on uniforms

Finances & Inventory

1. Assist in the formulation of the maintenance and janitorial budgets
2. Authorize all expenditures from these budget categories throughout the year
3. Select the supplies, tools, equipment, and fuel to be used and maintain an appropriate inventory of them
4. Purchase in accordance with budgetary limitations and district policies
5. Supervise and oversee the improvement and renovation work performed by both in-house personnel and outside contractors, verifying that terms of all such contracts have been fulfilled before recommending final payment
6. Check invoices and prepare purchase orders monthly so bills will be paid on time

Maintenance Emergencies and Safety

1. Respond to emergencies such as lock problems, core changes, elevator malfunctions, floods, sewage back-ups, and urgent cleanup of substances such as bodily fluids or broken glass
2. Use a cell-phone or two-way radio to communicate with other staff and emergency personnel to provide information regarding the incident
3. Call in and assist maintenance experts, such as plumbers, roofers, etc., during emergency situations
4. Remain on school premises during working hours unless specific tasks off-campus
5. Be on-call and available for maintenance emergencies
6. Ensure that all federal and state law, administrative rules, and Board policy pertaining to plant maintenance and operation, fire, safety, and the environment are followed
7. Comply with all federal and state law, administrative rules, and Board policy pertaining to the storage and disposal of recyclables, trash, waste, and debris
8. Assist in updating safety and security plans and procedures for drilling, managing and responding to school emergencies
9. Act as the designated safety person for the district, and be responsible for all safety inspections for buildings according to local, state, and federal guidelines
10. Coordinate with local emergency responders during safety drills

Other Building Maintenance

1. Be responsible for the opening and closing of the school each day
2. Check regularly to ensure that all exit doors and panic devices are working properly
3. Operate heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to ensure economical use of fuel, water, and electricity
4. Examine school buildings on a regular basis for necessary repairs and maintenance
5. Confer with the building principal regarding necessary repairs
6. Conduct periodic inspections and tests of all electrical installations in the school to ensure their safe condition
7. Conduct an ongoing program of general and preventative maintenance, upkeep, and repair, making minor repairs and arranging for specialists to attend to major repair needs, unsafe situation, vandalism, or other damage to school property as needed
8. Arrange for and supervise maintenance work such as electrical, roofing, plumbing, fencing, asphalt, concrete, ceilings, and other work too extensive to personally complete
9. Estimate the cost of repair projects in terms of labor, material, and overhead
10. Move furniture or equipment within the building as required for various activities and as needed
11. Complete job orders as assigned
12. Plan and oversee all maintenance and repair work in the building
13. Establish and recommend priorities on repair projects
14. Identify maintenance problems, and troubleshoot or diagnose a problem and determine root causes and corrective action
15. Perform minor emergency repairs

Grounds Maintenance

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1. Keep buildings and premises, including sidewalks, roof drains, driveways, and play areas neat and clean at all times
2. Develop schedules for routine grounds activities, as well as short and long range plans for construction, landscaping, and major repairs to or replacement of grounds equipment, and assist with such activities as necessary
3. Trim, mow, water, weed, and fertilize all planted areas as necessary
4. Ensure that sport fields are mowed for athletic events
5. Be responsible for all safety inspections to school grounds according to local, state, and federal guidelines
6. Maintain tools and equipment and guard against breakage, loss, and theft
7. Operate all maintenance vehicles in a safe and lawful manner
8. Be responsible for monitoring fuel and water systems according to state requirements

Other

1. Remain on school premises for entire shift unless required to leave for work-related errands or meetings
2. May be required to wear a standard uniform selected by the district for security purposes
3. Plan for, review, and monitor all district capital projects
4. Work with the Board's architectural and or engineering firms on capital projects and district initiatives
5. Apply for permits before beginning work that requires permitting and inspection by a licensed code official
6. Maintain records to allow the Board to remain informed about the number and status of maintenance and repair projects being done pursuant to permits
7. Assist the business administrator with preparation and implementation of the Long Range Facilities Plan
8. Maintain and prepare work related records and reports as directed
9. Assist with the set-up and coordination of school and public use of facilities
10. Attend appropriate Board committee and other meetings
11. Assume responsibility for his or her continuing professional growth and development through such efforts as attendance at in-services
12. Keep immediate supervisor informed of activities and any issues that may arise
13. Represent the school district in a positive manner
14. Know and follow school district policy and chain of command
15. Perform other duties as assigned

EVALUATION

Performance of this position will be evaluated annually by the building principal and/or superintendent in conformance with federal and state law, administrative rules, and Board policy.

TERMS OF EMPLOYMENT

This position shall be considered in all respects "employment at will". The "employment period" and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

NOTE

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference:	I.C. § 33-512	Governance of Schools
	I.C. § 33-1210	Information on Past Job Performance

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TITLE: SUMMER GROUNDS/MAINTENANCE WORKER

QUALIFICATIONS

1. High school diploma or General Education Degree (GED)
2. Minimum experience in maintenance, cleaning methods and procedures, repairs, security, heating and ventilation, mechanical, care of carpet, cleaning, housekeeping, and proper handling of hazardous materials, electrical, and plumbing as determined by the Board
3. Knowledge of building codes, federal and state law, administrative rules, and Board policy pertaining to fire and safety
4. Have a working knowledge of budget procedures
5. Supervisory ability
6. Have a working knowledge of budget procedures and the ability to provide cost estimates for necessary upkeep, and to work within specific budget guidelines
7. Self-motivated
8. Works well under pressure and deadlines
9. Works well with students, staff, and the community
10. Excellent interpersonal, communication, and organizational skills

PRIMARY RESPONSIBILITY TO

Maintenance/Grounds Supervisor and Building Principal

JOB SUMMARY

To act as the summer grounds and maintenance worker at all buildings owned by the district.

MAJOR DUTIES AND RESPONSIBILITIES

Building & Grounds Maintenance

1. Establish a short and long range plan to maintain or improve the condition of district owned housing
2. Inspect each housing unit regularly and confer with building principals regarding building and grounds needs
3. Estimate the cost of repair projects in terms of labor, material and overhead
4. In times of vacancy, establish a process to make improvements as needed including winterizing houses
5. Make minor repairs, and report major repairs needed to the maintenance and grounds Supervisor
6. Arrange for and supervise maintenance work such as electrical, roofing, plumbing, fencing, asphalt, concrete, ceilings, and other work too extensive to personally complete
7. Respond to tenant concerns about items not in proper working order
8. Maintain records to allow the Board to remain informed about the number and status of maintenance and repair projects being done pursuant to permits
9. Keep sidewalks neat and safe at all times
10. Supervise those persons responsible to keep lawns mowed at unoccupied district housing
11. Maintain and adhere to a regular schedule for servicing all motors, filters, and other mechanical equipment requiring scheduled servicing

Other

1. Select the supplies, tools, equipment, and fuel to be used and maintains an appropriate inventory of them
2. Check invoices and prepare purchase orders monthly so bills will be paid on time
3. Keep an inventory of all district owned appliances
4. Complete reports and other records as required
5. Ensure that federal and state law, administrative rules, and Board policy pertaining to fire, safety, and environment are followed

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6. Apply for permits before beginning work that requires permitting and inspection by a licensed code official
7. Assume responsibility for his or her continuing professional growth and development through such efforts as attendance at inservices
8. Keep immediate supervisor informed of activities and any issues that may arise
9. Seek assistance should emergencies arise
10. Represent the school district in a positive manner
11. Know and follow school district policy and chain of command
12. Perform other duties as assigned

EVALUATION

Performance of this position will be evaluated annually by the maintenance/grounds supervisor and/or building principal in conformance with federal and state law, administrative rules, and Board policy.

TERMS OF EMPLOYMENT

This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

NOTE

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Legal Reference:	I.C. § 33-512	Governance of Schools
	I.C. § 33-1210	Information on Past Job Performance

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TITLE: CUSTODIAN

QUALIFICATIONS

1. High school diploma or General Education Degree
2. Minimum experience as determined by the Board in plant operation and maintenance, cleaning methods and procedures, repairs, security, heating and ventilation, care of carpet, cleaning, housekeeping, and proper handling of hazardous materials
3. Is familiar with material safety data sheets and asbestos abatement documents
4. Ability to perform long periods of standing; walking; climbing; stooping; kneeling; bending and twisting at the neck and trunk; moving of furniture; pushing/pulling items such as tables, bleachers, and scrubbing machines; frequent lifting of objects weighing up to fifty pounds and occasionally move objects weighing up to ninety pounds; and climbing ladders
5. Ability to use hands and fingers to handle or feel objects, to reach above the head and reach forward, to grasp tools
6. Ability and willingness to do general cleaning and minor repairs
7. Self-motivated
8. Works well under pressure and deadlines
9. Works well with students and staff
10. Excellent interpersonal, communication, and organizational skills
11. Maintain confidentiality of staff and students

PRIMARY RESPONSIBILITY TO

Maintenance/Grounds Supervisor and/or Night Shift Head Custodian

JOB SUMMARY

To provide students and staff with safe, clean, and comfortable school environment.

MAJOR DUTIES AND RESPONSIBILITIES

Inspecting Facilities and Readyng them for Use

1. Open and close the building each day and determine, before leaving, that all doors and windows are secured, and all appropriate lights are turned off
2. Check daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy
3. Operate heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to ensure economical use of fuel, water, and electricity
4. Conduct an ongoing program of general and preventative maintenance, upkeep, and repair, making minor repairs and reporting major repair needs, unsafe situation, vandalism, or other damage to school property promptly to the maintenance and grounds supervisor or night shift head custodian
5. Move furniture or equipment within the building as required for various activities and as directed

Other Building Maintenance

1. Clean classrooms, offices, the library, and the faculty room daily including dust mopping, vacuuming, dusting, and emptying waste baskets in these areas
2. Clean corridors after each school day, and during the day when their condition requires it
3. Clean and sanitize bathroom and locker room fixtures and floors daily, and replenish paper and soap

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supplies as needed

4. Clean and sanitize all fixtures including telephones, door handles, and drinking fountains daily
5. Clean the cafeteria dining areas after use
6. Clean all windows on both the inside and outside as scheduled
7. Identify maintenance problems and report larger problems to the appropriate person in a timely manner
8. Keep maintenance closets in a clean and tidy condition
9. Use supplies and chemicals properly and safely according to instructions on the labels of the manufacturer's containers

Grounds maintenance

1. Keep the building premises, including sidewalks, driveways, and play areas neat and clean at all times
2. Shovel, plow, salt, and sweep sidewalks, steps, driveways, and parking areas as necessary
3. Display the U.S. flag during school hours on days when school is in session
4. Perform grounds-keeping chores including grass-cutting, tree-trimming, leaf raking, and removal of litter
5. Perform summer work to include such tasks as cleaning out rain gutters and painting

Other

1. Communicate information and needed repairs to staff working the following shift for further follow up or repair
2. Obey all federal and state law, administrative rules, and Board policy pertaining to plant operation, fire, safety, and environment
3. Comply with all federal and state law, administrative rules, and Board policy pertaining to the storage and disposal of recyclables, trash, waste, and debris
4. Maintain and prepare work related records and reports as directed
5. Inform the maintenance and grounds supervisor or night shift head custodian of replacements in advance of need
6. Keep maintenance closets in a clean and tidy condition
7. May be required to wear a standard uniform selected by the district for security purposes
8. Remain on school premises for entire shift
9. Keep an inventory of supplies and equipment and inform the maintenance and grounds supervisor or night shift head custodian of replacements in advance of need
10. Assume responsibility for his or her continuing professional growth and development through such efforts as attendance at inservices
11. Seek assistance should emergencies arise
12. Represent the school district in a positive manner
13. Know and follow school district policy and chain of command
14. Perform other duties as assigned

EVALUATION

Performance of this position will be evaluated annually by the maintenance and grounds supervisor and/or building principal in conformance with federal and state law, administrative rules, and Board policy.

TERMS OF EMPLOYMENT

This position shall be considered in all respects "employment at will". The "employment period" and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

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