

ROSSVILLE CONSOLIDATED SCHOOL DISTRICT

2023-2024

HANDBOOK FOR CLASSIFIED STAFF

Childcare – Before & After School
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BOARD APPROVAL DATE

June 6, 2023

EFFECTIVE DATE

July 1, 2023

It is the policy of the Rossville Consolidated School District not to discriminate on the basis of race, color, religion, sex, national origin, or handicapping condition, including limited English proficiency, in its educational programs or employment policies as required by state and federal laws.

1. FINANCIAL COMPENSATION:

1.1. General Philosophy:

Staff members employed within the District are qualified when hired for a particular position. Once hired, the employee is expected to grow professionally within the duty assignment. The Board of Education shall establish the pay rate for classified employees.

1.2. Pay Rate:

JOB CLASSIFICATION	PAY RATE/HOURLY
Supervisor	17.25
AM Position	14.25
PM Position	12.75

1.3 Pay Schedule

Childcare workers shall be paid bi-weekly on a schedule fixed for all employees of the Board for the time worked as reported through the time clock.

1.4 Extracurricular Sponsors, Coaches, Volunteers, or Chaperones

A classified employee serving as an extracurricular sponsor, coach, volunteer, or chaperone for school groups or teams is not eligible for wage compensation for his/her classified position when the employee provides services for the District in such extracurricular capacity. Those positions will be paid for such services according to the extracurricular compensation schedule established through the Master Contract between the Rossville Consolidated School District and the Rossville Classroom Teachers Association. The employee recognizes that by taking extracurricular assignments or duties, their hourly classified staff wage will not be paid for the time the employee serves in the extracurricular capacity, including time spent in trips, meetings, or departure from the regular duties of this classified handbook.

2. WORK DAYS & HOURS:

The workdays shall be prescribed by and hours set by the Superintendent and within the parameters approved by the Board of Education.

2.1 Hours

2.1.1. AM Position

2.1.1.1. 6:30 a.m. - 7:45 a.m.*

*Time may be extended on school delay days

2.1.2. PM Position

2.1.2.1. 3:10 p.m. - 6:00 p.m. or until the last child is picked up*

*Time may be extended on early release days

3. EMPLOYEE CLASSIFICATION:

The Child Care worker shall be classified as an At-Will employee. This means that the employment is not for a specific duration and that the employee may be discharged from employment at any time, with or without cause, and without the right of hearing by or appeal to the Board of Education or any other entity. The employee may also terminate their employment upon two weeks' advance notice to their supervisor.