

AGREEMENT

BETWEEN

**BOARD OF EDUCATION MOUNT PLEASANT
CENTRAL SCHOOL DISTRICT**

AND

**MOUNT PLEASANT SCHOOL RELATED
EMPLOYEES ASSOCIATION**

JULY 1, 2020 - JUNE 30,2027

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Civil Service Descriptions: Teacher Aide; School Monitor

Evaluation Form

This Agreement is made by and between the Board of Education, Mount Pleasant Central School District (hereinafter referred to as the “Board” or “District”) and the Mount Pleasant School Related Employees Association, Local 4857, NYSUT, AFT, AFL-CIO (hereinafter referred to as the “Union”).

SECTION ONE

- 1.1 Definitions.** As used herein, the following terms shall have these meanings: “Aide” or “Monitor” means members of the negotiating unit defined in paragraph 1.2 below. The Civil Service job descriptions for Teacher Aide and School Monitor are attached hereto for reference purposes only; said job descriptions cannot be grieved.
- 1.2 Recognition.** The Mount Pleasant Central School District Board of Education, having determined that the Mount Pleasant School Related Employees Association is supported by a majority of the Aides and Monitors in a unit composed of all School Related Employees hereby recognizes the Association as agent for the personnel in such unit. Such recognition shall be for the maximum period allowable under section 208 of the Public Employees Fair Employment Act.
- 1.3 No-Strike.** The Union agrees that neither it nor the employees it represents shall engage in any strike, work stoppage, or other concerted refusal to work. The Union further agrees that it shall not cause any strike, work stoppage, or other concerted refusal to work.
- 1.4 Duration.** The term of this Agreement shall be for seven (7) years; July 1, 2020 through June 30, 2027.
- 1.5 Priority of Agreement.** Where the provisions of this Agreement are in conflict with District policy or individual unit agreements, this agreement shall govern except as provided by law.
- 1.6 Effect of Agreement.**
 - A.** This agreement shall supersede all rules, regulations or practices of the Board, which shall be contrary to or inconsistent with its terms.
 - B.** If any provision of the Agreement shall be found contrary to law, such provisions shall not be deemed valid or subsisting except as permitted by law, and all other provisions will continue in full force and effect.
- 1.7. Board Rights.** Except as specifically and expressly modified by the terms of this Agreement, the Board retains the sole and exclusive right to manage, direct and supervise the affairs of the District and the exercise of such right shall not be subject to the grievance procedure or arbitration procedure set forth in this agreement. Additionally, the District maintains the option to utilize contracted or District-hired security guard personnel to fill vacancies for school monitor positions at front desks both temporarily and permanently for security purposes.
- 1.8. Ratification.** No final agreement shall be executed without ratification by the Union and the Board. It is agreed by and between the parties that any provision of this agreement requiring legislative action to permit its implementation by amendment of law or by providing the additional funds therefore, shall not become effective until appropriate legislative body has given approval.

1.9. Dues/Agency Fee.

- A. The District agrees to deduct dues for membership in the local Union which is recognized by the Board as the bargaining unit plus other professional affiliates from salary payments as authorized in writing by individual members of the Unit and requested by the Union. Unit members shall waive all right and claim for said monies so deducted and transmitted in accordance with the authorization and relieve the Board and all of its Officers for any liability therefore.
- B. Dues shall be deducted in 15 installments beginning with the first salary payment of October. The dues so deducted will be forwarded to the Treasurer of the Union no later than five school days following the date of deduction from the Unit member's paychecks.
- C. The Union agrees to indemnify the School District and hold it harmless under the law, provided there has been an accurate transmission of dues to the Union.

SECTION TWO

2.1 Right of Representation. Employees shall have the right to be represented by the Union to negotiate collectively with the District in the determination of the wages, hours, terms and conditions of employment and grievance procedures.

2.2 Non-discrimination.

- A. Neither the District nor the Union will discriminate against Aide or Monitor with respect to hours, wages, or any terms or conditions or employment by reason of membership or non-membership in the Union, participation or non-participation in the Union, including collective negotiation with the District, or the institution in good faith of any grievance, complaint or proceeding under the Agreement with respect to any terms or conditions of employment.
- B. This Agreement and the rate of pay, hours and terms and conditions of employment hereunder shall be applied in a fair and equitable manner and shall be without regard to race, creed, religion, color, national, origin, age, sex or marital status, except as such conditions may constitute bona fide occupational or assignment qualifications.

2.3 Sick Leave.

- A. A unit member must complete five months of acceptable service before being eligible for sick and personal time.
- B. Newly employed members of the Unit will be granted eight (8) sick days per year. Employees having completed three (3) years of service will be granted ten (10) sick days per year. Employees having completed nine (9) years of service shall be granted fourteen (14) sick days per year. The superintendent may request medical certification for absence exceeding 5 consecutive days.
- C. Employees may accumulate up to a maximum of fifteen (15) unused sick leave days for future use only. Effective July 1, 2020, employees shall be permitted to accumulate up to a maximum of fifty (50) unused sick leave days for future use only. Effective July 1, 2023, employees shall be permitted to accumulate up to a maximum of sixty (60) unused sick leave days for future use only.

1. Effective July 1, 2023, those unit members who retire from the District with fifteen (15) or more years of service in the District and retire directly into the NYS Employees Retirement System (ERS), are eligible for payment of unused sick leave days in the following manner:

1-34 unused sick leave days = \$0 (Teacher Aides & School Monitors)

35-60 unused sick leave days = \$50 per day (Teacher Aides)

35-60 unused sick leave days = \$25 per day (School Monitors)

- D. Consistent attendance is a mandatory part of employment with the District. Attendance will be reviewed annually and documented on an individual's evaluation. Those unit members with a pattern of poor attendance will be subject to progressive discipline and his/her continued employment will be at risk, in accordance with any applicable disciplinary procedures.
- E. Family Sick Leave- Unit members shall be permitted to use no more than twelve (12) days of accrued sick leave days each year for the purposes of caring for a family member suffering from an illness. For the purposes of this benefit "family" shall be defined as husband, wife, domestic partner or dependent children. Unit members shall be required to submit a doctor's note that includes information relating to a diagnosis of the family member's medical condition including symptoms, regime of continuing treatment and prognosis for return to work or re-evaluation. Said doctor's note shall be submitted after three (3) consecutive work days of absence in the case of family illness. Effective July 1, 2023, "parent(s)" shall be included in the definition of family. Additional time may be granted at the sole discretion of the Superintendent.

2.4 Long Term Illness.

- A. All Unit members who are not otherwise eligible for leave under the Family Medical Leave Act (FMLA) and who are regularly scheduled to work five (5) hours or more per day (25 hours or more per week) and ten (10) or more months per year shall be entitled to up to twelve (12) weeks of unpaid leave per school year.
- B. In order to qualify for this leave the Unit member must meet the above eligibility requirements for both the school year in which the request is made as well as the prior school year. Unit member shall be entitled to request such leave provided the reasons for said leave are a result of the Unit member being personally involved in a catastrophic accident or prolonged or chronic illness or disability or having an immediate family member involved in a catastrophic accident or prolonged or chronic illness or disability. Said leave shall not be granted for elective surgeries. Unit members shall be eligible to use his/her accumulated sick leave during the period of the leave.
- C. The Unit member shall, upon request from the Superintendent of Schools, provide medical documentation to substantiate said catastrophic accident, prolonged or chronic illness or disability.

2.5 Weather Emergency. When schools are closed due to weather emergency, Aides and Monitors will receive regular compensation for that date.

2.6 Personal Days. Each Unit member shall be granted two (2) personal leave days. Unit members shall be required to provide a reason for one (1) of the two (2) personal days. Additional days may be granted at the discretion of the Superintendent of Schools upon

written application to the Superintendent. Personal leave days are granted for the purpose of attending to urgent personal business which cannot be done on a day or time other than that on which school is in session (example: graduation; essential legal transactions; hospitalization of family member; etc.). Personal leave days cannot be used for vacation and/or recreational purposes. Any unused personal days at the end of the school year, may be rolled over into the Unit Member's accumulated sick leave, up to the maximum of fifteen (15) accumulated days.

- 2.7 Jury Duty.** The District will pay regular compensation. Employees will turn over to the District any pay for Jury Duty except travel expenses. Unit members shall defer jury service during the school year to the extent permitted by law.
- 2.8 Employee Related Education/Training.** The District will support appropriate attendance with the approval of the Superintendent of School at employee-related in-service and training opportunities. Attendance on regular school days will be compensated at the normal rate. In-service at District expense will be provided as determined by the District. Members of the bargaining unit may be required to participate in professional development and/or Superintendent Conference days for professional development at their regular rate of pay. Members of the bargaining unit shall be given reasonable notice of the required days of participation in professional development and/or Superintendent Conference Days.
- 2.9 Holidays.** Unit members shall be granted the following seven (7) paid holidays: Columbus Day; Veterans Day; Thanksgiving Day; Christmas Day; New Year's Day; Presidents' Day; and Memorial Day. Effective July 1, 2023, the parties acknowledge that these paid holidays are subsumed in the annual compensation of unit members and no additional monies, other than what is set forth in this Agreement, shall be provided to unit members for Holidays.
- 2.10 Bereavement Leave.** Four days leave will be granted for death in immediate family (parent, spouse, child, sibling, mother/father-in-law, grandparent). One day leave will be granted for death in intermediate family (uncle, aunt, nephew, niece, cousin, brother/sister-in-law). A unit member may be granted, at the sole discretion of the District, one (1) day of paid bereavement leave for a deceased person other than immediate or intermediate family member as defined above, subject to the unit member demonstrating, in writing, a close personal relationship with the deceased. In the event said paid day is not approved said unit member will be granted one (1) day of unpaid bereavement leave for a deceased person other than immediate or intermediate family.
- 2.11 Appointment Notification.** (a) The District intends to employ all members of the bargaining unit in the following year unless the unit member is given notice to the contrary by the 1st of June. (b) Each member of the bargaining unit who will be employed in the following year shall be given written notice of the number of anticipated hours of work per week the District intends to schedule him/her for by the 1st of June. (c) The District will make every effort to schedule members of the bargaining unit in accordance with the notices provided pursuant to sub-section (b) above. (d) It is understood and agreed that the actual number of Teacher Aides and Monitors employed and the number of Teacher Aide and Monitor work hours available per week in any year are matters within the sole discretion of the District and are subject to revision due to enrollment, budgetary considerations and programmatic needs. (e) All members of the bargaining unit shall be informed of their actual duty assignment and schedule for the school year no later than the first day that Unit Members are required to report for the school year.

- 2.12 Health Insurance.** Employees may participate in the School District Plan at the full expense of the employee.
- 2.13 Part-Time Employee Benefits.** Unit members working 0.5 FTE or greater shall receive a prorated portion of the benefits received by full-time employee based upon the part-time employee’s applicable workday. Employees working less than 0.5 FTE shall not be eligible for benefits. Notwithstanding the foregoing, the parties herewith acknowledge that the one unit member currently working less than a 0.5 FTE assignment shall continue to receive a prorated portion of the benefits received by full-time employees based upon said employee’s applicable workday. Upon said employee’s separation from employment, no unit member working less than a 0.5FTE assignment shall be eligible for any benefits.
- 2.14 Probationary Period.** All probationary appointments shall be in accordance with Civil Service Law. To that end, beginning with their initial appointment into a position within the bargaining unit, all members of the bargaining unit shall be classified as probationary employees for a period of one year. Members of the bargaining unit employed beyond their probationary period shall be classified as permanent employees. All members of the bargaining unit are civil service employees and their entitlement, if any, to Section 75 rights is governed by the Civil Service Law. Teacher Aides are members of the non-competitive class; Monitors are members of the Labor class.

SECTION THREE

Salary Compensation. The hourly rate for Teacher Aides and Monitors shall be in accordance with the schedules set forth below.

Step	School Monitors		
	2020-2021	2021-2022	2022-2023
1	\$16.23	\$16.31	\$16.51
2	\$16.83	\$16.92	\$17.13
3	\$17.49	\$17.57	\$17.79
4	\$18.14	\$18.23	\$18.46
5	\$18.45	\$18.54	\$18.77
6	\$18.80	\$18.90	\$19.14
7	\$19.07	\$19.17	\$19.41

Step	Teacher Aides		
	2020-2021	2021-2022	2022-2023
1	\$17.79	\$17.88	\$18.10
2	\$18.46	\$18.55	\$18.78
3	\$19.26	\$19.35	\$19.59
4	\$20.27	\$20.37	\$20.62
5	\$21.30	\$21.40	\$21.67
6	\$22.02	\$22.13	\$22.41

7	\$22.73	\$22.85	\$23.14
8	\$23.39	\$23.50	\$23.79
9	\$23.82	\$23.94	\$24.24
10	\$24.30	\$24.42	\$24.73
11	\$24.64	\$24.77	\$25.08
12	\$25.00	\$25.13	\$25.44

Effective July 1, 2023, School Monitors and Teacher Aides hourly rate schedules shall be converted to an annualized contractual salary based on 185 working days. The following annual salary amounts shall be applicable:

Step	School Monitors			
	2023-2024	2024-2025	2025-2026	2026-2027
1	\$21,044	\$21,465	\$21,895	\$22,333
2	\$21,835	\$22,271	\$22,717	\$23,171
3	\$22,676	\$23,130	\$23,592	\$24,064
4	\$23,530	\$24,001	\$24,481	\$24,970
5	\$23,925	\$24,404	\$24,892	\$25,390
6	\$24,397	\$24,885	\$25,382	\$25,890
7	\$24,741	\$25,236	\$25,740	\$26,255

Step	Teacher Aides			
	2023-2024	2024-2025	2025-2026	2026-2027
1	\$23,071	\$23,533	\$24,003	\$24,483
2	\$23,938	\$24,417	\$24,905	\$25,403
3	\$24,970	\$25,470	\$25,979	\$26,499
4	\$26,283	\$26,809	\$27,345	\$27,892
5	\$27,622	\$28,174	\$28,738	\$29,312
6	\$28,565	\$29,136	\$29,719	\$30,313
7	\$29,495	\$30,085	\$30,687	\$31,301
8	\$30,324	\$30,930	\$31,549	\$32,180
9	\$30,898	\$31,515	\$32,146	\$32,789
10	\$31,522	\$32,153	\$32,796	\$33,451
11	\$31,968	\$32,608	\$33,260	\$33,925
12	\$32,427	\$33,076	\$33,737	\$34,412

Unit members hired prior to July 1, 2023 shall receive the following non-cumulative lump-sum payments on or before June 30, 2024, June 30, 2025, June 30 2026 and June 30, 2027:

Step	School Monitors	Teacher Aides
1-4	\$812	\$896
5-8	\$888	\$1,057
9-12	N/A	\$1,156

Effective June 30, 2027, the aforementioned lump-sum payments will be added to the base salaries of all employees hired prior to July 1, 2023 before applying any negotiated salary increases.

3.2 Special Assignments. Teacher Aide(s) regularly assigned by the Director of Special Education to assist student(s) with toileting, changing diapers, or other similar student health needs will receive an annual stipend of \$1,500. Should an employee work less than thirty (30) hours per week, the foregoing stipend should be prorated accordingly. The Director of Special Education shall first consider volunteers for the above referenced positions prior to making the annual assignments. The District agrees that said stipend shall not be “split” amongst more than one (1) Teacher Aide at a time. Effective July 1, 2023, the toileting stipend shall increase to \$1,650. In the event that the regularly assigned Teacher Aide is absent and unable to complete his/her assignment on a particular day, any Teacher Aide or School Monitor who is assigned on an incidental basis to complete the special assignment for the school day, shall receive an additional twenty dollars (\$20.00) for performing said substitute special assignment.

3.3 Unit members shall advance one step annually until the maximum salary step is attained.

3.4 When a Teacher Aide or monitor is hired prior to February 1, he or she shall receive a contractual step hourly increase as of September of the following school year. When a Teacher Aide or Monitor is hired after February 1, he or she shall remain at his or her current hourly scale until the following September.

3.5 Longevity. A non-compounding longevity amount will be added to the employee’s hourly rate of pay based on their years of service with the District as a Monitor or Teacher Aide according to the following schedule:

Commencing with the following years of service	2020-2021	2021-2022	2022-2023
10	\$0.00	\$0.15	\$0.30
15	\$0.80	\$0.95	\$1.10
20	\$1.00	\$1.15	\$1.30

Effective July 1, 2023, longevity shall be paid in the following annual non-compounding amounts:

Commencing with the following years of service	2023-2024	2024-2025	2025-2026	2026-2027
10	\$550	\$561	\$572	\$584
15	\$1,600	\$1,632	\$1,665	\$1,698
20	\$1,900	\$1,938	\$1,977	\$2,016

3.6 Substitute Teacher Coverage. In the event that a Teacher Aide is asked to cover a class by the Building Administrator, for an instructional period, the individual will be compensated at the rate of \$20 per period for the coverage as "teacher" to a maximum of the current per diem substitute teacher rate. Every effort will be made by the Building Administrator to make substitute opportunities available to all Classroom Aides within the building.

3.7 Request for Transfer in Title. In the event that a Teacher Aide requests a transfer to a School Monitor position, or a School Monitor to a Teacher Aide position, the hourly rate will be determined based upon the existing salary schedule in effect at that time.

3.8 Annualized Wages. Teacher Aides and School Monitors who work consistent hours per shall: (a) have their wages annualized; (b) be paid every other Wednesday; and (c) effective July 1, 2012 have the option to receive their pay on the ten-month plan or the twelve-month plan. If the twelve-month plan is selected, the final payment shall be made at the end of the school year. Notwithstanding the above, the District may implement a semi-monthly pay frequency provided the District is successful in revisiting the pay periods for the District's other bargaining units. Effective July 1, 2020, or at any time thereafter, the District reserves the right to implement a requirement for direct deposit for all unit members.

3.9 Bus Monitor Duty. Effective July 1, 2023, those Teacher Aides and School Monitors assigned to perform bus monitor duties shall be compensated at the rate of \$35.00/hour.

SECTION FOUR

4.1 Evaluation. Members of the bargaining unit will be evaluated annually using the form attached hereto as Exhibit 1.

4.2 Calendar and Hours. Calendar and Hours will be determined by the Building Administrator based upon program economies, and student need with the approval of the Superintendent of Schools.

4.3 Layoff. In the case of reduction of staff, all layoffs will be made after seniority and experience are considered. Any reduction in force will only occur after consultation with the Superintendent and Union President.

SECTION FIVE

5.1 Grievance Procedures.

- A. Definition.** A “grievance” is a complaint by any unit member or group of unit members of the school related employees association concerning an alleged misinterpretation or misapplication of an express provision of this agreement
- B. Intent.** It is the intent of the parties that all grievances shall be resolved at the lowest level possible.
- C. Decisions.** Decisions rendered at each step of the grievances shall be in writing, set forth the decision and the supporting reason therefore, and will be promptly transmitted to the Mount Pleasant SRP representatives processing the grievance and to the employee(s) initiating the grievance.
- D. Time Limits:**
 - 1. Days referred to this procedure shall mean working days.
 - 2. If the grievant(s) do not adhere to the prescribed time limits, the grievance shall be considered settled by the position of the employer at the last level. If the employer doesn’t adhere to the time limits, the grievance shall automatically move to the next highest level.
 - 3. The time limits specified for either party may be extended by mutual agreement.

5.2 Level One.

- A.** A grievance of an employee(s) or Association shall be presented, in writing, on the agreed upon grievance form (appendix A.) to the immediate supervisor (Building Principal) within twenty (20) working days from when the employee knew or should have known of the act or occurrence that gave rise to the grievance.
- B.** Within ten (10) days of the receipt of a written grievance, the immediate supervisor will schedule a grievance meeting and render a written decision within (10) days from the grievance meeting.

5.3 Level Two

- A.** If the grievance is not resolved at Level One, the grievant(s)/Association shall have ten (10) working days to appeal to the Superintendent of his /her designee.
- B.** Within ten (10) days of appeal to Level Two, a grievance meeting shall be held and a written decision will be sent to the grievant(s) and the Association within ten (1) days of the meeting.

5.4 Level Three.

- A.** In the event such grievance is not resolved at the preceding step of the grievance procedure within ten (10) working days from such presentation, then the Unit or the employee shall present the same in writing to the Board of Education.
- B.** Within fifteen (15) days of appeal to Level Three, a grievance meeting shall be held and a written decision will be sent to the grievant(s) and the Association within ten (10) days of the meeting.

5.5 Level Four. Within ten (10) days after receipt of the Board's decision, an appeal may be taken to arbitration under the rules for voluntary arbitration of the American Arbitration Association by filing a written demand for Arbitration with the Board of Education, with a copy of the Superintendent of Schools and the American Arbitration Association. The selected impartial arbitrator will have authority only to decide if the contract has been violated. The arbitrator shall have no power or authority to order any remedy of to make any decision which is contrary to law or rules or regulations having the force and effect of law or which in anyway varies or modifies any of the terms of this Agreement. The decision and remedy of the arbitrator, if made in accordance with his jurisdiction and authority under this agreement shall be final and binding upon the parties to the dispute. The costs for services of the arbitrator, including expenses, if any, will be borne equally by the Board and the Union.


5.6 Miscellaneous.


- A. An employee grievant may be represented at all stages of the grievance procedure by a representative of the Association.
- B. The Association has the right to be in attendance and to present its views at any and all employee grievance conferences.
- C. An Appeal to arbitration of an employee grievance may only be taken by the Association.

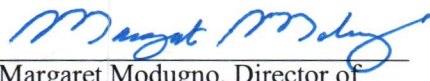
In witness thereof, the parties have hereunto set their hands as of the day and year first above written.


**MOUNT PLEASANT CENTRAL
SCHOOL DISTRICT**

**MOUNT PLEASANT SCHOOL RELATED
EMPLOYEES ASSOCIATION**

By: 
Dr. Peter Giarrizzo, Superintendent
Date: 6/14/2024

By: 
Ermina Lizarzaburu, President
Date: 6/14/24

By: 
Margaret Modugno, Director of
Business Administration
Date: 6/14/24

By: 
Janice Dunne
Date: 6/18/24

TEACHER AIDE

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of a certified teacher or school administrator, an incumbent is responsible for performing non-instructional duties to assist certified teachers in a classroom setting. An incumbent relieves certified teachers of routine duties related to the learning process which can be performed by non-professional personnel. Incumbents of this position may be employed as a one-on-one Teacher Aide assigned to assist a student with special needs. The duties of this class differ from those of School Monitor due to the more complex nature of the assignments that are performed. Duties of the School Monitor are generally quite limited in scope whereas those of the Teacher Aide often times require specific skills or abilities. Supervision is not a responsibility of this class. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Provides assistance in direct support of a teacher in such matters as checking homework or examination papers, averaging grades, checking attendance, collecting money, preparing charts, making up lists, maintaining classroom files, preparing dittos, operating duplicating machines, etc.;

Provides physical aid to the teacher in such areas as maintaining bulletin boards, making posters, obtaining and returning reference materials, distributing various materials and supplies, setting up audio-visual, computer, television and laboratory presentations, giving personal physical assistance to individual children (clothing, feeding, wash-up, bathroom) as required.;

Assists in proctoring and other tasks related to the administration of examinations;

May be assigned to work with children with disabilities as a one-on-one aide, providing assistance with taking notes, helping with mobility issues, assisting with personal care issues, accompanying student on school bus and helping them to get on and off the bus, etc.;

May provide assistance to students with various disabilities in use of technology and equipment adaptation to facilitate learning, mobility and/or communication;

May maintain order and discipline in the temporary absence of the teacher or in the classroom, hallways, lunchrooms, etc., on either a regularly assigned or occasional basis.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Working knowledge of classroom routine; working knowledge of technology and equipment used in a classroom setting; skill in dealing with children and youth; ability to establish good working relationships with students, parents, school personnel and the general public; ability to maintain discipline; ability to understand and follow oral and written instructions; ability to communicate effectively; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; clerical aptitude; good judgment; resourcefulness; tact; courtesy; dependability; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma.

NOTE: School Districts may require basic certifications (i.e., CPR, First Aide, etc.) for Teacher Aides who are assigned to special needs students as a one-on-one Teacher Aide. The appointing authority is responsible for verifying and ensuring that the candidate has and maintains these certification(s), if required.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:
In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

SCHOOL MONITOR

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, an employee in this class performs a variety of non-teaching duties requiring the exercise of good judgment and the ability to get along well with children, youths, and/or young adults. The incumbent in this class is responsible for the supervision of students and student activities and for maintaining order in school buildings, school district public libraries, on school grounds and playgrounds, and at street crossings. Work requires the employee to be able to maintain discipline among students in a courteous but firm manner. This class differs from that of Teacher Aide in that the latter assists teachers in a classroom setting, while the School Monitor generally functions outside the classroom maintaining order. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Oversees and monitors student behavior by walking hallways, campus grounds, locker rooms, and cafeteria to ensure students are proceeding to their classes in an orderly manner;

Oversees and monitors behavior of children, youth and/or young adults in a library setting, if assigned to a school district library;

Helps maintain order in classrooms, library, gymnasiums and on school grounds by removing students in the event of unruly behavior;

Takes attendance and searches for students who are on campus but not in assigned class;

Issues passes to students who are late to class;

Greets visitors to campus, ascertains their business, issues a pass and directs the individual(s) to the proper location;

Guides students safely across streets and intersections;

Controls traffic while school buses are arriving and departing;

Aids students in lower grades with wearing apparel;

May assist teachers with supervision during recess and lunch periods;

May have charge of rest periods;

May function as a representative for students to bring issues/concerns to the attention of teachers, counselors, and administration.

May render elementary first-aid treatment;

May have charge of supplies and equipment for locker rooms and swimming pools;

May occasionally perform miscellaneous manual clerical duties such as filing and making photocopies;

May function as a "guide" for members of the community who wish to tour a school district's campus and/or classes;

EXAMPLES OF WORK: (Continued)

When Assigned in Special Act School Districts:

Monitors interactions between students, intervening when a situation appears to require it, by providing crisis prevention and intervention, for example, when a disagreement appears to be escalating into a physical altercation;

Provides crisis prevention and intervention where appropriate;

Assists staff in crisis prevention;

Prepares and maintains routine event records and daily and weekly logs, including attendance, incident reports, AWOLS, Out of Program students, time outs, etc.;

Maintains a controlled environment for students and staff in the school buildings and campus;

May participate in escorting or transporting assigned students between classes, within the school, on the grounds or to other areas;

May testify at Superintendent's hearings, as required;

May perform other related duties as assigned by school administrators.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Skill in dealing with children and youths with behavioral and/or emotional problems; ability to gain and hold the confidence of, and to maintain a patient and understanding attitude toward students; ability to maintain order in classrooms/library and to enforce school regulations with firmness, tact, and impartiality; ability to establish good working relationships with students, parents, school personnel and the general public; ability to successfully complete therapeutic crisis intervention training; ability to keep simple records and to make reports; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; ability to understand and follow oral and written instructions; ability to administer basic first aid; good judgment; mental alertness; good powers of observation; tact and courtesy; physical condition commensurate with the duties of the position.

MINIMUM TRAINING AND EXPERIENCE: None, but experience in overseeing the activities of children and/or teenagers is desirable. Preference may be given to applicants possessing a Therapeutic Crisis Intervention Certificate.

SPECIAL REQUIREMENTS:

1. Depending on assignment, must successfully complete Therapeutic Crisis Intervention Training.
2. Depending on assignment, possession of a valid license to operate a motor vehicle in New York State.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

**MOUNT PLEASANT CENTRAL SCHOOL DISTRICT
Related Employees Annual Performance Evaluation**

Name: _____ Position Title: _____

Location: _____ Report Period: From: _____ To: _____
Mo/Yr Mo/Yr

PERFORMANCE RATING:

- EE Exceed expectations (Exceeds requirements of position)**
- ME Meeting expectations (Meets requirements of position)**
- NI Need improvement (Inconsistent work expectations)**
- U Unsatisfactory (Fails to meet requirements of position)**
Consistent deficiency in performance must have been
discussed with employee twice prior to final determination.
- NA Not applicable**

I. WORK PERFORMANCE

Quality of Work

- _____ Demonstrates the knowledge and skills to handle day-to-day job duties.
- _____ Work is accurate, neat and complete.
- _____ Shows respect to others and answers questions appropriately.
- _____ Work performed meets requirements of position in accordance with the Civil
- _____ Service job description (attached).

Quantity of Work

- _____ Conscientious in following up and meeting deadlines as set by teachers and
- _____ building administrator.
- _____ Completes daily job assignments in allotted time.
- _____ Follows procedures accurately.

Work Habits and Attitudes

- _____ Demonstrates good understanding of work to be performed.
- _____ Plans and prioritizes work.
- _____ Exercises good judgment.
- _____ Learns and applies new ideas, procedures and techniques.
- _____ Shows interest in work performed.
- _____ Adapts readily to emergency situations.

II. WORK RELATIONSHIPS

- _____ Works harmoniously with others.
- _____ Accepts constructive criticism and suggestions.
- _____ Exercises tact.
- _____ Ability to relate in a positive manner to administration.
- _____ Ability to relate in a positive manner to staff.
- _____ Ability to relate in a positive manner to students, parents and community.

I. RELATIONS WITH SUPERVISOR

- _____ Continues work in absence of close supervision.
- _____ Complies with written and oral instruction.
- _____ Readily adapts to requested work assignments.
- _____ Can shift priorities and maintain smooth operation of other tasks while doing so.
- _____ Makes routine decisions without waiting for direction.
- _____ Can be depended upon to act appropriately and cover all facts of assignment.
- _____ Seeks advice and feedback when appropriate.
- _____ Maintains confidentiality.

II. ATTENDANCE

- _____ Arrives to work on time.
- _____ Has a good attendance record.

OVERALL PERFORMANCE RATING: _____

Evaluator's Name: _____

Title:

Evaluator's Signature: _____

Date: _____

TEACHER AIDE/MONITOR: I have read this evaluation and understand I have the right to attach an addendum.

Teacher Aide/Monitor Signature: _____

Date: _____

**PERIODIC PERFORMANCE REPORT FOR NON-TEACHING PERSONNEL
COMMENT SECTION**

SUPERVISOR'S COMMENTS: _____

EMPLOYEE'S COMMENTS: _____

Employee Signature: _____ Date: ____/____/____

Evaluator Signature: _____ Date: ____/____/____