

**BOARD OF EDUCATION**

**POLICIES**

**SECTION G**

**PERSONNEL**

**GA - PERSONNEL POLICY GOALS**

The personnel employed by the Board are a very important resource for effectively conducting a quality educational program. The District's program functions best when it employs properly certified or licensed personnel, conducts appropriate staff development activities and establishes policies and working conditions that are conducive to high morale and enable each staff member to make the fullest contribution to District programs: and services. The goals of the personnel program include:

1. developing and implementing those strategies and procedures for personnel recruitment, screening and selection, which result in employing the best available candidates: those with the highest capabilities, strongest commitment to quality education and greatest probability of effectively implementing the educational program
2. developing a general assignment strategy, which makes the greatest contribution to the educational program, and using it as the primary basis for determining staff assignments;
3. providing positive programs of staff development designed to contribute both to improvement of the educational program and to each staff member's career development aspirations;
4. providing for a genuine team approach to education, including staff involvement in planning, decision making and evaluation;
5. developing and using for personnel evaluation positive processes that contribute to the improvement of staff capabilities and assist in making employment decisions and encouraging all employees to be cognizant of their roles in instilling ethical principles and democratic ideals in all students

## **GBA EQUAL EMPLOYMENT OPPORTUNITY**

The District provides equal opportunities for employment, retention and advancement of all personnel.

This Board encourages all personnel to assist in the accomplishment of this goal through their personal commitment to the concept of equal opportunity for personnel regardless of race, color, national origin, ancestry, citizenship status, religion, sex, economic status, age, military status or disability.

Re-adopted by Revision: January 15, 2004

Revised: July 25, 2008; March 17, 2011

## GBAA VERIFICATION OF EMPLOYMENT ELIGIBILITY

The Indian Creek Local Board of Education will comply with all aspects of the Immigration Reform and Control Act of 1986. The Board will delegate to the Superintendent or his/her designee the responsibility of establishing procedures to assure compliance with this Act.

Federal law requires that all employers and employees, hired after November 6, 1986, complete an Employment Eligibility Verification Form (Form I-9) provided by the U.S. Immigration and Naturalization Service. All such employees must provide documents that establish both identity and employment eligibility in order for Form I-9 to be completed and signed by both the employee and the School District official.

The Employment Eligibility Verification Form (Form I-9) must be retained for three (3) years or for one (1) year past the end of the employment of an individual, whichever is longer. Such forms must be made available for inspection to an Immigration and Naturalization Service (INS) or Department of Labor (DOL) officer upon request.

In order to comply with federal law, the following verification of employment eligibility procedures will apply:

### Completion of Form I-9

The Superintendent or his/her designee will have the following employees complete Form I-9:

1. Persons hired after May 31, 1987--Form I-9 must be completed within three (3) business days of the date of the hire. If an individual is employed for less than three (3) days, the form must be completed before the end of the employee's first working day.
2. Persons hired between November 7, 1986, and May 31, 1987--Form I-9 must have been completed before September 1, 1987.

The following individuals do not need to complete Form I-9:

1. Persons hired before November 7, 1986.
2. Persons hired after November 6, 1986, who left employment before June 1, 1987.
3. Persons who provide labor to this District but who are employed by a contractor providing contract services.
4. Persons who are independent contractors.

The Superintendent or his/her designee is also responsible for reverifying employment eligibility of employees whose employment eligibility documents carry an expiration date.

### Acceptable Documents for Verifying Employment Eligibility

All employees hired after November 6, 1986, will need to provide a document or documents that establish identity and employment eligibility. The following lists identify acceptable documents:

#### LIST A

Documents That Establish Identity and Employment Eligibility:

1. United States Passport.
2. Alien Registration Card (INS Form I-151) or Resident Alien Card (INS Form I-551), provided that it contains a photograph of the bearer, is evidence of authorization of employment in the United States, and contains security features to make it resistant to tampering, counterfeiting, and fraudulent use.
3. Other document designated by the U.S. Attorney General.

#### LIST B

Documents that Establish Identity:

For individuals sixteen (16) years of age or older:

1. State-issued driver's license or state-issued identification card containing a photograph. If the driver's license or identification card does not contain a photograph, identifying information relating to the individual should be included, such as name, date of birth, sex, height, color of eyes, address, or other information as determined by the Attorney General.

For individuals under age sixteen (16) who are unable to produce one (1) of the documents listed above:

2. Documentation of personal identity as determined by the Attorney General.

LIST C

Documents That Establish Eligibility:

1. Social Security number card, other than one (1) that has printed on its face "not valid for employment purposes."

Note: This must be a card issued by the Social Security Administration; a facsimile (such as a metal or plastic reproduction that people can buy) is not acceptable.

2. Other documents specified by the U.S. Attorney General.

Retention of Employment Eligibility Verification Form (Form I-9)

The Superintendent or his/her designee must retain Form I-9 for three (3) years or for one (1) year past the end of the employment of the individual, whichever is longer. Such forms will be retained in a separate file and shall be considered to be confidential and used only for employment eligibility verification purposes.

Preparation of Documents for Inspection

U.S. Immigration and Naturalization Service (INS) or Department of Labor (DOL) Officers are required to give employers three (3) days advance notice before an inspection. The Superintendent or his/her designee will assemble the I-9 forms in preparation for the inspection. Failure to provide the I-9 forms could result in civil money penalties for each employee for whom the form was not completed, retained, or presented.

Re-adopted by Revision: January 15, 2004

Legal Reference:

Immigration Reform and Control Act of 1985, 8 USC 1324 a et.seq.

**GBAB REPORT OF NEW HIRES**

In compliance with the provisions of O.R.C. §§3121.89-3121.8911, the Superintendent or designee shall report, in writing, to the Ohio Department of Job and Family Services the hiring, rehiring, or return to work as an employee of a person who resides, works or will be assigned to work in Ohio and to whom the Board anticipates paying compensation. For the purposes of this policy, an employee is an individual who provides services for compensation to the Board, including an individual who provides services as an independent contractor, and who is an individual, the sole shareholder of a corporation, or the sole member of a limited liability company. This report shall be made not later than twenty (20) days after the date on which the Board hires or rehires an employee or the employee returns to work, and the report shall include the following:

- A. The employee's full name, address, date of birth, social security number, and date of hire, rehire, or return to work;
- B. The employer's name, address, and federal employer identification number.

The Superintendent or designee may make the required report by submitting a copy of each employee's W-4 tax form, a form provided by the Department of Job and Family Services, or any other hiring document or data storage device or mechanism the Department authorizes by mail, fax, magnetic or electronic means. The information shall be sent to the Ohio New Hire Reporting Center, P.O. Box 15309, Columbus, Ohio 43215-0309.

Adopted: September 23, 2003

Re-adopted by Revision: January 15, 2004

**GBAC CRIMINAL RECORDS CHECK**

The Board recognizes that it is not only important to employ highly qualified and competent personnel, but also individuals who are good, moral, and law-abiding citizens themselves.

Accordingly, the Superintendent, or his/her designees, shall cause all job candidates being recommended to the Board to undergo criminal records checks conducted by the Bureau of Criminal Identification and Investigation (BCI&I) at the time of their initial employment.

The following shall apply:

- A. Each applicant for a position with the Board shall be provided with a separate written statement when he/she first applies notifying him/her that he/she is required to provide a set of his/her fingerprint impressions and that, as a precondition to employment, a criminal records check is required to be conducted and satisfactorily completed, as part of the initial hiring process and may be used at various times during his/her employment career, if he/she comes under final consideration for employment with the Board.
- B. Each applicant for a position with the Board shall be notified, when he/she first applies, of the amount of the criminal records check fee and that, unless the fee is pre-paid to the Board pursuant to paragraph K. below, he/she will not be considered for employment with the Board. The fee will only be paid by the applicant if he/she comes under final consideration for employment with the Board.
- C. A criminal records check shall be requested from the Ohio Bureau of Criminal Identification and Investigation (BCI&I) for each applicant under final consideration for employment with the Board. The Board may accept a certified copy of any records issued by the BCI&I presented by an individual applying for employment with the Board in lieu of requesting such information itself. In such case, however, the Board shall only accept a certified copy of such records within one (1) year after the date of issuance by the BCI&I.
- D. Each applicant for a position with the Board shall present either proof that he/she has resided in Ohio for five (5) years prior to the date of the criminal records check request or evidence that the BCI&I has requested information about the applicant from the Federal Bureau of Investigation (FBI) in connection with a criminal records check performed on the applicant within that same five (5) years.
  1. If the applicant fails to present the proof or evidence required by paragraph D., above, the request for a criminal records check that is required by this policy shall include a request that the BCI&I obtain information from the FBI as a part of the criminal records check for the applicant.
  2. If the applicant presents the proof or evidence required by paragraph D., above, the request for a criminal records check may include a request that the BCI&I obtain information from the FBI as a part of the criminal records check for the applicant.
- E. Each applicant for a position with the Board shall be provided with the appropriate BCI&I form and a BCI&I fingerprint impression sheet. The applicant shall properly complete the BCI&I form and the BCI&I fingerprint impression sheet and shall submit each to the Board. The properly completed BCI&I form and BCI&I fingerprint impression sheet shall then be submitted to the BCI&I along with the Board's request for a criminal records check. If the applicant, upon request, fails to provide a properly completed BCI&I form or fails to properly provide impressions of his/her fingerprints, he/she shall not be employed by the Board.
- F. Each applicant for a position with the Board may be employed conditionally, at the sole discretion of the Board, until the criminal records check is completed and the Board receives the results of the criminal records check. If the results of the criminal records check indicate that the applicant has been convicted of or pleaded guilty to any crime listed in O.R.C. §3319.39(B)(1)(a) or an existing or former law of Ohio, another state, or the United States that is substantially equivalent to any of the offenses listed in O.R.C. §3319.39(B)(1)(a), the

applicant shall be immediately released from employment with the Board. See "Disqualifying Crimes" attachment.

- G. If a criminal records check undertaken pursuant to paragraph C., above, reveals that the applicant has been convicted of or pleaded guilty to any crime listed in O.R.C. §3319.39(B)(1)(a) or an existing or former law of Ohio, another state, or the United States that is substantially equivalent to any of the offenses listed in O.R.C. §3319.39(B)(1)(a), the applicant shall not be employed by the Board. See "Disqualifying Crimes" attachment.
- H. Prior to taking an adverse action against an applicant or employee based in whole or in part on a criminal record check, the applicant or employee will be given a written pre-adverse action disclosure statement which will include a copy of the criminal record check and the Federal Trade Commission's notice entitled "A summary of Your Rights Under the Fair Credit Reporting Act."
- I. After taking an adverse action, the applicant or employee will be given a written adverse action notice which includes the name, address and telephone number of BCI&I, a statement that BCI&I did not make the decision to take the adverse action and cannot give specific reasons for it, the individual's right to dispute the accuracy or completeness of any information furnished by BCI&I and the individual's right to an additional free criminal record check from BCI&I upon request within 60 days.
- J. The Board will take into consideration administrative rules adopted by the State Board of Education specifying the circumstances under which a person who has been convicted of a disqualifying offense may be employed; provided the person meets the rehabilitation standards set forth in the rules.
- K. Each applicant under final consideration for a position with the Board shall pay to the Board an amount equal to any fee paid by the Board for the criminal records check required by paragraph C. before such check is requested.
- L. The report of a criminal records check conducted by the BCI&I pursuant to paragraph C. of this policy is not a public record and shall not be made available to any person other than the applicant, a court, a hearing officer, or other necessary individual involved in a case dealing with the denial of employment to the applicant.
- M. Record checks for those employees who serve as bus drivers shall be updated every two (2) years.

Re-Adopted by Revision: January 15, 2004



DISQUALIFYING CRIMES

The crimes listed in O.R.C. §3319.39(B)(1)(a) include:

<u>Common Name</u>	<u>O.R.C. Section</u>
Aggravated Murder	2903.01
Murder	2903.02
Voluntary Manslaughter	2903.03
Involuntary Manslaughter	2903.04
Felonious Assault	2903.11
Aggravated Assault	2903.12
Assault	2903.13
Failing to Provide for functionally impaired person	2903.16
Aggravated Menacing	2903.21
Patient Abuse or Neglect	2903.34
Kidnapping	2905.01
Abduction	2905.02
Child Stealing	2905.04
Criminal Child Enticement	2905.05
Rape	2907.02
Sexual Battery	2907.03
Corruption of a Minor	2907.04
Gross Sexual Imposition	2907.05
Sexual Imposition	2907.06
Importuning	2907.07
Voyeurism	2907.08
Public Indecency	2907.09
Felonious Sexual Penetration	2907.12
Compelling Prostitution	2907.21
Promoting Prostitution	2907.22
Procuring	2907.23
Prostitution	2907.25
Disseminating Matter Harmful to Juveniles	2907.31
Pandering Obscenity	2907.32
Pandering Obscenity Involving a Minor	2907.321
Pandering Sexually Oriented Material Involving a Minor	2907.322
Illegal Use of a Minor in Nudity-Oriented Material/Performance	2907.323

Aggravated Robbery	2911.01
Robbery	2911.02
Aggravated Burglary	2911.11
Burglary	2911.12
Abortion Without Informed Consent	2919.12
Endangering Children	2919.22
Domestic Violence	2919.25
Carrying Concealed Weapons	2923.12
Having Weapons While Under Disability	2923.13
Improperly Discharging Firearm at or into Habitation or School	2923.161
Corrupting Another with Drugs	2925.02
Drug Trafficking	2925.03
Adulteration of Food	3716.11

## GBAC - NOTICE OF CRIMINAL RECORDS CHECK

In accordance with the federal Fair Credit Reporting Act, you are hereby notified that, as an applicant for employment in the Indian Creek Local School District, you are required to provide a set of your fingerprints and that, as a precondition to employment, a criminal records check will be used as part of the initial hiring process and at various times during your employment career.

I hereby acknowledge receipt of the foregoing notice and authorize the Indian Creek Local School District to obtain the criminal records check referred to therein.

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Signature of Applicant

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Date

**GBAE PHYSICAL EXAMINATION**

In order to certify the mental and/or physical fitness of candidates and employees to discharge efficiently the duties that they will be performing and to protect the health of students from the transmission of communicable diseases, the Board may require certain physical examinations to be conducted.

For purposes of this policy a "physical examination" shall mean a general examination by a doctor licensed to practice in this state and/or drug testing by a certified lab. The Board shall bear the cost of said examination/test.

The Board may require that recommended candidates for positions of employment and employees undergo a physical examination and/or a mental examination when circumstances dictate the need for such action. The Board may require a drug test at Board expense.

In addition, school bus drivers shall be examined in accordance with O.A.C. 3301-83-07 to determine their fitness to operate a school bus. All bus driver physical examinations shall be at Board expense.

The results of all examinations shall be made known to the Superintendent on a confidential basis, discussed with or made available to the employee, and made a part of the employee's record. An annual tuberculosis report shall be submitted to the Board of Health having jurisdiction in this District as required.

Persons ill or infected with a communicable disease which may be transmitted through food are prohibited from working in the food-handling areas of this District and such employees may be required to submit to a physical examination on request of the school nurse or school physician.

Re-adopted by Revision: January 15, 2004

**GBC DEMOCRATIC/ETHICAL PRINCIPLES**

It shall be the policy of the Indian Creek Board of Education to encourage all of its employees to be cognizant of their role in instilling ethical principles and democratic ideals in all of the pupils of the Indian Creek Local School District. To this end, the principles of democracy and ethics shall be emphasized and discussed, wherever appropriate, in the curricular and co-curricular programs of this School District.

Re-adopted by Revision: January 15, 2004

### **GBCA STAFF CONFLICT OF INTEREST**

Employees of the Board will not engage in or have a financial interest, directly or indirectly, in any activity which conflicts with their duties and responsibilities in the School District.

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

Employees will not sell textbooks, instructional supplies, equipment, reference books, or any other school products purchased with public funds to the School District. They will not furnish the names of students or parents to anyone selling these.

Adopted: June 21, 1990

Re-adopted by Revision: January 15, 2004

Legal Reference:

O.R.C. Chapter 102.

O.R.C. §§135.11, 2921.42, 2921.43, 3313.33, 3329.10.

## GBCB EMPLOYEE CONDUCT

### Staff Conduct

All staff members have a responsibility to make themselves familiar with, and to abide by, the laws of the state of Ohio, the negotiated agreement, the policies of the Board and the administrative regulations designed to implement them. All educators also are required to comply with the Licensure Code of Professional Conduct for Ohio Educators.

The Board expects staff members to conduct themselves in a manner that not only reflects credit to the District, but also presents a model worthy of emulation by students. Unless otherwise permitted by law, staff members are not permitted to bring a deadly weapon or dangerous ordnance into a school safety zone.

All staff members are expected to carry out their assigned responsibilities. Essential to the success of ongoing operations and the instructional program are the following specific responsibilities, which are required of all personnel:

1. faithfulness and promptness in attendance at work;
2. support and enforcement of policies of the Board and regulations of the administration;
3. diligence in submitting required reports promptly at the times specified;
4. care and protection of District property and
5. concern and attention toward their own and the District's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times.

#### Legal References:

Gun-Free Schools Act; 20 USC 7151  
 Gun-Free School Zones Act; 18 USC 922  
**ORC 109.78**  
 ORC 124.34  
 ORC 149.43  
 ORC 2923.1210  
 ORC 2923.1212  
 ORC 2923.122  
 ORC 3319.081  
 ORC 3319.16  
 ORC 3319.31  
 ORC 3319.311  
 ORC 3319.36  
 ORC 5502.70  
 ORC 5502.703  
 OAC Chapter 3301-73

#### Cross References:

GBCA - Staff Conflict of Interest  
 GBCC - Staff Dress and Grooming  
 GBH (Also JM) - Staff-Student Relations  
 JFC - Student Conduct (Zero Tolerance)  
 JHF - Student Safety  
 KGB - Public Conduct on District Property

Revised: November 20, 1997; May 21, 1998; November 17, 2022

Re-adopted by Revision: January 15, 2004

## **GBCBA USE OF TOBACCO, ALCOHOL OR CONTROLLED SUBSTANCES BY COACHES**

It is a philosophy of the Indian Creek School District that all coaches, advisors, chaperones and volunteer coaches should be good role models for student athletes and exhibit leadership by example. As a result, the use of tobacco in any form, alcohol or controlled substances will not be permitted when on duty or when in proximity to student athletes. This includes, but is not limited to activities such as practices, games, competitions, banquets, etc. The policy for student athletes concerning tobacco, alcohol and controlled substances is a standard that should also be adhered to by all adult staff members. A double standard cannot exist if we expect respect and cooperation from the student athletes.

The first offense will result in a verbal warning from the head coach unless it is a situation that would involve legal termination of employment.

The second offense will be referred to the Principal who will meet with the offender and document the violation in writing. A copy will be forwarded to the Superintendent.

Adopted: August 25, 1993

Re-adopted by Revision: January 15, 2004



## **GBE STAFF HEALTH AND SAFETY**

Through its overall safety program and various policies pertaining to school personnel, the Board attempts to ensure the safety of employees during their working hours and assist them in the maintenance of good health.

All employees are expected to observe commonly recognized practices which promote the health and safety of school personnel.

Bus drivers will have an annual physical examination in compliance with State law. The results of all such examinations are filed with the Superintendent.

Employees who are required by State or Federal law to have respiratory protection are required to have two physical examinations. The first examination must take place prior to the individual's wearing a respirator. The second examination must take place after the individual's exposure to any hazardous material (within 30 days if it is a one-time exposure, and at least annually if it is ongoing exposure).

The Board may require an individual examination of an employee whenever, in its judgment, it is necessary to protect the health and safety of students or other employees. Whenever the Board requires an employee to submit to a physical examination other than those required by law, the Board assumes the cost of the examination. All health examinations required of employees are made by one of the physicians approved for this purpose by the Board.

Any genetic information acquired as a result of individual examinations will be handled in accordance with Federal law.

### Workers' Compensation

In case of injury while pursuing duties in keeping with the employee's contract, the employee may be eligible for payment of medical expenses under the Workers' Compensation Act of Ohio.

Any employee who is injured while at work should immediately report such injury to the central office and request the necessary forms to make application for payment under this act.

The injured employee may be requested to undergo chemical testing, as established by law and administrative regulation. The employee must prove that the injury was not proximately caused by the employee being intoxicated, under the influence of a controlled substance not prescribed by the employee's physician or under the influence of marihuana (marijuana). The results of, or the employee's refusal to submit to, any of the requested chemical tests may affect the employee's eligibility to receive worker's compensation benefits.

Adopted: March 17, 2011

Revised: August 18, 2016

## **GBE-R STAFF HEALTH AND SAFETY**

### Workers' Compensation Benefits Eligibility – Chemical Testing

Under Ohio's Workers' Compensation Law, every employee who is injured in the course of employment is entitled to benefits, if necessary, to compensate him/her for lost work time, payment for medical, nursing and hospital services, medicines and funeral expenses, unless the injury was proximately caused by the employee being intoxicated, or under the influence of a controlled substance not prescribed by the employee's physician or under the influence of marihuana (marijuana).

### Testing Procedures

An injury is deemed to have been proximately caused by the employee being intoxicated or under the influence of a controlled substance not prescribed by the employee's physician or under the influence of marihuana (marijuana) if any of the following apply.

1. Within eight hours of the injury, the employee's blood alcohol level tests equal to or greater than .08%\*.
2. Within eight hours of the injury, the employee's breath alcohol level tests equal to or greater than .08g/210L\*.
3. Within eight hours of the injury, the employee's urine alcohol level tests equal to or greater than .11g/11ml\*.
4. Within 32 hours of the injury, the employee tests above both the following levels established for an enzyme multiplied immunoassay technique (EMIT) screening test and above the following levels established for a gas chromatography/mass spectrometry test, or in the alternative, above the levels established for a gas chromatography/mass spectrometry (GC/MS) test alone as follows, for substances not prescribed by a physician or marihuana (marijuana):
  - A. For amphetamines, 1000 ng/ml of urine for the EMIT test and 500 ng/ml of urine for the GC/MS test;
  - B. For cannabinoids, 50 ng/ml of urine for the EMIT test and 15 ng/ml of urine for the GC/MS test;
  - C. For cocaine, including crack cocaine, 300 ng/ml of urine for the EMIT test and 150ng/ml of urine for the GC/MS test;
  - D. For opiates, 2000ng/ml of urine for the EMIT test and 2000 ng/ml of urine for the GC/MS test and
  - E. For phencyclidine, 25 ng/ml of urine for the EMIT test and 25 ng/ml or urine for the GC/MS test.
5. The employee, through a chemical test administered within 32 hours of the injury, is determined to have barbiturates, benzodiazepines, methadone or propoxyphene in the employee's system that tests above levels established by laboratories certified by the U.S. Department of Health and Human Services (HHS).
6. The employee refuses to submit to a requested chemical test.

### Legal Protections

All testing will be conducted by a qualified, federally certified testing laboratory or a laboratory that meets or exceeds HHS standards for laboratory certification selected by the Board, and any positive test result will be confirmed by a medical review officer.

### Confidentiality

All test results will remain confidential as between the employee, the Board and the bureau of Workers' Compensation.

\*This represents the minimum testing level used to establish intoxication under current State law prohibiting the operation of a motor vehicle while intoxicated, otherwise known as the State "OMVI" law.

Adopted: August 18, 2016

## **GBH STAFF-STUDENT RELATIONS**

The relationship between the District's staff and students must be one of cooperation, understanding and mutual respect. Staff members have a responsibility to provide an atmosphere conducive to learning and to motivate each student to perform to his/her capacity.

Staff members should strive to secure individual and group discipline, and should be treated with respect by students at all times. By the same token, staff members should extend to students the same respect and courtesy that they, as staff members, have a right to demand.

Although it is desired that staff members have a sincere interest in students as individuals, partiality and the appearance of impropriety must be avoided. Excessive informal and/or social involvement with students is prohibited. Such conduct is not compatible with professional ethics and, as such, will not be tolerated.

Staff members are expected to use good judgment in their relationships with students both inside and outside of the school context including, but not limited to, the following guidelines.

1. Staff members shall not make derogatory comments to students regarding the school, its staff and/or other students.
2. The exchange of purchased gifts between staff members and students is discouraged.
3. Staff-sponsored parties at which students are in attendance, unless they are a part of the school's extracurricular program and are properly supervised, are prohibited.
4. Staff members shall not fraternize, written or verbally, with students except on matters that pertain to school-related issues.
5. Staff members shall not associate with students at any time in any situation or activity that could be considered sexually suggestive or involve the presence or use of tobacco, alcohol or drugs.
6. Dating between staff members and students is prohibited.
7. Staff members shall not use insults or sarcasm against students as a method of forcing compliance with requirements or expectations.
8. Staff members shall maintain a reasonable standard of care for the supervision, control and protection of students commensurate with their assigned duties and responsibilities.
9. Staff members shall not send students on personal errands.

10. Staff members shall, pursuant to law and Board policy, immediately report any suspected signs of child abuse or neglect.
11. Staff members shall not attempt to diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships but, instead, should refer the student to the appropriate individual or agency for assistance.
12. Staff members shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, mental or physical health and/or family background.

## Social Media

1. District staff are prohibited from posting data, documents, photographs or inappropriate information on any social media platform that might result in a disruption of classroom activity or that violates State or Federal law relating to staff and student privacy. The Superintendent/designee has full discretion in determining when a disruption of classroom activity has occurred.
2. District staff are prohibited from providing personal social media passwords to students.
3. Fraternization between District staff and students via the internet, personal email accounts, text messaging, personal social media and other modes of virtual technology is also prohibited.
4. Access of personal social media during school hours is prohibited.

Violation of the prohibitions listed above will result in staff and/or student discipline in accordance with State law, Board policies and regulations, the staff and student codes of conduct and handbooks and/or staff negotiated agreements. Nothing in this policy prohibits District staff and students from the use of education websites and/or use of social media created for curricular, cocurricular or extracurricular purposes.

Adoption date: December 20, 2022

LEGAL REF.: ORC 3313.20

CROSS REFS.: GBC, Staff Ethics  
GBCA, Staff Conflict of Interest  
GBCB, Staff Conduct  
GBI, Staff Gifts and Solicitations  
IIBH, District Websites  
JFC, Student Conduct (Zero Tolerance)  
JG, Student Discipline  
JHF, Student Safety  
JHG, Reporting Child Abuse  
JL, Student Gifts and Solicitations  
JO, Student Records  
KBA, Public's Right to Know  
Staff Handbooks  
Student Handbooks

CONTRACT REFS.: Teachers' Negotiated Agreement  
Support Staff Negotiated Agreement

**GBK SMOKING ON DISTRICT PROPERTY BY STAFF MEMBERS**

The Board is dedicated to providing a healthy, comfortable and productive environment for its staff, students and citizens. Health professionals have determined that smoking poses health hazards not only for the smoker, but for the nonsmoker as well. Smoking is defined by State law as inhaling, exhaling, burning, or carrying any lighted or heated tobacco product or plant product intended for inhalation in any manner or in any form. Smoking also includes the use of an electronic smoking device and vapor products.

Recognizing these health issues, the Board prohibits smoking as defined by State law in all District-owned, leased or contracted buildings and vehicles. The Board may designate legally compliant outdoor smoking areas.

The Board directs the Superintendent to educate all staff members concerning the mandate of this policy, as well as implementing, as appropriate, educational programming concerning smoking and, if needed, resources available to those who wish to discontinue their smoking habit.

A notice to this effect is posted at the entrance to all school buildings and in a visible place in all school vehicles.

**LEGAL REFS:**

Elementary and Secondary Education Act; 20 USC 1221 et seq.  
Goals 2000: Educate America Act; 20 USC 6081 through 6084  
ORC 3313.20  
ORC 3794.01  
ORC 3794.02  
ORC 3794.04  
ORC 3794.06  
OAC 3301-35-02  
OAC 3301-35-05

**CROSS REFS.:** JFCG, Tobacco Use by Students  
KGC, Smoking on District Property

Adopted: February 22, 2007

Revised: June 19, 2014, November 18, 2021

**GBKA BLOOD BORNE PATHOGENS**

The Board recognizes that staff/students incur risk of infection and illness each time they are exposed to blood or other potentially infectious materials. While the risk to staff/students of exposure to body fluids due to casual contact with individuals in the school environment is very low, the Board regards any such risk as serious.

Consequently, the Board directs adherence to universally recognized precautions. Universally recognized precautions require staff and students approach infection control as if all direct contact with human blood and body fluids is known to be infectious for HIV, HBV, HCV and/or other blood borne pathogens. \*

To reduce the risk of staff/students by minimizing or eliminating staff exposure incidents to bloodborne pathogens, the Board directs the Superintendent to develop and implement an Exposure Control Plan. This plan must be reviewed and updated at least annually in accordance with Federal Law.

The plan shall include annual in-service for staff and students; first-aid kits in each school room and each school vehicle; correct procedures for cleaning up body fluids spills and for personal cleanup. Training followed by an offer of immunization with Hepatitis B vaccine shall be provided for all staff who are required to provide first aid to students and/or for all staff who have occupational exposure as determined by the administrator.

\*Blood borne pathogens are pathogenic microorganisms present in human blood and can cause disease in humans. These include, but are not limited to hepatitis B virus (HBV), hepatitis C virus (HCV) and human immunodeficiency virus (HIV).

Re-adopted by Revision: January 15, 2004

Revised: December 16, 2010; February 17, 2014

WAIVER

HEPATITIS B VACCINATION  
INDIAN CREEK LOCAL SCHOOL DISTRICT

1. I understand that due to my occupational exposure to blood and OPIM, I may be at risk of acquiring Hepatitis B Virus (HBV) infection.
2. I have been given the opportunity to be vaccinated with Hepatitis B vaccine at no charge to myself. However, I have decided to decline Hepatitis B vaccine at this time.
3. I understand that by declining this vaccine, I may have an occupational exposure risk of acquiring Hepatitis B infection which can be a serious disease.
4. I understand that if in the future I continue to have an occupational exposure to blood or OPIM, I have the option of being vaccinated with Hepatitis B vaccine at no charge to myself (unless medical contraindication).
5. I understand that I will need a post-exposure evaluation if I have encountered an occupational exposure incident (specific eye, mouth, other mucous membranes, non-intact skin or parenteral contact with blood or OPIM) and I must report this incident to the (building administrator) immediately.

I have read and I understand the above information and do not wish to receive the Hepatitis B vaccination series (three doses) at this time.

---

Staff Member's Signature

---

Date



## **GBKB STAFF PARTICIPATION IN POLITICAL ACTIVITIES**

Employees have the same fundamental civic responsibilities and privileges as other citizens. Among these are campaigning for an elective public office and holding an elective or appointive public office.

The terms and conditions under which the employee may continue employment as he/she seeks or holds such office are determined by the Board and law.

Employees are not permitted to use public funds to support or oppose the nomination or election of a candidate for public office; the investigation, prosecution or recall of a public official; or the passage of a levy or bond issue. This includes but is not limited to campaigning while acting in their official capacity. Employees may attend public meetings to present information about the District's finances, activities, and actions in a manner that is not designed to influence the outcome of an election or the passage of a levy or bond issue, even though the election, levy or bond issue is discussed or debated at the meeting.

District staff may not wear political buttons, pins or t-shirts while they are acting in their official capacity.

### Legal References

Intergovernmental Personnel Act; 42 USC 4701 et seq.

ORC 9.03

ORC 124.57

ORC 3315.07

Adopted: May 2, 1987

Revised: September 26, 1996; December 21, 2023

Re-adopted by Revision: January 15, 20

### **GBKC SMOKE FREE SCHOOLS**

Recent studies have shown that secondhand smoke is a health risk to all, especially individuals prone to cardiovascular disease, impaired lung functions, asthma, hay fever, certain eye disorders and those with allergic reaction to tobacco smoke.

In order to promote a smokeless environment for students and staff, and out of a concern for those who may be affected by secondhand smoke, the Indian Creek School District prohibits smoking in all school buildings during the school day and evenings when students or staff activities are held and on school buses.

Adopted: February 23, 1994  
Revised: December 21, 1994;  
Re-adopted by Revision: January 15, 2004  
(Effective: December 26, 1994)

## **GBKD EMPLOYEE USE OF ALCOHOL AND OTHER DRUGS (DRUG-FREE WORKPLACE)**

It is the policy of the Indian Creek Board to maintain a drug-free workplace in full compliance with all applicable federal, state, and local laws. All employees of the District shall receive a copy of this provision and a copy of the Board-adopted resolution regarding a drug-free workplace.

A. Prohibited Conduct

Unlawful manufacture, distribution, dispensation, possession, use, or being under the influence of controlled substances (drugs) and/or alcohol by any employee, during working hours on Indian Creek Schools' premises, is prohibited. (To avoid misunderstandings, prescribed medications should be reported to your supervisor.) "Premises" includes vehicles owned by, or being driven on behalf of Indian Creek Schools, as well as parking lots, playgrounds, and other property owned by Indian Creek Schools. "Controlled substances" mean any drug subject to federal and/or state regulations as to manufacture, distribution, sale and use, including, cannabis, cocaine, crack, amphetamines, barbiturates, heroin, etc.

B. Drug-Related Criminal Conviction

Employees convicted of violating any federal, state or local criminal drug statute, where the violation occurred during work hours, or on Indian Creek Schools premises, must report the conviction to the Superintendent within five (5) working days of the conviction.

C. Penalties

Violations of this policy will result in severe disciplinary action, up to and including immediate termination. Any action against any employee for drug abuse offenses must be in accordance with all applicable laws.

D. Alcohol and Other Drug Awareness Program

Employees will be provided with information concerning alcohol and other drug abuse, as follows:

1. All employees will be provided with a copy of this policy.
2. The Superintendent will maintain information on community resources and employee benefits available to employees for assistance in dealing with chemical dependency problems;
3. Every year there will be available, for each employee, at least one educational opportunity addressing the physical, mental, and emotional dangers of alcohol and other drug abuse, as well as rehabilitation assistance resources available to employees. (Such educational opportunities may include: in-service programs, discussions or presentations at employee meetings, or other seminars.)
4. Indian Creek Schools publications, especially those distributed among employees, will from time to time contain articles on the dangers of substance abuse and rehabilitation.

E. Confidentiality

Information provided to administrative personnel as to any problem related to alcohol and other drug abuse or chemical dependency shall be considered part of the employee's medical records, and shall be CONFIDENTIAL. Except as may be required by law, no person may discuss or otherwise divulge any information concerning such matters.

F. Specific Regulations Related to CDL Bus Drivers and Mechanics

In a commitment to safeguard the health and safety of the students and to provide a safe working environment for everyone, the Indian Creek School District Board of Education has established the following substance abuse workplace policy for school bus drivers and mechanics. This policy is in accordance with the Federal Department of Transportation regulations as described in CFR 49 Part 40.

Section I-Drug Testing of Applicants for Bus Drivers/Mechanics

All applicants considered final candidates for a position will be tested for the presence of drugs.

- a. Applicants will be asked to sign a consent to pre-employment drug screen form. If an applicant refuses, he/she will not be considered for employment and the employment process will be terminated.
- b. If an applicant's test is confirmed positive, the applicant will not be considered for employment at the time and will be informed that he/she has failed to meet employment standards.

Section 2-Testing of Bus Drivers/Mechanics

School bus drivers and bus mechanics fall under the Department of Transportation Federal Regulations as described in CFR 49 Part 40, requiring drug alcohol testing. The following tests would be required:

- a. Certified DOT Urine Drug Screen testing is done for \*pre-employment, random, post-accident, reasonable suspicion, return-to-duty and follow-up situations.
- b. Breath Alcohol Testing is done for reasonable suspicion, random, post-accident, return-to-duty, and follow-up situations.

\*Refer to exceptions for pre-employment drug testing in the DOT regulations.

Section 3-Procedure for Testing

Testing procedures will be in compliance with regulation 49 CFR, Part 40.

a. Drug Screening:

The DOT 5 panel certified urine drug screen will be used for employees under the DOT regulations. This urine drug screen will be collected by the split specimen method. The 5 classes of drugs screened for are marijuana (THC), cocaine, opiates, phencyclidine (PCP) and amphetamines (including methamphetamine).

b. Breath Alcohol Testing:

Part 40 alcohol testing procedures call for the use of an evidential breath testing device (EBT). The EBT used will have been approved by the National Highway Traffic Safety Administration (NHTSA).

c. Employee Selection:

Employees will be randomly selected and directed to the WorkCare Clinic for testing. The employee must provide photo ID at the testing site.

Any bus driver or mechanic who tests positive for drugs or alcohol (.04) or refuses to submit to a drug or alcohol test; or who engages in conduct that clearly obstructs the testing procedures, will be subject to immediate suspension from duties without pay and termination proceedings will be initiated.

The effective date of Section F of this Policy shall be January 1, 1996.

**CHEMICALLY DEPENDENT EMPLOYEES ARE URGED TO SEEK HELP BEFORE THEIR DEPENDENCE CAUSES PROBLEMS WITH THEIR JOBS.**

Adopted: January 26, 1994

Revised: June 28, 1995; July 20, 2000;

Re-adopted by Revision: January 15, 2004

Legal Reference:

Drug-Free Workplace Act of 1988, 41 U.S.C. 701 et seq.

Drug-Free Schools and Communities Act of 1986, 20 U.S.C. 3171 et seq.

IC Letterhead paper

DRUG FREE WORKPLACE

**GBKE EMPLOYEE ACKNOWLEDGEMENT FORM**

This is to certify that I have been given a copy of the Drug Abuse Policies related to students and employees of the Indian Creek Local Board of Education.

I have read them and have understood their implications.

---

Employee Signature

---

Date

RATING FORM  
TOBACCO, ALCOHOL AND OTHER DRUG POLICY REVIEW

School District \_\_\_\_\_ County \_\_\_\_\_

Reviewer \_\_\_\_\_ Date of Review \_\_\_\_\_

1. Does the TAOD Policy contain the following information pertaining to students:  
Please check one:

	<u>Included</u>	<u>Not Included</u>	Comments
a. A statement to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.	_____	_____	
b. Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities.	_____	_____	
c. A clear statement that disciplinary sanctions (consistent with local, state, and federal law) up to and including expulsion and referral for prosecution, will be imposed on students who violate the standards of conduct.	_____	_____	
d. A description of the disciplinary sanctions. (A disciplinary sanction may include the completion of an appropriate rehabilitation program.)	_____	_____	
e. Information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students.	_____	_____	
f. A requirement that parents and students be given a copy of the standards of conduct and the statement of disciplinary sanctions required.	_____	_____	
g. Notification to parents and students that compliance with the standards of conduct is mandatory.	_____	_____	

Please check one:

	<u>Included</u>	<u>Not Included</u>	<u>Comments</u>
2. Does the TAOD Policy contain the following information pertaining to employees:			
a. Standards of conduct applicable to employees that clearly prohibit, at a minimum, the unlawful possession, use, and distribution of illicit drugs and alcohol on school premises or as part of any of its activities.	_____	_____	
b. A clear statement that disciplinary sanctions (consistent with local, state, and federal law) up to and including termination of employment and referral for prosecution, will be imposed on employees who violate the standards of conduct.	_____	_____	
c. A description of the disciplinary sanctions. (A disciplinary sanction may include the completion of an appropriate rehabilitation program.)	_____	_____	
d. Information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to employees.	_____	_____	
e. A requirement that employees be given a copy of the standards of conduct and the statement of disciplinary sanctions required.	_____	_____	
f. Notification to employees that compliance with the standards of conduct required is mandatory.	_____	_____	
3. Overall rating of District policy:			
_____ Meets minimum requirements (Contains all the DPPC requirements listed in items 1 and 2.)			
_____ Does not meet minimum requirements (does <u>not</u> contain all the DPPC requirements listed in items 1 and 2 or was unavailable for review.)			

## GBL PERSONNEL RECORDS

The Superintendent develops and implements a comprehensive and efficient system of personnel records. The Superintendent will designate the employee(s) directly responsible for the personnel records system. The following guidelines govern such records.

1. Personnel files contain records and information relative to compensation, payroll deductions, evaluations and such information as may be required by state or federal law or considered pertinent by the Superintendent. Anonymous material or material from an unidentified source is not placed in a staff member's file.
2. A personnel file for each employee is accurately maintained in the District office in accordance with administrative regulations incorporating the requirements set forth under the Ohio Privacy Act for the protection of employees. Employees will be notified whenever personal information concerning them is placed in their file.
3. State law required that all public records be promptly prepared and made available for inspection to any member of the general public at all reasonable times during regular business hours. Upon request, the person(s) directly responsible for personnel records is required to make copies available at cost, within a reasonable period of time.
4. The public has access to all records in the personnel file with the following exceptions:
  - A. Medical records;
  - B. Records pertaining to adoption, probation, or parole proceedings;
  - C. Trial preparation records;
  - D. Confidential law enforcement investigatory records;
  - E. Social security number and
  - F. Records of which release is prohibited by State or Federal Law.

Additional exceptions are listed in Ohio Revised Code Section 149.43.

5. The District is required to keep reports of investigations of employee misconduct in the employee's personnel file, unless the State Superintendent of Public Instruction or his/her designee determines that the report does not warrant taking action against the employee. If the State Superintendent of Public Instruction or his/her designee determines no action is warranted, the investigation report must be moved from the employee's personnel file to a separate public file.
6. Each employee has the right, upon written request, to review the contents of his/her own personnel file. If a document is not disclosed to the employee because it is determined by a physician, psychiatrist or psychologist to be likely to have an adverse effect upon the employee, the document will be released to the designated medical authority. Requests are made to the Superintendent and scheduled for a time convenient for the parties involved.
7. Employees may make written objections to any information contained in the file. Any written objection must be signed by the staff member and becomes part of the employee's personnel file after the appeal procedure outlined in the Ohio Revised Code. The appeal procedure permits any employee who disputed the accuracy, relevance, timeliness or completeness of information maintained in his/her file to compel the District to investigate the current status of the information.
8. Personnel records should be reviewed only within the confines of the Superintendent's office or the Board's office.

Adopted: July 16, 1981

Revised: July 17, 1986; May 21, 1987

Re-adopted by Revision: January 15, 2004

Revised: February 22, 2007; November 20, 2008; March 17, 2011



## **GBP DRUG-FREE WORKPLACE**

The Board endeavors to provide a safe workplace for all employees, realizing that the use/abuse of drugs and alcohol can endanger the health, safety and well-being of the nonuser, as well as the user.

Because of the Board's commitment to provide a safe workplace, no employee shall unlawfully manufacture, distribute, dispense, possess or use any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcohol or any other controlled substance, as defined in State and/or Federal law, in the workplace. The Board also prohibits the use and possession of legally acquired medical marijuana in the workplace.

"Workplace" is the site for the performance of any work done in connection with the District. The workplace includes any District building, property, vehicles or Board-approved vehicle used to transport students to and from school or school activities (at other sites off District property) or any school-sponsored or District activity, event or function, such as a field trip or athletic event in which students are under the jurisdiction of District authorities.

As a condition of employment, each employee shall notify his/her supervisor, in writing, of his/her conviction of any criminal drug statute for a violation occurring in the workplace as defined above, not later than five days after such conviction.

Employees are given a copy of the standards of conduct and the statement of disciplinary sanctions and are notified that compliance with the standards of conduct is mandatory. When the District has reasonable suspicion an employee is under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcohol or any other controlled substance, as defined in State and/or Federal law, the employee may be subject to testing in accordance with prescribed administrative regulations, local, State and Federal law and/or the negotiated agreement and may be considered in violation of this policy. Employees who violate the policy shall be subject to disciplinary proceedings in accordance with prescribed administrative regulations, local, State and Federal law and/or the negotiated agreement, up to and including termination. Any employee in violation of this policy may be required to participate in a drug-abuse assistance or rehabilitation program approved by the Board.

All employees are provided the opportunity to participate in a drug-free awareness program to inform them of requirements, services and penalties.

A list of local drug and alcohol counseling, rehabilitation and re-entry programs and services offered in the community is made available to employees.

Adopted: August 18, 2016

NOTE: House Bill (HB) 523 (2016) created a medical marijuana program; the rules must still be adopted for implementation of the program. HB 523 allows employers to extend drug free workplace policies to include medical marijuana. Districts should review negotiated agreement when updating policies and procedures related to drug free workplaces and testing.

## **GBQ CRIMINAL RECORD CHECKS**

The Board shall request from the Superintendent of the Bureau of Criminal Investigation (BCI) criminal records checks of all candidates under final consideration for employment or appointment in the District. The BCI criminal records checks include information from the Federal Bureau of Investigation (FBI), unless the individual can demonstrate that he/she has been a resident of the state for the preceding five years and has previously been subject to a BCI check, in which case only an FBI check is required.

At the time of candidates' initial application for employment, applicants are given a separate written statement informing them that each must provide a set of fingerprint impressions as part of the criminal records check process and that the Board uses a criminal records check as part of the initial hiring process and at various times during the employment career. The Board may employ persons on the condition that the candidate submit to and pass a BCI criminal records check in accordance with State law. Any person conditionally hired who fails to pass a BCI criminal records check is released from employment.

An applicant for employment may provide a certified copy of a BCI criminal records check to the District in compliance with State law. The District may accept this criminal records check in place of its own records check if the date of acceptance by the District is within one year after the date of issuance by the BCI.

State law requires subsequent criminal records checks every five years for all school employees except bus drivers. For currently employed bus drivers, a new report is required every six years.

Any and all information obtained by the Board or persons under this policy is confidential and shall not be released or disseminated. Criminal records checks are not public records for purposes of the Public Records Law. Any applicant not hired because of information received from the records check shall be assured that all records pertaining to such information are destroyed.

In accordance with State law, the District may require additional background checks for any applicant for employment or a prospective volunteer.

### **Volunteers**

The District notifies current and prospective volunteers who have or will have unsupervised access to students on a regular basis that a criminal records check may be conducted at any time.

### **Contractors**

Criminal records checks are required for contractors who meet the following four criteria: (1) the contractor is an employee of a private company under contract with the District to provide

“essential school services”; (2) the contractor works in a position involving routine interaction with a child or regular responsibility for the care, custody or control of a child; (3) the contractor is not licensed by the Ohio Department of Education and (4) the contractor is not a bus driver.

LEGAL REFS:

ORC 109.57  
ORC 109.572  
ORC 109.575  
ORC 109.576  
ORC 2953.32  
ORC 3301.074  
ORC 3314.19  
ORC 3314.41  
ORC 3319.088  
ORC 3319.089  
ORC 3319.22  
ORC 3319.222  
ORC 3319.29  
ORC 3319.291  
ORC 3319.303  
ORC 3319.311  
ORC 3319.313  
ORC 3319.315  
ORC 3319.39  
ORC 3319.391  
ORC 3319.392  
ORC 3319.393  
ORC 3327.10  
OAC 3301-83-06

Adopted: February 22, 2007

Revised: November 26, 2007; February 28, 2008; November 20, 2008; June 20, 2013; May 17, 2021, November 18, 2021

**GBR FAMILY AND MEDICAL LEAVE**

The Board provides leave to eligible employees consistent with the Family Medical Leave Act (FMLA). Eligible employees are entitled to up to 12 work weeks (or 26 work weeks to care for a covered service member) of unpaid family and medical leave in a 12-month period. The Board continues to pay the District's share of the employee's health benefits during the leave. In addition, the District reinstates the employee to the same or an equivalent position after the employee's return from leave.

In complying with the FMLA, the District adheres to the requirements of applicable State and Federal law.

Additional information is contained in the regulations which follow this policy.

Adopted: February 19, 2011

Revised: March 17, 2011; June 20, 2013

## **GBR-R FAMILY AND MEDICAL LEAVE REGULATIONS**

### **Eligibility**

An employee who has worked for the District for at least 12 months and who has worked at least 1,250 hours in the 12 months preceding the beginning of the leave is eligible for leave under the Family and medical Leave Act (FMLA). The 12 months an employee must have been employed by the District do not need to be consecutive months. The 1,250 hours of service do not include vacation leave, sick leave, holidays or other paid leaves of absences. However, an employee returning from fulfilling his/her Uniformed Services Employment and Reemployment Rights Act (USERRA) covered service obligation shall be credited with the hours of service that would have been performed but for the period of military service in determining whether the employee worked the 1,250 hours of service.

### **Leave Entitlement**

An eligible employee is allowed to take up to 12 workweeks of leave during a 12-month period. The District has chosen the following method to determine the 12-months period in which the 12 workweeks of leave entitlement occurs: "The 12-month period measured forward from the date any employee's first FMLA leave begins."

An employee may be eligible for 26 workweeks of FMLA leave during a single 12-month period to care for a covered service member with a serious injury or Ills. The District will determine the "single 12-month period" using the 12-month period measured forward from the date an employee's first FMLA leave to care for the covered service member begins.

### **Types of Leave**

An eligible employee may take FMLA leave for the following purposes:

1. Birth and care of a newborn child;
2. Placement with an employee of a son or daughter for adoption or foster care;
3. Care for a spouse, child, or parent with a serious health condition.
4. Recovery from a serious health condition that keeps the employee from performing the essential functions of his/her job;
5. To respond to a "qualifying exigency" that arises because a spouse, child or parent is a military member on covered active duty;
6. To care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the covered service member.

An eligible employee may elect to use any accrued and unused paid vacation, personal or sick leave concurrently with unpaid FMLA leave, subject to the District's policies governing such leave.

An employer cannot compel an employee to use, nor may an employee elect to use, accrued medical/sick leave in any situation for which the leave could not normally be used.

### **Spouses Employed by the District**

If spouses eligible for leave are both employed by the District, their combined amount of leave for birth, adoption, foster care placement and parental illness may be limited to 12 weeks. If spouses eligible for leave are employed by the District, their combined amount of leave to care for a covered service member is limited to 26 weeks.

### **Intermittent and Reduced Leave**

FMLA leave may be taken intermittently or on a reduced leave schedule under certain circumstances. Intermittent leave is leave taken in separate blocks of time due to a single qualifying reason.

Reduced leave is a leave schedule that reduces the employee's usual number of hours per workweek or hours per workday.

Intermittent or reduced leave is available for the employee's own serious health condition; to care for a parent, son or daughter with a serious health condition; to care for a covered service member's serious injury of illness or for leave taken due to a qualifying exigency. Such leave may be used for the birth or adoption/placement of a child only if the Board agrees.

If an employee needs leave intermittently or on a reduced leave schedule for planned medical treatment, the employee must make a reasonable effort to schedule the treatment so as not to unduly disrupt the employer's operations.

If the employee needs intermittent leave or leave on a reduced schedule that is foreseeable, the Superintendent may require the employee to temporarily transfer during the period that the intermittent or reduced leave schedule is required to an available position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position.

If an eligible instructional employee (i.e., those whose principal function is to teach and instruct students in a class, a small group or an individual setting) needs intermittent leave or leave on a reduced leave schedule due to foreseeable medical treatments, and the employee would be on leave for more than 20% of the total number of working days over the period the leave would extend, the District may require the employee either to:

1. Take a leave for a period or periods of a particular duration, not greater than the duration of the planned treatment or
2. Transfer temporarily to an available alternative position for which the employee is qualified, which has equivalent pay and benefits and which better accommodates recurring period of leave than does the employee's regular position.

### **Benefits**

The Board maintains the employee's health coverage under the group health insurance plan during the period of FMLA leave on the same conditions as coverage would have been provided if the employee had been continuously employed during the entire leave period. Prior to the beginning of the FMLA leave, the employee should make arrangements with the Treasurer to pay the employee's share of health insurance.

An employee may, but is not entitled to, accrue any additional benefits or seniority during unpaid FMLA leave. Benefits accrued at the time leave began (e.g., paid vacation, sick or personal leave to the extent not substituted for unpaid FMLA leave), however, must be available to an employee upon return from leave.

The Board is entitled to recover health care premiums paid during the leave if the employee fails to return from leave. Recover cannot occur if the employee fails to return because of the continuation, recurrence or onset of a serious health condition or due to circumstances beyond the control of the employee.

### **Notice**

Then the FMLA leave is foreseeable, the employee must notify the Superintendent at least 30 days prior to the date when the leave is to begin. If the leave is not foreseeable, the employee must give notice as early as is practical. An employee shall provide at least verbal notice sufficient to make the District Aware that the employee needs FMLA-qualifying leave, and the anticipated timing and duration of the leave.

The Board may deny the leave if the employee does not meet the notice requirements.

### **Certification**

The Board may require the employee to provide a complete and sufficient certification from a health care provider containing specific information if he/she requests a medical leave. If there is a question concerning the validity of such certification, a second and, if necessary, a third opinion can be required, both at the expense of the District.

Upon the employee's return to work from FMLA leave occasioned by the employee's own serious health condition, the Board requires that the employee present a fitness statement from the employee's health care provider certifying that the employee is able to return to work.

### **Reinstatement**

Then the employee returns from the leave, the Board reinstates the employee to the same or an equivalent position with equivalent benefits, pay, terms and conditions of employment. An employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period.

### **Instructional Employees**

Special leave rules apply to instructional employees. Instructional employees are those employees whose principal function is to teach and instruct students in a small group, or in an individual setting. This term includes teachers, athletic coaches, driving instructors and special education assistants such as signers for the hearing impaired. It does not include teacher assistants or aides who do not have as their principal job actual teaching or instructing, nor does it include auxiliary personnel such as counselors, psychologists or curriculum specialists. It also does not include cafeteria workers, maintenance workers or bus drivers.

The following limitations also apply to instructional employees who take leave near the end of a semester for purposes other than the employee's own serious health condition.

1. When an instruction employee begins leave more than five weeks before the end of a semester, the Board may require the employee to continue taking leave until the end of the semester if the leave will last at least three weeks and the employee would return to work during the three-week period before the end of the semester.
2. When an instruction employee begins leave less than five weeks before the end of a semester, the Board may require the employee to continue taking leave until the end of the semester if the leave will last more than two weeks and the employee would return to work during the two-week period before the end of the semester.
3. When an instructional employee begins leave less than three weeks before the end of a semester and the leave lasts more than five working days, the Board may require the employee to continue taking leave until the end of the semester.

In all cases, only the period of leave until the employee is ready and able to return to work shall be charged against the employee's FMLA leave entitlement. Any additional leave required by the Board is not counted as FMLA leave. However, the Board is required to maintain the employee's group health insurance and restore the employee to the same or equivalent job upon the conclusion of the leave.

Adopted: February 19, 2009

Revised: March 18, 2010; June 20, 2013; May 21, 2015

## GCAA JOB DESCRIPTION--SCHOOL NURSE

The school nurse is directly responsible to the Superintendent. The essential duties and responsibilities of this position include the following:

1. Establishing acceptable clinics in all buildings.
2. Formulating schedules whereby each clinic will be visited by a nurse at least twice per week.
3. Establishing a schedule to administer general examinations in each clinic, to include eyes, ears, scalp, and mouth, but are not limited to these.
4. Establishing a systematic form of record keeping, and making the results of all tests and student visits a part of the student's permanent record.
5. Establishing proper procedures for student referrals for necessary corrections and follow-up procedure.
6. Making home visits when necessary.
7. Establishing a general educational program in personal health and personal body care.
8. Cooperating with administration and teachers in the dissemination and implementation of the general educational program in health and personal body care.
9. Providing an accurate accounting system for the administration of the Health Department.
10. Perform such other duties as assigned by the Superintendent.

### Essential Job Tasks:

1. Provide emergency care for students and staff in case of illness or accident.
  - a. Respond to location of event or assist child brought to clinic. Provide first aid where necessary.
  - b. Coordinate with outside responders.
    - i. Postures: Walking, Standing, bend at waist, kneel, crouch.
    - ii. Frequency: Infrequent.
    - iii. Duration: Varies.
2. Maintain/review all health records of students in assigned school (Administrative function).
3. Establish appropriate screening tests and do referral and follow-up as necessary.
  - a. Perform hearing tests, vision tests, or similar. May carry equipment weighing up to 12#.
    - i. Postures: Walking, seated, standing, bend at waist.
    - ii. Frequency: Annually for all assigned children of specific ages.
    - iii. Duration: From 1 to up to 5 days.
4. Maintain current immunization records and provide recommended immunizations as prescribed (Administrative function).
5. Contact and counsel parents and students when a student has a health problem (Administrative function).
6. Make home visitations to those parents whose children have problems that might be health oriented (Administrative function).
7. Participate in or develop health education and safety programs (Administrative function).



**Working Hours/Environment:**

	Varies by shift
	Eight hour shift
	Ten hour shift
	Twelve hour shift
	Twenty-Four hour shift
	Overtime available
X	Indoor/Office
	Indoor/Shop
X	Outdoors (level terrain)
X	Stairs
	Vertical Ladders

X	Rough Terrain
	Sloping Terrain
	Streets/Roads and Environ.
	Trenches
	Weather (all)
X	Multi-Level Building(s)
	Vehicle Cab
X	Carpeted floors
X	Tile/Linoleum floors
	Customer/Client Property
X	Concrete floors

**Tools/Equipment/Preventative Measures:**

X	Office Equipment (Typical)
X	Standard Office Desk Unit
X	Headphones/Headset
X	Computer W/Monitor
X	First Aid Supplies
X	CPR dummies
X	Vision/hearing screens equipment (12#)
X	Needles, etc.
X	Elevator Varies with school

X	Car
	Truck-Fire Or EMS
	Burning Torch
X	Rubber Gloves
	Truck
	Specialty Work Truck
	Semi Or Tractor Trailer
	Lift-Gate Truck
	Patrol Car

	Respirator
	Hearing Protection
	Ladders
	Van
	Chalkboard/Whiteboard
	Wagons/Pull Toys
	Playground Toys
	Educational Tools misc.
	Lift Truck

**Physical Job Demands by Task:**

	Rare	Infrequent	Occasional	Frequent	Continuous
% of workday	<1%	2-5%	6-33%	34-66%	67-100%
# of tasks	1 or less	2-20/day	21-100/day	101-245/day	246-490/day
<10#			2,4,5,6		
11-20#					
21-50#			3		
51-75#					
76-100# +	1				

**Functional Task Demands:**

	Rare	Infrequent	Occasional	Frequent	Continuous
% of workday	<1%	2-5%	6-33%	34-66%	67-100%

# of tasks	1 or less	2-20/day	21-100/day	101-245/day	246-490/day
Bending			3		
Twisting/turn			3		
Reach below knee			3		
Push/pull			3		
Floor to waist			3		
Waist to shoulder			3		
Shoulder – overhead					
Squat/kneel			3		
Stand/walk			2,3,4,5,6		
Grasp with fingers/hands			2,3,4,5,6		
Sit			2,4,5,6	3	
Stair Climb					
Ladder Climb					
Front carry					
(R) Carry					
(L) Carry					
(R) Grip					
(L) Grip					
Static Trunk Bend					
Static Crouch					
Crawl					

**Other Information:**

Self-management of pace: High Ability	Ability to get help: High Ability
Ability to use tools/equipment for demanding tasks: High Ability	Expected changes to position: No Changes Expected
Can do work with one hand: Yes	Could wear splint/brace/cast: Yes
Work in hot/cold: No	Can change positions: Yes
Must drive: Yes	Can be restricted from driving: Yes
Can keep wounds clean/dry: Yes	Flexible work performed/varied physical demand: Yes
Alternate Work Available: Yes	Is Suitable for Transitional Work? Yes
Is suitable as transitional work for another position? Yes	Third Party Support Available for the Employer/Injured Worker? No

**Recommendations:**

This position is a Light job classification as per U. S. Department of Labor standards. It is well suited to transitional work secondary to the availability of alternate work and the modification of job demands by the supervisory personnel.

The job analysis should be compared to the functional capacity evaluation in order to compare/link to the worker's physical demands as it relates to the diagnosed injury. This job analysis should be made available to the physician of record in order to provide information necessary for the physician to complete the MEDCO-14 form (Physician's Report of Work Ability).

Injuries with physical restrictions will be transitioned in an alternative duty position. Medco-14 will be provided by the physician of record with alternative duties being assigned based on careful of the physical demands. Safe placement in alternative duty with consideration of all barriers will be outlined in each temporary assignment. Daily review of progress and ongoing monitoring is completed by assigned supervisor. Essential job tasks will be completed in simulated work conditions with actual physical demonstrations of capacity upon release from the physician of record.

Re-adopted by Revision: January 15, 2004; June 21, 2019

### **GCAAB JOB DESCRIPTION – FAMILY MEDICAL SPECIALIST**

The Family Medical Specialist (LPN) is directly responsible to the School Nurse (RN). The essential duties and responsibilities of this position include the following:

1. Establishing acceptable clinics in assigned buildings as prescribed by the School Nurse.
2. Establishing a schedule to administer general examinations in each clinic, to include eyes, ears, scalp, and mouth as prescribed by the School Nurse, but are not limited to these.
3. Establishing a systematic form of record keeping in coordination with the School Nurse, and making the results of all tests and student visits a part of the student's permanent record.
4. Establishing proper procedures for student referrals for necessary corrections and follow-up procedures as prescribed by the School Nurse.
5. Making home visits when necessary and in coordination with the School Nurse.
6. Establishing a general educational program in personal health and personal body care as prescribed by the School Nurse.
7. Cooperating with administration and teachers in the dissemination and implementation of the general educational program in health and personal body care as directed by the School Nurse.
8. Providing an accurate accounting system for the administration of the Health Department as prescribed by the School Nurse.
9. Perform such other duties as assigned by the School Nurse.

#### Essential Job Tasks:

1. Provide emergency care for students and staff in case of illness or accident.
  - a. Respond to location of event or assist child brought to clinic. Provide first aid where necessary.
  - b. Coordinate with outside responders.
    - i. Postures: Walking, Standing, bend at waist, kneel, crouch.
    - ii. Frequency: Infrequent.
    - iii. Duration: Varies.
2. Maintain/review all health records of students in assigned school (Administrative function).
3. Establish appropriate screening tests and do referral and follow-up as necessary.
  - a. Perform hearing tests, vision tests, or similar. May carry equipment weighing up to 12#.
    - i. Postures: Walking, seated, standing, bend at waist.
    - ii. Frequency: Annually for all assigned children of specific ages.
    - iii. Duration: From 1 to up to 5 days.
4. Maintain current immunization records and provide recommended immunizations as prescribed (Administrative function).
5. Contact and counsel parents and students when a student has a health problem (Administrative function).
6. Make home visitations to those parents whose children have problems that might be health oriented (Administrative function).
7. Participate in or develop health education and safety programs (Administrative function).

#### Working Hours/Environment:

	Varies by shift
	Eight hour shift
	Ten hour shift
	Twelve hour shift
	Twenty-Four hour shift
	Overtime available
X	Indoor/Office
	Indoor/Shop
X	Outdoors (level terrain)
X	Stairs
	Vertical Ladders

X	Rough Terrain
	Sloping Terrain
	Streets/Roads and Environ.
	Trenches
	Weather (all)
X	Multi-Level Building(s)
	Vehicle Cab
X	Carpeted floors
X	Tile/Linoleum floors
	Customer/Client Property
X	Concrete floors

**Tools/Equipment/Preventative Measures:**

X	Office Equipment (Typical)
X	Standard Office Desk Unit
X	Headphones/Headset
X	Computer W/Monitor
X	First Aid Supplies
X	CPR dummies
X	Vision/hearing screens equipment (12#)
X	Needles, etc.
X	Elevator Varies with school

X	Car
	Truck-Fire Or EMS
	Burning Torch
X	Rubber Gloves
	Truck
	<b>Specialty Work Truck</b>
	Semi Or Tractor Trailer
	Lift-Gate Truck
	Patrol Car

	Respirator
	Hearing Protection
	Ladders
	Van
	Chalkboard/Whiteboard
	Wagons/Pull Toys
	Playground Toys
	Educational Tools misc.
	Lift Truck

**Physical Job Demands by Task:**

	Rare	Infrequent	Occasional	Frequent	Continuous
% of workday	<1%	2-5%	6-33%	34-66%	67-100%
# of tasks	1 or less	2-20/day	21-100/day	101-245/day	246-490/day
<10#			2,4,5,6		
11-20#					
21-50#			3		
51-75#					
76-100# +	1				

**Functional Task Demands:**

	Rare	Infrequent	Occasional	Frequent	Continuous
% of workday	<1%	2-5%	6-33%	34-66%	67-100%
# of tasks	1 or less	2-20/day	21-100/day	101-245/day	246-490/day
Bending			3		
Twisting/turn			3		
Reach below knee			3		
Push/pull			3		
Floor to waist			3		
Waist to shoulder			3		
Shoulder – overhead					
Squat/kneel			3		
Stand/walk			2,3,4,5,6		
Grasp with fingers/hands			2,3,4,5,6		
Sit			2,4,5,6	3	
Stair Climb					
Ladder Climb					
Front carry					
(R) Carry					
(L) Carry					
(R) Grip					
(L) Grip					
Static Trunk Bend					
Static Crouch					
Crawl					

**Other Information:**

Self-management of pace: High Ability	Ability to get help: High Ability
Ability to use tools/equipment for demanding tasks: High Ability	Expected changes to position: No Changes Expected
Can do work with one hand: Yes	Could wear splint/brace/cast: Yes
Work in hot/cold: No	Can change positions: Yes
Must drive: Yes	Can be restricted from driving: Yes
Can keep wounds clean/dry: Yes	Flexible work performed/varied physical demand: Yes
Alternate Work Available: Yes	Is Suitable for Transitional Work? Yes
Is suitable as transitional work for another position? Yes	Third Party Support Available for the Employer/Injured Worker? No

**Recommendations:**

This position is a Light job classification as per U. S. Department of Labor standards. It is well suited to transitional work secondary to the availability of alternate work and the modification of job demands by the supervisory personnel.

The job analysis should be compared to the functional capacity evaluation in order to compare/link to the worker's physical demands as it relates to the diagnosed injury. This job analysis should be made available to the physician of record in order to provide information necessary for the physician to complete the MEDCO-14 form (Physician's Report of Work Ability).

Injuries with physical restrictions will be transitioned in an alternative duty position. Medco-14 will be provided by the physician of record with alternative duties being assigned based on careful of the physical demands. Safe placement in alternative duty with consideration of all barriers will be outlined in each temporary assignment. Daily review of progress and ongoing monitoring is completed by assigned supervisor. Essential job tasks will be completed in simulated work conditions with actual physical demonstrations of capacity upon release from the physician of record.

Adopted: June 16, 2016  
Revised: June 21, 2019

## GCAB JOB DESCRIPTION--TEACHER

**Title:** Teacher

**Qualifications:**

1. Minimum of a bachelor's degree with academic training or experience in specific teaching field.
2. Valid Ohio certificate/license in specific teaching field from Department of Education or evidence that one may be obtained.
3. BCI&I Clearance

**Condition of Employment:**

First year provisionally licensed teachers shall be required to complete the Entry Year Program, including, but not limited to, first year mentor services.

**Reports to:** Building Principal

**Job Goal:** To instruct and guide students in developing skills and learning information that contributes to their intellectual, emotional, and psychological growth.

**Physical Demands:** The person performing this job should be capable of performing major life activities as defined in the Americans with Disabilities Act. Reasonable accommodations of these physical demands shall be made to enable individuals with disabilities, as defined in the Americans with Disabilities Act, to perform essential functions.

**Working Conditions:** The working conditions described here are representative of those an employee encounters while performing the essential functions of this job title. While performing the duties of the job, the employee is occasionally exposed to office equipment chemicals. Noise level in the work environment is moderate to occasionally loud. According to the District's Exposure Control Plan, the employee is determined not to be at-risk to occupational exposure to blood and other potentially infectious materials.

**Essential Functions:**

- Domain A - Organizes Content Knowledge for Student Learning
- Domain B - Creates an Environment for Student Learning
- Domain C - Teaches for Student Learning
- Domain D - Teacher Professionalism

**Terms of Employment:** Salary and work year is established by the Board of Education in accordance with the ICEA Negotiated Agreement.

**Evaluation:** Job performance will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Certified Staff and the ICEA Negotiated Agreement.

Adopted: September 19, 2002

Revised: June 26, 2003; Re-adopted by Revision: January 15, 2004



**GCAC JOB DESCRIPTION--DISTRICT TECHNOLOGY COORDINATOR**

The essential duties and responsibilities of this position include the following:

1. Responsible to the Superintendent and Assistant Superintendent.
2. Chair regular meetings of the District technology committee.
3. Write, implement, and evaluate the District technology plan and revise it as necessary.
4. Write, submit, implement, and evaluate the SchoolNet and SchoolNet Plus applications and revise them as necessary.
5. Compile, maintain, and revise an inventory of all technological hardware and software in the Indian Creek Local School District.
6. Make recommendations to the Superintendent concerning all technological needs for the Indian Creek Local School District.
7. Administer the operation of all LAN's and WAN's in the Indian Creek Local School District.
8. Supervise the initial installation and set up of all equipment and establish a regular maintenance program for all equipment.
9. Troubleshoot any technological problems and correct any problems in the most effective and cost-efficient manner.
10. All hardware and software purchase requests should have the DTC's input before the Superintendent will approve the requisitions. Staff members must requisition requests through the DTC.
11. Seek and write grant proposals and/or apply for any available funding to provide financial support to purchase additional technology for the Indian Creek Local School District.
12. Keep informed of the latest developments in technology.
13. Attend conferences, meetings, seminars, etc. related to technology.
14. Establish and provide staff development and training regarding the uses of technology for all employees of the Indian Creek Local School District.
15. Serve as a resource person for instructional staff and administration.
16. Provide specific training for staff members on either a group or individual basis.
17. Assist staff and students in the use and adaptation of technology to enhance the teaching/learning process.
18. Be available to work with staff members before, after, and during the school day.
19. Serve as the coordinator for any necessary work relative to the implementation of the District technology plan. This will include both external and internal providers.
20. Administer all technology accounts and assure compliance with the District's acceptable use policy.
21. Perform such other duties as may be assigned by the Superintendent.

Adopted: August 1, 1996

Re-adopted by Revision: January 15, 2004

**GCAD JOB DESCRIPTION--DISTRICT COORDINATOR OF K-8 LIBRARY SERVICES**

The essential duties and responsibilities of this position include the following:

- A. Elementary Libraries
  - 1. Align the District library course of study to proficiency test outcomes.
  - 2. Coordinate library activities so students in all schools have the same opportunities and experiences in the library.
  - 3. Work with teachers to develop research units using both print and non-print materials. (including Internet resources)
  - 4. Develop a checklist for elementary library aides to use when reviewing curriculum outcomes.
  - 5. Develop activities for library media personnel to use in reviewing skills covered in research units taught by teaching staff.
- B. Junior High and High School Libraries
  - 1. Align the District library course of study to proficiency outcomes.
  - 2. Work with teachers to develop research units using both print and non-print materials. (including Internet resources)
  - 3. (Long Range Goal) Plan, along with Assistant Superintendent, District technology coordinator and TAP personnel to set up Distance Learning Program.
- C. District
  - 1. Integrate District activities, including "Right-To-Read-Week" and "Career Week" across the grade level curriculum.
  - 2. Promote library activities and library services in the schools.
  - 3. Institute a library program, along with the Parent Coordinator, for the community. Make the libraries accessible to community members in the evenings. NOTE: The communities of Unionport, Bloomingdale, Wintersville, and Mingo Junction do not have community libraries. This would be a good way to get the community into the schools and also a good starting point to obtain grant money.
  - 4. Work with technology coordinator and parent coordinator to provide technology workshop for staff and community.
  - 5. Perform such other duties as may be assigned by the Superintendent

Adopted: October 26, 2000

Revised: September 19, 2002; Re-adopted by Revision: January 15, 2004

## GCAFA IN-SCHOOL SUSPENSION COORDINATOR

- Qualifications:**
1. Minimum of a bachelor's degree with academic training or experience in specific teaching field.
  2. Valid Ohio certificate/5 Year Professional Grades 4-9 License.
  3. BCI&FBI Clearance

### Condition of Employment:

- Demonstrated ability to work collaboratively and successfully with administration, staff, students and parents.
- Evidences a demonstrated competency in instructional methods, behavior management, and child development.
- Work cooperatively with students, parents, staff and administration to meet the needs of students.
- Commitment to the continuous school improvement process.
- Ability to effectively communicate with students in grades 5-8.
- Provide an effective behavior program for middle school students.
- Monitor students who have been assigned to in-school suspension.
- Explains expected conduct and appropriate behavior to students.
- Assigns and checks student work during suspension periods, and reviews student progress.
- Escorts students during break periods and lunch periods.
- Collects assignments from teachers for students who have been assigned to in-school suspension.
- Monitors the in-school suspension program which will include a daily schedule for all subjects.
- Supervises students assigned to the program in order to ensure that students remain on task throughout the school day.
- Assists students in completing prepared programs which would include lessons on study skills and guidance components related to positive behavior and career education.
- Meets with parents of students who have been assigned to in-school suspension in order to review work that has been completed during the program.
- Performs other work-related duties as assigned.

**Reports to:** Building Principal

**Job Goal:** Monitor students who have been assigned to in-school suspension and provide an effective behavior program for these students.

**Physical Demands:** The person performing this job should be capable of performing major life activities as defined in the Americans with Disabilities Act. Reasonable accommodations of these physical demands shall be made to enable individuals with disabilities, as defined in the Americans with Disabilities Act, to perform essential functions.

**Working Conditions:** The working conditions described here are representative of those an employee encounters while performing the essential functions of this job title. While performing the duties of the job, the employee is occasionally exposed to office equipment chemicals. Noise level in the work environment is moderate to occasionally loud. According to the District's Exposure Control Plan, the employee is determined not to be at-risk to occupational exposure to blood and other potent infectious materials.

**Essential Functions:** Domain A - Organizes Content Knowledge for Student Learning  
Domain B - Creates an Environment for Student Learning  
Domain C - Teaches for Student Learning  
Domain D - Teacher Professionalism

**Terms of Employment:** Salary and work year is established by the Board of Education in accordance with the ICEA Negotiated Agreement.

**Evaluation:** Job performance will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Certified Staff and the ICEA Negotiated Agreement.

Adopted: April 20, 2023

## **GCB – 1 PROFESSIONAL STAFF-CONTRACTS AND COMPENSATION PLANS**

(Teachers)

The Board believes that a fair teacher compensation plan, which includes an adequate base salary, increments and employee benefits, is necessary to attract and retain properly certified or licensed men and women to provide a quality educational program.

As required by law, notice of annual salary is given to each certificated/licensed employee by July 1.

### Teacher Contracts

Written contracts of employment are issued to all certified/licensed teaching personnel. Contracts are by and between the staff member and the Board.

The basic types of contracts are as follows:

#### Limited Contract

A limited contract is one to five years in length. It may be entered into by a teacher who has not been an employee of the Board for at least three years and must be entered into, regardless of length of previous employment, by a teacher who holds a provisional or alternative license or who holds a professional license and is not eligible to be considered for a continuing contract.

Any teacher employed under a limited contract and not eligible to be considered for a continuing contract is, at the expiration of the contract, considered re-employed at the same salary plus any increment provided by the salary schedule, unless acted upon by the Board.

The Board may, acting on the Superintendent's written recommendation that the teacher not be re-employed, not renew a limited contract so long as evaluation procedures have been completed in compliance with law. The Board must give the teacher written notice of its intent not to re-employ on or before June 1.

#### 3. Extended Limited Contract

An extended limited contract of one or two years in length is given to a teacher who is eligible for consideration for, but not awarded, a continuing contract.

#### 4. Continuing Contract

Teachers who have taught in the District for at least three years within the last five years and teachers who have attained continuing contract status elsewhere and have served two years in the District are eligible for continuing contracts.

A continuing contract may be issued to eligible teachers who:

- Hold a professional, permanent or life teaching certificate or
- Any teacher who was initially issued a teacher's certificate or educator's license prior to January 1, 2011 who meets the following conditions:
  - Holds a professional educator license or a senior professional educator license or lead professional educator license;

#### 6. Has completed the applicable one of the following:

- If the teacher did not hold a master's degree at the time of initially receiving the license, 30 semester hours of course work are required in the area of licensure or in an area related to teaching since the initial issuance of the license.
- If the teacher held a master's degree at the time of initially receiving his/her license, six semester hours of graduate course work are required in the area of licensure or in an area related to teaching since the initial issuance of the license.

- Any teacher who never held a teacher's certificate and was initially issued an educator license on or after January 1, 2011 who meets the following conditions:

- Holds a professional educator license or a senior professional educator license or lead professional educator license;

#### 2) Has held an educator license for at least seven years;

#### 3) Has completed the applicable one of the following:

- a. If the teacher did not hold a master's degree at the time of initially receiving an educator license, 30 semester hours of course work in the area of licensure or an area related to the teaching field since the issuance of the license.

- b. If the teacher held a master's degree at the time of initially receiving his/her license, six semester hours of graduate course work are required in the area of licensure or in an area related to teaching since the initial issuance of the license.

Upon the recommendation of the Superintendent that a teacher eligible for continuing contract service status be re-employed, a continuing contract is granted unless the Board rejects the recommendation by three-fourths vote. A continuing contract remains in effect until the teacher resigns; elects to retire, is retired for reasons consistent with law or until he/she is terminated or suspended.

If the Board rejects the recommendation for re-employment of the teacher, the Superintendent may recommend re-employment of the teacher under an extended limited contract for a term not to exceed two years, if continuing service status has not previously been attained elsewhere. Written notice of the Superintendent's intention to make such a recommendation must be given to the teacher with reasons directed at the professional improvement of the teacher on or before June 1. Upon subsequent re-employment of the teacher, only a continuing contract may be entered into.

The Board may reject the Superintendent's recommendation for re-employment of the teacher under an extended limited contract by three-fourths vote of its full membership.

The Board declares its intention not to re-employ the teacher by giving the teacher written notice on or before June 1. If evaluation procedures have not been completed in compliance with law or if the Board fails to give the teacher written notice of its intent not to re-employ by the aforementioned date, the teacher is re-employed under an extended limited contract for a term not to exceed one year at the same salary plus any increment provided by the salary schedule.

The Superintendent's recommendation is considered in all contracts pertaining to certificated/licensed individuals.

Adopted: November 15, 2018

LEGAL REFS.: ORC 3313.53  
3317.13; 3317.14  
3319.07; 3319.08; 3319.09; 3319.10; 3319.11; 3319.111; 3319.12;  
3319.22; 3319.227; 3319.24; 3319.26

## GCB PROFESSIONAL STAFF HIRING

Through its employment policies, the Board will attempt to attract, secure, and hold the highest qualified personnel for all professional positions. The selection program will be based upon an alertness to candidates who will devote themselves to the education and welfare of the children attending the public schools.

The Superintendent and others to whom he delegates this responsibility will determine the personnel needs of the School District and will recommend suitable candidates for employment to the Board. Through effective administrative procedures, the Superintendent will attract and recommend to the Board the employment and retention of personnel who are motivated to do their best work and to be creative from their own inner resources.

It will be the duty of the Superintendent to see that persons nominated for employment in the schools meet all certification requirements and the requirements of the Board for the type of position for which the nomination is made.

The following guidelines will be used in the selection of personnel:

1. There will be no discrimination in the hiring process due to age, sex, race, color, national origin, handicap, religion, or ancestry.
2. The quality of instruction is enhanced by a staff with a wide variation in background, educational preparation, and previous experience. Concerted efforts will be made to maintain a variation in the staff.
3. Interviewing and selection procedures will assure that the administrator to be directly responsible for the work of a staff member has an opportunity to aid in the selection; however, the final selection will be made or approved by the Superintendent.
4. No candidate will be hired without a personal interview, and wherever possible the candidate will be observed in his own school prior to selection. References will be checked.
5. All candidates will be considered on the basis of their merits, qualifications, and the needs of the District. In each instance, the Superintendent and others playing a role in selection will seek to recommend the best qualified person for the job.
6. While the Board may accept or reject a nomination, an appointment will be valid only if made with the recommendation of the County Superintendent. In case of a rejection, it is the duty of the County Superintendent to make another nomination.

Rehiring of retirees: Notice must be given 60 days prior to the date re-employment is to begin. The notice must state that the person is or will be retired and is seeking re-employment in the District. The notice must include the time, date and location of a public meeting, which must take place 15 to 30 days prior to employment.

Adopted: July 17, 1986

Revised: November 20, 2003;

Re-adopted by Revision: January 15, 2004



**GCPD PROFESSIONAL STAFF CONTRACTS AND COMPENSATION PLANS**  
(Administrators)

Fair compensation plans are necessary in order to attract and retain properly certified or licensed administrators to provide and manage a quality educational program.

The Board may establish a salary schedule for its administrators, with the exception that the salary of the Superintendent is usually determined by the employee contract. Notice of annual salary is given to each administrator by July 1.

All administrators shall be issued written limited contracts. The contract specifies the administrative position and duties, the salary and other compensation to be paid for performance of such duties, the number of days to be worked, the number of days of vacation leave and any paid holidays in the contractual year.

The term of the administrator's contract will not exceed three years, except that an individual who has been employed as an administrator for three years or more shall be entitled to receive a contract of not fewer than two nor more than five years. The Superintendent may recommend employment of an individual who has served as an administrator in the District for three years or more under a one-year administrative contract once during such individual's administrative career in the District.

An administrator who has earned teacher tenure in the District retains such status while serving as administrator. Any administrator who previously obtained teacher tenure in another district achieves teacher tenure in the District after re-employment with two or more years' experience as an administrator in the District.

The Superintendent's recommendation is considered in all contract renewals. All administrators are evaluated annually. In the year an administrator's contract does not expire, the evaluation is completed and a written copy is given to the administrator no later than the end of the administrator's contract year as defined by his/her salary notice.

In the year an administrator's contract does expire, two evaluations are completed: one preliminary and one final. The preliminary evaluation is conducted at least 60 days prior to any Board action on the employee's contract, and a written copy of the preliminary evaluation is given to the administrator at this time.

The final evaluation includes the Superintendent's intended recommendation for the employee's contract. A written copy of the final evaluation must be provided to the employee at least five days prior to the Board's action to renew or nonrenew the employee's contract. If the Board fails to take action on the expiring contract, then the administrator is renewed. If the administrator has been in the District for two years or less, he/she will receive a one-year contract. If the administrator has been in the District three years or more, he/she will receive a two-year contract.

Before June 1, any administrator whose contract expires at the end of the school year is notified by the Board of the date on which the contract expires and of the individual's right to request a meeting with the Board in executive session to discuss the reasons for considering renewal or nonrenewal of his/her contract. Also prior to June 1 of the year in which the employment contract expires, any administrator whom the Board intends to nonrenew receives written notification of the Board's intent not to re-employ.

The Board may request an alternative administrative license valid for employing a Superintendent, or any other administrator, consistent with State law.

[Adoption date:]

LEGAL REFS.: ORC 3319.01; 3319.02; 3319.111; 3319.12; 3319.225; 3319.;27  
4117.01  
OAC 3301-24-11; 3301-24-12

**CROSS REFS.:**

GCBA, Professional Staff Salary Schedules GCBB, Professional Staff Supplemental Contracts

GCBC, Professional Staff Fringe Benefits

GCBD, Professional Staff Leaves and Absences

GCBE, Professional Staff Vacations and Holid

## **GCAE JOB DESCRIPTION – BEHAVIOR ANALYST**

The Indian Creek Local School District’s BCBA will provide evidence-based, data supported, behavior intervention and programming for children, as well as support to teaching staff, to increase functional skills within the framework of Applied Behavior Analysis. The BCBA will work with staff, families and other professionals to help each and every student maximize their potential and reach their goals.

### Qualifications of the Board Certified Behavior Analyst:

- Masters Degree in Applied Behavior Analysis, Special Education, or other related field
- Current Board Certification in Applied Behavior Analysis – BCBA, per BACB guidelines
- May require additional licensure.
- At least 3 years’ experience working with individuals with special needs, including autism and intellectual disabilities, preferred
- Experience with challenging behavior in children preferred

### Responsibilities of the Board Certified Behavior Analyst:

- Training and professional development with teaching and non-teaching support staff on principles of ABA and their application in the school setting.
- Consultation with teachers and administrators in the school setting, to facilitate progress with educational and behavioral goals
- Consultation with teachers and administrators to address individualized needs of children and adolescents from preschool through graduation
- Regular collaboration with teachers, caregivers, and other service providers
- Conducting Functional Behavior Assessments and creating Behavior Support Plans for the reduction of challenging behavior
- Development of programming to address individualized needs of students in compliance with the student’s IEP (including but not limited to: functional communication, social skills, adaptive living skills)
- Development of data collection systems for the purpose of assessment and progress monitoring
- Training for teaching and non-teaching support staff on implementation, data collection, and progress monitoring for the student’s ABA programming and behavior intervention

Adopted: June 20, 2019

**GCAFA IN-SCHOOL SUSPENSION COORDINATOR**

**Title:** Teacher

- Qualifications:**
1. Minimum of a bachelor's degree with academic training or experience in specific teaching field.
  2. Valid Ohio certificate/5 Year Professional Grades 4-9 License.
  3. BCI&FBI Clearance

**Condition of Employment:**

- Demonstrated ability to work collaboratively and successfully with administration, staff, students and parents.
- Evidences a demonstrated competency in instructional methods, behavior management, and child development.
- Work cooperatively with students, parents, staff and administration to meet the needs of students.
- Commitment to the continuous school improvement process.
- Ability to effectively communicate with students in grades 5-8.
- Provide an effective behavior program for middle school students.
- Monitor students who have been assigned to in-school suspension.
- Explains expected conduct and appropriate behavior to students.
- Assigns and checks student work during suspension periods, and reviews student progress.
- Escorts students during break periods and lunch periods.
- Collects assignments from teachers for students who have been assigned to in-school suspension.
- Monitors the in-school suspension program which will include a daily schedule for all subjects.
- Supervises students assigned to the program in order to ensure that students remain on task throughout the school day.
- Assists students in completing prepared programs which would include lessons on study skills and guidance components related to positive behavior and career education.
- Meets with parents of students who have been assigned to in-school suspension in order to review work that has been completed during the program.
- Performs other work-related duties as assigned.

**Reports to:** Building Principal

**Job Goal:** Monitor students who have been assigned to in-school suspension and provide an effective behavior program for these students.

**Physical Demands:** The person performing this job should be capable of performing major life activities as defined in the Americans with Disabilities Act. Reasonable accommodations of these physical demands shall be made to enable individuals with disabilities, as defined in the Americans with Disabilities Act, to perform essential functions.

**Working Conditions:** The working conditions described here are representative of those an employee encounters while performing the essential functions of this job title. While performing the duties of the job, the employee is occasionally exposed to office equipment chemicals. Noise level in the work environment is moderate to occasionally loud. According to the District's Exposure Control Plan, the employee is determined not to be at-risk to occupational exposure to blood and other potentially infectious materials.

**Essential Functions:** Domain A - Organizes Content Knowledge for Student Learning  
Domain B - Creates an Environment for Student Learning  
Domain C - Teaches for Student Learning  
Domain D - Teacher Professionalism

**Terms of Employment:** Salary and work year is established by the Board of Education in accordance with the ICEA Negotiated Agreement.

**Evaluation:** Job performance will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Certified Staff and the ICEA Negotiated Agreement.

Adopted: September 19, 2002

Revised: June 26, 2003; Re-adopted by Revision: January 15, 2004, Revised: May 20, 2020,  
April 20, 2023.

## GCBA PROFESSIONAL STAFF SALARY SCHEDULES

The Board of Education shall adopt a salary schedule that will equal or exceed the state minimum schedule, a copy of which will be issued to each instructional employee. When the salary schedule is revised, the revised copy will be distributed.

1. Increments are based on experience and training.
2. The semester hour is the evaluative training unit.
3. Teachers coming into the Indian Creek School District may be given credit for teaching experience and active military service up to a maximum of ten years.
4. Military service may be credited to a maximum of five years. Eight months or more of continuous active military service may be counted as a year.
5. Experience will be credited as a full year or a half year:
  - a. Full year is equal to 120 days of active teaching.
  - b. Half year is equal to 85 days of active teaching.
  - c. Partial days of substitute teaching are not calculated for experience credit.
6. The 150-semester hours' bracket is defined as 150 semester hours of recognized college training, including a bachelor's degree.
7. Training beyond the bachelor's degree must be in teaching field when teacher is not teaching in area of major preparation.
8. When a teacher completes additional training which would qualify the teacher for a better salary schedule bracket, the salary of the teacher will be adjusted in accordance with the following time schedule when \*evidence is provided:
  - ◆ Evidence produced prior to October 1, salary effective for year
  - ◆ Evidence produced prior to February 1, salary effective second semester

\* Evidence for the purpose of meeting the deadline can be a grade sheet or a statement from the university. For a new B.A. or M.A. level, a statement must be submitted, since the grade sheet would not indicate completion of requirements. Prior to submitting this final grade sheet or statement, the teacher must have all credits up to date in the office with the exception of those last hours that qualify the teacher for an increase. The teacher will be permitted two months from the effective date of the new salary to present official transcripts as permanent, official evidence of eligibility. If the transcripts are not submitted within this length of time, the salary will revert to the original amount until the transcripts are submitted. The salary will then be readjusted according to the time schedule on the previous page.
9. Upon the recommendation of the superintendent, the Board of Education may accelerate salary increases when an emergency exists or when it is impossible to secure teachers in special fields or with special qualifications. The Board of Education reserves the right to make whatever deviations from the schedule necessary.
10. Substitute teachers will receive a daily rate established by the Board of Education
11. Substitute administrators will receive a per diem rate determined by the Board of Education.
12. Extended service payment shall be based upon an individual's training and experience level on the existing Ohio Minimum Salary Schedule.

Adopted: October 19, 1982

Re-adopted by Revision: January 15, 2004

Revised: May 24, 1983; June 27, 1996; September 24, 1998; August 17, 2000; July 26, 2007; October 19, 2021

**GCBA-R COMPENSATION FOR SUMMER EDUCATIONAL PROGRAMS**

Teachers who are involved in summer educational programs sponsored by Indian Creek Local School District and who are to receive compensation directly from Indian Creek Local School District will receive their compensation in a separate paycheck within ten (10) working days after the completion of the educational program.

Adopted: September 24, 1998

Re-adopted by Revision: January 15, 2004

**GCBB PROFESSIONAL STAFF SUPPLEMENTAL CONTRACTS**

Certain positions assigned to professional staff members may require extra responsibility or extra time beyond that required of all professional staff members. When the Board and administration determine the need, qualified staff members selected for such positions are provided supplemental contracts and additional compensation.

The Board approves the positions and the compensation for these assignments. Supplemental contracts for such assignments are awarded by the Board upon the recommendation of the Superintendent.

Supplemental contracts are limited contracts given for terms not to exceed five years. Supplemental contracts expire automatically at the end of their terms, with or without Board action.

The Board directs the Superintendent/designee to identify those supplemental contract positions that supervise, direct or coach student activity programs that involve athletic, routine/regular physical activity or have health and safety considerations. Individuals accepting these contract positions must complete the requirements established by the Ohio Department of Education, and State law.

Adopted: September 26, 2006

Revised: February 28, 2008; March 17, 2011; February 21, 2013



**GCBCA PURCHASING NON-CONTRIBUTING RETIREMENT CREDIT**

If a certified employee or former employee makes a request to purchase retirement credit for non-contributing service time, and the payment for the School District's employer portion is optional, it will be the policy of the Board of Education to pay for the Board's share of non-contributing service credit if the total cost to the District would be \$300 or less.

Adopted: April 18, 2002

Re-adopted by Revision: January 15, 2004

**GCBD PROFESSIONAL STAFF LEAVES AND ABSENCES**

Absence from the job for reasons other than those covered in the sick leave provisions or otherwise granted with pay will result in deductions from salary on the basis of the certificated person's contracted year. The deduction will be the total salary divided by the number of contracted days for each day of absence.

An employee earns one and one-quarter days' sick leave per month to a maximum of fifteen days per year, less any days used.

Teachers whose contracts have been suspended will maintain benefits for the period July 1 through August 30, regardless of the date upon which the Board acts to suspend contracts. Since the District would be charged by insurers for claims made during the subsequent school year by teachers whose contracts have been suspended, benefit cards must be returned to the Business Office prior to the teacher receiving his or her final payroll check.

**Sick Leave Charge for Calamity Days**

When an employee is on sick leave and any one or more of those days is declared a calamity day, the employee will not be charged with a day of used sick leave.

**Personal Leave Charge for Calamity Days**

When an employee is on personal leave and any one or more of those days is declared a calamity day, the employee will not be charged with a day of used personal leave.

**Mutual Educational Exchange Program**

Certificated personnel employed by the School District will be released under the conditions listed below to accept a position abroad for one school year under an officially recognized Mutual Educational Exchange Program such as the Fulbright Teacher Program.

If accepted by the Mutual Educational Exchange Program, the teacher will be granted a leave of absence, with salary, provided an exchange teacher, whose salary is paid by one's own school authority, is assigned to the Indian Creek School District for the duration of said leave of absence.

Certified/licensed personnel returning from said leave shall be granted a position for which they are certificated and qualified with the same contract status.

Revised: March 15, 1984;

Re-adopted by Revision: January 15, 2004

Revised: November 19, 2009; April 21, 2011

**GCBE-1 ADMINISTRATOR CONTRACTS**

**10 Months**

Two (2) weeks before the first day of school and two (2) weeks after the last day of school

**10 ¼ Months**

Two (2) weeks before the first day of school and three (3) weeks after the last day of school

**10 ½ Months**

Three (3) weeks before the first day of school and three (3) weeks after the last day of school

**11 Months**

Same as twelve (12) month with the exception of twenty (20) days off in July

**11 ½ Months**

Same as twelve (12) month with the exception of ten (10) days off in July

**12 Months**

Superintendent..... August 1 – July 31

Treasurer..... August 1 – July 31

All other administrators.....July 1 – June 30

Adopted: April 2, 1999

Re-adopted by revision: January 15, 2004

Revised: January 12, 201

Legal Reference:

ORC: 3319.02.

## GCC PROFESSIONAL STAFF RECRUITING

Because the quality of the staff hired by the Board is the major component of an effective, productive educational program, the Board and the administration of the District make efforts to attract and retain qualified personnel.

The Board expects the Superintendent, with the assistance of the administrative staff, to determine the personnel needs of the District and the individual schools and to recruit the best qualified candidates to recommend for employment.

Recruitment procedures include posting all openings so that the talents and potential of individuals already employed by the school system are not overlooked. Any current employee may apply for any position for which he/she has certification and meets other stated requirements. All candidates shall be considered on the basis of their merits, qualifications and the needs of the District.

The appropriate building administrator is expected to be involved in recruiting and interviewing. The Superintendent's recommendation reflects, although not necessarily concurs with, that administrator's appraisal of the candidate's qualifications.

### LEGAL REFS:

ORC 3319.393  
OAC 3301-35-03

### CROSS REFS.: AC, Nondiscrimination

ACA, Nondiscrimination on the Basis of Sex  
ACB, Nondiscrimination on the Basis of Disability  
GBA, Equal Opportunity Employment

Adoption Date: **November 18, 2021**

## **GCD PROFESSIONAL STAFF HIRING**

The Superintendent determines the District's personnel needs and recommends to the Board properly certified, licensed or registered candidates for employment. Through recruiting and evaluation procedures, the Superintendent recruits and recommends to the Board the employment and retention of personnel.

It is the duty of the Superintendent to see that persons nominated for employment in the schools meet all certification/licensure/registration requirements and the requirements of the Board for the type of position for which the nomination is made.

The following guidelines are used in the selection of personnel.

1. There is no unlawful discrimination in the hiring process.
2. The quality of instruction is enhanced by a staff with widely varied backgrounds, educational preparation and previous experience. Concerted efforts are made to maintain a variation in the staff.
3. Interviewing and selection procedures ensure that the administrator who is directly responsible for the work of a staff member has an opportunity to aid in the selection process. The final recommendation to the Board is made by the Superintendent or by another individual designated by the Board in the event that the Superintendent's nomination of a teacher would create an unlawful interest in a public contract.
4. No candidate is hired without an interview and a criminal records check.
5. All candidates are considered on the basis of their merits, qualifications and the needs of the District. In each instance, the Superintendent and others having a role in the selection process seek to recommend the best qualified applicant for the job.
6. All candidates for teaching positions must be properly certified or licensed.
7. No candidate is hired prior to the District consulting the educator profile database maintained on the State Board of Education's (SBOE) website. After consulting the educator profile database, the District also may consult the office of professional conduct within SBOE and/or consult any prior education-related employer of the candidate in accordance with State law.

While the Board may accept or reject a nomination, an appointment is valid only if made with the recommendation of the Superintendent or by another individual designated by the Board in the event that the Superintendent's nomination of a teacher would create an unlawful interest in a public contract. In the case of a rejection, it is the duty of the Superintendent to make another nomination.

## **Employment of Retired Administrators**

The Board recognizes that recruiting and retaining properly certified or licensed administrative personnel has become increasingly difficult in Ohio's competitive marketplace. Therefore, the Board will, under appropriate circumstances, offer to enter into administrative employment agreements with qualified retired administrators whenever practical and when such action appears to be in the best interests of the District. Retired administrators may be employed as administrators on a part-time or full-time basis.

For purposes of this policy, a "retired administrator" is an individual who has retired pursuant to STRS or SERS rules and regulations.

The Board authorizes and directs the Superintendent to develop administrative regulations to implement this policy at the soonest practicable time.

## **Rehiring of Retirees**

If an employee is retiring and seeks re-employment in the same position, then public notice must be given 60 days prior to the date re-employment is to begin. If the Board has urgent reasons to fill the position in an expiated manner and these reasons are explained in the notice, the public notice must be given 30 days to the date re-employment is to begin. The notice must state that the person is or will be retired and is seeking re-employment in the District. The notice must include the time, date and location of a public meeting, which must take place 15 to 30 days prior to employment. Notices and meetings are not required if the person has been retired for at least one year before reemployment is to begin.

### **LEGAL REFS.:**

The Elementary and Secondary Education Act; 20 USC 1221 et seq.

ORC 2921.42

3307.01

3307.353

3313.53

3319.02

3319.07

3319.074

3319.08

3319.088

3319.11

3319.22 through 3319.31

3319.318

3319.39

3319.393

3323.06

OAC 3301-35-05

3301-35-06

3307.1-13-03

**CROSS REFS.: AC, Nondiscrimination**

ACA, Nondiscrimination on the Basis of Sex

ACB, Nondiscrimination on the Basis of Disability

GBA, Equal Opportunity Employment

GBQ, Criminal Records Check

GDD, Support Staff Hiring

Adopted: July 17, 1986

Revised: November 20, 2003; Re-adopted by revision: January 15, 2004; November 21, 2013;  
November 15, 2019, November 18, 2021, October 17, 2024.

## GCDA EMPLOYMENT OF ADMINISTRATORS

The Board recognizes that it is vital to the successful operation of the District that administrative positions created by the Board are filled with highly qualified and competent personnel.

The following qualifications shall be sought in candidates seeking administrative positions in the Indian Creek Local School District.

### Assistant Principal:

1. Valid teacher certificate/license
2. Master's degree
3. Valid appropriate certificate/license in administration
4. At least three (3) years' successful teaching experience
5. Such alternatives or additions to the above qualifications as the Board may find appropriate and acceptable.

### Principal:

1. Valid teacher certificate/license
2. Master's degree
3. Valid appropriate certificate/license in administration
4. At least five (5) years' successful teaching experience or related experience
5. Must relocate into the Indian Creek Local School District
6. Any additions or alternatives to the above qualifications as the Board of Education may deem appropriate and acceptable

### Assistant Superintendent:

1. A minimum of eight (8) years experience in teaching and administration
2. Master's degree or higher in administration
3. A valid Ohio teaching certificate/license
4. Valid assistant superintendent or superintendent certificate/license
5. Must relocate into the Indian Creek Local School District
6. Such alternatives to these qualifications as the Board may find appropriate and acceptable

### Superintendent:

1. Valid Ohio superintendent certificate
2. A minimum of fifteen (15) years teaching and administrative experience
3. Experience in conducting effective community relations programs with the ability to enhance the image of education within the community
4. Management skills including staff development and personnel evaluation
5. Competence in planning and passing school tax levies
6. Competence in fiscal management and the budget process
7. Competence in labor relations including contract management and contract negotiations
8. Written and oral communications skills
9. Skills for building effective team and school-community partnership and a board-administration team management plan
10. Exemplify pride in the District by being visible, active, and accessible at times other than normal school hours
11. Relocate into the Indian Creek Local School District

When an administrative vacancy occurs, the Superintendent shall initiate a meeting with the Board of Education and proceed to seek the best-qualified and most capable candidates. A committee of members of the Board of Education shall aid him in this task.

Each serious candidate for the position shall be interviewed in a format that encourages expression of educational philosophy and qualifications. An opportunity must be provided for Board members to participate in the interview.

The Board shall approve the employment, fix the compensation and establish the term of employment for each administrator employed by this District. Upon initial employment, administrators in the Indian



Creek Local School District shall maintain residence in the Indian Creek District, enroll their children in Indian Creek Schools, attend extracurricular activities and dress appropriately when out of their offices (e.g. coat and tie for men). Under exceptional circumstances this requirement may be waived by the Board.

The Board shall enter into written contracts with its administrative employees specifying the employee's administrative position and duties, the salary and other compensation to be paid for the performance of the duties, the number of days to be worked, the number of days of vacation, if any, and any paid holidays in the contractual year. Administrative personnel shall fulfill the requirements of the State Board of Education and shall meet the qualifications of education and/or experience set forth in the job description for the position.

### Job Descriptions

Every administrative position shall have a specific role defined in a job description. The Superintendent shall be responsible for developing for each position an effective job description for the efficient management of the School District.

Adopted: July 22, 1992

Revised: December 22, 1993;

Re-adopted by Revision: January 15, 2004

**GCE SUBSTITUTE TEACHERS/CLASSIFIED PERSONNEL**

The Superintendent shall recommend to the Board for employment the best-qualified persons available to serve as needed as substitute teachers/classified employees.

Substitute teachers must have valid certificates filed with the county superintendent. Substitutes teachers will be employed by the Superintendent as required and will be paid in accordance with the substitute teachers' salary schedule as established by the Board of Education.

Re-adopted by Revision: January 15, 2004

**GCGAA CENTRAL OFFICE ADMINISTRATORS SALARY SCHEDULES**

The position of Superintendent is a 12-month assignment  
Salary..... Negotiable

The position of Assistant Superintendent is a 12-month assignment  
Salary..... Negotiable

The position of Treasurer/CFO is a 12-month assignment  
Salary .....Negotiable

Plus, a one-time bonus of \$275.00 payable July 15, 2014

Adopted: July 15, 1982; Re-adopted by Revision: January 15, 2004  
Revised: May 24, 1983; September 20, 1984; January 17, 1985; May 21, 1987; June 18, 1987; July 11, 1987; May 18, 1989; June 22, 1989; December 21, 1989; November 21, 1996; April 21, 1999; August 21, 2003; June 27, 2006; January 14, 2009; February 17, 2011; June 19, 2014

**GCGAA-10 TRANSPORTATION SUPERVISOR  
11-Month Assignment**

SALARY SCHEDULE – effective July 1, 2024

<u>Step</u>	<u>Salary</u>
0 .....	\$39,377.31
1 .....	40,211.21
2 .....	40,952.45
3 .....	41,741.61
4 .....	42,527.58
5 .....	43,315.68
6 .....	44,103.78

SALARY SCHEDULE –effective July 1, 2025

<u>Step</u>	<u>Salary</u>
0 .....	\$40,444.44
1 .....	41,300.93
2 .....	42,062.26
3 .....	42,872.81
4 .....	43,680.08
5 .....	44,489.53
6 .....	45,298.99

SALARY SCHEDULE – effective July 1, 2026

<u>Step</u>	<u>Salary</u>
0 .....	\$41,544.52
1 .....	42,424.31
2 .....	43,206.35
3 .....	44,038.95
4 .....	44,868.18
5 .....	45,699.65
6 .....	46,531.13

The Superintendent may recommend that this person be placed at a level other than Step 0.

The Transportation Supervisor will be entitled to two weeks of vacation annually, an attendance stipend in the amount of \*\$1,100.00, and a cell phone allowance in the amount of \$50.00 monthly. Additionally, the Transportation Supervisor will be entitled to a continuous service stipend, added to his/her base salary, in the amount of \$3,000.00 after completing fifteen (15) or more years of continuous service the District.

\*Attendance stipend contingent upon the following: Transportation Supervisor is absent from work no more than a maximum of five (5) days for reasons other than professional leave, jury duty, vacation and up to two (2) sick day per year per death in the immediate family. (Immediate family as defined by OAPSE Local #460 contract.)

Adopted: August 17, 1994; Re-adopted by revision: January 15, 2004

Revised: October 9, 1997; April 21, 1999; May 18, 2000; August 21, 2003; June 27, 2006.

February 17, 2011; June 19, 2014; December 3, 2015; August 2, 2017; July 15, 2021, June 28, 2024

**GCGAA-11 DISTRICT NETWORK ADMINISTRATOR**  
**12-Month Assignment**

Salary Schedule

<u>Step</u>	<u>Salary</u>
0 .....	\$32,871.80
1 .....	34,516.72
2 .....	36,242.55
3 .....	38,058.13
4 .....	39,960.00
5 .....	41,955.08

\*A one-time bonus equal to 2.75% of the 2010-2011 salary shall be paid in two separate checks, one in May 2011 and one in August 2011.

The Superintendent may recommend that this person be placed at a level other than Sept 0.

Adopted: July 15, 2010  
Revised: February 17, 2011

**GCKA EXPECTATIONS OF PERSONS ACCEPTING SUPPLEMENTAL CONTRACTS  
AND BOARD APPROVED VOLUNTEERS**

Advisors, coaches, and volunteers at all levels shall provide the strongest ethical and moral leadership for students under their direction. All shall work for the success of the total school program and the individual development of each student. To achieve these ends, all advisors, coaches, and volunteers are expected to:

- A. Have high expectations for students;
- B. Refrain from using, encouraging, or condoning vulgar language or gestures at school or in games;
- C. Avoid the use of tobacco and tobacco products while advising, coaching, or in the presence of students at an official school function;
- D. Obtain prior approval for fund raisers in writing from the Principal and Superintendent;
- E. Submit required reports and/or budgets;
- F. Refrain from degrading or intimidating students verbally or non-verbally, in private or in public;
- G. Conduct and participate in fund raisers as necessary;
- H. Stress positive rather than negative aspects of a student's behavior;
- I. Consult the building principal when scheduling the building for use outside the regular school day;
- J. Proper activity attire is expected of all advisors, coaches, and volunteers. No article of clothing, including hats, may represent any school other than Indian Creek while involved in school functions and activities to which they have been assigned.

Coaches and volunteers are expected to follow all regulations of the Ohio High School Athletic Association. This is of particular concern in regard to practices held before the designated season starting date, open gyms, scrimmages, camps and the coaching of individual athletes out of season.

The behavior of advisors, coaches, and volunteers should at all times be marked by dignity and self-control. The use of profane language and unsportsmanlike conduct is to be avoided. Actions and remarks that tend to incite the ire of spectators or provoke disorderly conduct are to be avoided as well.

The works and actions of students and staff members reflect upon the school and community. It is of the utmost importance that we present our school and community in the best possible light.

The Board reserves the right to withhold compensation for extra duty contracts if the duties are not fulfilled according to the job descriptions. The Board also reserves the right to dismiss volunteers.

Adopted: August 25, 1993; Re-adopted by revision: January 15, 2004  
Revised: May 21, 1998

**GCKAA-1 JOB DESCRIPTION--HEAD CHEERLEADER COACH**

Responsibility: The high school cheerleader coach is responsible to the athletic director and the building principal.

General Duties: Train and supervise the varsity and the reserve cheerleading squads and provide leadership and direction for all other cheerleading squads.

The essential duties and responsibilities of this position include the following:

1. Cooperate with the coaches, primarily those of football and basketball, and the students to promote the best interest and spirit for the school;
2. Organize cheerleading practice in the summer;
3. Help select and secure material and/or outfits for all squads, train and supervise varsity and reserve squads; supervise, approve and direct the orientation and training of other squads.
4. Develop rules and regulations (in writing) for all cheerleaders and distribute these guidelines to all coaches and candidates before tryouts.
5. Commend all cheerleader coaches 7-12 to athletic director and high school principal.
6. Provide for a uniform selection procedure and philosophy for all cheerleading squads.
7. Order through the athletic director, and present cheerleading awards.
8. If a cheerleader coach cannot accompany the squad to a game, arrangements shall be made among the cheerleader coaches to provide supervision for the cheerleader squad. In the event no cheerleader coach can provide the supervision of a squad, the athletic director and principal shall be so advised and determine what action can be taken at that time. It is imperative that the lines of communication be kept open among all coaches.

Position: Head Cheerleader coach

Salary paid at level IV

Time Expectations	Minimum Contact Hours:
Reserve & Varsity (2 Squads):	
Summer practice sessions @ hour	Hours
Practices – weeks @ hours	Hours
Attend football games @ hours	Hours
Attend basketball games @ hours	Hours
Fund-raising activities	Hours
Spring tryouts and selection process	_____ Hours

Re-adopted by revision: January 15, 2004

**GCKAA-2 JOB DESCRIPTION-MIDDLE SCHOOL (7 & 8 GRADE) CHEERLEADER  
ADVISOR  
JUNIOR HIGH GRADE 9 CHEERLEADER ADVISOR**

**Responsibility:** The cheerleader advisor is responsible to the head cheerleader coach, athletic director and the building principal.

**General Duties:** Advise and supervise 7<sup>th</sup> and 8<sup>th</sup> or 9<sup>th</sup> grade cheerleading squads.

The essential duties and responsibilities of this position are:

1. Cooperate with the coaches, primarily, and the students to promote the best interest and spirit for the school;
2. Organize cheerleading practice in the summer;
3. Help select and secure material and/or outfits for all squads, 7<sup>th</sup> and 8<sup>th</sup> or 9<sup>th</sup>.
4. Develop rules and regulations (in writing) for all cheerleaders and distribute these guidelines to all candidates before tryouts.
5. Prepare cheerleaders for the games, and pep sessions;
6. In the spring, conduct a cheerleading clinic after school for grades 6, 7, and 8 in preparation for tryouts.
7. Develop the selection procedure and direct the selection of cheerleaders in the spring; provide all candidates with selection criteria prior to the tryouts.
8. Present cheerleading awards;
9. If a cheerleader coach cannot accompany the squad to a game, arrangements shall be made among the cheerleader coaches to provide supervision for the cheerleader squad. In the event no cheerleader coach can provide the supervision of a squad, the athletic director and principal shall be so advised and determine what action can be taken at that time. It is imperative that the lines of communication be kept open among all coaches.

Salary to be paid at Level V

Position: Middle School (7 & 8 grade) Cheerleader Advisor

Junior High Grade 9 Cheerleader Advisor

<u>Time Expectations</u>	<u>Minimum Contact Hours:</u>
7 <sup>th</sup> , 8 <sup>th</sup> , and 9 <sup>th</sup> grade squads (3 teams)	
Practices a week for hour – weeks	Hours
9 <sup>th</sup> grade squad selection	Hours
8 <sup>th</sup> grade squad selection	Hours
Attend football games @ hours	Hours
Attend basketball games @ hours	Hours

Re-adopted by revision: January 15, 2004



### **GCJAA-3 JOB DESCRIPTION-FOOTBALL EQUIPMENT MANAGER**

Responsibility: Maintain and safeguard all football equipment uniforms as well as the overall organization of the equipment room and its inventory.

General Duties: Knowledge of athletic equipment and ability to repair and make equipment adjustments.

The essential duties and responsibilities of this position are:

The football equipment manager will be responsible for receiving all equipment from the re-conditioner. Proper and safe storage of equipment is essential. The equipment manager will assist coaches in the distribution, fitting and marking of equipment prior to double sessions. During August practice, the equipment manager will be present at the beginning and end of each practice session to distribute and collect equipment. The equipment manager will be present at all scrimmage games. When school is in session the equipment manager will be in the locker room from 2:30 – 3:15 p.m. and at the end of practice from approximately 5:00 - 6:00 p.m. or as determined by the practice schedule. The equipment manager will also be with the team at all varsity football games to provide for proper safeguard and care of equipment and uniforms. The equipment manager will also be available to the head football coach and re-conditioner whenever called upon to handle equipment and uniforms. The equipment manager is responsible to the head coach, athletic director and principal.

Salary: Level III

Re-adopted by revision: January 15, 2004

## **GCL PROFESSIONAL STAFF DEVELOPMENT OPPORTUNITIES**

### Professional Staff Development Opportunities

Professional staff members are encouraged to pursue and are provided with opportunities for the development of increased competencies beyond those that they may attain through the performance of their assigned duties and assistance from supervisors.

Opportunities for professional growths are provided through such means as:

1. Planned in-service programs and workshops offered with the District from time to time;
2. Released time for visits to other classrooms and schools and for attendance at conferences, workshops and other professional meetings and
3. Leaves of absence for advanced educational training.

The Superintendent has the authority to approve release time for conferences and visitations and reimbursements for expenses, provided that each activities are with budget allocations for that purpose.

Continuing Education Units (CEU's) are earned for professional development activities as determined by the Indian Creek Local Professional Development Committee (LPDC). All certified personnel must attend professional development activities as determined by the school calendar and/or site-based decision-making. A total of two and one-half (2.5) days shall be scheduled for professional development and CEU credit. One (1) of the days shall be a required District-wide day for all certified staff. One and one-half (1.5) days shall be required as scheduled on the school calendar, unless scheduled collaboratively by the staff of individual buildings.

A full day of professional development activities shall last for six (6) hours. A half-day shall last for three (3) hours. CEU credit will be awarded at the rate of .1 CEU for each one (1) hour of professional development activities.

Adopted: February 16, 1984

Revised: September 24, 1998; December 21, 2023

Re-adopted by revision: January 15, 2004

## **GCM PROFESSIONAL STAFF DEVELOPMENT**

It is the professional obligation of each employee to work for the improvement of his/her profession. Participation in organizations and activities that will further this aim is a part of each employee's professional responsibility.

It is also the obligation of the employee to work for his/her own professional improvement and to widen his/her own knowledge.

Opportunities for professional growth in the District will be provided through such means as the following:

1. Planned in-service programs and workshops offered within the school system from time to time;
2. Released time for visits to other classrooms and schools and for attendance at conferences, workshops and other professional meetings; and
3. Leaves of absence for advanced educational training.

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

In cases where school is dismissed for all employees, or an employee is excused to attend a meeting, conference, or workshop, attendance is compulsory. In such cases of non-attendance, it shall be considered as an absence and pay will be deducted.

Re-adopted by Revision: January 15, 2004

## GCN-1 ARTICLE VIII – EVALUATION OF CLASSROOM TEACHING PERFORMANCE

The Indian Creek Local School District Board of Education adopts the following teacher evaluation policy in accordance with the standards-based statewide teacher evaluation framework adopted by the State Board of Education in November 2011. The Board acknowledges that this teacher evaluation policy aligns with the *Standards for the Teaching Profession* as set forth in State Law.

The Board directs the Superintendent to implement this policy in accordance with State law. The requirements of this policy will apply to collective bargaining agreements entered into on or after September 24, 2012.

### **Definition of “Teacher”**

This policy applies to District employees who meet one of the following categories:

1. A teacher working under a license issued under ORC Sections 3319.22; 3319.26; 3319.222 or 3319.226 who spends at least 50% of his/her time providing content-related student instruction; or
2. A teacher working under a permanent certificate issued under ORC 3319.222 as it existed prior to September 2003 who spends at least 50% of his/her time providing content-related student instruction; or
3. A teacher working under a permanent certificate issued under ORC 3319.222 as it existed prior to September 2006 who spends at least 50% of his/her time providing content-related student instruction; or
4. A teacher working under a permit issued under ORC 3319.301 who spends at least 50% of his/her time providing content-related student instruction.

Principals and assistant principals shall be evaluated in accordance with the principal evaluation policy adopted by the Board in accordance with ORC 3319.02.

This policy does not apply to the superintendent, assistant superintendent(s), business manager, treasurer or “other administrator” as defined by ORC 3319.02. This policy also does not apply to substitute teachers or instructors of adult education.

### **Assigning an Effectiveness Rating**

Each evaluation will result in an effectiveness rating of “Accomplished,” “Skilled,” “Developing,” or “Ineffective.” An effectiveness rating is based on the following two categories: 1) Teacher Performance; and 2) Student Growth Measures. Fifty percent (50%) of the evaluation will be attributed to teacher performance and fifty-percent (50%) will be attributed to multiple measures of student growth.

Teacher Performance and Student Growth Measures ratings shall be combined to reach the summative teacher effectiveness rating.

The Board shall annually submit to the Ohio Department of Education (ODE), in accordance with ODE guidelines, the number of teachers assigned an effectiveness rating, aggregated by the teacher preparation programs from which, and the years in which, the teachers graduated. The name of, or any personally identifiable information about, any teacher reported in compliance with this provision cannot be required.

### **Calculating Teacher Performance**

Teacher Performance is evaluated during the two cycles of formal observations and periodic classroom walkthroughs. Fifty-percent (50%) of the effective rating will be attributed to Teacher Performance through a holistic process based upon the following *Ohio Standards for the Teaching Profession* and training for credentialed evaluators:

1. Understanding Student Learning and Development and Respecting the Diversity of the Students they Teach;
2. Understanding the Content Area for which they have Instructional Responsibility;
3. Understanding and Using Varied Assessment to Inform Instruction, Evaluate and Ensure Student Learning;
4. Planning and Delivering Effective Instruction that Advances Individual Student Learning;

5. Creating Learning Environments that Promote High Levels of Learning and Student Achievement;
6. Collaborating and Communicating with Students, Parents, Other Educators, District Administrators and the Community to Support Student Learning; and
7. Assuming Responsibility for Professional Growth, Performance and Involvement.

The Indian Creek Local School District will utilize the Ohio Teacher Evaluation System (OTES) Rubric provided by the Ohio Department of Education, to calculate the Teacher Performance fifty-percent (50%). **Specific rubrics from professional organizations will be used to evaluate those teachers not covered under OTES (e.g., nurse, guidance counselor, and teachers who spend less than 50% of their time providing content-related student instruction). The District will also utilize all necessary forms provided through OTES other than the walkthrough form.**

#### **Calculating Student Growth Measures**

For purposes of the Ohio Teacher Evaluation System (OTES), “student growth” means the change in student achievement for an individual student between two or more points in time. This component of the evaluation includes some combination of the following: 1) Teacher-level Value-Added Data; 2) ODE-Approved Assessments; and/or 3) Locally-determined Measures.

1. **Teacher-level Value-Added:** “Value-Added” refers to the value-added methodology provided by ODE. Where value-added data for grades 4-8 for English language arts and mathematics exists (via state-provided assessments), value-added data must be one of the multiple measures used in calculating student growth.  
Teacher-level value-added data shall be used in proportion to the part of a teacher’s schedule of courses or subjects for which the value-added data is applicable. For the 2013-2014 school year, the majority of the student academic growth factor of the evaluation shall be based on the value-added data for a teacher who’s schedule is comprised only of courses or subjects for which teacher-level value-added data is applicable. For the 2014-2015 school year and each school year thereafter, the entire student academic growth factor of the evaluation shall be based on the value-added data for a teacher whose schedule is comprised only of courses or subjects for which teacher-level value-added data is applicable.
2. **ODE Approved List of Assessments:** Assessments, if utilized by the District, must be included as one of the multiple measures of student growth. Assessments utilized must be included when calculating the fifty percent (50%) attributed to student growth measures. The Superintendent/designee, in consultation with teachers and subject to Board approval, will utilize the assessments on the approved list as he/she deems necessary and appropriate.
3. **Locally-determined Measures:** For courses of instruction in which neither teacher level value-added data nor ODE-approved assessments are available, the Superintendent/designee, in consultation with teachers and subject to Board approval, shall establish a process in accordance with ODE guidance to create Student Learning Objectives (SLOs) to measure student growth in the courses of instruction.

The Chart below is the recommendation from the District. Individual teachers may deviate from this chart with the approval of their Student Growth Measure Committee.

Teacher Category	Value-Added 10% - 50%	Vendor Assessment 10% - 50%	LEA Measure		Total
			SLO/Other	Shared Attribution (Building Level)	
<b>A1 (Value-Added)</b>	50%				50%
<b>A2 (Value-Added + non value-added)</b>	20% - 40%		10% - 30%		50%
<b>B (Vendor Assessment)</b>		30%	20%		50%
<b>C (LEA Measure)</b>			50%		50%

In the calculation for student academic growth, a student who has excused and unexcused absences totaling 25% of the instructional interval of the SLO may or may not be included in that teacher's student growth. Category A1 and A2 will follow the 45 absences rule set forth by the state for Value-Added linkage.

Data from these multiple measures will be scored on five levels in accordance with ODE guidance and converted to a score in one of three levels of student growth: 1) "Above"; 2) "Expected"; and 3) "Below."

#### **Evaluation Timeline**

District administrators shall conduct an evaluation of each teacher subject to this policy at least annually. Each evaluation shall include: 1) Two (2) cycles of formal observations of at least thirty (30) minutes each; and 2) Periodic classroom walkthrough by the evaluator. All teacher evaluations shall be completed by the first day of May and each teacher subject to this policy shall be provided with a written copy of the evaluation results by the tenth of May.

**The first observation will be completed by the winter break, and the second observation will be completed by April fifteenth. There will be a minimum of twenty (20) school days between each observation. A pre-observation conference will occur within five (5) school days of a formal observation, and a post-observation conference will occur no more than ten (10) school days after a formal observation. A walkthrough will consist of approximately three (3) to ten (10) minutes. A maximum of eight (8) walkthroughs may be conducted during the evaluation cycle.**

For those teachers who are on limited or extended limited contracts pursuant to ORC 3319.11 and who are under consideration for nonrenewal, one evaluation consisting of at least three formal observations must be conducted annually by the first day of May unless the third observation is waived by the Superintendent. Each teacher on a limited or extended limited contract shall be provided with a written copy of the evaluation results by the tenth day of May.

The Board evaluates teachers receiving effectiveness ratings of Accomplished on those teachers' most recent evaluations carried out under this policy, and whose student growth measures are at least average or higher every three years. Such evaluations are completed by May 1 of the evaluation year. Teachers

evaluated on this basis are provided a written copy of their evaluation results by May 10 of the evaluation year. In years when an evaluation will not take place, one observation is carried out and at least one conference with the teacher is held.

The Board evaluates teachers receiving effectiveness ratings of Skilled on those teachers' most recent evaluations carried out under this policy, and whose student growth measures are at least average or higher every two years. Such evaluations are completed by May 1 of the evaluation year. Teachers evaluated on a biennial basis are provided a written copy of their evaluation results by May 10 of the evaluation year. In years when an evaluation will not take place, one observation is carried out and at least one conference with the teacher is held.

### **Credentialed Evaluators**

The Board will adopt a list of approved credentialed evaluators. **A list of approved external evaluators will be provided to the ICEA prior to adoption by the Board.** Each teacher evaluation conducted under this policy shall be conducted by a person: 1) who is eligible to be an evaluator in accordance with ORC 3319.111(D); and 2) who holds a credential established by ODE for being an evaluator. Every evaluator must complete state-sponsored evaluation training and is required to pass an online credentialing assessment.

### **Professional Growth and Improvement Plans**

Teachers must develop professional growth or improvement plans based on the Evaluation Matrix. Teachers who meet Above-Expected levels of student growth must develop a professional growth plan and choose their credentialed evaluator for the evaluation cycle from the Board-approved list. The professional growth plan shall include the following components:

- A. Annual Focus consisting of two parts; 1) Student Achievement/Outcomes for Students goal statement, and 2) Teacher Performance on the Ohio Standards for the Teaching Profession goal statement.
- B. Supports, resources and professional development needed for the teacher to implement the Annual Focus.

Teachers who meet Expected levels of student growth must develop a professional growth plan collaboratively with a credentialed evaluator for the evaluation cycle from the Board-approved list. The teacher will have input on the selection of a credentialed evaluator for the evaluation cycle. The professional growth plan shall include the following components:

- A. Annual Focus consisting of two parts; 1) Student Achievement/Outcomes for Students goal statement, and 2) Teacher Performance on the Ohio Standards for the Teaching Profession goal statement.
- B. Supports, resources and professional development needed for the teacher to implement the Annual Focus.

Teachers who meet Below-Expected levels of student growth must comply with an improvement plan developed by the credentialed evaluator assigned by the Superintendent/designee for the evaluation cycle from the Board-approved list. The improvement plan shall include the following components:

- A. Improvement Statement consisting of:
  1. Performance standard addressed in the plan;
  2. Date(s) improvement area or concern observed;
  3. Specific statement of the concern: Areas of Improvement.
- B. Desired Level of Performance
  1. Beginning date;
  2. Ending date;
  3. Level of performance: Specifically describe successful improvement targets.
- C. Specific plan of Action
  1. Actions to be taken;
  2. Sources of evidence that will be examined.
- D. Assistance and Professional Development

1. Specific supports that will be provided as well as opportunities for professional development.

**Testing for Teachers in Core Subject Areas**

Beginning with the 2015-2016 school year, teachers who teach in a “core subject area” are required to register for and take all written examinations of content knowledge selected by ODE if the teacher has received an effectiveness rating of “Ineffective” on evaluations for two of the three most recent school years. “Core subject area” means reading and English language arts, mathematics, science, foreign language, government, economics, fine art, history, and geography.

**Retention and Promotion Decisions**

District administrators will follow the collective bargaining agreement in making retention and promotion decisions for teachers.

Seniority shall not be a basis for making retention decisions, except when making a decision between teachers who have comparable evaluations.

**Removal of Poorly-Performing Teachers**

District administrators will follow the collective bargaining agreement in making decisions about the removal of poorly-performing teachers. Highly-performing teachers (Accomplished or Skilled and Master Teacher) may be used as mentors for poorly-performing teachers. The work done as a mentor shall not negatively impact on a teacher's evaluation.

**Professional Development**

The Board’s plan for the allocation of financial resources to support professional development is as follows: In accordance with the Ohio State Board of Education’s statewide evaluation framework, the Board has adopted a specific plan for the allocation of financial resources to support the professional development of teachers covered by this policy. The plan will be reviewed annually.

Adopted: June 20, 2013

Revised: July 18, 2013; November 20, 2014



**GCN-2 EVALUATION OF PROFESSIONAL STAFF  
(Administrators Both Professional and Support)**

The Superintendent institutes and maintains a comprehensive program for the evaluation of administrative personnel. Administrative personnel are all persons issued contracts in accordance with the Ohio Revised Code (RC). Evaluations should assist administrators in developing their professional abilities in order to increase the effectiveness of District management.

The purpose of administrator evaluations is to assess the performance of administrators, to provide information upon which to base employment and personnel decisions and to comply with State law. All administrators are evaluated annually. In the year an administrator's contract does not expire, the evaluation is completed by the end of the contract year, and a copy is given to the administrator.

In the year an administrator's contract does expire, two evaluations are completed, one preliminary and one final. The preliminary evaluation is conducted at least 60 days prior to June 1 and prior to any Board action on the employee's contract. A written copy of the preliminary evaluation is given to the administrator at this time. Evaluations are considered by the Board in determining whether to re-employ administrators.

The final evaluation includes the Superintendent's intended recommendation for the contract of the employee. A written copy of the final evaluation must be provided to the employee at least five days prior to the Board's action to renew or nonrenew the employee's contract. The employee may request a meeting with the Board prior to any Board action on his/her contract. The employee may have a representative of his/her choice at the meeting.

The evaluation measures the administrator's effectiveness in performing the duties included in his/her written job description and the specific objectives and plans developed in consultation with the Superintendent.

Evaluation criteria for each position are in written form and are made available to the administrator. The results of the evaluations are kept in personnel records maintained in the central office. The evaluated administrator has the right to attach a memorandum to the written evaluation. Evaluation documents, as well as information relating thereto, are accessible to each evaluatee and/or his/her representative.

This evaluation procedure does not create an expectancy of continued employment. Nothing contained herein prevents the Board from making any final determination regarding the renewal or nonrenewal of an administrator's contract.

**Ohio Principal Evaluation System (OPES)**

Principals and assistant principals are evaluated in accordance with the statutory administrator evaluation requirements of RC 3319.02 and the State Board of Education (SBOE) adopted Ohio Principal Evaluation System (OPES) 2.0 Framework aligned with the Ohio Standards for Principals (2018) adopted under State Law

Using multiple factors set forth in the OPES 2.0 Framework, principals and assistant principals will receive a final holistic rating of Accomplished, Skilled, Developing or Ineffective. This rating will be based on a combination of observations and supporting evidence using the administrator performance evaluation rubric.

*Essential Components*

Essential components of the evaluation process consist of the development of a professional growth or improvement plan, two formal observations of at least 30 minutes each, walk-throughs and a final summative conference.

### *Professional Growth and Improvement Plans*

A professional growth or improvement plan will be developed annually with each administrator and be based upon the results of previous evaluations available within the District and aligned to an existing building or District continuous improvement plan and/or goals. The District has discretion to place an administrator on an improvement plan at any time based on deficiencies in any individual component of the evaluation system.

### *High-Quality Student Data*

The evaluation uses at least two measures of District-determined high-quality student data (HQSD) to provide evidence of student learning attributable to the administrator, the data may be used as evidence in any component of the evaluation, where applicable. When applicable, the value-added progress dimension must be included as one of the measures of HQSD.

The high-quality student data instrument used must be rigorously reviewed by locally determined experts in the field of education to meet all of the following criteria:

- align to learning standards;
- measure what is intended to be measured;
- be attributable to the administrator;
- demonstrate evidence of student learning (achievement and/or growth);
- follow protocols for administration and scoring;
- provide trustworthy results;
- not offend or be driven by bias.

AND the HQSD must be used by the administrator to:

- measure student learning (achievement and/or growth) and progress toward achieving State and local standards;
- facilitate the critical reflection and analysis of HQSD as part of an ongoing cycle of support for improving student learning and enhancing educator professional practice;
- ensure each student's learning needs and styles, as well as strengths and weaknesses of an entire class, subject or grade level, are addressed through instruction.

### *Timelines and Additional Considerations*

Each administrator subject to OPES must be evaluated annually and receive a written report of the evaluation. The administrator must have at least a preliminary evaluation and at least a final evaluation in any school year the administrator's contract is due to expire. A written copy of the preliminary evaluation shall be provided to the administrator at least 60 days prior to any Board action on the contract of employment. This written copy of the first formal observation, signed by the evaluator, shall serve as the

preliminary evaluation to meet the requirements of State law. The final evaluation (second formal observation) shall include a recommendation to the Board regarding a contract of employment for the administrator. A written copy of the evaluation must be provided to the administrator at least five days prior to the Board acting to renew or nonrenew the contract.

The Board allocates financial resources to support professional development in compliance with State law and the SBOE's evaluation framework.

LEGAL REFS:

Ohio Standards for Principals (2018)

ORC 3319.02

ORC 3319.03

ORC 3319.04

ORC 3319.111

ORC 3319.16

ORC 3319.17

ORC 3319.171

ORC 3319.22

OAC 3301-35-05

CROSS REFS.: AF, Commitment to Accomplishment  
GBL, Personnel Records

Adopted: June 20, 2013;

Revised: September 19, 2013; February 19, 2015; February 18, 2016; June 21, 2022; November 18, 2021

**GCN-3 EVALUATION OF PROFESSIONAL STAFF – REGULATIONS**  
**(Administrators Both Professional and Support)**

To assist administrators in the development of their professional abilities, to provide information for employment decisions and to comply with mandates of state law, the following procedures are employed by the Superintendent/designee in evaluating administrative personnel.

1. An initial meeting is held by the Superintendent prior to the school year with the assistant superintendents and administrators to discuss specific measurable objectives and plans for their achievement. A statement of these objectives and plans is submitted by each administrator to the Superintendent/designee at a time specified. These objectives and plans are written and maintained in each administrator's personnel file.
2. The evaluator employs the evaluation criteria which are designed to measure the administrator's effectiveness in performing the duties set forth in his/her written job description. All administrators will be evaluated prior to the end of their contract year. The evaluator will also assess the administrator's progress in meeting plans and objectives set for that school year. Areas of outstanding, satisfactory and poor performance will be noted. The Superintendent/designee will meet with each administrator to discuss the written evaluation. The evaluatee is given a copy of the evaluation and has an opportunity to discuss it with the evaluator at this second meeting.
3. An ongoing dialogue concerning the administrator's objectives will continue and the evaluator and evaluatee will meet as needed or requested.
4. For those employees whose contracts are expiring at the end of the current school year, two evaluations must be completed. A written copy of the preliminary evaluation must be received by the employee at least 60 days prior to any Board action on the employee's contract. A final evaluation must include the Superintendent's intended recommendation for the contract of the employee. A written copy of the final evaluation must be provided to the employee at least five days prior to the Board's action to renew or non-renew the employee's contract.
5. The employee may request a meeting with the Board prior to any Board action on his/her contract. The employee may have a representative of his/her choice at the meeting.
6. Assistant superintendents, business managers, principals, assistant principals and other administrators are automatically re-employed for a period of one year, or for two years if such person has been employed by the District for three or more years, if they are not evaluated according to State law or provided a meeting, if requested, to discuss their renewal or non-renewal.
7. All evaluation criteria, procedures and written job descriptions are reviewed annually by the Superintendent/designee and revised as necessary.

NOTE: The phrase "other administrator" as used in the State statute is defined as being comprised of three basic types: (1) licensed administrators; (2) non-licensed supervisors and management-level employees and (3) business managers.

Adopted: June 20, 2013

## **GCNA EVALUATION OF SCHOOL COUNSELORS**

Professional school counselors offer students access to high-quality services that support students' academic, career and social/emotional development. The Board evaluates school counselors in accordance with State law and the standards-based statewide counselor evaluation framework adopted by the State Board of Education (SBOE). The framework is aligned with the Ohio Standards for School Counselors.

The Board directs the Superintendent/designee to implement this policy in accordance with State law. The policy becomes operative at the expiration of any collective bargaining agreement covering school counselors that is in effect on September 29, 2015. The requirements of this policy prevail over any conflicting provisions of collective bargaining agreements entered into on or after September 29, 2015.

Annually, the board submits to the Ohio Department of Education (ODE) a report regarding implementation of this policy. The name of, or any personally identifiable information about, any counselor reported in compliance with this provision cannot be required.

### Effectiveness Rating

School counselors are assigned an effectiveness rating of Accomplished, Skilled, Developing or Ineffective. Each school counselor is evaluated based on multiple factors including performance on all areas identified by the standards for school counselors and the ability to produce positive student outcomes using metrics in order to determine the holistic final summative rating of effectiveness according to ODE requirements. The choice of metrics for student outcomes will be determined locally and will include information from the school or school district's report card when appropriate.

### Evaluation Time Line

District administrators evaluate school counselors annually except as otherwise appropriate for high performing school counselors. Annual evaluations include two formal observations of at least 30 minutes each and informal observations. Counselors will be provided with a written report of the evaluation. The Board evaluates school counselors receiving effectiveness ratings of Accomplished on the counselors' most recent evaluations carried out under this policy, and whose metric of student outcomes for the most recent school year for which data is available is skilled or higher on the evaluation rubric every three years. In years when an evaluation will not take place, one observation is carried out and at least one conference with the counselor is held. The Board evaluates school counselors receiving effectiveness ratings of Skilled on the counselors' most recent evaluations carried out under this policy, and whose metric of student outcomes for the most recent school year for which data is available is skilled or higher on the evaluation rubric every two years. In years when an evaluation will not take place, one observation is carried out and at least one conference with the counselor is held.

### Professional Growth and Improvement Plans

School counselors with a final summative rating of Accomplished must develop a professional growth plan. School counselors with a final summative rating of Skilled must develop a professional growth plan collaboratively with their evaluator. School counselors with a final summative rating of Developing must develop a professional growth plan with their evaluator. The Superintendent/designee approves the professional growth plan. School counselors with a final summative rating of Ineffective must develop an improvement plan with their evaluator. The Superintendent/designee approves the improvement plan. The District has discretion of place a school counselor on an improvement plan at any time based on deficiencies in any individual component of the evaluation system.

### Retention and Promotion

The Board uses evaluation results for retention and promotion decisions for school counselors beginning with the 2021-2022 school year. The Board adopts procedures for use by District administrators in making retention and promotion decisions based on evaluation results.

### Poorly Performing Counselors

The Board uses evaluation results for removing poorly performing counselors beginning with the 2021-2022 school year. The Board adopts procedures for removing poorly performing school counselors based on evaluation results.

### Professional Development

The Board allocates financial resources to support professional development in compliance with State law and the SBOE's evaluation framework

NOTE: By September 30, 2016, the board must adopt a standards-based counselor evaluation policy that conforms to the State Board of Education (SBOE) framework for evaluation of counselors developed under ORC Section 3319.113. The requirements of the ORC prevail over any conflicting bargaining agreement entered into on or after September 29, 2015. The SBOE framework is aligned with the standards for school counselors adopted under RC 3319.61. The policy must include implementation of the framework beginning with the 2016-2021 school year and procedures for using the evaluation results for decisions regarding retention and promotion of counselors and removal of poorly performing counselor beginning with the 2021-2022 school year.

The policy becomes operative at the expiration of any collective bargaining agreement covering school counselors that is in effect on September 29, 2015 and must be included in any collective bargaining agreement renewal or extension.

Boards are required to use counselor evaluation results for promotion and retention decisions and for removing poorly performing counselors beginning with the 2021-2022 school year. These procedures are required to appear in board policy, but will be unique to each district. Boards should develop these procedures with district administrators and adopt them into board policy as a regulation, which should be coded as GCNA-R.

Beginning with the 2021-2022 school year, boards can elect to not evaluate school counselors who: 1) were on leave for 50% or more of the school year as calculated by the board or 2) have submitted a notice of retirement that has been accepted by the board no later than December 1 of the school year in which the evaluation would have been conducted.

Adopted: June 16, 2016

Revised: February 22, 2021

## **GCPA REDUCTION IN PROFESSIONAL STAFF WORKFORCE**

The Board may reduce the number of teachers upon the return to duty of regular teachers after leaves of absence, suspensions of schools, territorial changes affecting the District or decreased enrollment of students in the District, or for financial reasons.

The Board may reduce the number of administrators upon the return to duty of administrators after leaves of absence, suspension of schools, territorial changes affecting the District, decreased enrollment of students in the District, for financial reasons or for other reasons unrelated to the performance of the individual administrator.

Adopted: February 19, 2009  
Revised: November 15, 2012

## **GCPD SUSPENSION AND TERMINATION OF PROFESSIONAL STAFF MEMBERS**

### Suspension

The Board may suspend a professional staff member pending final action to terminate his/her contract if, in its judgment, the character of the charges warrants such action.

### Termination

The contract of a professional staff member may be terminated for good and just cause. Before terminating any contract, the Board furnishes the professional staff member a written notice signed by the Treasurer of its intention to consider termination of his/her contract and specification of the grounds for such consideration. The Board informs the professional staff member of his/her right to request a hearing by the Board or by an independent referee. At such a hearing, both parties may be represented by counsel and present and cross-examine witnesses.

A stenographic record of the proceedings is made. After the hearing, the Board makes its determination by majority vote. Any order of termination of a contract states the grounds for termination.

Teachers may only be suspended or terminated under the terms of the collective bargaining agreement and/or State or Federal law.

When the behavior is sexual harassment, the Title IX sexual harassment grievance process will be followed, if applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process.

Adopted: September 17, 2020

LEGAL REFS.: Education Amendments of 1972, Title IX; 20 USC 1681 et seq.  
ORC 124.36  
3319.02; 3319.11; 3319.16; 3319.161; 3319.17

CROSS REFS.: ACAA, Sexual Harassment  
GBQ, Criminal Records Check

CONTRACT REF.: Teachers' Negotiated Agreement



**GCPDA ADMINISTRATIVE PERSONNEL SUSPENSION**

The Board of Education may decide, at any time, that it will be necessary to reduce the number of administrative personnel employed in the School District for any of the following reasons:

- A. The financial condition of the School District;
- B. The elimination of administrative positions;
- C. The reorganization or restructuring of the School District;
- D. The closing of a school or schools;
- E. Territorial changes affecting the School District;
- F. Decreased enrollment of pupils in a school or in the School District;
- G. Changes in curriculum, programs, or services provided in the School District.

In making reductions in the administrative personnel employed in the School District pursuant to this policy, the Board of Education shall suspend contracts, in accordance with the recommendation of the Superintendent. The Superintendent shall determine the administrative service areas to be affected by the reduction and recommend to the Board of Education the order in which administrative personnel contracts are to be suspended based upon the following criteria:

- A. Certification/licensure;
- B. Skills, ability and qualifications;
- C. Seniority;
- D. The best interests of the School District.

Administrative personnel whose contracts have been suspended pursuant to this policy shall have a right of restoration to employment in the School District if and when any administrative positions become vacant or are created for which any such administrative personnel are or become qualified.

Adopted: March 19, 1981

Re-adopted by revision: January 15, 2004

Legal Reference

O.R.C. §§3319.02, 3319.171.

**GCQE FACULTY PASSES**

At the beginning of each school year, passes shall be made available upon request, from the principal's office. This pass shall entitle admission of the faculty member only into any event at no charge.

Adopted: July 15, 1981

Re- adopted by revision: January 15, 2004

**GCB-2 EMPLOYMENT OF CLASSIFIED PERSONNEL**

The Board recognizes that it is vital to the successful operation of the District that positions created by the Board are filled with qualified and competent personnel.

Recruitment and selection of classified personnel shall be actively carried out by the Superintendent and/or his designee/s. The Superintendent shall post notices of job openings in accordance with the Negotiated Agreement, and select from among all qualified District classified employees as appropriate. In addition, other available channels of communication may be used.

The Board shall approve the employment, fix the compensation and establish the term of employment for each person employed by this District, when not covered by the terms of a negotiated agreement.

The District staff will process all applications for employment in the manner specified hereinafter. All applications for classified employment shall be referred to the Superintendent or his/her designee and, as appropriate to the Treasurer.

Relatives (father, mother, brother, or sister) of Board members may be employed by the Board, provided the member of the Board involved does not participate in any way in the discussion or vote on their employment.

Any employee's misstatement of fact material to qualifications for employment or the determination of salary shall be considered by this Board to constitute grounds for dismissal.

The temporary employment of classified employees prior to approval by the Board is authorized when their employment is required to maintain continuity in the District. Retroactive employment shall be recommended to the Board at the next regular meeting.

The Superintendent shall recommend candidates who in his/her judgement, are best qualified to perform the duties of the position they will fill without regard to race, sex, religion, age, creed, ancestry, national origin, or disability in compliance with all State and Federal laws, and Board policies.

The administration shall seek candidates for employment who possess the following attributes:

- A. Good character;
- B. Appreciation of children;
- C. Good health and physical efficiency; and
- D. Emotional and mental maturity.

The administration may administer such screening tests as may bear upon the candidate's ability to perform the tasks for which he/she is being considered.

The administration should seek such recommendation from former employers and others as may be of assistance in assessing the candidate's qualifications. Such records shall be retained confidentially and for official use only.

The Superintendent (or his/her designee) shall run a criminal background check on each candidate recommended for employment. Checks on other candidates may be made at the discretion of the Superintendent, or his/her designee. In either case, prior notification shall be made.

Re-adopted by Revision: January 15, 2004

## GDA JOB DESCRIPTION – TREASURER/CFO

The person in this position has the responsibility to complete specific duties in law and in Board policy, but many of the duties are unwritten. They do, however, become necessary to make the School District function correctly and to assure good management.

As Chief Financial Officer of the School District, planning and projecting for the financial needs of the educational program is of primary importance, as is following through with monitoring and evaluating the financial results on a continual basis. Working cooperatively with all administrators and with the Board of Education, the goal must be to provide adequate information for wise decision-making.

Some of the general obligations of the Treasurer/CFO:

- Meet all requirements of the law.
- Follow Board policy in all procedures.
- Develop and establish the proper accounting system as prescribed by the State.
- Monitor the accounting system for accuracy and efficiency within the flexible limitations.
- Receive and classify all moneys, and disburse the public funds in accordance with law and State-prescribed regulations, checking coding on all paperwork to be sure correct accounts are credited or charged.
- Certify availability of funds for purchasing, encumbering properly as funds are obligated.
- Arrange for vouchers and warrants to pay legitimate invoices.
- Arrange for balancing the bank statement with the “books” at the end of each month.
- Provide for desirable cash flow, requesting advances from the County as appropriate.
- Work with bank officials regarding all bank services and management of funds.
- Develop and establish fiscal management procedures.
- Audit the procedures to assure completion and compliance.
- Develop and establish internal controls.
- Monitor and audit for internal control.
- Develop and establish an investment program.
- Present for State audit, records which are orderly, accurate, and representative of the School District’s business transactions.
- Lead the management team in fiscal matters.
- Develop budgets and appropriations with the management team.
- Develop and administer the purchasing system, in cooperation with the Superintendent.
- Develop Board of Education policy related to fiscal management.
- Advise the Board and management team on all money matters, including the need for operating levies, bond issues, and savings initiatives.
- Work with Standard and Poor or other rating agencies, when appropriate.
- Supervise the sale of bonds or the issuance of notes, as appropriate.
- Analyze historical and current fiscal activity and provide facts to all who would benefit for the good of the School District.
- Monitor reporting involving funding from State and Federal sources.
- Monitor legislation pertinent to finance.
- Communicate with the public regarding finances.
- Prepare and/or analyze negotiations proposals pertaining to finances.
- Administer school activity funds and establish procedures for financing student organizations.
- Work with State and County officials regarding financing and taxes.
- Record and keep all minutes of the Board, as prescribed by law and the Board.
- Provide for the storage of these important public records.
- Prepare resolutions pertaining to finances and the office of the Treasurer/CFO for the Board.
- As chair of the Records Commission, provide guidance for records inventory, maintenance, and disposal, as prescribed by the State.
- Supervise income-producing property transactions.

As fiscal manager of the School District, the Treasurer is the property-owner-of-record authorized to sign for the sale or acquisition of real estate, titled assets, and similar holdings, as directed by the Board of Education.

Interview and recommend for employment the Treasurer's assistants, in cooperation with the Superintendent and the Assistant Superintendent for personnel.

Supervise employees working in the Treasurer's office, to assure compliance with all requirements.

Work cooperatively with employees regarding retirement, taxes, sick leave, and other payroll-related issues.

Attend workshops/seminars that are designed to enhance the professional qualifications of the Treasurer or to keep current with the ever-changing requirements of legislation, procedural guidelines, and compliance documents.

#### QUALIFICATIONS

Bachelor's degree in accounting and/or business

Valid treasurer's license

Two years' experience as a school treasurer or equivalent experience

Experience with financial forecasting, personnel management, and long-range planning

An effective communicator with a positive personality

High degree of integrity, enthusiasm, energy, and dedication

A self-starter who can work on multiple tasks simultaneously

Ability to work well as a contributing member of a management team

Working knowledge of parliamentary procedure

Computer literate

Bondable

Will relocate one's residence within Indian Creek School District

Children, if any, will attend Indian Creek School District

Appropriate dress and appearance when representing Indian Creek School District

The Treasurer/CFO should be able to recognize new and contemporary needs and to innovate, develop, and follow through to provide for up-to-date procedures and requirements, within the framework of local, state, and federal statutes.

These listings are not intended to be all-inclusive, but are general duties required of all Treasurers. Law, State regulation, Board policy and daily needs of the position control the total responsibilities of the Treasurer/CFO.

Adopted: June 21, 1984

Revised: December 16, 1992; January 24, 2002

Re-adopted by Revision: January 15, 2004

**GDAAA JOB DESCRIPTION – ASSISTANT TO THE TREASURER  
BUDGETARY CLERK/SECRETARY**

The Assistant to the Treasurer-Budgetary Clerk/Secretary – is directly responsible to the Treasurer of the Board of Education. This individual must be familiar with the Treasurer’s work. The essential duties and responsibilities of this position include the following:

1. Must be computer proficient and able to use Microsoft Office or other software required for effective job performance.
2. Must have an understanding of all business machines used in the Treasurer’s Office.
3. Activities related to accounts payable each month.
4. Activities related to accounts receivable each month.
5. Computer file maintenance as directed by the Treasurer.
6. Internal auditing as directed by the Treasurer.
7. Revenue log maintenance.
8. Proper record storage and retrieval.
9. Responsible for the overall accuracy of the daily accounting and reporting.
10. General secretarial duties, such as correspondence, indexing absence records for the central office, filing, records storage, inventories, general typing and report preparations, etc.
11. Be a strong leader. Encourage staff members to communicate well with administrators.
12. Typing, accounting, receiving, reporting, inventory and other assigned duties.
13. Source of support for office staff who need assistance in carrying out their assignments.
14. Performs duties and assumes responsibility in these and other areas as assigned by the Treasurer.

Adopted: March 16, 2000

Re-adopted by revision: January 15, 2004

Revised: May 20, 2019

**GDAAB JOB DESCRIPTION--ASSISTANT TO THE TREASURER  
ACCOUNTS PAYABLE/SECRETARY**

The Assistant to the Treasurer-Accounts Payable/Secretary – is directory responsible to the Treasurer of the Board of Education. This individual must be familiar with the Treasurer's work. The essential duties and responsibilities of this position are:

1. Must be computer proficient and able to use Microsoft Office or other software required for effective job performance.
2. Must have an understanding of all business machines used in the Treasurer's Office.
3. Activities related to accounts payable each month.
4. Activities related to accounts receivable each month.
5. All activities related to student activity funds accounting.
6. All activities related to state and federal program funds accounting.
7. Proper records storage and retrieval.
8. Preparation of monthly reports and bank reconciliation.
9. Responsible for the overall accuracy of the daily accounting and reporting.
10. Typing, accounting, receiving, reporting, inventory and other assigned duties.
11. Be a strong leader. Encourage staff members to communicate well with administrators.
12. Computer file maintenance as directed by the Treasurer.
13. Non-sufficient fund check follow-ups.
14. Internal auditing as directed by the Treasurer.
15. Source of support for office staff who need assistance in carrying out their assignments.
16. Performs duties and assumes responsibility in these and other areas as assigned by the Treasurer

Essential Job Tasks:

1. Answer phones and takes messages.
  - i. Postures: Seated with infrequent standing.
  - ii. Frequency: Varies as needed.
  - iii. Duration: Usually < 1 minute per call.
2. Answer questions from people coming into office.
  - i. Postures: Stands at desk or responds while seated.
  - ii. Frequency: As needed.
  - iii. Duration: Varies.
3. Gather needed supplies from supply cabinets/shelves.
  - a. Access typical office supplies of varying weight up to 10# from floor to 6'
    - i. Postures: Standing, reach above shoulder, below knee, at waist.
    - ii. Frequency: Varies
    - iii. Duration: Varies.
4. Operate standard office equipment as needed. Does financial calculations via 10 key as needed.
  - a. Operates copier, computer, and similar.
    - i. Postures: Standing, seated at standard height desk unit.
    - ii. Frequency: Varies.
    - iii. Duration: Varies.
5. Provides standard administrative support as needed.

- a. Files, types, database management, copying, etc.
  - i. Postures: Varies but primarily seated.
  - ii. Frequency: Daily.
  - iii. Duration: Frequent to occasionally.
- 6. May drive to bank or to post office.
  - i. Postures: Seated
  - ii. Frequency: As needed.
  - iii. Duration: ½ hour to 1 hour including time spent at location.

Working Hours/Environment:

	Varies by shift
X	Eight hour shift
	Ten hour shift
	Twelve hour shift
	Twenty-Four hour shift
	Overtime available
X	Indoor/Office
	Indoor/Shop
X	Outdoors (level terrain)
X	Stairs
X	Vertical Ladders

	Rough Terrain
	Sloping Terrain
X	Streets/Roads and Environ.
	Trenches
X	Weather (all)
X	Multi-Level Building(s)
X	Vehicle Cab
X	Carpeted floors
X	Tile/Linoleum floors
	Customer/Client Property
X	Concrete floors

Tools/Equipment/Preventative Measures:

X	Office Equipment (Typical)
X	Standard Office Desk Unit
X	Headphones/Headset
X	Computer W/Monitor
	Hand Tools (Typical)

X	Car
	Truck-Fire Or EMS
	Burning Torch
	Rubber Gloves
	Truck

	Respirator
	Hearing Protection
	Ladders
	Van
	Chalkboard/Whiteboard

Physical Job Demands by Task:

	None	Infrequent	Occasional	Frequent	Continuous
% of workday	0%	1-16%	17-33%	34-66%	67-100%
# of tasks	0	1-3X/hr	4-6X/hr	6-12X/hr	>12 X/hr
<10#			3	1-2,4	
11-20#		3			
21-50#		3			
51-75#					
76-100# +					



## GDAAB-1

## Functional Task Demands:

	None	Infrequent	Occasional	Frequent	Continuous
% of workday	0%	1-16%	17-33%	34-66%	67-100%
# of tasks	0	1-2X/hr	2-19x/hr	20-30X/hr	30+ x/hr
Bending		5	3		
Twisting/turn		3,5			
Reach below knee		4,5	3		
Push/pull			3,4,5		
Floor to waist		4,5	3		
Waist to shoulder			3,4,5		
Shoulder - overhead		5	3		
Squat/kneel		5	3		
Stand/walk			2,5	1,4	
Grasp with fingers/hands			2	3	1,4,5
Sit			2,4	1,5	
Stair Climb					
Ladder Climb					
Front carry			3,4,5		
(R) Carry					
(L) Carry					
(R) Grip					
(L) Grip					
Static Trunk Bend					
Static Crouch					
Crawl					

## Other Information:

Self-management of pace: High Ability	Ability to get help: High Ability
Ability to use tools/equipment for demanding tasks: High Ability	Expected changes to position: No Changes Expected
Can do work with one hand: Yes	Could wear splint/brace/cast: Yes
Work in hot/cold: Yes	Can change positions: Yes
Must drive: No	Can be restricted from driving: Yes
Can keep wounds clean/dry: Yes	Flexible work performed/varied physical demand: No
Alternate Work Available: Yes	Is Suitable for Transitional Work? Yes

Is suitable as transitional work for another position? Yes	Third Party Support Available for the Employer/Injured Worker? No
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**Recommendations:**

This position is a Light job classification as per U. S. Department of Labor standards. It is well suited to transitional work secondary to the availability of alternate work and the modification of job demands by the supervisory personnel.

The job analysis should be compared to the functional capacity evaluation in order to compare/link to the worker's physical demands as it relates to the diagnosed injury. This job analysis should be made available to the physician of record in order to provide information necessary for the physician to complete the MEDCO-14 form (Physician's Report of Work Ability).

Medco-14 will be provided by the physician of record with alternative duties being assigned based on careful of the physical demands. Safe placement in alternative duty with consideration of all barriers will be outlined in each temporary assignment. Daily review of progress and ongoing monitoring is completed by assigned supervisor. Essential job tasks will be completed in simulated work conditions with actual physical demonstrations of capacity upon release from the physician of record.

Adopted: March 16, 2000

Re-adopted by revision: January 15, 2004

Revised June 21, 2019

**GDAAC JOB DESCRIPTION--ASSISTANT TO THE TREASURER  
PAYROLL CLERK/SECRETARY**

The Assistant to the Treasurer-Payroll Clerk/Secretary – is directly responsible to the Treasurer of the Board of Education. This individual must be familiar with the Treasurer's work. The essential duties and responsibilities of this position are:

1. Must be computer proficient and able to use Microsoft Office or other software required for effective job performance.
2. Must have an understanding of all business machines used in the Treasurer's Office.
3. All activities related to the School District payroll for all types of employees.
4. Preparation of monthly reports and bank reconciliation.
5. Record keeping and payments to agencies other than personnel, such as Internal Revenue Service, Insurance, other such items, companies, and groups for which payroll deductions are made.
6. Activities related to Workers' Compensation and Unemployment Compensation.
7. Proper records storage and retrieval.
8. Responsible for the overall accuracy of the payroll and daily accounting, and reporting.
9. Responsible for the S.T.R.S. and S.E.R.S. information that may need to be completed.
10. Responsible for all leave materials for sick, personal, and vacation and maintaining up-to-date reports.
11. Records and processing for hospitalization and other fringe benefits.
12. Dues deduction payments.
13. Works with EMIS coordinator to make sure all related personnel EMIS information is accurate; maintains EMIS information.
14. Responsible for billing of accounts owed to the District (i.e. field trips, transportation, substitute payments).
15. Typing, accounting, receiving, reporting, inventory, and other assigned duties.
16. Computer file maintenance and microfilming as directed by the Treasurer.
17. Be able to perform reconciliation of monthly statements.
18. Be a strong leader. Encourage staff members to communicate well with administrators.
19. Internal auditing as directed by the Treasurer.
20. Source of support for office staff who need assistance in carrying out their assignments.
21. Performs duties and assumes responsibility in these and other areas as assigned by the Treasurer.

Essential Job Tasks:

1. Answer phones and takes messages.
  - iv. Postures: Seated with infrequent standing.
  - v. Frequency: Varies as needed.
  - vi. Duration: Usually < 1 minute per call.
2. Answer questions from people coming into office.
  - iv. Postures: Stands at desk or responds while seated.
  - v. Frequency: As needed.
  - vi. Duration: Varies.
3. Gather needed supplies from supply cabinets/shelves.
  - b. Access typical office supplies of varying weight up to 10# from floor to 6'
    - i. Postures: Standing, reach above shoulder, below knee, at waist.

- ii. Frequency: Varies
  - iii. Duration: Varies.
7. Operate standard office equipment as needed. Does financial calculations via 10 key as needed.
- a. Operates copier, computer, and similar.
    - i. Postures: Standing, seated at standard height desk unit.
    - ii. Frequency: Varies.
    - iii. Duration: Varies.
8. Provides standard administrative support as needed.
- a. Files, types, database management, copying, etc.
    - i. Postures: Varies but primarily seated.
    - ii. Frequency: Daily.
    - iii. Duration: Frequent to occasionally.
9. May drive to bank or to post office.
- i. Postures: Seated
  - ii. Frequency: As needed.
  - iii. Duration: ½ hour to 1 hour including time spent at location.

Working Hours/Environment:

	Varies by shift
X	Eight hour shift
	Ten hour shift
	Twelve hour shift
	Twenty-Four hour shift
	Overtime available
X	Indoor/Office
	Indoor/Shop
X	Outdoors (level terrain)
X	Stairs
X	Vertical Ladders

	Rough Terrain
	Sloping Terrain
X	Streets/Roads and Environ.
	Trenches
X	Weather (all)
X	Multi-Level Building(s)
X	Vehicle Cab
X	Carpeted floors
X	Tile/Linoleum floors
	Customer/Client Property
X	Concrete floors

Tools/Equipment/Preventative Measures:

X	Office Equipment (Typical)
X	Standard Office Desk Unit
X	Headphones/Headset
X	Computer W/Monitor
	Hand Tools (Typical)

X	Car
	Truck-Fire Or EMS
	Burning Torch
	Rubber Gloves
	Truck

	Respirator
	Hearing Protection
	Ladders
	Van
	Chalkboard/Whiteboard

## Physical Job Demands by Task:

	None	Infrequent	Occasional	Frequent	Continuous
% of workday	0%	1-16%	17-33%	34-66%	67-100%
# of tasks	0	1-3X/hr	4-6X/hr	6-12X/hr	>12 X/hr
<10#			3	1-2,4	
11-20#		3			
21-50#		3			
51-75#					
76-100# +					

## GDAAC-1

## Functional Task Demands:

	None	Infrequent	Occasional	Frequent	Continuous
% of workday	0%	1-16%	17-33%	34-66%	67-100%
# of tasks	0	1-2X/hr	2-19x/hr	20-30X/hr	30+ x/hr
Bending		5	3		
Twisting/turn		3,5			
Reach below knee		4,5	3		
Push/pull			3,4,5		
Floor to waist		4,5	3		
Waist to shoulder			3,4,5		
Shoulder - overhead		5	3		
Squat/kneel		5	3		
Stand/walk			2,5	1,4	
Grasp with fingers/hands			2	3	1,4,5
Sit			2,4	1,5	
Stair Climb					
Ladder Climb					
Front carry			3,4,5		
(R) Carry					
(L) Carry					
(R) Grip					
(L) Grip					
Static Trunk Bend					
Static Crouch					
Crawl					

## Other Information:

Self-management of pace: High Ability	Ability to get help: High Ability
Ability to use tools/equipment for demanding tasks: High Ability	Expected changes to position: No Changes Expected
Can do work with one hand: Yes	Could wear splint/brace/cast: Yes
Work in hot/cold: Yes	Can change positions: Yes
Must drive: No	Can be restricted from driving: Yes
Can keep wounds clean/dry: Yes	Flexible work performed/varied physical demand: No
Alternate Work Available: Yes	Is Suitable for Transitional Work? Yes
Is suitable as transitional work for another position? Yes	Third Party Support Available for the Employer/Injured Worker? No

### Recommendations:

This position is a Light job classification as per U. S. Department of Labor standards. It is well suited to transitional work secondary to the availability of alternate work and the modification of job demands by the supervisory personnel.

The job analysis should be compared to the functional capacity evaluation in order to compare/link to the worker's physical demands as it relates to the diagnosed injury. This job analysis should be made available to the physician of record in order to provide information necessary for the physician to complete the MEDCO-14 form (Physician's Report of Work Ability).

Medco-14 will be provided by the physician of record with alternative duties being assigned based on careful of the physical demands. Safe placement in alternative duty with consideration of all barriers will be outlined in each temporary assignment. Daily review of progress and ongoing monitoring is completed by assigned supervisor. Essential job tasks will be completed in simulated work conditions with actual physical demonstrations of capacity upon release from the physician of record.

Adopted: March 16, 2000

Re-adopted by revision: January 15, 2004; June 21, 2019

## GDAB JOB DESCRIPTION-SECRETARY TO THE SUPERINTENDENT

The essential duties and responsibilities of this position are:

1. This person is exclusively responsible to the Superintendent of Schools.
2. Must be familiar with District administrative and education functions so these duties can be coordinated and performed.
3. Maintains a current file of legal opinions and interpretations.
4. Interprets college transcripts to determine credits earned for salary purposes.
5. Must understand regulations concerning certification/licensure and renewal requirements.
6. Is responsible for maintaining the following records and credentials of all current and former personnel only until they are microfilmed: transcripts, certificates, licenses, contracts, evaluations.
7. Calculates and prepares a list of annual salaries and extra duty stipends for personnel.
8. Prepares and mails all certified personnel contracts.
9. Prepares state reports on or before prescribed date.
10. Prepares and submits reports pertinent to the Superintendent's Office which are required by the Superintendent of the County Educational Service Center.
11. Directly assists the Superintendent in the annual organization and coordination of the Scholars Program.
12. Prepares Board of Education meeting agenda and all other official materials distributed from the Superintendent's Office.
13. Prepares and distributes all revisions and additions to Board policy.
14. Maintains a functional filing system containing pertinent official data related to the Superintendent's Office.
15. Performs other duties and assumes responsibility as directed by the Superintendent.

Essential Job Tasks:

1. Answer phones and takes messages.
  - vii. Postures: Seated with infrequent standing.
  - viii. Frequency: Varies as needed.
  - ix. Duration: Usually < 1 minute per call.
2. Answer questions from people coming into office.
  - vii. Postures: Stands at desk or responds while seated.
  - viii. Frequency: As needed.
  - ix. Duration: Varies.
3. Gather needed supplies from supply cabinets/shelves.
  - c. Access typical office supplies of varying weight up to 10# from floor to 6'
    - i. Postures: Standing, reach above shoulder, below knee, at waist.
    - ii. Frequency: Varies
    - iii. Duration: Varies.
10. Operate standard office equipment as needed. Does financial calculations via 10 key as needed.
  - a. Operates copier, computer, and similar.
    - i. Postures: Standing, seated at standard height desk unit.
    - ii. Frequency: Varies.
    - iii. Duration: Varies.
11. Provides standard administrative support as needed.

- a. Files, types, database management, copying, etc.
  - i. Postures: Varies but primarily seated.
  - ii. Frequency: Daily.
  - iii. Duration: Frequent to occasionally.
- 12. May drive to bank or to post office.
  - i. Postures: Seated
  - ii. Frequency: As needed.
  - iii. Duration: ½ hour to 1 hour including time spent at location.

Working Hours/Environment:

	Varies by shift
X	Eight hour shift
	Ten hour shift
	Twelve hour shift
	Twenty-Four hour shift
	Overtime available
X	Indoor/Office
	Indoor/Shop
X	Outdoors (level terrain)
X	Stairs
X	Vertical Ladders

	Rough Terrain
	Sloping Terrain
X	Streets/Roads and Environ.
	Trenches
X	Weather (all)
X	Multi-Level Building(s)
X	Vehicle Cab
X	Carpeted floors
X	Tile/Linoleum floors
	Customer/Client Property
X	Concrete floors

Tools/Equipment/Preventative Measures:

X	Office Equipment (Typical)
X	Standard Office Desk Unit
X	Headphones/Headset
X	Computer W/Monitor
	Hand Tools (Typical)

X	Car
	Truck-Fire Or EMS
	Burning Torch
	Rubber Gloves
	Truck

	Respirator
	Hearing Protection
	Ladders
	Van
	Chalkboard/Whiteboard

Physical Job Demands by Task:

	None	Infrequent	Occasional	Frequent	Continuous
% of workday	0%	1-16%	17-33%	34-66%	67-100%
# of tasks	0	1-3X/hr	4-6X/hr	6-12X/hr	>12 X/hr
<10#			3	1-2,4	
11-20#		3			
21-50#		3			
51-75#					
76-100# +					



## Functional Task Demands:

	None	Infrequent	Occasional	Frequent	Continuous
% of workday	0%	1-16%	17-33%	34-66%	67-100%
# of tasks	0	1-2X/hr	2-19x/hr	20-30X/hr	30+ x/hr
Bending		5	3		
Twisting/turn		3,5			
Reach below knee		4,5	3		
Push/pull			3,4,5		
Floor to waist		4,5	3		
Waist to shoulder			3,4,5		
Shoulder - overhead		5	3		
Squat/kneel		5	3		
Stand/walk			2,5	1,4	
Grasp with fingers/hands			2	3	1,4,5
Sit			2,4	1,5	
Stair Climb					
Ladder Climb					
Front carry			3,4,5		
(R) Carry					
(L) Carry					
(R) Grip					
(L) Grip					
Static Trunk Bend					
Static Crouch					
Crawl					

## Other Information:

Self-management of pace: High Ability	Ability to get help: High Ability
Ability to use tools/equipment for demanding tasks: High Ability	Expected changes to position: No Changes Expected
Can do work with one hand: Yes	Could wear splint/brace/cast: Yes
Work in hot/cold: Yes	Can change positions: Yes
Must drive: No	Can be restricted from driving: Yes
Can keep wounds clean/dry: Yes	Flexible work performed/varied physical demand: No
Alternate Work Available: Yes	Is Suitable for Transitional Work? Yes
Is suitable as transitional work for another position? Yes	Third Party Support Available for the Employer/Injured Worker? No

**Recommendations:**

This position is a Light job classification as per U. S. Department of Labor standards. It is well suited to transitional work secondary to the availability of alternate work and the modification of job demands by the supervisory personnel.

The job analysis should be compared to the functional capacity evaluation in order to compare/link to the worker's physical demands as it relates to the diagnosed injury. This job analysis should be made available to the physician of record in order to provide information necessary for the physician to complete the MEDCO-14 form (Physician's Report of Work Ability).

Medco-14 will be provided by the physician of record with alternative duties being assigned based on careful of the physical demands. Safe placement in alternative duty with consideration of all barriers will be outlined in each temporary assignment. Daily review of progress and ongoing monitoring is completed by assigned supervisor. Essential job tasks will be completed in simulated work conditions with actual physical demonstrations of capacity upon release from the physician of record.

Revised: May 19, 1999;

Re-adopted by Revision: January 15, 2004: June 21, 2019

## **GDAC JOB DESCRIPTION-SECRETARY TO THE ASSISTANT SUPERINTENDENT**

This person is directly responsible to the Assistant Superintendent and to the Superintendent of Schools. This person shall be trained in all phases of secretarial work and be capable of operating various types of office machines, particularly in computer word processing skills.

The secretary will keep a daily appointment book of conferences for the Assistant Superintendent and be the personal secretary of the person holding the position. This secretary's essential areas of responsibility, in addition to the above will be, but not be limited to, the following:

1. Prepares, types, and distributes agendas and minutes of curriculum meetings.
2. Prepares and maintains textbook inventory sheets.
3. Secretarial duties pertinent to curriculum and instruction.
4. Submits to the proper agent items for the Board agenda that are the responsibility of the Assistant Superintendent.
5. Prepares all materials for child nutrition services (cafeteria) as follows:
  - a. Weekly lunch/milk/breakfast accounting sheets for each building;
  - b. Process free/reduced lunch/breakfast/milk applications;
  - c. Verification letters to parents;
  - d. Data entry of monthly reimbursement claims;
  - e. Bid sheets for cafeteria job openings;
  - f. All typing and processing for cafeteria department
6. Prepares driver's education correspondence and reports.
7. Prepares all pre-school information as directed.
8. Processes all special education correspondence, state reports, and child identification information for all special education students, including December child count.
9. Prepares documentation for all student suspensions.
10. Arranges for home instruction.
11. Serves as business office receptionist relative to telephone/office traffic.
12. Performs any other duties assigned by the Assistant Superintendent.
13. Processes, types, and maintains federal and state program applications, periodic and/or expenditure reports, and/or program evaluations.

### Essential Job Tasks:

1. Answer phones and takes messages.
  - x. Postures: Seated with infrequent standing.
  - xi. Frequency: Varies as needed.
  - xii. Duration: Usually < 1 minute per call.
2. Answer questions from people coming into office.
  - x. Postures: Stands at desk or responds while seated.
  - xi. Frequency: As needed.
  - xii. Duration: Varies.
3. Gather needed supplies from supply cabinets/shelves.
  - d. Access typical office supplies of varying weight up to 10# from floor to 6'
    - i. Postures: Standing, reach above shoulder, below knee, at waist.
    - ii. Frequency: Varies
    - iii. Duration: Varies.
13. Operate standard office equipment as needed. Does financial calculations via 10 key as needed.
  - a. Operates copier, computer, and similar.

- i. Postures: Standing, seated at standard height desk unit.
  - ii. Frequency: Varies.
  - iii. Duration: Varies.
- 14. Provides standard administrative support as needed.
  - a. Files, types, database management, copying, etc.
    - i. Postures: Varies but primarily seated.
    - ii. Frequency: Daily.
    - iii. Duration: Frequent to occasionally.
- 15. May drive to bank or to post office.
  - i. Postures: Seated
  - ii. Frequency: As needed.
  - iii. Duration: ½ hour to 1 hour including time spent at location.

Working Hours/Environment:

	Varies by shift
X	Eight hour shift
	Ten hour shift
	Twelve hour shift
	Twenty-Four hour shift
	Overtime available
X	Indoor/Office
	Indoor/Shop
X	Outdoors (level terrain)
X	Stairs
X	Vertical Ladders

	Rough Terrain
	Sloping Terrain
X	Streets/Roads and Environ.
	Trenches
X	Weather (all)
X	Multi-Level Building(s)
X	Vehicle Cab
X	Carpeted floors
X	Tile/Linoleum floors
	Customer/Client Property
X	Concrete floors

Tools/Equipment/Preventative Measures:

X	Office Equipment (Typical)
X	Standard Office Desk Unit
X	Headphones/Headset
X	Computer W/Monitor
	Hand Tools (Typical)

X	Car
	Truck-Fire Or EMS
	Burning Torch
	Rubber Gloves
	Truck

	Respirator
	Hearing Protection
	Ladders
	Van
	Chalkboard/Whiteboard

## Physical Job Demands by Task:

	None	Infrequent	Occasional	Frequent	Continuous
% of workday	0%	1-16%	17-33%	34-66%	67-100%
# of tasks	0	1-3X/hr	4-6X/hr	6-12X/hr	>12 X/hr
<10#			3	1-2,4	
11-20#		3			
21-50#		3			
51-75#					
76-100# +					

## Functional Task Demands:

	None	Infrequent	Occasional	Frequent	Continuous
% of workday	0%	1-16%	17-33%	34-66%	67-100%
# of tasks	0	1-2X/hr	2-19x/hr	20-30X/hr	30+ x/hr
Bending		5	3		
Twisting/turn		3,5			
Reach below knee		4,5	3		
Push/pull			3,4,5		
Floor to waist		4,5	3		
Waist to shoulder			3,4,5		
Shoulder - overhead		5	3		
Squat/kneel		5	3		
Stand/walk			2,5	1,4	
Grasp with fingers/hands			2	3	1,4,5
Sit			2,4	1,5	
Stair Climb					
Ladder Climb					
Front carry			3,4,5		
(R) Carry					
(L) Carry					
(R) Grip					
(L) Grip					
Static Trunk Bend					
Static Crouch					
Crawl					

## Other Information:

Self-management of pace: High Ability	Ability to get help: High Ability
Ability to use tools/equipment for demanding tasks: High Ability	Expected changes to position: No Changes Expected
Can do work with one hand: Yes	Could wear splint/brace/cast: Yes
Work in hot/cold: Yes	Can change positions: Yes
Must drive: No	Can be restricted from driving: Yes
Can keep wounds clean/dry: Yes	Flexible work performed/varied physical demand: No
Alternate Work Available: Yes	Is Suitable for Transitional Work? Yes
Is suitable as transitional work for another position? Yes	Third Party Support Available for the Employer/Injured Worker? No

**Recommendations:**

This position is a Light job classification as per U. S. Department of Labor standards. It is well suited to transitional work secondary to the availability of alternate work and the modification of job demands by the supervisory personnel.

The job analysis should be compared to the functional capacity evaluation in order to compare/link to the worker's physical demands as it relates to the diagnosed injury. This job analysis should be made available to the physician of record in order to provide information necessary for the physician to complete the MEDCO-14 form (Physician's Report of Work Ability).

Medco-14 will be provided by the physician of record with alternative duties being assigned based on careful of the physical demands. Safe placement in alternative duty with consideration of all barriers will be outlined in each temporary assignment. Daily review of progress and ongoing monitoring is completed by assigned supervisor. Essential job tasks will be completed in simulated work conditions with actual physical demonstrations of capacity upon release from the physician of record.

Revised: January 11, 1995; May 19, 1999; June 15, 2000; June 21, 2019

Re-adopted by revision: January 15, 2004

## GDAD JOB DESCRIPTION-CENTRAL OFFICE SECRETARY

The essential duties and responsibilities of this position are:

1. This person is responsible to the Superintendent or his/her designee.
2. Must possess excellent communication skills.
3. Will be responsible for answering administrative telephone calls.
4. Must be familiar with District administration and educational functions and programs.
5. Will assist other administrative central office secretaries as directed by the Superintendent or his/her designee.
6. Must possess organized filing skills.
7. Must be proficient in the use of all office equipment.
8. Must be proficient in the use of computer technology and all software used in the central office.
9. Must be able to perform the duties and responsibilities of the Secretary to the Superintendent and Secretary to the Assistant Superintendent.
10. Perform any other duty and assume any other responsibility as directed by the Superintendent.

Essential Job Tasks:

1. Answer phones and takes messages.
  - xiii. Postures: Seated with infrequent standing.
  - xiv. Frequency: Varies as needed.
  - xv. Duration: Usually < 1 minute per call.
2. Answer questions from people coming into office.
  - xiii. Postures: Stands at desk or responds while seated.
  - xiv. Frequency: As needed.
  - xv. Duration: Varies.
3. Gather needed supplies from supply cabinets/shelves.
  - e. Access typical office supplies of varying weight up to 10# from floor to 6'
    - i. Postures: Standing, reach above shoulder, below knee, at waist.
    - ii. Frequency: Varies
    - iii. Duration: Varies.
16. Operate standard office equipment as needed. Does financial calculations via 10 key as needed.
  - a. Operates copier, computer, and similar.
    - i. Postures: Standing, seated at standard height desk unit.
    - ii. Frequency: Varies.
    - iii. Duration: Varies.
17. Provides standard administrative support as needed.
  - a. Files, types, database management, copying, etc.
    - i. Postures: Varies but primarily seated.
    - ii. Frequency: Daily.
    - iii. Duration: Frequent to occasionally.
18. May drive to bank or to post office.
  - i. Postures: Seated
  - ii. Frequency: As needed.
  - iii. Duration: ½ hour to 1 hour including time spent at location.

Working Hours/Environment:

	Varies by shift
X	Eight hour shift
	Ten hour shift
	Twelve hour shift
	Twenty-Four hour shift
	Overtime available
X	Indoor/Office
	Indoor/Shop
X	Outdoors (level terrain)
X	Stairs
X	Vertical Ladders

	Rough Terrain
	Sloping Terrain
X	Streets/Roads and Environ.
	Trenches
X	Weather (all)
X	Multi-Level Building(s)
X	Vehicle Cab
X	Carpeted floors
X	Tile/Linoleum floors
	Customer/Client Property
X	Concrete floors

Tools/Equipment/Preventative Measures:

X	Office Equipment (Typical)
X	Standard Office Desk Unit
X	Headphones/Headset
X	Computer W/Monitor
	Hand Tools (Typical)

X	Car
	Truck-Fire Or EMS
	Burning Torch
	Rubber Gloves
	Truck

	Respirator
	Hearing Protection
	Ladders
	Van
	Chalkboard/Whiteboard

Physical Job Demands by Task:

	None	Infrequent	Occasional	Frequent	Continuous
% of workday	0%	1-16%	17-33%	34-66%	67-100%
# of tasks	0	1-3X/hr	4-6X/hr	6-12X/hr	>12 X/hr
<10#			3	1-2,4	
11-20#		3			
21-50#		3			
51-75#					
76-100# +					



## Functional Task Demands:

	None	Infrequent	Occasional	Frequent	Continuous
% of workday	0%	1-16%	17-33%	34-66%	67-100%
# of tasks	0	1-2X/hr	2-19x/hr	20-30X/hr	30+ x/hr
Bending		5	3		
Twisting/turn		3,5			
Reach below knee		4,5	3		
Push/pull			3,4,5		
Floor to waist		4,5	3		
Waist to shoulder			3,4,5		
Shoulder - overhead		5	3		
Squat/kneel		5	3		
Stand/walk			2,5	1,4	
Grasp with fingers/hands			2	3	1,4,5
Sit			2,4	1,5	
Stair Climb					
Ladder Climb					
Front carry			3,4,5		
(R) Carry					
(L) Carry					
(R) Grip					
(L) Grip					
Static Trunk Bend					
Static Crouch					
Crawl					

## Other Information:

Self-management of pace: High Ability	Ability to get help: High Ability
Ability to use tools/equipment for demanding tasks: High Ability	Expected changes to position: No Changes Expected
Can do work with one hand: Yes	Could wear splint/brace/cast: Yes
Work in hot/cold: Yes	Can change positions: Yes
Must drive: No	Can be restricted from driving: Yes
Can keep wounds clean/dry: Yes	Flexible work performed/varied physical demand: No
Alternate Work Available: Yes	Is Suitable for Transitional Work? Yes
Is suitable as transitional work for another position? Yes	Third Party Support Available for the Employer/Injured Worker? No

**Recommendations:**

This position is a Light job classification as per U. S. Department of Labor standards. It is well suited to transitional work secondary to the availability of alternate work and the modification of job demands by the supervisory personnel.

The job analysis should be compared to the functional capacity evaluation in order to compare/link to the worker's physical demands as it relates to the diagnosed injury. This job analysis should be made available to the physician of record in order to provide information necessary for the physician to complete the MEDCO-14 form (Physician's Report of Work Ability).

Medco-14 will be provided by the physician of record with alternative duties being assigned based on careful of the physical demands. Safe placement in alternative duty with consideration of all barriers will be outlined in each temporary assignment. Daily review of progress and ongoing monitoring is completed by assigned supervisor. Essential job tasks will be completed in simulated work conditions with actual physical demonstrations of capacity upon release from the physician of record.

Adopted: July 16, 1998

Revised: May 19, 1999; June 21, 2019

Re-adopted by Revision: January 15, 2004

## **GDAF JOB DESCRIPTION-SECRETARY INDIAN CREEK HIGH SCHOOL**

The high school secretary is directly responsible to the high school principal and will perform duties as assigned by the principal. The high school secretary will also perform duties as requested by the assistant principal and guidance counselors. The essential duties and responsibilities include but are not limited to the following:

1. Responsible for Computer Application:
  - a. Course of Study Handbook
  - b. Evaluation
  - c. North Central Reports
  - d. Room and Book Inventories
  - e. Annual Reports
  - f. Teacher's Handbook
2. Athletics:
  - a. Requisitions for Athletics
  - b. Deposits for Athletics
  - c. Eligibility Sheets
  - d. State and League Forms
  - e. Athletic Correspondence
3. School Money Deposits:
  - a. Deposit, record and receipt all lab and workbook fees
  - b. Deposit, record and receipt all organization moneys
4. Classroom and Office Supplies:
  - a. Check inventories and order supplies
  - b. Check in supplies, stamp and number books, mark boxes for rooms and record all incoming orders.
5. Entries and Withdrawals:
  - a. Record all entries and withdrawals – mark PCR'S
  - b. Enter information on computer (SIS) – include reason code for admissions and withdrawals
  - c. Change student status on SIS
  - d. Transfer student records to new school on computer (SIS)
6. County Computer – OME-RESA
  - a. Update school calendar
  - b. Enter data on SIS for staff and students
  - c. Importing SIS into EMIS for reporting periods  
Student Demographics, Attendance, VOCED, staff, subjects and programs
  - d. Generate mailing labels for students
  - e. Update reports and print out
  - f. Updating staff files
  - g. Run ASCII
  - h. Responsible for entering all building information into EMIS
  - i. Ethnic groups
7. Homeroom Lists:
  - a. Assigning homeroom teachers and students
  - b. Entering into computer (SIS) and run batch
  - c. Update HRMS screen
8. Staff:
  - a. Keep records of absences and substitute forms
  - b. Call substitutes for certified/classified staff
  - c. Collect lesson plans weekly

9. National Honor Society:
  - a. Pass out student participation sheets to be completed
  - b. Update letters to parents for selected students
  - c. Update necessary information for teachers prior to selection
10. Graduation:
  - a. Have seniors check name spelling for diplomas
  - b. Order diplomas and honor certificates
  - c. Assemble diplomas for graduation exercise
11. Year End:
  - a. Collect and store grade books and teachers' manuals
  - b. Transfer files to correct grade
  - c. Transfer graduate PCRS
  - d. Year-end close out for EMIS
12. Miscellaneous
  - a. Assignment sheets
  - b. Answer and record telephone calls
  - c. Sort mail (post office and school)
  - d. Enter new student records and complete folder
  - e. End-of-year reports
  - f. Principal reports
  - g. Attendance quarterly report
  - h. Requisitions
  - i. Proficiency in County Computer System and Micro Soft Works
  - j. Use computer to compile morning attendance sheet and distribute to classroom, using student workers
  - k. Use computer to compile morning attendance sheet and distribute to classroom electronically
  - l. Write out tardy slips (if the Assistant Principal is unavailable) for those students who come in late
  - m. Send out letters for Assistant Principal informing parents of absences
  - n. Send out demerit letters informing parents when their child has accumulated eight demerits
  - o. Send out letters from Assistant Principal informing parents of tardies
  - p. Update student attendance on computer program at the end of each day
  - q. Answer morning phone calls from parents regarding student absences
  - r. Call parents whose child is absent if parents did not call the school
13. Type and Mail Out All Suspension Letters:
  - a. To parents
  - b. To Central Office (1 copy)
  - c. File copy in student PCR
  - d. To Guidance Office
  - e. File copy in suspension book
  - f. Put suspension into EMIS
14. Progress Reports:
  - a. Distribute to homeroom teachers
  - b. Alphabetize complete reports and file them
15. Honor Roll:
  - a. Type all certificates.
  - b. Distribute awards seals each quarter

- c. Send copies of Honor Roll and Principal's List to Central Office by the first Friday after the closing of the grading period
- d. Calculate the % of students on Principal's List and Honor Roll for each grading period
- 16. Weekly Bulletin - Compile list of weekly activities each Friday and distribute to all staff members, Superintendent's Office and Joint Vocational School
- 17. Monthly Bulletin – Due in Superintendent's Office by the 15<sup>th</sup> of the present month and should always be one month in advance
- 18. Transcripts:
  - a. Copy and handle all requests for transcripts
  - b. Send for transcript requests for incoming transfer students
  - c. Send transcripts out to school who request them from our students who transfer from Indian Creek High School
- 19. Work Permits:

Inform students of proper procedure. Give students applications upon request. All work permits are issued by the Central Office
- 20. Office Forms:

Make up attendance and telephone slips, announcement forms, office requests, book holds, etc.
- 21. General Office Duties (typing/telephone):
  - a. Answer telephone – send messages
  - b. Type any letters or memos requested by Assistant Principal or Guidance
  - c. Work cooperatively with all staff members
  - d. Welcome visitors in a friendly and helpful manner
  - e. Perform any other secretarial tasks as instructed by the Principal or Assistant Principal
- 22. Filing

Responsible for office filing.
- 23. Mail:

Responsible for sorting mail with aid of student office aide and placing in proper teacher's mailbox the same day that it is received.
- 24. Lockers:

Assign lockers to students and type locker list through the County System.
- 25. Responsible for computer programs concerning attendance, student records, scheduling, report cards and all other computer uses.
  - a. Attendance runs in morning and end of school day.
  - b. Student record and information updates and changes.
  - c. Schedule changes, entries and deletions.
  - d. Transfer student attendance to student reports and records.
- 26. Transcripts
  - a. Copy and handle all requests for transcripts
  - b. Send for transcript requests for incoming students
  - c. Send transcripts of withdrawn students to new school
  - d. Microfilm old transcripts of graduated classes
- 27. Student Records
  - a. Enter to DASLI – students transferring to ICHS
  - b. Enter to DASL – summer school grades
  - c. Enter to DASL – post-secondary option grades
  - d. Enter to CIHI – all JVS students' courses and grades
  - e. Change schedules (entries and deletions) after counselor's approval
  - f. Change incomplete or grade correction

28. Reports
  - a. Honor Roll and Principal's List
  - b. List of Juniors and Seniors for Military
  - c. Master schedule
  - d. Student schedules
  - e. Teacher schedules
  - f. Home room rosters
  - g. Student GPA and ranking
29. Testing – Organization and recording of Test Results in PCRs
  - a. Prepare schedules for Proficiency Testing
  - b. Prepare schedules for PSAT Testing
  - c. Help students with ACT/SAT deadlines
  - d. Record test results in student PCRs
30. Grades
  - a. Prepare scan (bubble) sheets for Progress Reports
  - b. Run scan sheets for progress reports
  - c. Generate Progress reports
  - d. Prepare scan (bubble) sheets for 12-week grades
  - e. Run scan sheets
  - f. Generate report cards
  - g. Prepare and run transcripts
31. Career Information
  - a. Assist students with OCIS Computer system
  - b. College resource material – catalogs
  - c. Financial Aid resource material – FAF, FFSA
  - d. Scheduling of visiting representatives (college, trade and technical schools, business schools, military)
  - e. Resource material
32. EMIS

Have a working knowledge of all aspects of EMIS
33. Other General Duties
  - a. Schedule teacher conferences
  - b. Type memorandums, letters, guidance agendas, etc.
  - c. Type letters of recommendation for students
  - d. Type verification letter of graduation for military
  - e. Generate student lists with addresses for military
  - f. Welcome visitors in a friendly and helpful manner
  - g. Work cooperatively with all staff members

Essential Job Tasks:

1. Answer phones and takes messages.
  - xvi. Postures: Seated with infrequent standing.
  - xvii. Frequency: Varies as needed.
  - xviii. Duration: Usually < 1 minute per call.
2. Answer questions from people coming into office.
  - xvi. Postures: Stands at desk or responds while seated.
  - xvii. Frequency: As needed.

- xviii. Duration: Varies.
- 3. Gather needed supplies from supply cabinets/shelves.
  - f. Access typical office supplies of varying weight up to 10# from floor to 6'
    - i. Postures: Standing, reach above shoulder, below knee, at waist.
    - ii. Frequency: Varies
    - iii. Duration: Varies.
- 19. Operate standard office equipment as needed. Does financial calculations via 10 key as needed.
  - a. Operates copier, computer, and similar.
    - i. Postures: Standing, seated at standard height desk unit.
    - ii. Frequency: Varies.
    - iii. Duration: Varies.
- 20. Provides standard administrative support as needed.
  - a. Files, types, database management, copying, etc.
    - i. Postures: Varies but primarily seated.
    - ii. Frequency: Daily.
    - iii. Duration: Frequent to occasionally.
- 21. May drive to bank or to post office.
  - i. Postures: Seated
  - ii. Frequency: As needed.
  - iii. Duration: ½ hour to 1 hour including time spent at location.

Working Hours/Environment:

	Varies by shift
X	Eight hour shift
	Ten hour shift
	Twelve hour shift
	Twenty-Four hour shift
	Overtime available
X	Indoor/Office
	Indoor/Shop
X	Outdoors (level terrain)
X	Stairs
X	Vertical Ladders

	Rough Terrain
	Sloping Terrain
X	Streets/Roads and Environ.
	Trenches
X	Weather (all)
X	Multi-Level Building(s)
X	Vehicle Cab
X	Carpeted floors
X	Tile/Linoleum floors
	Customer/Client Property
X	Concrete floors

Tools/Equipment/Preventative Measures:

X	Office Equipment (Typical)
X	Standard Office Desk Unit
X	Headphones/Headset
X	Computer W/Monitor
	Hand Tools (Typical)

X	Car
	Truck-Fire Or EMS
	Burning Torch
	Rubber Gloves
	Truck

	Respirator
	Hearing Protection
	Ladders
	Van
	Chalkboard/Whiteboard

Physical Job Demands by Task:

	None	Infrequent	Occasional	Frequent	Continuous
% of workday	0%	1-16%	17-33%	34-66%	67-100%
# of tasks	0	1-3X/hr	4-6X/hr	6-12X/hr	>12 X/hr
<10#			3	1-2,4	
11-20#		3			
21-50#		3			
51-75#					
76-100# +					

GDAF-1

Functional Task Demands:

	None	Infrequent	Occasional	Frequent	Continuous
% of workday	0%	1-16%	17-33%	34-66%	67-100%
# of tasks	0	1-2X/hr	2-19x/hr	20-30X/hr	30+ x/hr
Bending		5	3		
Twisting/turn		3,5			
Reach below knee		4,5	3		
Push/pull			3,4,5		
Floor to waist		4,5	3		
Waist to shoulder			3,4,5		
Shoulder - overhead		5	3		
Squat/kneel		5	3		
Stand/walk			2,5	1,4	
Grasp with fingers/hands			2	3	1,4,5
Sit			2,4	1,5	
Stair Climb					
Ladder Climb					
Front carry			3,4,5		
(R) Carry					
(L) Carry					
(R) Grip					
(L) Grip					
Static Trunk Bend					
Static Crouch					
Crawl					



Other Information:

Self-management of pace: High Ability	Ability to get help: High Ability
Ability to use tools/equipment for demanding tasks: High Ability	Expected changes to position: No Changes Expected
Can do work with one hand: Yes	Could wear splint/brace/cast: Yes
Work in hot/cold: Yes	Can change positions: Yes
Must drive: No	Can be restricted from driving: Yes
Can keep wounds clean/dry: Yes	Flexible work performed/varied physical demand: No
Alternate Work Available: Yes	Is Suitable for Transitional Work? Yes
Is suitable as transitional work for another position? Yes	Third Party Support Available for the Employer/Injured Worker? No

**Recommendations:**

This position is a Light job classification as per U. S. Department of Labor standards. It is well suited to transitional work secondary to the availability of alternate work and the modification of job demands by the supervisory personnel.

The job analysis should be compared to the functional capacity evaluation in order to compare/link to the worker's physical demands as it relates to the diagnosed injury. This job analysis should be made available to the physician of record in order to provide information necessary for the physician to complete the MEDCO-14 form (Physician's Report of Work Ability).

Medco-14 will be provided by the physician of record with alternative duties being assigned based on careful of the physical demands. Safe placement in alternative duty with consideration of all barriers will be outlined in each temporary assignment. Daily review of progress and ongoing monitoring is completed by assigned supervisor. Essential job tasks will be completed in simulated work conditions with actual physical demonstrations of capacity upon release from the physician of record.

Revised: February 29, 1996  
 Re-adopted by revision: January 15, 2004  
 Revised: July 18, 2012; June 21, 2019

**GDAG JOB DESCRIPTION-SECRETARY TO PRINCIPAL(S) INDIAN CREEK  
MIDDLE SCHOOL**

The middle school secretary is directly responsible to the middle school principal(s) and will perform duties as assigned by the principal(s). The essential duties and responsibilities include but are not limited to the following:

**Opening School:**

1. Prepare agenda, homeroom roster, substitute and lesson plan folders, all forms, handbooks, bus schedule and information needed by teachers for first meeting before school begins
2. Non-enrollment form to Principal
3. Retained and withdrawn student list to Business Office for transportation form to be updated
4. Prepare all folders, calendars, lunch applications, update student information, and emergency medical forms for students
5. Update emergency medical list for nurse and staff
6. Homeroom teacher lists
7. Student locker assignment
8. Student schedules
9. Teacher Master schedule
10. Curriculum Study Handbook
11. Correct student handbook folders
12. Course selection sheets

**Weekly Forms:**

1. Daily deposit receipts and forms to Treasurer's Office
2. Fee receipt form to Treasurer's Office
3. Certified and classified attendance and substitute forms
4. Time sheets
5. Conference extra- pay forms
6. Calendar of building activities

**Monthly Reports:**

1. School calendar events for Indian Creek Newsletter
2. Cafeteria Report

**Nine-Week Reports:**

1. Enter/Withdraw Report
2. Attendance Report
3. Honor Roll and Principal's List Reports
4. Classroom Count Forms
5. Report Cards
6. Perfect Attendance Certificates
7. Honors, Certificates, seals, and ribbons

**Attendance:**

1. Write daily admit slips, tardy slips, bus, early dismissal, and athletic slips for students
2. Daily ABSE entrance for absence
3. Daily attendance update according to policy
4. File medical absence in PCR
5. Assignments for absent students
6. Enter absence in ABSE Student Services Program

7. Distribute absence list daily
8. Letters/postcards for absences
9. Inform principal of excessive absence/tardy
10. File medical absence

**Assist Annual Special Activities:**

1. Orientation
2. Open House
3. Parent/Teacher Conference Days
4. Spelling Bee
5. Destination ImagiNation
6. Academic Recognition Assembly and Certificates
7. Athletic Recognition Program and Certificates

**Activity Accounts and School Student Fees:**

1. Work with activity advisors to handle all procedures correctly (requisitions, invoices, deposits, etc.)
2. Athletic league and state forms
3. Assist Treasurer's Office with yearly forms
4. Deposit all Board and activity moneys daily
5. Maintain accurate account of student fees paid

**Requisitions:**

1. Maintain budgets for classroom/office, postage, library, general funds, and special moneys from grants, title programs, etc.
2. Type requisitions for above budgets
3. Process orders when received and stamp accordingly when necessary

**Inventory:**

Maintain inventories for audio-visual equipment, textbook, classroom, band instruments, industrial art equipment, home economics equipment, and physical education equipment

**End-Of-Year:**

1. Report cards mailed
2. Retention letters
3. Fees due letters
4. Annual Report
5. Principal's Closing Reports
6. Principal's Attendance Reports
7. Closing year checklist for teachers' meeting and supervise return of keys, handbooks, lesson plan books, grade books, etc.
8. Complete checklist from Business Office

**General Duties**

1. Typing numerous memos, letters, agendas, test schedules, etc.
2. Bus trip requests
3. New student records and transcript requests
4. Sort school mail and postal mail
5. Telephone log and records
6. Postage order
7. Substitute teacher handbook and folders
8. Office forms creation, duplication, or order
9. Maintain current student data base
10. Responsible for preparation of Principal's Newsletter, mailing and posting online
11. Student and staff accident reports

12. Deposit all moneys for general and activities accounts
13. Duplicate teaching materials
14. Call substitute certified/classified staff
15. Sort mail
16. Assist athletic director with programs, rosters, etc.
17. Closing year preparation (withdrawn PCRs, teacher closing forms and check out, records to ICHS, classroom inventory, etc.)
18. PCRs updated, clean out, pictures, maintenance
19. Assist in annual Academic Assembly
20. Forms such as emergency medical, internet, etc. (distribution, collection, and maintenance)
21. Administer student medication as needed and care for ill students
22. Get students from classes as requested
23. Typing forms

**Filing:**

1. Maintain student PCRs
2. Maintain all correspondence, reports, memos, etc. under appropriate headings

**Computer Efficient:**

Must possess thorough knowledge of working with computers and programs used by the school system.

**EMIS:**

Create, maintain, and report all necessary information to the State of Ohio through the OME-RESA office:

1. Staff Course Record
2. Vocational Correlated Class Record
3. Student Demographics Record
4. Student Subject Record
5. Student Attendance Record
6. Student Program Record
7. Student Achievement/Ability Record
8. Student Proficiency Test Record
9. Student Competency Test Records
10. Student Test Master Record
11. Suspensions

Testing:

1. Prepare schedules, information, and assist coordination for achievement, competency, and proficiency tests
2. Add test labels to PCRs

Suspension:

1. Monitor in-school suspension
2. Suspension letters and assignments
3. Suspension reports

Scheduling and Grade Reports:

1. Scan sheets
2. Bubble sheets
3. Generate grades
4. Grade changes
5. Schedule changes
6. File final reports and transcript sheets in PCRs

Guidance Activities and Programs:

1. Individual Career Plan for all students
2. Coordinate and schedule all parent/teacher conferences
3. Intervention schedules
4. Orientation
5. Home education
6. Athletic eligibility forms
7. Weekly lesson plans
8. Summer Seminars
9. ACT student identification and forms
10. Honor roll certificates seals and organization
11. Failure letters for teachers and counselor

Essential Job Tasks:

1. Answer phones and takes messages.
  - xix. Postures: Seated with infrequent standing.
  - xx. Frequency: Varies as needed.
  - xxi. Duration: Usually < 1 minute per call.
2. Answer questions from people coming into office.
  - xix. Postures: Stands at desk or responds while seated.
  - xx. Frequency: As needed.
  - xxi. Duration: Varies.
3. Gather needed supplies from supply cabinets/shelves.
  - g. Access typical office supplies of varying weight up to 10# from floor to 6'
    - i. Postures: Standing, reach above shoulder, below knee, at waist.
    - ii. Frequency: Varies
    - iii. Duration: Varies.
22. Operate standard office equipment as needed. Does financial calculations via 10 key as needed.
  - a. Operates copier, computer, and similar.
    - i. Postures: Standing, seated at standard height desk unit.
    - ii. Frequency: Varies.
    - iii. Duration: Varies.
23. Provides standard administrative support as needed.
  - a. Files, types, database management, copying, etc.
    - i. Postures: Varies but primarily seated.
    - ii. Frequency: Daily.
    - iii. Duration: Frequent to occasionally.
24. May drive to bank or to post office.
  - i. Postures: Seated
  - ii. Frequency: As needed.
  - iii. Duration: ½ hour to 1 hour including time spent at location.

Working Hours/Environment:

	Varies by shift
X	Eight hour shift
	Ten hour shift
	Twelve hour shift
	Twenty-Four hour shift
	Overtime available
X	Indoor/Office
	Indoor/Shop
X	Outdoors (level terrain)
X	Stairs
X	Vertical Ladders

	Rough Terrain
	Sloping Terrain
X	Streets/Roads and Environ.
	Trenches
X	Weather (all)
X	Multi-Level Building(s)
X	Vehicle Cab
X	Carpeted floors
X	Tile/Linoleum floors
	Customer/Client Property
X	Concrete floors

Tools/Equipment/Preventative Measures:

X	Office Equipment (Typical)
X	Standard Office Desk Unit
X	Headphones/Headset
X	Computer W/Monitor
	Hand Tools (Typical)

X	Car
	Truck-Fire Or EMS
	Burning Torch
	Rubber Gloves
	Truck

	Respirator
	Hearing Protection
	Ladders
	Van
	Chalkboard/Whiteboard

Physical Job Demands by Task:

	None	Infrequent	Occasional	Frequent	Continuous
% of workday	0%	1-16%	17-33%	34-66%	67-100%
# of tasks	0	1-3X/hr	4-6X/hr	6-12X/hr	>12 X/hr
<10#			3	1-2,4	
11-20#		3			
21-50#		3			
51-75#					
76-100# +					

GDAG-1

Functional Task Demands:

	None	Infrequent	Occasional	Frequent	Continuous
% of workday	0%	1-16%	17-33%	34-66%	67-100%
# of tasks	0	1-2X/hr	2-19x/hr	20-30X/hr	30+ x/hr
Bending		5	3		
Twisting/turn		3,5			
Reach below knee		4,5	3		
Push/pull			3,4,5		
Floor to waist		4,5	3		
Waist to shoulder			3,4,5		
Shoulder - overhead		5	3		
Squat/kneel		5	3		
Stand/walk			2,5	1,4	
Grasp with fingers/hands			2	3	1,4,5
Sit			2,4	1,5	
Stair Climb					
Ladder Climb					
Front carry			3,4,5		
(R) Carry					
(L) Carry					
(R) Grip					
(L) Grip					
Static Trunk Bend					
Static Crouch					
Crawl					

Other Information:

Self-management of pace: High Ability	Ability to get help: High Ability
Ability to use tools/equipment for demanding tasks: High Ability	Expected changes to position: No Changes Expected
Can do work with one hand: Yes	Could wear splint/brace/cast: Yes
Work in hot/cold: Yes	Can change positions: Yes
Must drive: No	Can be restricted from driving: Yes
Can keep wounds clean/dry: Yes	Flexible work performed/varied physical demand: No
Alternate Work Available: Yes	Is Suitable for Transitional Work? Yes
Is suitable as transitional work for another position? Yes	Third Party Support Available for the Employer/Injured Worker? No

**Recommendations:**

This position is a Light job classification as per U. S. Department of Labor standards. It is well suited to transitional work secondary to the availability of alternate work and the modification of job demands by the supervisory personnel.

The job analysis should be compared to the functional capacity evaluation in order to compare/link to the worker's physical demands as it relates to the diagnosed injury. This job analysis should be made available to the physician of record in order to provide information necessary for the physician to complete the MEDCO-14 form (Physician's Report of Work Ability).

Medco-14 will be provided by the physician of record with alternative duties being assigned based on careful of the physical demands. Safe placement in alternative duty with consideration of all barriers will be outlined in each temporary assignment. Daily review of progress and ongoing monitoring is completed by assigned supervisor. Essential job tasks will be completed in simulated work conditions with actual physical demonstrations of capacity upon release from the physician of record.

Revised: August 24, 1995; August 1, 1996

Re-adopted by revision: January 15, 2004

Revised: July 18, 2013; June 21, 2019



## GDAH JOB DESCRIPTION-ELEMENTARY SCHOOL SECRETARY

The essential duties and responsibilities of this position are:

1. This person must have a high school diploma or equivalent. The Board may waive this requirement at its discretion. A high degree of contemporary office secretarial skills, the use of contemporary technology and education or training beyond high school is highly desirable. Previous secretarial experience is also highly desirable.
2. The elementary school secretary is responsible to the Principal and will perform all duties and tasks as assigned by the principal.
3. Must be proficient in computer usage which includes, but is not limited to, word processing, data base, spreadsheet, desktop publishing, EMIS, SIS, Internet, etc.
4. The elementary school secretary must be able to meet deadlines in dealing with monthly reports, nine-weeks attendance and grade reports or any other deadlines as directed by the Principal.
5. Records of elementary school pupils contain confidential material, and must not be given to persons other than those who are qualified to receive it.
6. Due to the age group in elementary school, the secretary has many responsibilities not common to other school secretarial positions, such as, but not limited to, dealing with parents, illnesses, and playground injuries and therefore, must be physically able to perform all tasks as directed by the Principal.
7. Due to the age group in the elementary school, this position requires a high degree of understanding of the problems of young people. The person in this position must also be able to deal properly with patrons and the general public. Pupils are not to be excused to leave the building with an unauthorized guardian.
8. The handling of money from various projects is a part of this school office work. Experience in the handling of money and record-keeping is highly desirable. Money must be deposited at the bank daily. For this portion of the assignment, the secretary is responsible to the School District Treasurer as well as to the principal.
9. Must be knowledgeable of Board policies and abide by those policies related to the secretary's position.

### Essential Job Tasks:

1. Answer phones and takes messages.
  - xxii. Postures: Seated with infrequent standing.
  - xxiii. Frequency: Varies as needed.
  - xxiv. Duration: Usually < 1 minute per call.
2. Answer questions from people coming into office.
  - xxii. Postures: Stands at desk or responds while seated.
  - xxiii. Frequency: As needed.
  - xxiv. Duration: Varies.
3. Gather needed supplies from supply cabinets/shelves.
  - h. Access typical office supplies of varying weight up to 10# from floor to 6'
    - i. Postures: Standing, reach above shoulder, below knee, at waist.
    - ii. Frequency: Varies
    - iii. Duration: Varies.
25. Operate standard office equipment as needed. Does financial calculations via 10 key as needed.
  - a. Operates copier, computer, and similar.

- i. Postures: Standing, seated at standard height desk unit.
  - ii. Frequency: Varies.
  - iii. Duration: Varies.
- 26. Provides standard administrative support as needed.
  - a. Files, types, database management, copying, etc.
    - i. Postures: Varies but primarily seated.
    - ii. Frequency: Daily.
    - iii. Duration: Frequent to occasionally.
- 27. May drive to bank or to post office.
  - i. Postures: Seated
  - ii. Frequency: As needed.
  - iii. Duration: ½ hour to 1 hour including time spent at location.

Working Hours/Environment:

	Varies by shift
X	Eight hour shift
	Ten hour shift
	Twelve hour shift
	Twenty-Four hour shift
	Overtime available
X	Indoor/Office
	Indoor/Shop
X	Outdoors (level terrain)
X	Stairs
X	Vertical Ladders

	Rough Terrain
	Sloping Terrain
X	Streets/Roads and Environ.
	Trenches
X	Weather (all)
X	Multi-Level Building(s)
X	Vehicle Cab
X	Carpeted floors
X	Tile/Linoleum floors
	Customer/Client Property
X	Concrete floors

Tools/Equipment/Preventative Measures:

X	Office Equipment (Typical)
X	Standard Office Desk Unit
X	Headphones/Headset
X	Computer W/Monitor
	Hand Tools (Typical)

X	Car
	Truck-Fire Or EMS
	Burning Torch
	Rubber Gloves
	Truck

	Respirator
	Hearing Protection
	Ladders
	Van
	Chalkboard/Whiteboard

Physical Job Demands by Task:

	None	Infrequent	Occasional	Frequent	Continuous
% of workday	0%	1-16%	17-33%	34-66%	67-100%
# of tasks	0	1-3X/hr	4-6X/hr	6-12X/hr	>12 X/hr
<10#			3	1-2,4	
11-20#		3			
21-50#		3			
51-75#					
76-100# +					

## GDAH-1

## Functional Task Demands:

	None	Infrequent	Occasional	Frequent	Continuous
% of workday	0%	1-16%	17-33%	34-66%	67-100%
# of tasks	0	1-2X/hr	2-19x/hr	20-30X/hr	30+ x/hr
Bending		5	3		
Twisting/turn		3,5			
Reach below knee		4,5	3		
Push/pull			3,4,5		
Floor to waist		4,5	3		
Waist to shoulder			3,4,5		
Shoulder - overhead		5	3		
Squat/kneel		5	3		
Stand/walk			2,5	1,4	
Grasp with fingers/hands			2	3	1,4,5
Sit			2,4	1,5	
Stair Climb					
Ladder Climb					
Front carry			3,4,5		
(R) Carry					
(L) Carry					
(R) Grip					
(L) Grip					
Static Trunk Bend					
Static Crouch					
Crawl					

## Other Information:

Self-management of pace: High Ability	Ability to get help: High Ability
Ability to use tools/equipment for demanding tasks: High Ability	Expected changes to position: No Changes Expected
Can do work with one hand: Yes	Could wear splint/brace/cast: Yes
Work in hot/cold: Yes	Can change positions: Yes
Must drive: No	Can be restricted from driving: Yes
Can keep wounds clean/dry: Yes	Flexible work performed/varied physical demand: No
Alternate Work Available: Yes	Is Suitable for Transitional Work? Yes
Is suitable as transitional work for another position? Yes	Third Party Support Available for the Employer/Injured Worker? No

**Recommendations:**

This position is a Light job classification as per U. S. Department of Labor standards. It is well suited to transitional work secondary to the availability of alternate work and the modification of job demands by the supervisory personnel.

The job analysis should be compared to the functional capacity evaluation in order to compare/link to the worker's physical demands as it relates to the diagnosed injury. This job analysis should be made available to the physician of record in order to provide information necessary for the physician to complete the MEDCO-14 form (Physician's Report of Work Ability).

Medco-14 will be provided by the physician of record with alternative duties being assigned based on careful of the physical demands. Safe placement in alternative duty with consideration of all barriers will be outlined in each temporary assignment. Daily review of progress and ongoing monitoring is completed by assigned supervisor. Essential job tasks will be completed in simulated work conditions with actual physical demonstrations of capacity upon release from the physician of record.

Adopted: June 21, 1984

Re-adopted by revision: January 15, 2004

Revised: September 17, 1987; December 26, 1996; January 20, 2000; July 18, 2013; June 21, 2019

**GDAJ JOB DESCRIPTION-PARAPROFESSIONAL**

Directly responsible/reports to Classroom Teacher, Building principal, Director of Curriculum, and Special Education Director

Possibility of working with emotionally challenged students, severe behaviorally challenged students, academically challenged students, students with autism, and/or preschool children.

Possibility of being assigned to a special need's classroom and/or assigned to a self-contained unit, and/or working with multi-handicapped students under the supervision of the MH teacher.

Possibility of taking students to the library, special classes, nurse, restroom, general education classes, etc.

**General Requirements**

Must have a high school diploma or equivalent. (The Board may waive this requirement at its discretion).

Must have an Educational Aide Permit issued by the state of Ohio with ESEA Designation.

Must have passing BCI/FBI Fingerprint Background Checks. Statement of Non-Conviction on File.

Certified in First Aid and CPR.

JFS01296 Medical Statement on file within 30 days of placement.

ODJFS Pre-Licensing Training must be completed within 30 days of placement.

Training in Child Abuse Recognition and Communicable Diseases.

Step Up to Quality Professional Development hours.

CPI Training/Certification must be held or taken after position awarded.

Training in Crisis de-escalation strategies for students with autism.

Training in rectal seizure medication and willing to administer.

Knowledge of strategies to deal with students diagnosed with Oppositional Defiant Disorder (ODD), Autism, Asperger's, Anxiety, Attention Deficit Disorder (ADD), and Attention Deficit/Hyperactivity Disorder (ADHD).

Willingness to participate in District sponsored/approved pre-service and/or in-services.

Enable mobility of physically challenged students.

Demonstrated competency in areas directly related to position.

**Essential Duties/Responsibilities** (To be assigned by the principal or his/her designee and will include, but not be limited to:)

Supervise and assist teacher and students in various school activities and functions and various non-instructional activities.

This includes: in the classroom, hallways, restrooms, cafeteria, mealtimes and snack times, independent work time, rest periods, and/or recess activities. It may require carrying snacks to the classroom.

Assist teacher in normal routine and extraordinary activities necessary for the educational development of ALL students. Assist teacher and/or conduct individual or small group reinforcing activities/exercises under direction of the teacher.

Assist students in the development of life skills, appropriate social skills, appropriate behaviors, and academic achievement. Assist students with self-help skills such as toileting, changing diapers, washing face and hands, feeding skills, brushing teeth, recreational activities during recess, etc.

Assist students with developmental needs or special needs.

Assist students with art, music, and physical education activities. Assist with classroom housekeeping duties.

Effectively monitor and manage student behavior as directed by the teacher.

Perform clerical duties (record keeping) as necessary. Assist in preparing reports and compiling statistical information about pupils and pupil's progress. (Paraprofessional are not permitted to access student files.)

Perform other duties related to the education and supervision of MH students.

Handle routine interruptions for teachers.

**Qualifications**

Ability to follow and carry out rules, policies, and procedures of the Board of Education and the building principal. Ability to work with and communicate effectively with parents, staff, students, and other adults.

Must be able to appropriately work with students who exhibit emotional problems, behavioral problems, aggressive behavior, physical problems, and/or academically challenged students on daily basis.

Must be willing to assist in feeding skills and recreational activities (during recess).

Sensitivity to students with handicaps.

Must be physically able to maintain control of very active students in classroom and the entire school setting.

Must know or be willing to learn and use sign language within the classroom.

Must be trained, or willing to be trained, to give medication or perform other health care services as needed by student population.

**Other Desirable Qualifications**

Special training desirable (college, etc.) Knowledge of child psychology.

Classroom experience with students who are handicapped, students with autism, preschool students, and/or with self-contained, emotionally disturbed students.

Coursework or training in any areas of special education, psychology, or child development. Training in instructional methodologies.

Trained or willing to be trained to perform deep pressure therapy on specified students.

Must be willing to update and continue training in various handicapping conditions (as needed by student population).

## GDAJ

## Functional Job Analysis

<i>Employer</i>	Indian Creek Local School District
<i>Job title</i>	Educational Aide/Paraprofessional
<i>Working Environment</i>	<p><i>Shift:</i> <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> 8 hr./ shift <input type="checkbox"/></p> <p>40+hr.week</p> <p><i>Breaks:</i> <input type="checkbox"/> 10-15 min <input checked="" type="checkbox"/> 30 min</p> <p><i>Flooring:</i> <input checked="" type="checkbox"/> Concrete <input checked="" type="checkbox"/> Rubber mat <input checked="" type="checkbox"/></p> <p>Carpet</p> <p><input checked="" type="checkbox"/> Tile <input type="checkbox"/> Grate</p> <p><i>Lighting:</i> <input checked="" type="checkbox"/> Adequate <input type="checkbox"/> Inadequate</p> <p><i>Temperature:</i> <input checked="" type="checkbox"/> Cold (65° ↓) seasonal <input checked="" type="checkbox"/></p> <p>Moderate</p> <p><input checked="" type="checkbox"/> Hot (↑ 80°) seasonal</p> <p><i>Safety Equipment:</i> <input type="checkbox"/> Shoes <input type="checkbox"/> Ear plugs <input type="checkbox"/></p> <p>Hat</p> <p><input checked="" type="checkbox"/> Gloves <input type="checkbox"/> Glasses/Goggles</p>
<i>Job Summary</i>	Perform a variety of classroom support and personal care services
<i>Date of Analysis</i>	
<i>Evaluator</i>	

**Essential Job Functions & Associated Functional Task Elements**

	Job essential functions	Job task elements
<i>Task#1</i>	Assist with instruction <ul style="list-style-type: none"> <li>• Implementation of instructional procedures within given areas</li> <li>• Level of physical involvement dependent on type of student (MH-high, SBH-occasionally high, LD/CD-low)</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for individuals with various disabilities, physical, emotional, autistic etc.</li> <li>• Involves physical involvement in behavior management as needed</li> <li>• Assist with feeding of students during lunch if required</li> </ul>
<i>Task#2</i>	Student transfers <ul style="list-style-type: none"> <li>• Transfer students to/from classrooms</li> <li>• Toileting</li> <li>• Positioning in seating</li> <li>• Highly variable – dependent on type of students from year to year</li> </ul>	<ul style="list-style-type: none"> <li>• Push wheelchairs or strollers up to 20#</li> <li>• Assist with transfers to commode up to 50#</li> <li>• More physical in MH classroom than SBH or LD/CD classroom where more supervision is required</li> </ul>
<i>Task#3</i>	Load/unload passengers <ul style="list-style-type: none"> <li>• Assist students to buses</li> <li>• Highly variable – dependent on type of students from year to year</li> </ul>	<ul style="list-style-type: none"> <li>• Exposure to outdoor weather conditions</li> <li>• Push wheelchairs or strollers up to 20#</li> </ul>



		<ul style="list-style-type: none"> <li>• May assist in ambulation with walker or arm-in-arm</li> </ul>
<i>Task#4</i>	Staff support duties <ul style="list-style-type: none"> <li>• Assists teachers as needed</li> <li>• Supervises students for recess</li> <li>• Assists students in opening containers, supervises lunchroom</li> </ul>	<ul style="list-style-type: none"> <li>• Standing and walking to provide supervision</li> <li>• Exposure to outdoor weather conditions</li> <li>• Lift and carry up to 15#</li> <li>• Handling of teaching materials</li> </ul>

<i>Equipment/Tools</i>	Classroom, wheelchairs, positioning aides, instructional aides, may require specialty training
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*\*Job tasks may change depending on production/work schedules*

*\*If employee is unable to perform any essential functions of the job, the employer is willing to consider any restrictions and will place the injured worker into a sedentary or light job assignment to accommodate restrictions.*

*\*Please fill out BWC Form C9 requesting Transitional Work Program/On-Site Therapy with frequency and duration and forward to appropriate MCO.*

Summary of Physical Job Demands
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Job Title: Educational Assistant/Paraprofessional

<b>Job Tasks</b>	Instruction	Transfer students	Bus loading	Staff Support
<b>LIFTING TASKS:</b>				
<b>Forces (lbs.)/Freq/Duration</b>				
Floor-to-Wt (U) (B)		↑50# (B) O		
Waist to Shoulder (U) (B)				
Shoulder-to-Overhead (U) (B)				
Pushing (U) (B)		↑20# (B) O	↑150# (B) O	
Pulling (U) (B)				
2-Handed Carry		↑50# (B) O		
One-Hand Carry	N	N		5# O
<b>POSITIONAL TASKS</b>				
Neck Non-Neutral				
Standing (<3 steps)	O	F	O	C
Sitting	O	O		
Overhead Reaching	I	I		
Horizontal Reaching	O	O	O	O
Bending (Sit) (Stand)	O (stand)	O		O (stand)
Squatting	O			
Kneeling	O			
Supine-lying				
Crawling				
<b>BACK</b>				
Standing & Twisting		I		I
Sitting & Twisting				
<b>UPPER EXTREMITY</b>				
(R) (L) (B) Grasping	O (B)	F(B)	F(B)	F (B)
Forceful Gripping/Pinching				
Handling	O	O		F
Fingering	I			
<b>ENDURANCE</b>				
Walking (>3 steps)	O	O	F	F
Stair climbing				
Ladder Ht. ____				
Balancing-Slippery, narrow, moving				

**Frequency Definitions**

<b>R: Rarely</b>	<b>I: Infrequently</b>	<b>O: Occasionally</b>	<b>F: Frequently</b>	<b>C: Constantly</b>
1% or less of task	2-5 % of task	6-33% of task	34-66% of task	67-100% of task
1 or less reps/hour	1-2 reps/ hour	3-12 reps/hour	13-30 reps/hour	31-60 reps/hour
1 or less reps/day	2-20 reps/day	21-100 reps/day	101-245 reps/day	246-490 reps/day

U-Unilateral B-Bilateral L-Left R-Right N-Negligible
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Adopted: October 18, 1984

Revised: January 20, 2000, Revised May 16, 2019

Re-adopted by Revision: January 15, 2004

Revised: August 15, 2024

## GDAJA JOB DESCRIPTION-LIBRARY MEDIA PERSONNEL

All District Library media personnel will be under the supervision of their building principal or designee. The role of the library media personnel will be to carry out those daily, intermittent, and occasional duties listed below which accomplish the following broad goals of the library program:

### Broad Goals

1. To make students aware of all services and resources available in the school library/media center.
2. To reinforce and insure competency in all skills necessary for the proper use of the school library/media center, including technology.
3. To create a positive atmosphere where students and staff will have the opportunity to enjoy and appreciate literature in hard copy and electronically.
4. To provide access to information and resources for all students, staff and community users.

Duties will include, but not be limited to:

1. The complete operation of the circulation of materials for students and staff using Persona, Reflections or the current INFOhio software. Current Program is WorkFlows.
2. Catalog all materials using the INFOhio online catalog.
3. Perform Inventory Control.
4. Generate reports for cataloging, circulation, and inventory.
5. Order all library print and non-print materials and library supplies after consultation with teachers, supervisors, administrators, and students.
6. Assist students in becoming effective and discriminating users of library resources.
7. Collaborate with teachers and school personnel to plan ways to integrate library services and multimedia materials into the instructional program.
8. Organize, maintain, and circulate audio/visual equipment.
9. Perform all duties necessary to fulfill D.P.I.A. requirements.
10. Perform all duties necessary to meet the goals and carry out the duties described above, or as required by the building principal or designee.
11. Any other duties assigned by the principal.

In addition to the goals and duties listed above, the **high school** library media personnel will also be responsible for the following:

1. Establish and maintain a digital video library.
2. Operate both hot and cold laminators.

In addition to the goals and duties listed above, the **middle school** library media personnel will also be responsible for the following:

1. Establish and maintain a digital video library.
2. Operate V-Brick closed circuit television system.
3. Operate both hot and cold laminators.
4. Use poster maker and Pages software to produce posters for building, District, and community use.
5. Facilitate related arts as scheduled by the principal.
6. Coordinate library and computer lab schedules.
7. Supervise Media Club students working on projects.
8. Supervise and troubleshoot all media room activities including the live daily morning broadcast.
9. Facilitate the Scholastic Book Fair including requisitions, activity fundraiser forms, set up, daily reports, daily sales, and wrap up.
10. Facilitate fundraisers for the library/media club.

<i>Employer</i>	Indian Creek Local School District
<i>Job title</i>	Library/Media Personnel
<i>Working Environment</i>	<p><i>Shift:</i> <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> 8 hr./ shift <input type="checkbox"/></p> <p>40+hr.week</p> <p><i>Breaks:</i> <input type="checkbox"/> 10-15 min <input checked="" type="checkbox"/> 30 min</p> <p><i>Flooring:</i> <input checked="" type="checkbox"/> Concrete <input checked="" type="checkbox"/> Rubber mat <input checked="" type="checkbox"/></p> <p>Carpet</p> <p><input checked="" type="checkbox"/> Tile <input type="checkbox"/> Grate</p> <p><i>Lighting:</i> <input checked="" type="checkbox"/> Adequate <input type="checkbox"/> Inadequate</p> <p><i>Temperature:</i> <input type="checkbox"/> Cold (65°↓) seasonal <input checked="" type="checkbox"/></p> <p>Moderate</p> <p><input type="checkbox"/> Hot (↑ 80°) seasonal</p> <p><i>Safety Equipment:</i> <input type="checkbox"/> Shoes <input type="checkbox"/> Ear plugs <input type="checkbox"/></p> <p>Hat</p> <p><input type="checkbox"/> Gloves <input type="checkbox"/> Glasses/Goggles</p>
<i>Job Summary</i>	Assist Librarian in school library
<i>Date of Analysis</i>	
<i>Evaluator</i>	

**Essential Job Functions & Associated Functional Task Elements**

	Job essential functions	Job task elements
<i>Task#1</i>	Computer tasks <ul style="list-style-type: none"> <li>• Highly variable – can use all day</li> <li>• Process, catalog books</li> <li>• Circulation</li> <li>• Research</li> </ul>	<ul style="list-style-type: none"> <li>• Desk height 33” (approx.)</li> <li>• Keyboard use = mouse use</li> <li>• Handwriting tasks</li> </ul>
<i>Task#2</i>	Assist students/teachers	<ul style="list-style-type: none"> <li>• Answer questions</li> <li>• Assist with use of computers</li> <li>• Lift/carry A/V equipment 11#</li> </ul>
<i>Task#3</i>	Shelves books <ul style="list-style-type: none"> <li>• Scan incoming books</li> <li>• Place in cart</li> <li>• Push cart</li> <li>• Put books away on shelving</li> </ul>	<ul style="list-style-type: none"> <li>• Average of 1 cart per day</li> <li>• Push cart of books 15#</li> <li>• Shelving heights 5”-68”</li> <li>• Remove books from drop box at height of 24”</li> <li>• Lift/carry stack of books up to 10# - on average of 1 x week lift/carry box of books up to 25#</li> </ul>

<i>Equipment/Tools</i>	Computer, keyboard, mouse, books, cart
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*\*Job tasks may change depending on production/work schedules*

*\*If employee is unable to perform any essential functions of the job, the employer is willing to consider any restrictions and will place the injured worker into a sedentary or light job assignment to accommodate restrictions.*

*\*Please fill out BWC Form C9 requesting Transitional Work Program/On-Site Therapy with frequency and duration and forward to appropriate MCO.*

**Summary of Physical Job Demands**

Job Title: Library/Media Personnel

<b>Job Tasks</b>	Computer	Assist students teachers	Shelves books
<b>LIFTING TASKS:</b>			
<b>Forces (Ibs.)/Freq/Duration</b>			
Floor-to-Wt (U) (B)			N-10(U)I 25 (B) R
Waist to Shoulder (U) (B)			N
Shoulder-to-Overhead (U) (B)			N
Pushing (U) (B)			15 (B) R
Pulling (U) (B)			
2-Handed Carry			
One-Hand Carry			N-10 I
<b>POSITIONAL TASKS</b>			
Neck Non-Neutral			
Standing (<3 steps)		O	F
Sitting	C	I	
Overhead Reaching		I	I
Horizontal Reaching	I	O	O
Bending (Sit) (Stand)		I (stand)	I (stand)
Squatting			
Kneeling			
<b>BACK</b>			
Standing & Twisting			
Sitting & Twisting			
<b>UPPER EXTREMITY</b>			
(R) (L) (B) Grasping	O (R)	O (R)	O (R)
Forceful Gripping/Pinching			
Handling			I
Fingering	O		
<b>ENDURANCE</b>			
Walking (>3 steps)		O	F
Stair climbing			
Ladder Ht.____			
Balancing-Slippery, narrow, moving			

**Frequency Definitions**

<b>R:</b> Rarely	<b>I:</b> Infrequently	<b>O:</b> Occasionally	<b>F:</b> Frequently	<b>C:</b> Constantly
1% or less of task	2-5 % of task	6-33% of task	34-66% of task	67-100% of task

1 or less reps/hour	1-2 reps/ hour	3-12 reps/hour	13-30 reps/hour	31-60 reps/hour
1 or less reps/day	2-20 reps/day	21-100 reps/day	101-245 reps/day	246-490 reps/day

U-Unilateral B-Bilateral L-Left R-Right N-Negligible



### **GDAJC JOB DESCRIPTION-AUXILIARY AID PROGRAM CLERICAL AIDE**

The School District may employ clerical personnel to administer the textbook loan program whose duties shall include the following:

1. Distribution of individual textbook and textbook substitute request forms to parents and pupils.
2. Receipt of individual request forms.
3. Cataloging of collective summaries.
4. Preparation of collective summaries.
5. Preparation of public School District requisition forms.
6. Maintaining an inventory of textbooks and book substitutes.
7. Distribution of textbooks and book substitutes to pupils or parents.
8. Retrieving textbooks and book substitutes from pupils or parents.

A School District may hire clerical personnel to administer the lending program whose duties shall include the following:

1. Distribute request forms.
2. Receipt of request forms.
3. Cataloging of request forms.
4. Preparation of collective summaries.
5. Preparation of public School District requisition forms.
6. Maintaining the inventory of mathematics and science equipment and materials.
7. Assisting students and parent representatives in the selection of COMPUTER SOFTWARE, and mathematics and science equipment and materials.
8. Distribution of COMPUTER SOFTWARE, and mathematics and science equipment and materials to pupils or parents.
9. Retrieving of COMPUTER SOFTWARE, and mathematics and science equipment and materials from pupils or parents.

COMPUTER SOFTWARE, mathematics and science material and equipment clerical personnel may perform their services on the premises of the non-public school.

*NOTE:* One person may serve part-time as a textbook clerical person, part-time under III (B) (7), and part-time as a COMPUTER SOFTWARE mathematics and science clerk.

The School District may employ clerical personnel to assist in the administration of services whose duties shall include the following:

1. Receive requests for pupil counseling, remedial, therapeutic, handicapped, gifted, and diagnostic services from non-public school teachers. (O.R.C. §3317.06 (J))
2. Secure appropriate permanent record data in regard to pupils referred for services and present same to service personnel. (O.R.C. §3317.06 (J))
3. Schedule students for services in public school, in non-public schools that have no religious or sectarian affiliation, public centers, or mobile units. (O.R.C. §3317.06 (J))
4. Accompany students to and from neutral sites when necessary to insure the safety of children receiving the services (O.R.C. §3317.06 (J))
5. Order, receive, catalog, and distribute materials and equipment required by service personnel. (O.R.C. §3317.06 (J))
6. Type and file evaluations, progress reports, and test results for students who have received counseling, remediation, diagnostic, handicapped, gifted, or therapeutic services.
7. Clerical personnel shall perform their services in the public schools, in non-public schools that have no religious or sectarian affiliation, or in the public centers or mobile units where services are provided. (O.R.C. §§3317.06 (B), (C), (D), (E), (F), (G), and (I))

## GDAJC Functional Job Analysis

<i>Employer</i>	Indian Creek Local School District
<i>Job title</i>	Educational Aide/Paraprofessional
<i>Working Environment</i>	<i>Shift:</i> <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> 8 hr./ shift <input type="checkbox"/> 40+hr.week <i>Breaks:</i> <input type="checkbox"/> 10-15 min <input checked="" type="checkbox"/> 30 min <i>Flooring:</i> <input checked="" type="checkbox"/> Concrete <input checked="" type="checkbox"/> Rubber mat <input checked="" type="checkbox"/> Carpet <input checked="" type="checkbox"/> Tile <input type="checkbox"/> Grate <i>Lighting:</i> <input checked="" type="checkbox"/> Adequate <input type="checkbox"/> Inadequate <i>Temperature:</i> <input checked="" type="checkbox"/> Cold (65° ↓) seasonal <input checked="" type="checkbox"/> Moderate <input checked="" type="checkbox"/> Hot (↑ 80°) seasonal <i>Safety Equipment:</i> <input type="checkbox"/> Shoes <input type="checkbox"/> Ear plugs <input type="checkbox"/> Hat <input checked="" type="checkbox"/> Gloves <input type="checkbox"/> Glasses/Goggles
<i>Job Summary</i>	Perform a variety of classroom support and personal care services
<i>Date of Analysis</i>	
<i>Evaluator</i>	

### Essential Job Functions & Associated Functional Task Elements

	Job essential functions	Job task elements
<i>Task#1</i>	Assist with instruction <ul style="list-style-type: none"> <li>Implementation of instructional procedures within given areas</li> <li>Level of physical involvement dependent on type of student (MH-high, SBH-occasionally high, LD/CD-low)</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for individuals with various disabilities, physical, emotional, autistic etc.</li> <li>Involves physical involvement in behavior management as needed</li> <li>Assist with feeding of students during lunch if required</li> </ul>
<i>Task#2</i>	Student transfers <ul style="list-style-type: none"> <li>Transfer students to/from classrooms</li> <li>Toileting</li> <li>Positioning in seating</li> <li>Highly variable – dependent on type of students from year to year</li> </ul>	<ul style="list-style-type: none"> <li>Push wheelchairs or strollers up to 20#</li> <li>Assist with transfers to commode up to 50#</li> <li>More physical in MH classroom than SBH or LD/CD classroom where more supervision is required</li> </ul>
<i>Task#3</i>	Load/unload passengers <ul style="list-style-type: none"> <li>Assist students to buses</li> <li>Highly variable – dependent on type of students from year to year</li> </ul>	<ul style="list-style-type: none"> <li>Exposure to outdoor weather conditions</li> <li>Push wheelchairs or strollers up to 20#</li> </ul>

		<ul style="list-style-type: none"> <li>• May assist in ambulation with walker or arm-in-arm</li> </ul>
<i>Task#4</i>	Staff support duties <ul style="list-style-type: none"> <li>• Assists teachers as needed</li> <li>• Supervises students for recess</li> <li>• Assists students in opening containers, supervises lunchroom</li> </ul>	<ul style="list-style-type: none"> <li>• Standing and walking to provide supervision</li> <li>• Exposure to outdoor weather conditions</li> <li>• Lift and carry up to 15#</li> <li>• Handling of teaching materials</li> </ul>

<i>Equipment/Tools</i>	Classroom, wheelchairs, positioning aides, instructional aides, may require specialty training
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*\*Job tasks may change depending on production/work schedules*

*\*If employee is unable to perform any essential functions of the job, the employer is willing to consider any restrictions and will place the injured worker into a sedentary or light job assignment to accommodate restrictions.*

*\*Please fill out BWC Form C9 requesting Transitional Work Program/On-Site Therapy with frequency and duration and forward to appropriate MCO.*

**Summary of Physical Job Demands**

Job Title: Educational Assistant/Paraprofessional

<b>Job Tasks</b>	Instruction	Transfer students	Bus loading	Staff Support
<b>LIFTING TASKS:</b>				
<b>Forces (lbs.)/Freq/Duration</b>				
Floor-to-Wt (U) (B)		↑50# (B) O		
Waist to Shoulder (U) (B)				
Shoulder-to-Overhead (U) (B)				
Pushing (U) (B)		↑20# (B) O	↑150# (B) O	
Pulling (U) (B)				
2-Handed Carry		↑50# (B) O		
One-Hand Carry	N	N		5# O
<b>POSITIONAL TASKS</b>				
Neck Non-Neutral				
Standing (<3 steps)	O	F	O	C
Sitting	O	O		
Overhead Reaching	I	I		
Horizontal Reaching	O	O	O	O
Bending (Sit) (Stand)	O (stand)	O		O (stand)
Squatting	O			
Kneeling	O			
Supine-lying				
Crawling				
<b>BACK</b>				
Standing & Twisting		I		I
Sitting & Twisting				
<b>UPPER EXTREMITY</b>				
(R) (L) (B) Grasping	O (B)	F(B)	F(B)	F (B)
Forceful Gripping/Pinching				
Handling	O	O		F
Fingering	I			
<b>ENDURANCE</b>				
Walking (>3 steps)	O	O	F	F
Stair climbing				
Ladder Ht. ____				
Balancing-Slippery, narrow, moving				

**Frequency Definitions**

<b>R:</b> Rarely	<b>I:</b> Infrequently	<b>O:</b> Occasionally	<b>F:</b> Frequently	<b>C:</b> Constantly
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1 or less reps/hour	1-2 reps/ hour	3-12 reps/hour	13-30 reps/hour	31-60 reps/hour
1 or less reps/day	2-20 reps/day	21-100 reps/day	101-245 reps/day	246-490 reps/day

U-Unilateral B-Bilateral L-Left R-Right N-Negligible

Re-adopted by Revision: January 15, 2004  
 Revised May 16, 2019

**GDAJC-1 JOB DESCRIPTION-AUXILIARY AID PROGRAM NURSE'S AIDE**

The school nurse's aide assists the school nurse in all general health duties that may include the following:

**Clerical Duties**

1. In the fall, check health records against school roster.
2. Obtain updated health cards from all students.
3. Assist with securing health and immunization information on new and current students.
4. Assist nurse in compiling a confidential handicapped list for school personnel.
5. Help with inventory and order supplies.
6. Assist with any school health clerical work.

**Physical Examination Program**

1. Check all health cards for completion of immunizations, proper address, and any other pertinent information.
2. Flag records of students who need follow-up action.
3. Assist nurse in scheduling students for physical evaluations.
4. Record any results of physical examinations and any other information as requested by the nurse in student's health record.
5. File completed health cards.

**Vision and Hearing Screening**

1. Assist the nurse with initial screenings by scheduling students and recording results.
2. Flag cards of students requiring second screening.

**Management of Illnesses and Injuries**

1. Evaluate illnesses or injuries.
2. Assist nurse with vision screening by scheduling students and recording results.
3. Inform nurse of any screening difficulties or students requiring second screening.
4. Follow the plan established for the management of illnesses and injuries.
5. Administer first aid, if necessary.
6. Bring any serious emergencies to the immediate attention of school administration.
7. Assist in notifying parents of students with illnesses or injuries too serious to remain in school only according to procedure set by school administration. (Should NOT transport or accompany student to hospital.)
8. Administer medication only when Ohio Nurses Association Guidelines have been followed.

**Maintenance of Nurse's Station**

1. See that station is neat and orderly at all times.
2. Keep all supplies readily available for use.

**Other Responsibilities**

1. Any other responsibilities related to health services as designated by the nurse.

Adopted: June 21, 2001

Re-adopted by revision: January 15, 2004

**GDAJE-1 JOB DESCRIPTION--EDUCATIONAL AIDE-START**

Share Time and Read Together – “START” Program

**Qualifications**

1. High School Diploma or equivalent
2. Demonstrated competency as related to paraprofessional assignments and knowledge of child development and behavior management.
3. Willingness to participate in District sponsored/approved pre-service and/or in-service.
4. Instructional Aid Certificate and experience preferred.
5. Required background checks.
6. Computer literacy skills preferred.
7. Willingness to work cooperatively with administration, staff, students, and community.

**Essential Duties and Responsibilities**

1. Meet general requirements, responsibilities, and duties as noted on Board Policy GDAJE.
2. Assist mentoring teacher in all phases of “SMART” program implementation.
  - a. Maintain resources in mentoring room.
  - b. Prepare and maintain participating student folders and/or other required data.
  - c. Maintain inventory of supplies, materials, and equipment.
  - d. Utilize computer to establish and maintain student data.
3. Follow the goals and objectives of the “START” Program.

Adopted: April 20, 2000

Revised: October 17, 2002

Re-adopted by revision: January 15, 2004

Revised: April 24, 2008

**GDAK JOB DESCRIPTION-SUPERVISOR OF FOOD SERVICES**

The supervisor of food services is directly responsible to the administrative assistant and reports through that person monthly to the Board of Education. The supervisor will be responsible for the maintenance, supervision, and direction of a unified system of lunchrooms in the District's schools, on a non-profit basis as established by the Board, and be responsible to the administrative assistant for those duties.

The essential duties and responsibilities of this position are:

1. Recommends for employment all lunchroom personnel, including substitutes, and provides substitutes when needed.
2. Purchases all food for use in cafeterias, based on inventories made by head cooks, periodically.
3. Arranges for purchase of daily supplies plus equipment that funds will allow.
4. Prepares uniform menus each week for distribution to various schools one week in advance.
5. After placement, assists head cook in supervision and training of other cooks and cashiers.
6. With the help of a secretary, prepares monthly report to Ohio Department of Education School Lunch Program, making claim for reimbursement.
7. Trains cashiers in the collection of lunchroom moneys, daily deposits in bank, and secures deposit slip for each day's sales.
8. Calls repairmen when equipment needs repair.
9. Holds periodic conferences with school principals to discuss how program can be improved on funds available.
10. Has cashiers keep accurate records of free lunches served so that they can be reported for payment monthly from the County Welfare Department.
11. Becomes familiar with regulations governing use of kitchens by other than school personnel.
12. Keeps informed on what government surplus items are available and makes use of them when available.
13. Sets up delivery system for commodities by District's own truck.
14. Sets up and operates a free and needy lunch program in accordance with the guidelines as set forth by the State of Ohio.
15. Must become familiar with any new regulations governing the lunch program and be ready to take advantage of all federal programs when made available.
16. Perform such other duties as assigned by the Superintendent or his/her designee.

Re-adopted by revision: January 15, 2004



**GDAKA JOB DESCRIPTION-HEAD COOK**

The head cook shall be directly responsible to the Superintendent or his/her designee. The essential duties and responsibilities of this position shall consist of the following:

1. Reports one-half hour earlier than other cooks in order to set up work schedule.
2. Introduces new employees to their jobs by instruction and supervision.
3. Supervises all other cooks and cashiers in performance of their duties.
4. Makes out weekly order for food so that supplies are available for the next week. This is done for the next week's menu as directed.
5. Cooperates with building principal and teaching staff.
6. Prepares daily menu according to morning lunch count (if available) to avoid food loss.
7. Checks all food deliveries against packing lists and arranges for proper storage.
8. Insists on proper sanitation control to pass food handling requirements of local examining agencies.
9. Sets up regular schedule for cleaning equipment so a high standard of cleanliness is maintained.
10. Reports equipment that needs repaired to Central Office.
11. Takes an accurate food inventory after the last serving day of every month (unless two months are treated as one such as August-September or May-June).
12. Performs such other duties as assigned by the Superintendent or his/her designee.

Adopted: October 18, 1984

Revised: November 15, 1995

Re-adopted by revision: January 15, 2004

### **GDAKD JOB DESCRIPTION-COOK/CASHIER**

The lunchroom cook/cashier is directly responsible to the building principal, Assistant Superintendent, District Treasurer and the building head cook.

In general, the essential duties and responsibilities of the cook/cashier position include, but are not limited to the following:

1. Has complete knowledge of food preparation.
2. Knows proper procedure for sanitizing pots, pans, and utensils.
3. Has complete knowledge of National School Lunch Program requirements.
4. Performs duties as assigned by the head cook.
5. Has knowledge of the operation and maintenance of all kitchen appliances and equipment.
6. Willing to assume responsibilities when the head cook is absent.
7. Reports to head cook when supplies are exhausted.
8. Helps maintain high standards of sanitation and cleanliness.
9. Cooperates with building principal and teachers in maintaining proper conduct by pupils in the lunchroom.
10. Obtains, where feasible, a morning lunch count through the building office with the cooperation of the teachers and principal and reports the results to the head cook.
11. Collects all moneys from the sale of lunches, records number of lunches sold to pupils, adults, and the number receiving free lunches.
12. Counts and wraps all money for direct deposit in local bank. Each day's deposit slip is to be submitted to the cafeteria supervisor, along with a breakdown of the type of lunch (as in #11 above) and a proof of cash form.

Adopted: June 21, 1984

Re-adopted by revision: January 15, 2004

Revised: January 12, 2012; May 19, 2019

## **GDAL JOB DESCRIPTION-TRANSPORTATION SUPERVISOR**

The Transportation Supervisor reports to the Superintendent of Schools. The essential duties and responsibilities of this position are as follows:

1. Supervises the bus garage and the transportation system.
2. Maintains all transportation records.
3. Supervises bus drivers.
4. Modifies routes as necessary. Prepares maps, etc.
5. Assigns stops within the parameters set by the Board.
6. Posts trips and assigns drivers to special trips.
7. Orders parts and supplies as needed in conjunction with mechanics.
8. Completes required reports.
9. Times and drives routes as needed.
10. Schedules substitute drivers.
11. Reviews conditions, in conjunction with mechanics, during inclement weather and advises Superintendent.
12. Maintains communication with all Indian Creek Schools and non-public schools regarding any changes to be made in routes.
13. Prepares all routes and stops at the beginning of the school year.
14. Provides on-site orientation of substitute bus drivers.
15. Maintains all driver records, including, but not limited to the following:
  - abstracts
  - physicals
  - inspection reports
  - schedules
  - bids
  - license data, etc.
  - training records
  - special trips
16. Makes arrangements for repair of buses with mechanics. Assigns substitute buses as necessary and advises schools.
17. Maintains the following records on each bus:
  - number of students
  - miles driven daily
  - annual non-routine miles
  - repairs
  - fuel and time expense, etc.
18. Collects all information necessary in the case of bus accidents and reports to proper authorities.
19. Oversees duties of mechanics:
  - Determines priorities for repair in conjunction with mechanic's plans
  - Establishes schedule for routine maintenance of buses in conjunction with mechanics
20. Schedules required drills and emergency evaluations and keeps record of same.
21. Schedules use of trucks as needed.
22. Assists in bidding of new buses in conjunction with mechanics.
23. Provides for orientation of kindergarten students on riding school buses.
24. Carries out policies of the Board of Education.
25. Performs other related duties as assigned by the Superintendent.

Revised: September 28, 1994; Re-adopted by revision: January 15, 2004

**GDALA JOB DESCRIPTION-SCHOOL BUS DRIVER**

The school bus driver is directly responsible to the Transportation Supervisor, and in turn to the Superintendent and District administrators. The essential duties and responsibilities of this position include:

1. Shall conform to all requirements of the State Code and shall be properly licensed and certified.
2. Shall hold a current CDL and possess a bus driver's certificate.
3. Shall observe all local and state traffic laws.
4. Shall yield right-of-way in interest of traffic flow and assist faster moving traffic to pass the bus safely to prevent lengthy traffic lines.
5. Shall see that warning lights flash continuously before and during a stop, so that motorists have sufficient warning of this intention.
6. In discharging pupils who must cross the road, the driver shall not open the service door until all traffic has stopped.
7. Shall not drive a bus backward on the school grounds while children are being loaded or unloaded.
8. Shall be responsible for orderly conduct of pupils. Pupils on the bus are under the authority of and directly responsible to the driver.
9. Shall not permit gasoline tank to be filled while pupils are on the bus or while the motor is running.
10. Shall maintain adequate space between bus and preceding vehicle both on school grounds and on highway.
11. If involved in an accident, shall immediately notify the State Highway Patrol and the Transportation Supervisor. An older student or a passerby shall be sent to carry notification to the nearest telephone, in the absence of a mobile phone or radio. The driver shall not leave the bus. A school bus involved in an accident shall not be moved until permission is given by investigating authorities.
12. When a bus is disabled, warning procedure shall be followed as outlined in O.R.C. §4513.28.
13. The driver is responsible for keeping the bus clean.
14. Shall complete and file properly all reports requested by the school.
15. Drivers shall report all needed repairs to the Transportation Supervisor, or to the bus mechanic, on the form provided.
16. Drivers must check the following daily: gas and oil, radiator, battery, lights, tires, steering, brakes, windshield wipers, and mirrors.
17. Drivers are required to attend bus driver meetings in the District or county unless excused by the administration.
18. Accepts the responsibility of informing the Transportation Supervisor at least two hours in advance of the time when a substitute driver is needed.
19. Drivers are required to abide by Board policy concerning employee use of alcohol and other drugs.
20. Maintains an up-to-date schedule with documented bus stops and the times of each stop at all times.
21. No driver is permitted to allow students to eat and/or drink on the bus. Exceptions to this Board policy will be communicated by the Transportation Supervisor.
22. No driver may permit any unauthorized rider on the bus. This includes District personnel and children of District personnel who are unauthorized to ride on the bus.
23. Assumes all other duties that are required to transport pupils safely to and from school.

Revised: December 27, 1995; Re-adopted by revision: January 15, 2004; May 20, 2019

**GDALB JOB DESCRIPTION-HEAD BUS MECHANIC**

This person is responsible to the Transportation Supervisor and receives assignments and work orders from the Transportation Supervisor. The essential duties and responsibilities of this position include the following:

1. Performs mechanical work assigned and needing to be completed to insure the safe and efficient operations of all vehicles.
2. Keeps a record of fleet lubrication and sees that greasing and oil changes are made on regular intervals either by time or mileage.
3. Keep records, on forms provided, of all labor and parts by individual buses so that accurate reports can be made on annual transportation state forms.
4. Sees that all necessary routine repair parts are kept in stock and replenishes stock as directed by the supervisor of transportation.
5. Sets priority in the repair of buses in accordance with the direction of the supervisor.
6. Establishes a schedule for routine maintenance of buses.
7. Maintains all bus records and inventory of parts, etc. and updates regularly.
8. Reviews road conditions during inclement weather when requested and advises supervisor.
9. Helps prepare inspection reports and any report dealing with maintaining the vehicles of the District.
10. Assists in preparing specifications for new buses and other vehicles for the District.
11. Performs all other necessary transportation maintenance repair work as assigned.

Adopted: March 19, 1998

Re-adopted by revision: January 15 2004

**GDALBA JOB DESCRIPTION-BUS MECHANIC**

The school bus mechanic is directly responsible to the supervisor of transportation, with the following essential duties and responsibilities:

1. Shall perform mechanical work assigned, to insure the safe and efficient operation of all vehicles.
2. Shall keep a record of fleet lubrication and see that greasing and oil changes are made at regular intervals either by time or mileage.
3. Shall keep records, on forms provided, of all labor and parts by individual buses so that accurate reports can be made on annual transportation state forms.
4. Sees that all necessary routine repair parts are kept in stock and replenishes stock as directed by the supervisor of transportation.
5. Performs all other necessary work as assigned.

Revised: March 19, 1998

Re-adopted by revision: January 15, 2004

**GDALC JOB DESCRIPTION-TRUCK DRIVER - Transportation**

The essential duties and responsibilities of this position include the following:

1. The driver of this Board-owned equipment is responsible for the proper care, maintenance, and repair of his truck. Some repair work may be performed by the bus mechanic.
2. All the personnel in all of the District's schools (custodians, school lunch supervisor, principals, secretaries, maintenance people, etc.) at some time or other may require the truck driver's services. To avoid confusion, except for the school lunch supervisor, transportation assignments should be cleared through the administrative assistant. To do otherwise will keep the driver in a state of complete distraction.
3. In a School District as large and as varied as this one, a great deal of inter-school correspondence is required. As the driver makes daily rounds, the driver should check with building secretaries and check mailboxes for mail delivery.
4. If possible, a schedule of specific days for delivery to each school should be made. When this is set up, all schools should be notified as to what days their school is to be visited. This will eliminate some duplication of trips. Principals, secretaries, and custodians should anticipate their needs enough in advance to eliminate emergency trips. Sets of pocket book folders for each school have been provided for carrying the inter-school mail.
5. Due to cafeteria menu schedules, the delivery of foods to various school kitchens should probably take precedence over all other deliveries.
6. In case of accident with the truck, the driver should follow the same procedures for reporting and getting information as is required of the bus drivers. It is impossible to make insurance claims without this data.

Re-adopted by revision: January 15, 2004

**GDALD JOB DESCRIPTION-BUS ATTENDANT OF STUDENTS WITH SPECIAL NEEDS**

The essential duties and responsibilities of this position include the following:

1. Will follow line of authority from bus driver to transportation supervisor to Superintendent or Superintendent's designee.
2. Will assist bus driver in monitoring special needs of handicapped students who are transported to and from educating school.
3. Duties to be assigned by bus driver and transportation supervisor.
4. General requirements and responsibilities are as follows:
  - a. Enforce bus conduct and safety rules as indicated in Board policy and as directed by bus driver.
  - b. Monitor behavior of student passengers as to avoid distractions to bus driver.
  - c. Assist bus driver in any way that will insure the safety of the student passengers.
  - d. Deal with misconduct as directed by bus driver and transportation supervisor.
  - e. Refer unruly behavior to the bus driver.
5. Bus driver has complete authority relative to operation, safety, and discipline of school bus and its passengers.

Adopted: April 24, 1997

Re-adopted by revision: January 15, 2004



**GDALD-1 JOB DESCRIPTION-BUS ATTENDANT OF EARLY CHILDHOOD STUDENTS**

The essential duties and responsibilities of this position include the following:

1. Will follow line of authority from bus driver to transportation supervisor to Superintendent or to the Superintendent's designee.
2. Will assist bus driver in monitoring early childhood aged students who are transported to and from educating school.
3. Duties to be assigned by bus driver and transportation supervisor.
4. General requirements and responsibilities are as follows:
  - a. Enforce bus conduct and safety rules as indicated in Board policy and as directed by bus driver.
  - b. Monitor behavior of student passengers as to avoid distractions to bus driver.
  - c. Assist bus driver in any way that will insure the safety of the student passengers.
  - d. Deal with misconduct as directed by bus driver and transportation supervisor.
  - e. Refer unruly behavior to the bus driver.
5. Bus driver has complete authority relative to operation, safety, and discipline of school bus and its passengers.

Adopted: October 23, 1997

Re-adopted by revision: January 15, 2004; Revised May 19, 2019

### **GDAM JOB DESCRIPTION-HEAD CUSTODIAN**

This person is responsible to the Superintendent and his/her designee and receives assignments and work orders from said individuals unless there is an emergency requiring immediate attention that does not allow time to report such required work.

In general, the essential duties and responsibilities of this position are as follows:

1. Clean and maintain administrative office building on a routine basis.
2. Recommend ordering of building custodial supplies.
3. Maintain District inventory of supplies and custodian equipment.
4. Assist District building custodians with cleaning routines, procedures, and/or processes.
5. Training of substitute employees of cleaning knowledge and procedures.
6. Periodic visitation of building sites to assist with cleaning concerns.
7. Monitor implementation of contracted services plan in all sites.
8. Make recommendations to administration relative to appropriate cleaning supplies, equipment needs, and procedures.
9. Coordinate summer cleaning program.
10. Perform duties and assume responsibility in these and other areas as assigned by administration.

Adopted: September 25, 1997

Re-adopted by revision: January 15, 2004

## GDAMA JOB DESCRIPTION--CUSTODIAN I

The position of custodian carries with it a greater variety of duties and responsibilities than any other classified position. The widespread area of responsibility makes it difficult to list all of the duties that the job entails. In general, this person receives direction and assignments from the building principal and from the administrative assistant.

In general, and as briefly as possible, the essential duties and responsibilities are:

1. The class I custodian shall be responsible for the operation and maintenance of the school building for the safety and health of the pupils and teachers who daily use its facilities, and for the outward appearance and protection of all Board properties surrounding the building. However, this person may be assigned to another building or site as needed.
2. During the hours when teachers and pupils are admitted to the building, the custodian shall cooperate with the principal in maintaining proper physical conditions.
3. Each morning, in fair weather, when school is in session, the custodian shall cause the United States Flag (and in some instances, the Ohio State Flag) to be displayed on the flag pole in the school year, and the custodian shall cause the same to be unfurled not later than sundown. In some schools this assignment is carried out daily by assigned students.
4. The custodian shall be responsible for receiving and storing all supplies and equipment, except that educational supplies shall be distributed to the various departments as directed by the principal. The custodian is to assist truckers in unloading supplies delivered to the building.
5. In the event of heavy snow that requires the custodian to report for work before regular starting time, some arrangement is to be made regarding overtime pay. All inside walks and all outside walks surrounding the building must be kept plowed and salted if in an icy condition. All steps and entrances to the building must be free from ice and snow and salted, if needed, before the opening of school each day.
6. The working hours of school custodians and assistants, which includes other employees for operation of school buildings, during those days when school is in session, shall be determined by the needs of each building. This work schedule is arranged through the administrative assistant, the principal, and the custodians meeting together.
7. Care and use of heating system:
  - a. The custodian must know the heating plant thoroughly.
  - b. The problems of heating and ventilating in the building should be studied and hours regulated so that the starting time will assure the temperature is 70 degrees by 8:00 A.M. each school day in all rooms (or the temperature directed by the main office).
  - c. During other times the temperature of the building should be high enough to keep pipes from freezing.
  - d. Boilers must be kept clean throughout the firing season. Tubes and flues should be cleaned and all soot removed weekly.
  - e. Paper, trash, or flammable materials should not be allowed to accumulate in the boiler room. Boiler room floor should be swept clean at all times and hosed once each week. Drains are to be kept free and clean.
  - f. Boiler rooms, boilers, and boiler equipment should be kept painted where required.
  - g. Feed pumps, air compressors, generators, and central fans are to be checked daily and oiled and cleaned when needed.
  - h. The custodian shall clean and oil sump pumps as needed so that they can be kept in good operating condition.
  - i. Fan room must be kept clean and free of all combustible material.

- j. The certificates of inspection together with the boiler licenses should be posted under glass in the same room in which the boilers are located.
8. Every possible courtesy must be extended by custodians to other employees, including teachers, principals, and custodians, and to any parents and pupils with whom they may come in contact.
9. Should a fire, flood, burglary, or other emergency occur in the building, the fire department or the police department of the political subdivision is to be notified at once. Also, a report of this emergency is to be made to the Superintendent or to the administrative assistant as soon as possible.
10. Provision will be made for the storage of tools and supplies, and all such cleaning materials, tools, and supplies must be kept in their proper places. All storage places must be kept clean and sanitary at all times.
11. Custodians are charged with the responsibility of checking all exits, doors, and windows to make sure they are properly locked before leaving the building, and they shall see that all lights (except night lights) are turned off and all persons are out of the building before leaving the premises.
12. Specifications for cleaning
  - a. Sweeping: The floors of all classrooms, corridors, and stairways, libraries, gymnasiums, dining rooms, industrial arts rooms, toilet rooms, locker rooms, and offices shall be swept daily. All closets in general are to be swept once per week or as directed.
  - b. Dusting: All furniture and woodwork such as window sills, baseboards, stair rails, doors, window frames, and corridor lockers must be thoroughly dusted daily. Time must be allowed for dust to settle after sweeping before dusting.
  - c. Mopping: The floors in all toilet rooms, locker rooms, and shower rooms are to be mopped daily. Mop weekly, or as directed, all offices, stairways, and corridors. At least twice during the school year all floors, including classrooms, auditoriums, cafeterias, and libraries should be mopped or buffed and rewaxed.
  - d. Gymnasium floors should be mopped and refinished only as directed.
  - e. Care of lavatories: All toilet bowls and urinals must be washed daily and treated with disinfectant at least once each week. All wash basins and drinking fountains must be cleaned with scouring powder or equivalent daily.
  - f. Rubbish: All excelsior, paper sweepings, rags or other rubbish of inflammable nature, must be gathered daily in bags or other containers provided and placed in the boiler room or such locations as are designated by the custodian.
13. The custodian is to cooperate with the local and state fire inspectors, as well as with the boiler inspector.
14. The head custodian in each building is responsible in March each year for the complete inventory of all janitorial supplies and from this the making of an order for the next calendar year.
15. The above outline does not include annual summer work such as the cleaning of all windows and other work.
16. The work mentioned above does not include all jobs that may be required. Others may be assigned by the administrative assistant.
17. Custodians have the privilege of purchasing janitorial items at local stores without the use of a purchase order. All invoices for these purchases must be signed and show the name of the school receiving the material. Larger items are to be obtained by use of a requisition through the Business Office.

**GDAMB JOB DESCRIPTION-CUSTODIAN II**

This person, in any building, is under the indirect supervision of the administrative assistant, and is directly accountable to the building principal.

The essential duties and responsibilities of this position are the same as for custodian class I except as noted below:

1. This person shall be careful to maintain a neat appearance at all times, perform assigned duties well, and be cheerful and courteous at all times with the teaching staff and pupils.
2. Shall be qualified to perform properly the housekeeping work of the school and such other duties as may be assigned.
3. A person who works at night should not work in any building alone. Hours of custodians should be so arranged so that this will not occur.
4. All housekeeping work assigned to the custodian class I is considered a part of the duties of the custodian class II, except the following:
  - a. Shoveling snow
  - b. Mowing, rolling, or cleaning yards
  - c. Handling ashes or coal
  - d. Moving heavy boxes or equipment
  - e. Operating heavy equipment, other than normal household machines

Re-adopted by revision: January 15, 2004

Revised; May 20, 2019

**GDAMBA JOB DESCRIPTION-SHORT TIME CUSTODIAN**

This person, in any building, is under the indirect supervision of the administrative assistant and is directly accountable to the building principal.

The duties and responsibilities of this position are the same as Custodian Class I, except this person will not be assigned more than two (2) hours per day.

Adopted: November 15, 2001

Re-adopted by revision: January 15, 2004; May 20, 2019

**GDANC JOB DESCRIPTION-MAINTENANCE PERSON**

This person is responsible to the Superintendent and receives assignments and work orders from the Superintendent unless there is an emergency requiring immediate attention that does not allow time to report such required work.

In general, the essential duties and responsibilities of this position are as follows:

1. Routine repair work that custodians can perform is not the work of this person. Custodians should be instructed that they are to do routine repair work and are not to call on the maintenance person.
2. This person must be proficient in masonry, heating, carpentry, plumbing, painting, electrical work, and other fields.
3. If jobs in the above areas cannot be done by the maintenance person, outside repair persons should be called after consulting with the Superintendent.
4. When outside repair persons are used, this individual should make final inspection of work done before payment is authorized.
5. Custodians, through their respective building principal, should report repair work needs to the Superintendent. This, of course, is work of such nature that custodians cannot do. This repair work schedule will be assigned by the Superintendent.
6. The maintenance person may be called upon by building principals to determine which work is absolutely necessary as opposed to that which is desirable.
7. The maintenance person may be assigned work not mentioned above. This assignment is to be made by the Superintendent.
8. This person is to have limited purchase rights from the local hardware stores, plumbing establishments, and automotive supply stores. All purchases by this individual, however, require prior authorization by the District Purchasing Agent.

Adopted: September 20, 1995

Revised: February 19, 1998

Re-adopted by revision: January 15, 2004

**GDAMCA JOB DESCRIPTION-ASSISTANT MAINTENANCE PERSON**

This person is responsible to the Superintendent or his/her designee and will receive assignments and work orders from the said individuals unless there is an emergency requiring immediate attention that does not allow time to report such required work.

In general, the essential duties and responsibilities of this position are as follows:

1. This person will perform non-routine repair work that custodians cannot perform.
2. This person must be proficient in masonry, heating, carpentry, plumbing, painting, electrical work, and other fields.
3. When outside repair people are used, this individual should make final inspection of work done before payment is authorized.
4. The Superintendent or his/her designee will determine which work is absolutely necessary as opposed to that which is desirable.
5. The assistant maintenance person may be assigned work not mentioned above. These assignments may be made by the Superintendent or his designee.
6. This person will have limited purchase rights from the local hardware stores, plumbing establishments, and automotive supply stores. All purchases, however, require prior authorization by the Superintendent or his designee.
7. Emergency requests from the building or District administrators will be performed by this individual. Routine maintenance will be assigned by the Superintendent or his designee.

Adopted: September 25, 1997

Revised: November 20, 1997; February 19, 1998

Re-adopted by revision: January 15, 2004



**GDAMD JOB DESCRIPTION-DISTRICT GROUNDSKEEPER**

The person holding this position will be directly responsible to the Superintendent for work to be performed in the School District.

The person holding this position will take direction from the respective principal in whose building service is performed, but will report to the Superintendent. This person will take direction from the respective principal for having the stadium, track, and all fields utilized by the School District, ready for various practice sessions and athletic events.

At the completion of football season, approximately mid-November, to the beginning of spring sports, approximately March, the groundskeeper is subject to assignment by the Superintendent to work as a custodian or wherever needed in the District to perform such duties as delivery of mail and cafeteria materials, etc.

Assignment as groundskeeper will consist of a 40-hour week schedule, unless prior approval is granted by the principal and Superintendent. The individual will work on a weekly schedule as prepared by the principal.

The major responsibility of this position is stadium upkeep (including high school fields and track).

Essential Responsibilities and Duties of Position:

1. Cut, fertilize and line all grass areas, including the major field and all practice fields at all schools.
2. Keep school ground areas free of litter.
3. Check and maintain bleachers, shower rooms, scoreboards, plumbing and electrical work on school grounds.
4. Perform minor maintenance and is responsible for requesting major maintenance on the tractor, mover, truck and all other equipment used in performance of duties.
5. Performs all painting required on school grounds that does not require the individual to be over twenty (20) feet above the surface below.
6. Does a periodic check on the lighting system to see if it is working properly.
7. Assist with snow removal.

**Job Functions:** Includes, but not limited to: Employee is responsible for the maintenance of grounds, setting up athletic fields for games, and removal of trashes and litters around the campus as well as moving supplies, furniture, etc.

**Brief Description :** spring/summer: plants and trims trees and bushes, mulches, pulls weeds, picks up litters and trashes as needed, paint lines for athletic games; fall/winter: paint lines for athletic games, remove leaves, fertilizes or spray herbicides etc., assists with snow removal and set up special events as needed. Moving furniture and supplies for the faculty and staff. May work with student helpers 3-4 per quarter.

**General Conditions/Work Environment**

Environment: Floor	Concrete	Uneven Ground
	Light	Variable
	Temperature	Mostly Outdoors, exposed to weather elements.
Safety Equipment:	Steel Toed Shoes	Ear Plugs    Gloves    Safety Glasses/Goggles

**Tools, Equipment, Machine and Vehicle (sample list)**

Truck with lift gate    push line painting equipment    golf cart    skid loader    shovel    snow blower    forklift  
 tractor    2-wheeler    bucket with reachers    wheelbarrow    weed trimmer    hoses    carts    lawn  
 equipment

**Critical Job Demands**

Strength Range/Material Handling: Heavy to Very Heavy Strength Level Upper extremities-reach/handle: from floor to waist most of time,  
 some overhead reaching during trimming/cutting  
 grasp/manipulations: occasionally to frequently,  
 push/pull: 10-50 lbs. frequently, up to 100+ lbs. occasionally  
 carry/lift: 10-50 lbs. frequently, 50- 100+ lbs. occasionally  
 may be able to ask for assistance and use mechanical equipment Lower extremities-stoop/bend: frequently, walk/stand: frequently  
 climb/balance: occasionally to frequently  
 Other-sitting, depending on tasks, usually during heavy machine operation (lawn mower, tracker, pickup, forklift etc.);  
 operate vibration tools: trimmer, blower etc.  
 vision, near/far/central/peripheral, depth and color perception, constantly  
 hearing, occasional, conversation , may be exposed to high decibels from machinery

•This description is intended to show various tasks and levels of work difficulty that will be required of this position, and shall not be used as the specific duties and responsibilities of any particular position. It is not intended to limit or in any way to modify the right of supervisor to assign, direct and control the work of employees under supervision.

**Summary of Physical Job Demands (Includes but not limited to:**

JOB TASKS*
Spring/Summer/Fall: <ul style="list-style-type: none"> <li>• Mowing lawn (tractor mower), trim weeds and bushes</li> <li>• Spray herbicide around walkway, sidewalk and around fences</li> <li>• Pick up litters around campus buildings (drive a golf cart)</li> <li>• Paint lines for football and soccer</li> <li>• Set up trash cans (13-20) for games</li> <li>• Empty trash cans after games</li> <li>• Plant and water flowers</li> <li>• Remove leaves by vacuum and blowers</li> </ul>

WEIGHT/FREQUENCY					
	Rare	Infreq.	Occasion.	Freq.	Constant
% of workday (8hr)	<1%	2-5%	6-33%	34-66%	67-100%
Repetitions per hr	<1	1-2	3-12	13-30	31-60

Frequent to constant tasks

- Sitting (riding lawn mower), walking, standing, stooping/bending and climbing/balancing
- Reach/handle from floor to overhead level
- Weight handled: push/pull: 10-50 Ibs. frequently, 50-100+ Ibs. occasionally; carry/lift: 10-50 Ibs. frequently, 50-100+Ibs. occasionally; can ask for assistance or use mechanical equipment

Occasional to frequent tasks

- Standing, walking, stooping/bending, balancing and sitting (tractor)
- Reach/handle most at waist level, may reach below knee infrequently
- Weight handled: push/pull 10-20 Ibs. of force frequently, 20-50 Ibs. occasionally; carry/lift: 10-50 Ibs. occasionally

Occasional to frequent tasks depending on schedules

- Standing, walking, stooping/bending
- Reach/handle from floor to shoulder range
- Weight handled: 10-30 Ibs. frequently, 30-50 Ibs. occasionally, up to 80-100 Ibs. at times

Occasional tasks

- Standing, walking, stooping/bending and climbing stairs (some buildings)
- Reach/handle from floor to chest level
- Weight handled: 40-50 Ibs.

Occasional to continuous tasks depending on schedules:  
during graduation, special events may take 1-2 days to set

Winter

- Spread salt
- Snow removal: walkway and entrance
- Maintenance of equipment and appliance such as: balance brush, sharpen tools, blades; clean up equipment and shop; oil, grease, change filters, change belts etc.

Move equipment, furniture and appliance

- Move band instruments, equipment across campus or out of campus
- Move equipment and furniture between buildings as requested
- Major moves for department re-locations

Distribute supplies: salt bags (water softener-40 Ibs. each bag) and boxes of paper to some buildings on campus

- May use forklift, pallet jack if possible

Sets up and take down for special events

- Tables, chairs and stages

Standing, walking and stooping/bending

Reach/handle from floor to shoulder range

Weight handled: 5-20 Ibs.. frequently; 20-40 Ibs.. occasionally

Adopted: March 25, 1982

Revised: September 20, 1995; June 21, 2019

Re-adopted by revision: January 15, 200

## **GDB SUPPORT STAFF CONTRACTS AND COMPENSATION PLANS**

### Contracts

All newly hired, regular support staff employees, including regular hourly rate and per diem employees, enter into written contracts for their employment, which are for a period of not more than one year. If such employees are rehired at the end of their first contracts, their three subsequent contracts are for periods of two years each.

After the expiration of the third two-year contract, if the contract of an employee is renewed, the employee receives a continuing contract. The salary provided in the contract may be increased but not reduced unless such reduction is a part of a uniform plan affecting the support staff employees of the entire District.

### Compensation Plans

In determining and developing salary schedules for support staff other than administrators, the Board considers the responsibilities of the position, the qualifications needed, past experience of the individual and years of service credit.

Salaries for support staff are reviewed and established annually by the Board upon the recommendation of the Superintendent.

In compliance with State law, employees are notified in writing by July 1 of their salary for the following school year.

Adopted: November 15, 2022

LEGAL REFS.: ORC Chapter 124

3317.12

3319.081 through 3319.083; 3319.088

CROSS REFS.: GDBA, Support Staff Salary Schedules

GDBC, Support Staff Fringe Benefits

GDBD, Support Staff Leaves and Absences

GDBE, Support Staff Vacations and Holidays

## **GDB 1 PROFESSIONAL STAFF-CONTRACTS AND COMPENSATION PLANS (Teachers)**

The Board believes that a fair teacher compensation plan, which includes an adequate base salary, increments and employee benefits, is necessary to attract and retain properly certified or licensed men and women to provide a quality educational program.

As required by law, notice of annual salary is given to each certificated/licensed employee by July 1.

### Teacher Contracts

Written contracts of employment are issued to all certified/licensed teaching personnel. Contracts are by and between the staff member and the Board.

The basic types of contracts are as follows:

#### 1. Limited Contract

A limited contract is one to five years in length. It may be entered into by a teacher who has not been an employee of the Board for at least three years and must be entered into, regardless of length of previous employment, by a teacher who holds a provisional or alternative license or who holds a professional license and is not eligible to be considered for a continuing contract.

Any teacher employed under a limited contract and not eligible to be considered for a continuing contract is, at the expiration of the contract, considered re-employed at the same salary plus any increment provided by the salary schedule, unless acted upon by the Board.

The Board may, acting on the Superintendent's written recommendation that the teacher not be re-employed, not renew a limited contract so long as evaluation procedures have been completed in compliance with law. The Board must give the teacher written notice of its intent not to re-employ on or before June 1.

#### 2. Extended Limited Contract

An extended limited contract of one or two years in length is given to a teacher who is eligible for consideration for, but not awarded, a continuing contract.

### 3. Continuing Contract

Teachers who have taught in the District for at least three years within the last five years and teachers who have attained continuing contract status elsewhere and have served two years in the District are eligible for continuing contracts.

A continuing contract may be issued to eligible teachers who:

- A. Hold a professional, permanent or life teaching certificate or
- B. Any teacher who was initially issued a teacher's certificate or educator's license prior to January 1, 2011 who meets the following conditions:
  1. Holds a professional educator license or a senior professional educator license or lead professional educator license;
  2. Has completed the applicable one of the following:
    - a. If the teacher did not hold a master's degree at the time of initially receiving the license, 30 semester hours of course work are required in the area of licensure or in an area related to teaching since the initial issuance of the license.
    - b. If the teacher held a master's degree at the time of initially receiving his/her license, six semester hours of graduate course work are required in the area of licensure or in an area related to teaching since the initial issuance of the license.
- C. Any teacher who never held a teacher's certificate and was initially issued an educator license on or after January 1, 2011 who meets the following conditions:
  1. Holds a professional educator license or a senior professional educator license or lead professional educator license;
  2. Has held an educator license for at least seven years;
  3. Has completed the applicable one of the following:
    - a. If the teacher did not hold a master's degree at the time of initially receiving an educator license, 30 semester hours of course work in the area of licensure or an area related to the teaching field since the issuance of the license.

- b. If the teacher held a master's degree at the time of initially receiving his/her license, six semester hours of graduate course work are required in the area of licensure or in an area related to teaching since the initial issuance of the license.

Upon the recommendation of the Superintendent that a teacher eligible for continuing contract service status be re-employed, a continuing contract is granted unless the Board rejects the recommendation by three-fourths vote. A continuing contract remains in effect until the teacher resigns; elects to retire, is retired for reasons consistent with law or until he/she is terminated or suspended.

If the Board rejects the recommendation for re-employment of the teacher, the Superintendent may recommend re-employment of the teacher under an extended limited contract for a term not to exceed two years, if continuing service status has not previously been attained elsewhere. Written notice of the Superintendent's intention to make such a recommendation must be given to the teacher with reasons directed at the professional improvement of the teacher on or before June 1. Upon subsequent re-employment of the teacher, only a continuing contract may be entered into.

The Board may reject the Superintendent's recommendation for re-employment of the teacher under an extended limited contract by three-fourths vote of its full membership.

The Board declares its intention not to re-employ the teacher by giving the teacher written notice on or before June 1. If evaluation procedures have not been completed in compliance with law or if the Board fails to give the teacher written notice of its intent not to re-employ by the aforementioned date, the teacher is re-employed under an extended limited contract for a term not to exceed one year at the same salary plus any increment provided by the salary schedule.

The Superintendent's recommendation is considered in all contracts pertaining to certificated/licensed individuals.

Adopted: November 15, 2022



LEGAL REFS.: ORC 3313.53  
3317.13; 3317.14  
3319.07; 3319.08; 3319.09; 3319.10; 3319.11; 3319.111; 3319.12;  
3319.22; 3319.227; 3319.24; 3319.

CROSS REFS.: GCBA, Professional Staff Salary Schedules  
GCBB, Professional Staff Supplemental Contracts  
GCBC, Professional Staff Fringe Benefits  
GCBD, Professional Staff Leaves and Absences  
GCBE, Professional Staff Vacations and Holidays

CONTRACT REF.: Teachers' Negotiated Agreement

**GDC-1 PROFESSIONAL STAFF CONTRACTS AND COMPENSATION PLAN  
(Administrators)**

Fair compensation plans are necessary in order to attract and retain properly certified or licensed administrators to provide and manage a quality educational program.

The Board may establish a salary schedule for its administrators, with the exception that the salary of the Superintendent is usually determined by the employee contract. Notice of annual salary is given to each administrator by July 1.

All administrators shall be issued written limited contracts. The contract specifies the administrative position and duties, the salary and other compensation to be paid for performance of such duties, the number of days to be worked, the number of days of vacation leave and any paid holidays in the contractual year.

The term of the administrator's contract will not exceed three years, except that an individual who has been employed as an administrator for three years or more shall be entitled to receive a contract of not fewer than two nor more than five years. The Superintendent may recommend employment of an individual who has served as an administrator in the District for three years or more under a one-year administrative contract once during such individual's administrative career in the District.

An administrator who has earned teacher tenure in the District retains such status while serving as administrator. Any administrator who previously obtained teacher tenure in another district achieves teacher tenure in the District after re-employment with two or more years' experience as an administrator in the District.

The Superintendent's recommendation is considered in all contract renewals. All administrators are evaluated annually. In the year an administrator's contract does not expire, the evaluation is completed and a written copy is given to the administrator no later than the end of the administrator's contract year as defined by his/her salary notice.

In the year an administrator's contract does expire, two evaluations are completed: one preliminary and one final. The preliminary evaluation is conducted at least 60 days prior to any Board action on the employee's contract, and a written copy of the preliminary evaluation is given to the administrator at this time.

The final evaluation includes the Superintendent's intended recommendation for the employee's contract. A written copy of the final evaluation must be provided to the employee at least five days prior to the Board's action to renew or nonrenew the employee's contract. If the Board fails to take action on the expiring contract, then the administrator is renewed. If the administrator has been in the District for two years or less, he/she will receive a one-year contract. If the administrator has been in the District three years or more, he/she will receive a two-year contract.

File: GCB-2

Before June 1, any administrator whose contract expires at the end of the school year is notified by the Board of the date on which the contract expires and of the individual's right to request a meeting with the Board in executive session to discuss the reasons for considering renewal or nonrenewal of his/her contract. Also prior to June 1 of the year in which the employment contract expires, any administrator whom the Board intends to nonrenew receives written notification of the Board's intent not to re-employ.

The Board may request an alternative administrative license valid for employing a Superintendent, or any other administrator, consistent with State law.

[Adoption date: November 15, 2022]

LEGAL REFS.: ORC 3319.01; 3319.02; 3319.111; 3319.12; 3319.225; 3319.; 27  
4117.01  
OAC 3301-24-11; 3301-24-12

CROSS REFS.: GCBA, Professional Staff Salary Schedules  
GCBB, Professional Staff Supplemental Contracts  
OCBC, Professional Staff Fringe Benefits

GCBD, Professional Staff Leaves and Absences GCBE; Professional Staff  
Vacations and Ho

**GDBCA SUPPORT STAFF PURCHASING NON-CONTRIBUTING RETIREMENT CREDIT**

If a classified employee or former employee makes a request to purchase retirement credit for non-contributing service time, and the payment for the School District's employer portion is optional, it will be the policy of the Board of Education to pay for the Board's share of non-contributing service credit if the total cost to the District would be \$300 or less.

Adopted: April 18, 2002

Re-adopted by revision: January 15, 2004

## **GDBDA SUPPORT STAFF LEAVES AND ABSENCES**

### **Sick Leave Charge for Calamity Days**

When a school year employee is on sick leave and any one or more of those days is declared a calamity day, the employee will not be charged with a day of used sick leave.

### **Personal Leave Charge for Calamity Days**

When a school year employee is on personal leave for consecutive days and any one or more of those days is declared a calamity day, the employee will not be charged with a day of used personal leave.

Should any genetic information be acquired as a result of a request for leave, the information should be kept in a confidential medical record, separate from the employee's personnel file. The employer is prohibited from discriminating against the employee based on the acquired genetic information

Effective: July 1, 1982

Adopted: July 15, 1982

Re-adopted by revision: January 15, 2004

Revised: July 16, 2009; April 21, 2011

## **GDC SUPPORT STAFF RECRUITING/POSTING OF VACANCIES/HIRING**

### **Support Staff Recruiting/Posting of Vacancies/Hiring**

The recruitment and selection of suitable candidates for positions is the responsibility of the Superintendent, who confers with principals and other supervisors before making a selection.

An employee may apply for any vacancy for which he/she is qualified.

The following guidelines are used in the selection of personnel:

1. There is no unlawful discrimination in the hiring process.
2. No candidate is hired without an interview and a criminal records check.
3. No candidate is hired prior to the District consulting the educator profile database maintained on the State Board of Education (SBOE) website.

After consulting the educator profile database, the District also may consult the office of professional conduct within SBOE and/or consult any prior education-related employer of the candidate in accordance with State law.

All appointments to the support staff are made by the Superintendent, subject to confirmation by the Board. In making these appointments, the Superintendent carefully observes all pertinent laws and negotiated agreements, as well as any regulations that may be approved from time to time by the Board.

The Board fixes conditions of employment as well as wages, hours and other benefits for support staff members upon the recommendation of the Superintendent or as determined by the negotiated agreement.

### **Rehiring of Retirees**

If an employee is retiring and seeks re-employment in the same position, then public notice must be given 60 days prior to the date re-employment is to begin. If the Board has urgent reasons to fill the position in an expediated manner and these reasons are explained in the notice, the public notice must be given 30 days prior to the date re-employment is to begin. The notice must state that the person is or will be retired and is seeking re-employment in the District. The notice must include the time, date and location of a public meeting, which must take place 15 to 30 days prior to employment. Notices and meetings are not required if the person has been retired for at least one year before reemployment is to begin.

#### **LEGAL REFS:**

Elementary and Secondary Education Act; 20 USC 1221 et seq.  
 ORC Chapter 124  
 ORC 3309.345  
 ORC 3319.031  
 ORC 3319.04  
 ORC 3319.081 et seq.  
 ORC 3319.318  
 ORC 3319.39  
 ORC 3319.393  
 ORC 3327.10  
 ORC 4141.29  
 OAC 3301-35-05  
 OAC 3301-35-06  
 OAC 3309-1-61  
 CONTRACT REF.: Support Staff Negotiated Agreement

Adopted: November 21, 2013

Revised: November 18, 2021, October 17, 2024.

Legal Refs.: The Elementary and Secondary Education Act; 20 USC 1221 et seq. Fair Credit Reporting Act; 15 USC 1681 et seq.; ORC Chapter 124; 3309.345; 3319.031; 3319.04; 3319.081 et seq.; 3319.39; 3327.10; 4141.29; OAC 3301-35-05; 3301-35-06; 3309-1-61



## **GDDA EMPLOYMENT OF PERSONS FOR EXTRA-DUTY ASSIGNMENTS**

- A. Applicant completes a comprehensive application form.
- B. Applicant undergoes interview(s) with appropriate School District personnel.
- C. School District personnel conduct a complete follow-up on references submitted.
- D. Applicant must participate in an orientation/in-service program which addresses the following areas:
  - 1. Thorough understanding of the Board of Education's philosophy.
  - 2. Thorough understanding of the job responsibilities and duties.
  - 3. Thorough understanding of responsibilities concerning personal conduct.
  - 4. Basic knowledge of student supervision and discipline techniques.
  - 5. Basic knowledge of first aid techniques.
  - 6. Thorough understanding of procedures for communication with administration, supervisors, parents and staff personnel.
  - 7. Thorough understanding of care and security of equipment and facilities.

### **Expectations of Persons Accepting Supplemental Contracts**

Advisors and coaches at all levels shall provide the strongest ethical and moral leadership for students under their direction. All shall work for the success of the total school program and the individual development of each student. To achieve these ends, all advisors and coaches are expected to:

- A. Have high expectations for students.
- B. Refrain from using, encouraging, or condoning vulgar language or gestures at school or in games;
- C. Avoid the use of tobacco and tobacco products while advising, coaching, or in the presence of students at an official school function.
- D. Obtain prior approval for fund raisers in writing from the Principal and Superintendent;
- E. Submit required reports and/or budgets;
- F. Refrain from degrading or intimidating students verbally or non-verbally, in private or in public;
- G. Conduct and participate in fundraisers as necessary.
- H. Stress positive rather than negative aspects of a student's behavior;
- I. Consult the building principal when scheduling the building for use outside the regular school day.

Coaches are expected to follow all regulations of the Ohio High School Athletic Association. This is of particular concern in regard to practices held before the designated season starting date, open gyms, scrimmages, camps and the coaching of individual athletes out of season.

The behavior of advisors and coaches should at all times be marked by dignity and self-control. The use of provocative language and un-sportsmanlike conduct is to be avoided. Actions and remarks that tend to incite the ire of spectators or provoke disorderly conduct are to be avoided as well.

The words and actions of students and staff members reflect back on the school and community. It is of the utmost importance, then, that we present our school and community in the best possible light.

The Board reserves the right to withhold compensation for extra duty contracts if the duties are not fulfilled according to the job description.

Adopted: August 25, 1993

Re-adopted by revision: January 15, 2004



**GDGA CENTRAL OFFICE PERSONNEL SALARY SCHEDULE**  
12-Month Assignment

Effective July 1, 2024 through June 30, 2025

Years of Experience	Central Office Secretary	Treasurer's Office Staff	Secretary to* Assistant Superintendent	Secretary to Superintendent
0	30,097.60	33,092.80	33,092.80	34,008.00
1	30,784.00	34,008.00	34,008.00	34,902.40
2	31,512.00	34,902.40	34,902.40	35,796.80
3	32,240.00	35,796.80	35,796.80	36,712.00
4	33,009.60	36,753.60	36,753.60	37,606.40
5	33,612.80	37,606.40	37,606.40	38,521.60
6	34,382.40	38,521.60	38,521.60	39,416.00
7	35,380.80	39,416.00	39,416.00	40,331.20
8	36,192.00	40,331.20	40,331.20	40,976.00
9	37,065.60	40,976.00	40,976.00	42,120.00
10	37,939.20	42,120.00	42,120.00	43,035.20

Effective July 1, 2025 through June 30, 2026

Years of Experience	Central Office Secretary	Treasurer's Office Staff	Secretary to* Assistant Superintendent	Secretary to Superintendent
0	32,177.60	35,172.80	35,172.80	36,088.00
1	32,864.00	36,088.00	36,088.00	36,982.40
2	33,592.00	36,982.40	36,982.40	37,876.80
3	34,320.00	37,876.80	37,876.80	38,792.00
4	35,089.60	38,833.60	38,833.60	39,686.40
5	35,692.80	39,686.40	39,686.40	40,601.60
6	36,462.40	40,601.60	40,601.60	41,496.00
7	37,460.80	41,496.00	41,496.00	42,411.20
8	38,272.00	42,411.20	42,411.20	43,056.00
9	39,145.60	43,056.00	43,056.00	44,200.00
10	40,019.20	44,200.00	44,200.00	45,115.20

\*includes Secretary to Special Education Director

Effective July 1, 2026 through June 30, 2027

Years of Experience	Central Office Secretary	Treasurer's Office Staff	Secretary to* Assistant Superintendent	Secretary to Superintendent
0	34,257.60	37,252.80	37,252.80	38,168.00
1	34,944.00	38,168.00	38,168.00	39,062.40
2	35,672.00	39,062.40	39,062.40	39,956.80
3	36,400.00	39,956.80	39,956.80	40,872.00
4	37,169.60	40,913.60	40,913.60	41,766.40
5	37,772.80	41,766.40	41,766.40	42,681.60
6	38,542.40	42,681.60	42,681.60	43,576.00
7	39,540.80	43,576.00	43,576.00	44,491.20
8	40,352.00	44,491.20	44,491.20	45,136.00
9	41,225.60	45,136.00	45,136.00	46,280.00
10	42,099.20	46,280.00	46,280.00	47,195.20

\*includes Secretary to Special Education Director

A \$500.00 stipend payable to Central office staff on 1<sup>st</sup> pay of December 2024.

Central Office support staff shall be paid a longevity stipend in recognition of continuous service as a contracted employee in the central office. The stipend shall be payable annually on the second pay in July.

<u>Years of Service</u>	<u>Stipend</u>
3-5	\$ 500.00
6-8	\$ 1,000.00
9-11	\$ 1,500.00
12-14	\$ 2,000.00
15-17	\$ 2,500.00
18+	\$ 3,000.00

Central office personnel holding a degree as deemed appropriate by the Board of Education for the position employed shall have the following added to the annual salary: \$2,500.00 for an associate degree or \$5,000.00 for a Bachelor's Degree.

Adopted: November 20, 1997; Re-adopted by revision: January 15, 2004

Revised: June 18, 1998; July 16, 1998; July 16, 1998; December 17, 1998; May 18, 2000; August 21, 2004; June 27, 2006; February 17, 2011; June 19, 2014; December 3, 2015; August 2, 2017, July 15, 2021, June 28, 2024

## **GDGDGAA-1 BUILDING OPERATIONS AND MANAGEMENT**

In order to establish and maintain efficient and effective operations and management of each building, all building employees will be under the direction of the building principal. Each employee will be provided with a job description.

Employees at the building level must set a good example for the students and community. Employees will work cooperatively to establish and maintain a productive working relationship. Employees will conduct themselves in a positive and professional manner. People who enter the buildings will be greeted in a friendly and respectful manner. Telephone calls will be answered promptly with a friendly greeting and the employee will identify himself/herself to the caller.

Employees will be entitled to a minimum of thirty (30) minutes for lunch during his/her workday.

Adopted: May 19, 1999

Re-adopted by revision: January 15, 2004

**GDKAB-1 JOB DESCRIPTION-PUBLIC RELATIONS COORDINATOR**

The essential duties and responsibilities of this position are:

1. Responsible to the Superintendent and Assistant Superintendent.
2. Work with the members of the Board of Education responsible for public relations.
3. Develop positive working relationships with all mass media.
4. Develop positive working relationship with all employees of the Indian Creek Local School District.
5. Travel through the School District to take pictures and gather information to promote the School District (during school and at school-related activities.)
6. Have pictures developed and prepare articles from information gathered in the District and distribute said materials to all media for publication, announcement, etc.
7. Must be available throughout the calendar year to promote the District.
8. Effect public opinion to perceive the Indian Creek Local School District in a very positive manner.
9. Publicly promote the School District at various events. Attend meetings, conferences, seminars, etc., as required by the Superintendent.
10. Develop and maintain publications or calendars or pamphlets to inform the public about the positives of the Indian Creek Local School District.
11. Perform such other duties as assigned by the Superintendent.

Adopted: August 1, 1996

Re-adopted by revision: January 15, 2004

**GDKAC-1 JOB DESCRIPTION – DISTRICT NETWORK ADMINISTRATOR**

Qualifications:

1. Minimum of a bachelor's degree and/or training or experience in the field of technology as it applies to education
2. Required background checks

Condition of Employment:

This position is to provide for the management of email accounts, Data Analysis for Student Learning (DASL), Acceptable Use Policy, Local Area Network (LAN); Wide Area Network (WAN), Wintel Support, training for building level administrators, technology assistants, and District WEB page design and maintenance.

Reports to:

Superintendent of Schools

Job Goal:

To provide meaningful support to staff and students in the area of technology as it affects learning.

Physical Demands:

Should be able to lift ten (10) pounds. Reasonable accommodations of these physical demands shall be made to enable individuals with disabilities, as defined in the Americans with Disabilities Act, to perform essential functions.

Working Conditions:

The working conditions described here are representative of those an employee encounters while performing the essential functions of this job title. While performing the duties of the job, the employee is occasionally exposed to office equipment chemicals. Noise level in the work environment is moderate to occasionally loud. According to the District's Exposure Control Plan, the employee is determined not to be at risk to occupational exposure to blood and other potentially infectious materials.

Terms of Employment:

Salary and work year as established by the Board of Education.

Evaluation:

Job performance evaluated in the provisions of the Board's Policy on Evaluation.

Re-adopted by revision: January 15, 2004

Revised: July 15, 2010

**GDKAC-2 JOB DESCRIPTION-LEAD TEACHER-ELEMENTARY SCHOOL**

Qualifications:

1. Minimum of a bachelor's degree, master's degree preferred, and five (5) years successful teaching experience.
2. Valid Ohio certificate/license in specific teaching field or evidence that one may be obtained.
3. Member of the District Leadership Team, Evaluation Committee and Professional Development Committee
4. Member of the Literacy Council.

General Responsibilities:

Responsible for providing school-based leadership and support for meeting the needs of students aligned with District and building goals. Be able to develop and deliver small group and one-on-one training and/or in-class model lessons for instructional staff. Be knowledgeable of the Danielson model and the Four Domains.

Help coordinate Right-To-Read Week, Read Across America, Author in Residence, Evening Literacy and other literacy and parent activities. Must have good rapport with teachers, staff, and the community. Serve as liaison between grade-level teachers, literacy assistants and the Principal.

Reports to:

Building Principal

Job Goal:

To provide leadership to students and staff resulting in high achievement for all students through improving instructional practices.

Re-adopted by revision: January 15, 2004

**GDKAC-3 JOB DESCRIPTIONS LEAD TEACHER – JUNIOR HIGH SCHOOL AND SENIOR HIGH SCHOOL**

Qualifications:

1. Minimum of a bachelor's degree, master's degree preferred, and five (5) years successful teaching experience.
2. Valid Ohio certificate/license in specific teaching field or evidence that one may be obtained.
3. Member of the District Leadership Team, Evaluation Committee and Professional Development Committee
4. Member of the Literacy Council.

General Responsibilities:

Responsible for providing school-based leadership and support for meeting the needs of students aligned with District and building goals. Be able to develop and deliver small group and one-on-one training and/or in-class model lessons for instructional staff. Be knowledgeable of the Danielson model and the Four Domains. Work across the curriculum with teams or department chairs.

Help coordinate Right-To-Read Week, Author in Residence, Evening Literacy and parent activities. Must have good rapport with teachers, staff, and the community. Serve as liaison between grade-level teachers and the Principal.

Reports to:

Building Principal

Job Goal:

To provide leadership to students and staff resulting in high achievement for all students through improving instructional practices.

Re-adopted by revision: January 15, 2004

**GDKAC-4 JOB DESCRIPTION LITERACY ASSISTANT(S) – ELEMENTARY SCHOOL**

Qualifications:

3. Minimum of a bachelor's degree, master's degree preferred, and five (5) years successful teaching experience.
4. Valid Ohio certificate/license in specific teaching field or evidence that one may be obtained with a reading endorsement or able to acquire one.
5. Member of the District Leadership Team, Literacy Council, and Professional Development Committee

General Responsibilities:

Responsible for providing school-based leadership and support for meeting the needs of students aligned with District and building goals. Be able to develop and deliver small group and one-on-one training and/or in-class model lessons for instructional staff. Be knowledgeable of the Danielson model and the Four Domains.

Help coordinate Right-To-Read Week, Read Across America, Author in Residence, Evening Literacy and other literacy and parent activities. Must have good rapport with teachers, staff, and the community. Conduct training sessions for volunteers in conjunction with HOSTS and HUGS programs. Coordinate the development of new and revised programs to meet student needs.

Reports to:

Building Principal

Job Goal:

To provide leadership to students and staff resulting in high achievement for all students through improving instructional practices.



**GDKAC-5 JOB DESCRIPTION DISTRICT WEB MASTER**

Qualifications:

1. Bachelor's Degree preferred. Experience with HTML or other Web development or design programs as evidenced by a Web page portfolio delivered through an online presentation.
2. BCI&I Clearance.
3. Must be able to work well with staff and students.
4. Must be able to develop and maintain the Indian Creek Local School District Web page.
5. Must be willing to sponsor and promote a student Web Club.

Reports to:

Superintendent of Schools

Terms of Employment:

Limited contract, salary as per ICEA Negotiated Agreement Supplemental Salary Schedule.

Adopted: January 15, 2004

**GDKB JOB DESCRIPTION BUILDING MENTOR COORDINATOR SHARE TIME AND  
READ TOGETHER – “START”**

**Job Description**

Qualifications:

1. Minimum Bachelor’s Degree, Master’s Degree preferred, and five years successful teaching
2. Valid Ohio Teaching Certificate/License in field
3. Member of Literacy Team
4. Computer literate/competent

General Responsibilities:

- Recruiting, training, and identifying volunteer tutors/mentors
- Mentor appreciation/recognition
- Scheduling all program activities
- Liaison between mentors and school staff
- Plan weekly lessons for each identified student in coordination with classroom teachers
- Develop reports of student progress, formatively and summatively; pre-post tests per pupil as well as ongoing assessments
- File student/volunteer mentor reports with building/District administrators
- Provide work schedule/duties and oversight for paraprofessional

Reports to: Building Principal

Job Goal: Provide operational and managerial leadership to school building’s volunteer/mentor program.

Adopted: April 24, 2008

## SUSPENSION AND TERMINATION OF PROFESSIONAL STAFF MEMBERS

### Suspension

The Board may suspend a professional staff member pending final action to terminate his/her contract if, in its judgment, the character of the charges warrants such action.

### Termination

The contract of a professional staff member may be terminated for good and just cause. Before terminating any contract, the Board furnishes the professional staff member a written notice signed by the Treasurer of its intention to consider termination of his/her contract and specification of the grounds for such consideration. The Board informs the professional staff member of his/her right to request a hearing by the Board or by an independent referee. At such a hearing, both parties may be represented by counsel and present and cross-examine witnesses. A stenographic record of the proceedings is made. After the hearing, the Board makes its determination by majority vote. Any order of termination of a contract states the grounds for termination.

Teachers may only be suspended or terminated under the terms of the collective bargaining agreement and/or State or Federal law.

When the behavior is sexual harassment, the Title IX sexual harassment grievance process will be followed, if applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process.

Adoption date: October 15, 2020

LEGAL REFS.: Education Amendments of 1972, Title IX; 20 USC 1681 et seq.  
ORC 124.36  
3319.02; 3319.11; 3319.16; 3319.161; 3319.17

CROSS REFS.: ACAA, Sexual Harassment  
GBQ, Criminal Records Check

CONTRACT REF.: Teachers' Negotiated Agreement

## **GDPD SUSPENSION, DEMOTION AND TERMINATION OF SUPPORT STAFF MEMBERS**

The employment of support staff members may be terminated for violation of written policies and regulations as set forth by the Board or for incompetency, inefficiency, dishonesty, drunkenness, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty, sexual battery, certain ethics violations, conflict of interest or any other acts of misfeasance, malfeasance or nonfeasance.

The Board may also suspend an employee for a definite period of time or demote, with or without pay, an employee for these same reasons.

The action of the Board to terminate the contract of any employee or to suspend or demote him/her is done in compliance with all statutory and constitutionally mandated procedures, including the opportunity for a hearing prior to the termination and if a hearing is required, prior to the suspension or demotion.

**When the behavior is sexual harassment, the Title IX sexual harassment grievance process will be followed, if applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process.**

Adoption date: September 17, 2020

LEGAL REFS.: Education Amendments of 1972, Title IX; 20 USC 1681 et seq.  
ORC 124.32; 124.33; 124.34; 124.36  
3319.04; 3319.081; 3319.083

CROSS REFS.: ACAA, Sexual Harassment  
GBQ, Criminal Records Check

CONTRACT REF.: Support Staff Negotiated Agreement