

## **AGREEMENT FOR EMPLOYMENT OF BUSINESS ADMINISTRATOR**

**THIS AGREEMENT** made this 18<sup>th</sup> day of December, 2023, by and between the **Board of School Directors of the Wallingford-Swarthmore School District**, a Pennsylvania school district with its principal office located at 200 South Providence Road, Wallingford, Pennsylvania 19086 (hereinafter referred as “District” or “Board”) and **DeJuana Mosley** (hereinafter referred to as “Ms. Mosley,” “Mosley” or “Business Administrator”).

### **WITNESSETH:**

**WHEREAS**, at a meeting duly and properly called on the 18<sup>th</sup> day of December, 2023, the Board appointed DeJuana Mosley as Business Administrator in accordance with Section 10-1089 of the Public School Code of 1949, as amended; and

**WHEREAS**, the parties have agreed upon certain terms and conditions of employment and desire to reduce said terms and conditions to writing.

**NOW, THEREFORE**, the parties intending to be legally bound, and in consideration of the mutual covenants contained herein, agree as follows:

1. Term of Business Administrator. The Board, in consideration of the promises herein contained, hereby accepts the employment of DeJuana Mosley as Business Administrator for a period commencing on December 19, 2023, and ending no later than June 30, 2027 (the “Term”). This Agreement shall terminate immediately upon the expiration of the Term.

2. Duties and Responsibilities.

a. During the Term, the Business Administrator agrees to apply the necessary time, attention, and energy to the operations of the District and shall assume and perform such reasonable responsibilities and duties as may be assigned to her from time to time by the District without additional compensation.

b. During the Term, the Business Administrator agrees to perform faithfully the duties of the Business Administrator in accordance with the rules, regulations, and directions of the Superintendent of Schools and the Board, and as more explicitly set forth in the job description, a copy of which is attached hereto, made a part hereof, and marked Appendix A.

3. Annual Salary. The Board and the Business Administrator agree to the following:

a. Base Compensation. The Business Administrator shall be compensated at the base rate of One Hundred Seventy-Two Thousand Dollars (\$172,000.00), (prorated to reflect less than a full year of service) for the 2023-2024 school year, less legally required withholdings, payable in biweekly installments. This base salary shall be applicable through the entire Term of this Agreement, unless adjusted as set forth below.

b. Salary Increase. The Business Administrator’s annual salary adjustment for each of the 2024-2025, 2025-2026, and 2026-2027 school years shall be effective as of July 1 of each of the school years conditioned upon Ms. Mosley receiving a distinguished or proficient

evaluation for her performance in the immediately preceding school year and shall be 1% of her then-current annual salary.

c. Any adjustment in salary made during the Business Administrator's Term of office under this Agreement shall be considered as an amendment to this Agreement; provided, however, that such adjustment shall not be construed as the entering into a new Employment Agreement between the District and the Business Administrator, nor that the termination date of the existing Agreement has been extended. Otherwise, Mosley shall not be entitled to any salary increases during the Term of the Agreement.

4. Evaluation.

a. The Business Administrator will be evaluated by the Superintendent of Schools based upon the job responsibilities outlined in the job description herein.

b. The Business Administrator shall be evaluated on a distinguished ("exceeds expectations"), proficient ("meets expectations"), needs improvement, or failing methodology as follows:

i. Distinguished. Distinguished means that the performance is clearly outstanding; the performance is superior, far exceeding expectations; or that performance is exceptional on a regular or continuity basis. The Business Administrator shall far out perform relative to minimum expectations.

ii. Proficient. Proficient means that the Business Administrator is adequately performing all functions within the role, meeting or occasionally exceeding expectations; performance is adequate, meeting occasionally exceeding standards or expectations generally associated with performance.

iii. Needs Improvement. Needs improvement means that the Business Administrator periodically fails to meet expectations associated with assigned tasks, targeted goals, or professional competencies; performance is less than adequate on a periodic basis or frequent basis. The Business Administrator may be developing within the position, but needs to improve to be considered proficient.

iv. Failing. Failing means the performance is below acceptable levels; that it fails to meet most expectations associated with the role of the Business Administrator. Substantial professional improvement is needed before the Business Administrator can be considered proficient in the role.

5. Benefits Package.

a. Unless otherwise specified in this Agreement, Mosley shall be entitled to the fringe benefits as are applicable and made available to the District's Principals, Assistant Principals, Directors, Supervisors, and Miscellaneous Positions as set forth in the District's Act 93 Compensation Plan pursuant to Section 11-1164 of the Public School Code, as amended ("ACP").

Should the ACP be amended during the Term of this Agreement, the fringe benefits contained in the ACP shall be applicable to Mosley as of the effective date of the amendment, unless otherwise stated in this Agreement. Unless otherwise indicated, per diem payments shall be calculated based upon a 260-day work year.

i. It is understood, however, that even though Mosley's benefits package is linked to the ACP, the following provisions will not be applicable in the ACP to Mosley:

- a. Term.
- b. Act 93 Administrators' Starting Salaries and Salary Ranges.
- c. Rate of Compensation.
- d. Sabbatical Leave or Professional Development Leave Option.
- e. Meet and discuss.
- f. Plan Amendment.

ii. In addition, with respect to the 2024-2025 school year, the District will contribute 1% of Ms. Mosley's base salary into her 403(b) or 457(b) account. With respect to the 2025-2026 school year, the District will contribute an additional 1% of Ms. Mosley's base salary into her 403(b) or 457(b) account, and with respect to the 2026-2027 school year, the District shall contribute an additional 1% of Ms. Mosley's base salary into her 403(b) or 457(b) account. This non-elective contribution by the District each year shall be contingent upon Ms. Mosley receiving a distinguished or proficient evaluation for her performance in the immediately preceding school year and remaining employed by the District.

b. Technology. Notwithstanding any modification to the ACP, Mosley shall be entitled to receive technology equipment and services that support the successful execution of her duties in accordance with District policy.

c. Expense and Mileage Reimbursement. Notwithstanding any modification to the ACP, the District shall fully reimburse the Business Administrator for all reasonable expenses incurred by the Business Administrator in the discharge of her duties, upon proper documentation submitted to the Business Administrator of the District and approved by the Superintendent. This shall include reimbursement for mileage associated with the use of the Business Administrator's private vehicle in the performance of the Business Administrator's duties, which said reimbursement shall be based on the current mileage allowance as established by the Internal Revenue Service ("IRS"), as the same may be changed or modified from time to time by the IRS. Such expense reimbursement costs shall be estimated for budget purposes and approved by the Board in accordance with Board policy and procedures.

d. Professional Development and Dues. The District encourages the continuing professional growth of the Business Administrator through participation in:

i. The operations, programs and other activities conducted by local, state, and national administrator and/or school board associations, as approved by the Superintendent or the Superintendent's designee.

ii. Seminars and courses offered by public and private education institutions with the understanding that the attendance at the conferences, seminars and courses shall be taken with due regard for the operation of the school system and only upon prior approval of the Superintendent or the Superintendent's designee.

iii. Business travel and expenses, including but not limited to preapproved professional association dues to PASBO (Pennsylvania Association of School Business Officials), ASBO (Association of School Business Officials International), DVASBO (Delaware Valley Association of School Business Officials), and PASA (Pennsylvania Association of School Administrators) approved in accordance with District policies.

e. Additional Leaves. Ms. Mosley will receive two (2) additional emergency leave days. Days shall not be cumulative.

6. Waiver of Right of Sabbatical Leave. The Business Administrator waives any rights that she may have to a sabbatical leave for professional development; provided, however, the Business Administrator does not waive her right to a sabbatical leave for restoration of health pursuant to the Public School Code.

7. Loyalty. The Business Administrator shall devote all of the Business Administrator's time, attention, knowledge, and skills solely and exclusively to the business and interests of the District, provided, however, that the Business Administrator may undertake consultative work, speaking engagements, writing, lecturing, or other professional duties so long as she complies with the requirements of this Agreement.

8. Compensation Obligations. The obligation of the District to compensate the Business Administrator during the Term shall be subject to the provisions of law, unless terminated by the Business Administrator by way of written resignation or by way of removal of the Business Administrator in accordance with Section 5-514 of the Public School Code of 1949, as amended.

9. Separation from Employment. In the event that the Business Administrator seeks to resign or separate the Business Administrator's employment with District for any reason other than death, illness, disability, or retirement permanently from public service in the Commonwealth of Pennsylvania, the Business Administrator shall give the Superintendent and Board at least ninety (90) days' written notice in advance of the employment severance date. The failure of the Business Administrator to give such required written notice shall cause the Business Administrator to lose any entitlement to any unused vacation days, other payments, benefits, or any other entitlement to be paid upon employment separation whether it be through Board policy or pursuant to the Administrative Compensation Plan adopted pursuant to Section 11-1164 of the Public School Code, as amended.

10. Discharge or Termination. Notwithstanding anything herein contained to the contrary, the District reserves the right to remove Mosley at any time from her employment as Business Administrator, after due notice, giving the reasons therefor, and after hearing if demanded before a hearing officer appointed by the District, for the following reasons:

a. Those reasons set forth in Article VI, Section 7, of the Pennsylvania Constitution as an appointed civil officer or as a Business Administrator pursuant to Section 10-1089 of Public School Code, as amended, and, in particular, Section 10-1089(c).

b. The District may terminate this Agreement at any time “for good cause,” the grounds for which are defined herein, namely:

- i. Mosley is charged with a felony crime.
- ii. Mosley is charged and convicted of a misdemeanor that would substantially impair her ability to act as a Business Administrator.
- iii. Mosley is found to have violated the Pennsylvania State Ethics Act.
- iv. Mosley been determined to have committed a crime of moral turpitude, such as an act of fraud or other crime involving dishonesty.
- v. Mosley is found to have been utilizing illegal drugs or being under the influence of alcohol at work.
- vi. Mosley fails to perform her duties as described in Appendix A in a competent manner.
- vii. Mosley fails to comply with the written directives from the Superintendent, the Board, or any of the written District policies.

c. In case of termination for good cause, the District shall have no obligation to Mosley for any salary, bonus, or other compensation or any other form of benefits under this Agreement except for: (1) compensation earned prior to the effective date of termination; or (2) other benefits mandated under state or federal law for departed employees (such as COBRA health benefits); or (3) other benefits set forth in the Administrators’ Compensation Plan that would be due and owing up to the effective date of termination. The District shall further reimburse Mosley for all appropriately documented expenses incurred by Mosley before the termination date that are otherwise reimbursable to Mosley under her Agreement and District policies.

## 11. Disability.

a. Complete or Partial Disability. In the event that Business Administrator is: (1) unable to perform the Business Administrator’s essential duties of her position under this Agreement, with or without a reasonable accommodation, due to her complete disability; or (2) unable to perform the Business Administrator’s essential duties of her position under this Agreement, due to her partial disability; or (3) unable to perform the essential duties of her position under this Agreement, with or without a reasonable accommodation, at various time because she is completely disabled and at other various times, because she is partially disabled as provided above, the Board shall have the options provided in this Paragraph. Prior to the Board being able to exercise its options hereunder, the Business Administrator’s complete disability, partial

disability, or combination thereof shall continue for a period exceeding ninety (90) consecutive days during which the Business Administrator would otherwise be required to perform services but for any leave, vacation, or similar days (irrespective of how many leave, vacation, or similar days Business Administrator has or may actually accumulate or use). Following the Business Administrator's exhaustion of all other leave to which she is entitled, in the event of the Business Administrator's continuing complete disability, partial disability, or combination thereof, as provided herein, the Board shall have the option of either terminating the employment of the Business Administrator consistent with the provisions set forth in the Public School Code or of reducing Business Administrator's salary and duties to a level commensurate with the Business Administrator's remaining abilities, if any. In the event that the Business Administrator disagrees with the Board's option of terminating the employment of the Business Administrator, the Business Administrator shall have all of the rights afforded to her under Section 1089 of the Public School Code, 24 P.S. §10-1089. In the event that the Business Administrator disagrees with the Board's option of the extent of the reduction in salary and duties to a level commensurate with the Business Administrator's remaining abilities, the Business Administrator shall have the right to demand arbitration for solely this purpose pursuant to and consistent with the rules of the American Arbitration Association and shall be responsible for any filing fees associated with initiating such arbitration. The American Arbitration Association rules pertaining to employment-related matters pursuant to employment agreements shall apply and the venue of any such arbitration proceeding shall take place at the principal offices of the District.

b. Period of Disability. The parties agree that, insofar as this Agreement is concerned, the period of disability shall be deemed to have started as of the first day of disability when the Business Administrator is unable to perform her essential duties and/or job functions under this Agreement with or without reasonable accommodation due to her disability as defined herein irrespective of when it is finally determined that the disability for purposes hereof exists.

c. Intermittent Disability. Any complete disability, partial disability, or combination thereof which should occur for more than ninety (90) consecutive days within any twelve (12) month period shall be treated, for the purpose of these provisions, as though it was a continuing disability rather than a new disability.

d. Salary. This paragraph shall not be construed to require the Board to pay any salary to the Business Administrator beyond the accumulated sick leave, disability leave days, vacation days, or other leave days of the Business Administrator, which may be used by the Business Administrator during any disability, when the Business Administrator is unable to perform the essential functions of her position, with or without reasonable accommodation. After such leave days are exhausted, the Board shall not be obligated to make any payment of salary to the Business Administrator in the case of complete disability as provided for herein. In the case of partial disability, the Board shall have the right to reduce the Business Administrator's salary, subject to the Business Administrator's right to arbitrate set forth herein to a level commensurate with the remaining abilities of the Business Administrator.

e. Meaning of Disability. For the purpose of this Paragraph 11, the term "disability" shall be defined as disability is defined by the Americans with Disabilities Act of 1990,

as amended (“ADA”). In the event any dispute shall arise as to whether the Business Administrator is a qualified individual with a disability as defined by the ADA, such question shall be resolved by a three-member board to consist of: (1) physician representative named by each of the parties; and (2) a third physician member to be appointed by the two representatives so named. The majority vote of the three-member board shall be binding upon the parties.

12. Preservation of Other Legal Rights. Nothing in this Agreement shall be deemed to constitute a waiver of the Business Administrator’s rights pursuant to the Americans with Disabilities Act, the Family and Medical Leave Act, the Pennsylvania Human Relations Act, the Pennsylvania Workers’ Compensation Act, the Public School Code, or any federal or state law governing disability.

13. Death During Employment. If the Business Administrator shall die during the Term of employment, the Board shall pay to the surviving spouse or if no surviving spouse to the estate of the Business Administrator, the compensation which otherwise would be payable to the Business Administrator up to the end of the month in which the Business Administrator’s death occurs and any accrued and unpaid expenses or benefits, to the extent permitted pursuant to Pennsylvania Probate Law. Thereafter, the Board shall have no further responsibilities hereunder, and this Agreement shall terminate automatically. The provisions hereof shall not be deemed to affect any other benefits, which may available to the Business Administrator, her spouse and heirs, including, but not limited to, those available under applicable retirement programs, health insurance, workers’ compensation, or otherwise, to the extent permissible under Pennsylvania Probate Law.

14. Entire Agreement. This Agreement contains the entire agreement between the parties and may not be changed, amended, modified, or superseded, except by written instrument executed by the parties hereto. This Agreement supersedes any and all other agreements between the parties hereto with respect to the subject matter hereof.

15. Execution and Counterparts. This Agreement may be executed in two or more counterparts, each of which, when executed by the parties, shall be considered to constitute one instrument.

16. Possible Illegalities. If any one provision of this Agreement shall be declared void or invalid by a court of competent jurisdiction, such void or invalid provisions shall not in any way impair the whole Agreement; the remaining provisions shall be construed as if not containing the provisions or provision held to be void or invalid, and the rights and/or obligations of the parties shall be construed and enforced accordingly.

17. Enforcement of Agreement. This Agreement shall be construed and interpreted in accordance with the laws of the Commonwealth of Pennsylvania and any headings contained in this Agreement are for reference only and shall not in any way affect the meaning or interpretation of this Agreement. Each and every provision of this Agreement has been mutually negotiated, prepared, and drafted and in connection with the construction of any provision hereof, no consideration shall be given to the issue of which party actually prepared, drafted, or negotiated any provision of this Agreement or its deletion.

18. Duty to Defend. The District shall defend the Business Administrator and her heirs against any civil actions, claims, suits, and/or other legal proceedings brought against the Business Administrator, in her individual capacity or in her official agent and employee capacity of the District, specifically as the result of the Business Administrator's actions within the scope of her duties as Business Administrator of the District, as well as the result of any directive issued by the Board of the District. The District agrees to indemnify and hold harmless the Business Administrator and her heirs and to pay any civil judgments or awards entered against the Business Administrator or her heirs as the result of the Business Administrator's actions within the scope of her duties as Business Administrator of the District, as well as the result of any directive issued by the Board of the District. The District will not be obligated to defend the Business Administrator in any discharge, removal proceedings, or other proceedings in which the District is an adverse party. This section shall survive the term of this Agreement.

***[SIGNATURES ON THE FOLLOWING PAGE]***

**IN WITNESS WHEREOF**, intending to be legally bound, the parties have hereunto set their hands and seals the day and year first above written.

**BOARD OF SCHOOL DIRECTORS  
OF THE WALLINGFORD-  
SWARTHMORE SCHOOL DISTRICT**

Attest: \_\_\_\_\_  
Name: Debbie Elias  
Title: Board Secretary

By: \_\_\_\_\_  
Name: Kevin Henry  
Title: Board President

Witness: \_\_\_\_\_  
Dr. Deena Cellini  
Director of Human Resources

\_\_\_\_\_  
DeJuana Mosley  
Business Administrator

## APPENDIX A

### **Job Description**

#### **WALLINGFORD-SWARTHMORE SCHOOL DISTRICT**

**TITLE:**                   **BUSINESS ADMINISTRATOR**

**QUALIFICATIONS:**

1.     Master's in Business Administration preferred
2.     Experience as Business Administrator in School District preferred
3.     Excellent interpersonal and communication skills required
4.     Proven analytical and organizational skills required
5.     Confidentiality
6.     Acts 34, 114, and 151 clearances

**REPORTS TO:**        Superintendent of Schools

**GOALS:**             Effectively and efficiently direct, organize and manage the business and finance functions of the district.

**ESSENTIAL FUNCTIONS:**

1.     Coordinate the preparation of the district's general fund operating budget
  - Oversee the preparation of a budget calendar, budget preparation guidelines, preliminary budget drafts, and supportive financial data for superintendent and board of school directors
  - Ensure the adopted general fund operating budget with the State Department of Education is filed
  - Oversee revenues and expenditures versus budget each month and the periodic reports on the projected end of year fund balance
  - Provide the superintendent and/or board of school directors with budget reports as requested
  - Administer and verify the budgets and financial reports for the district's food services, capital improvements, and student activity funds
  - Prepare and administer board policies on budget planning, budget adoption, budgetary reserve, and establishing and maintaining an accumulated fund balance.
2.     Direct the fiscal operations of the district based on sound business practices and maintain an accurate system of accounting
  - Ensure recording of all revenue, expenditures and encumbrances on a monthly basis
  - Provide monthly financial reports as requested by the board in monitoring the financial status of the district
  - Ensure filing of state audit and annual financial reports on time and as required by Pennsylvania Department of Education and other reporting agencies
  - Prepare agendas for and co-facilitate meetings of the Financial Committee

- Prepare and administer board policies on fiscal objectives, tax levy, payment of bills and local audit
3. Cash management and the investment of district funds.
    - Have general fund depositories Board approved on an annual basis
    - Invest district funds to achieve the balance among interest earnings, liquidity and safety
    - Prepare and administer board policies regarding the investment of school district funds
  4. Serve as the district's purchasing agent
    - Participate in the Joint Purchasing Programs when determined to be in the best interest of the school district
    - Update the general conditions and bid forms for the formal bidding process
    - Place the appropriate advertising for the formal bid process as needed
    - Oversee the maintenance of an accurate file of all formal bid and written quotations
    - Ensure the delivery and accuracy of any and all formal bid documents including the executed contracts, bid bonds, performance bonds, certificates of insurance and clearance forms
    - File the self-certification applications for non-reimbursable construction projects, as needed
    - Prepare and administer board policies regarding purchasing, purchases subject to bid, cooperative purchasing and petty cash
  5. Provide and administer a payroll system in accordance with law and board policy
    - In conjunction with the Human Resources Department, supervise the payment of all employees in accordance with collective bargaining agreements and compensation plans
    - Oversee the Filing of various monthly, quarterly and yearly payroll reports
    - In conjunction with the Human Resources Department, administer the district's tax sheltered annuity withholding, including the receipt of service provider agreements and employee withholding authorization forms
    - Prepare and administer board policies regarding payroll authorization and payroll deductions
  6. Maintain food service operation in all district schools
    - Supervise the implementation of a food service program that will provide nutritional meals and a reasonable price for students and staff at no cost to the school district
    - Prepare a required Request for Proposals (RFP) for the school district's contracted food services operation, as needed
    - Oversee the preparation and submission of all documentation regarding the state's free and reduced lunch program

7. Oversee the following tax collection services
  - The billing and collection of per capita, real estate and interim real estate taxes in lieu of elected tax collectors (if authorized), utilizing a central office and bank lockbox system
  - The preparation of distribution of communication by mail to taxpayers who are late or in the penalty phase to inform them of the consequences of not paying their taxes
  - The securing of the proper tax collector bonds on an annual basis
  - Representing the district with other taxing authorities and the Delaware County Board of Assessment
  - Prepare and administer board policies regarding tax levy and tax collection
8. Maintain district's insurance portfolio and serve as the district's risk manager
  - Review the district's insurance program with respect to the adequacy of coverage, premiums and claim service on an annual basis
  - Overseeing the preparation and filing of any property or liability insurance claims in a timely fashion
  - Review and recommend the annual offering of the voluntary student accident insurance program
9. Manage the central office financial systems and other software used in conjunction with or in enhancement of the financial system and budgeting practices
  - Schedule the training and continued development of the central office staff
  - Act as the district's contact for the computer software provider
10. Participate in collective bargaining and contract negotiations with employee groups as directed by the Superintendent
11. Participate as a member of the cabinet and administrative team in a cooperative fashion
  - Attend all regular cabinet, administrative team, principals' meetings, and School Board meetings and Committee meetings, and other meetings as required by the Superintendent
  - Serve as Board Secretary for all School Board meetings and other meetings as needed.
  - Work in conjunction with the Confidential Executive Administrative Assistant to the Superintendent to coordinate preparation of agendas for School Board meetings and Committee meetings.
  - Coordinate communication to the Board and Committee members with the Confidential Executive Administrative Assistant to the Superintendent.
12. Administer the Records Management Plan
  - Serve as the Records Coordinator
  - Periodically review the Records Management Plan
  - Ensure training of staff regarding retention and disposal of records

13. Attend, plan, participate, and present at meetings on topics of finance
  - Prepare the monthly agenda, in conjunction with the Superintendent for the Finance Committee Meeting
  - Work as the liaison to the Board for all Committee meetings pertaining to finance
14. Other duties as assigned

**POSITION SPECIFICATIONS:**

**Physical Demands**    Sitting at desk for extended periods  
                                  Standing for limited periods of time  
                                  Frequent bending, stooping, twisting, reaching, and grasping  
                                  Light lifting – up to 25 pounds  
                                  Frequent carrying up to 25 pounds  
                                  Manual dexterity to use computer and office equipment  
                                  Repetitive movement of fingers and hands for keyboarding

**Sensory Abilities**    Visual acuity to read correspondence and computer screen  
                                  Auditory acuity to be able to use telephone and greet visitors  
                                  Ability to speak clearly and distinctly

**Work Environment**    Inside year round – Office setting

**Temperament**        Ability to work as a member of a team  
                                  Must be courteous and able to deal effectively with people  
                                  Must be cooperative, congenial, and service oriented  
                                  Ability to work in an environment with frequent interruptions

**Cognitive Ability**    Ability to follow written and verbal directions  
                                  Ability to complete assigned tasks with minimal supervision  
                                  Ability to read, write, and do advanced computation  
                                  Ability to use correct grammar, sentence structure, and spelling  
                                  Ability to compose clear, concise sentences, and paragraphs  
                                  Ability to organize office setting to efficiently accomplish task  
                                  Ability to work independently and make work-related decisions  
                                  Ability to exercise good judgment in prioritizing tasks

**Specific skills**        Experience with computer software, Microsoft Excel and Word  
                                  Ability to use computer software technology efficiently  
                                  Must know how to format business correspondence/reports  
                                  Must appropriately handle confidential information

**License**                None

*The position specifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned.*

**TERMS OF EMPLOYMENT:**

Twelve (12) months.

Annual salary, work schedule and other conditions of employment as approved by the Board of School Directors.

**EVALUATION:**

Performance of this job will be evaluated annually in accordance with the applicable policies of the Wallingford-Swarthmore School District.

Employee Acknowledgement: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

*Wallingford-Swarthmore School District Is an Equal Opportunity Employment,  
Educational/Service Organization.*