



EFFINGHAM COUNTY SCHOOL DISTRICT RFP INSTRUCTIONS, SPECIFICATIONS, & MANDATORY VENDOR QUALIFICATIONS

Effingham County School District (ECSD) is soliciting competitive Proposals for one Vendor to provide qualified personnel for the following roles:

- Paraprofessionals
- School Nutrition Workers
- Custodians
- Childcare Workers

Employee Type	Estimated # Employees	Classified Work Days
Paraprofessional - Regular Education	160	190
Paraprofessional - Special Education	150	190
Paraprofessional - Media Centers	14	190
School Nutrition Workers	90	184
School Nutrition Managers	15	184
Custodians	80	230
Head Custodians	20	230
Childcare Workers	25	195
Childcare Leads	14	195
Childcare Site Leads	2	195

Notice

Proposals may be submitted in person or by mail. Submissions will be received at the main office located at 405 North Ash Street, Springfield, GA 31329. Proposals are subject to rejection if not received by the due date and time specified.

Proposals Shall Be Plainly Marked:

RFP for: **COMPETITIVE PROPOSALS FOR
STAFFING CONTRACTS**

RFP Number: **55693-2026-RFP-Contract Staffing Services**

DUE BEFORE: **May 1, 2026 at 2:00 p.m.**

ECSD reserves the right to reject any or all Proposals and to accept any Proposal deemed most advantageous to ECSD and to waive any informalities in the request. The fee will be a contributing, not deciding factor in the selection process. ECSD will negotiate a Contract with the highest-ranked Vendor. If negotiations are not successful, ECSD will then negotiate with the second-ranked Vendor, and so on.

The Contract is to be for one year upon date of award, with an option of extending based on mutual consent for up to four successive years thereafter.

The Contract will be Actual Cost - Plus a Percentage Fee. The Contract will be Open Book. Actual Cost shall be limited to the Gross Hourly Pay Rate of the employee. All other Vendor expenses and profit shall be contained within the Percentage Fee.

During the term of this Contract, the Vendor, at its sole expense, shall procure and maintain at least the following minimum amounts of insurance:

- General Liability - \$1,000,000 per occurrence / \$3,000,000 aggregate;
- Workers' Compensation - in accordance with State of Georgia regulations;
- Employer's Liability - \$1,000,000 per occurrence / \$3,000,000 aggregate; and
- Professional Liability - \$1,000,000 per occurrence / \$3,000,000 aggregate

This insurance is to be underwritten by a licensed and/or Georgia admitted insurer with a minimum AM Best rating of A-minus. On any insurance policy providing the required coverages set forth in this Contract, ECSD shall be designated as an Additional Insured.

Upon request, ECSD is entitled to documentation establishing that these insurance requirements have been met by the Vendor. The Vendor acknowledges that a failure to procure and maintain any insurance required by this Contract shall constitute a material breach of this Contract, subjecting the Contractor to liability for damages and other legal remedies available to ECSD. In the event any insurance policy meeting the requirements under this Contract is cancelled or non-renewed, the Contractor shall provide ECSD with notice of such cancellation or non-renewal as soon as possible, and in no event, later than the effective date of the cancellation or non-renewal.

All services must align with ECSD adopted job descriptions, training requirements, physical demands, and performance expectations.

The Request for Proposal (RFP) number is **55693-2026-RFP-Contract Staffing Services**.

General Information

This solicitation does not obligate funds, nor does it constitute a Contract, offer of employment, or offer of purchase.

The cost of preparing and submitting a proposal is the sole obligation of the Vendor.

All Vendors must submit a minimum of three references. References must be for projects/contracts of similar size and scope as contemplated herein. References must include a valid email address and point of contact. Failure to provide adequate references will result in disqualification of your Proposal.

By submitting a Proposal, the Vendor certifies that, to the best of its knowledge and belief:

- 1) the prices have been arrived at independently without collusion, consultation, communication, or agreement, for the purposes of restricting competition, as to any matter relating to such prices with any other vendor, or to any competitor or with any officers, agents or employees of the ECSD; and
- 2) unless otherwise required by Federal or Georgia Law, the prices which have been offered in this

Proposal have not been knowingly disclosed by the Vendor and will not be knowingly disclosed by the Vendor prior to opening, directly or indirectly, to any other vendor or to any other competitor; and

- 3) no attempt has been made or will be made by the Vendor to induce any other person, partnership or corporation to submit or not submit a proposal for the purpose of restricting competition.

ECSD is a tax-exempt organization and as such, price should NOT include any federal, state or local sales tax, or use tax (or fees) unless otherwise required by the Georgia Department of Revenue (e.g., diesel fuel tax). The **Federal Tax ID** number for the **ECSD** is **58-6000235**. Vendors will be required to use the **E-Verify system** and provide documentation to ECSD for compliance.

Scope of Services

Vendors shall provide qualified personnel for the following roles:

- Paraprofessionals
- Nutritional Services Workers
- Custodians
- Childcare Workers

Mandatory Vendor Qualifications

1. Professional Qualifications

- **Verified Experience:** Vendor must have a minimum of five (5) years of experience providing staffing services specifically to K-12 public school districts.
- **District-Wide Service Mandate:** Vendor must demonstrate the immediate operational capacity to provide qualified staffing across all seventeen (17) ECSD sites simultaneously. This includes 9 Elementary Schools, 3 Middle Schools, 2 High Schools, 1 Career Academy, 1 Alternative School, and 2 Child Care facilities. Failure to provide consistent coverage to any single location may be grounds for Contract termination.
- **Knowledge of Academic Work Years:** Vendors must demonstrate familiarity with and the ability to manage personnel based on ECSD's specific Classified work schedules (e.g., 180, 184, and 190 days). The Vendor must ensure that recruiting and payroll systems are aligned with these truncated work schedules to ensure seamless staffing during the academic year.

2. Dedicated Account Management

- **Regional Account Manager:** Vendor must assign a dedicated Account Manager with the authority to make binding decisions (hiring, firing, and schedule adjustments). This individual must be physically based within 50 miles of the ECSD Central Office to facilitate on-site meetings within four hours notice.
- **Dedicated Billing Specialist:** Vendor shall provide a designated Billing Representative, distinct from the Account Manager, to handle all invoicing, credit memos, and payroll discrepancies. This representative must be available via phone and email during standard ECSD business hours (8:00 AM – 4:30 PM EST).

3. Performance & Service Level Requirements

- **The "No-Poach" Waiver:** Vendor must allow ECSD to hire any contracted employee as a permanent ECSD staff member after 90 days of service without any 'conversion' or 'buy-out' fees.
- **Performance Guarantee:** ECSD reserves the right to request the immediate removal and replacement of any contracted personnel for any reason, with no penalty to ECSD.

- **Job Requisition Process:** Upon receipt of a staffing request from ECSD, the Vendor shall acknowledge the request in writing within four (4) business hours. The Vendor must then post the position on their corporate website and relevant job boards within one (1) business day of the initial request.
- **Candidate Submission Schedule:** To ensure a steady pipeline of vetted talent, the Vendor shall provide ECSD's HR department or the designated Hiring Manager with a Weekly Qualified Candidate List.
- **Ongoing Recruitment Mandate:** Vendor must maintain an "always-on" recruitment strategy, ensuring ECSD has access to a refreshed pool of candidates until all vacancies at the 17 designated sites are filled.
- **Compensation Standards:** Vendors must utilize the provided ECSD Classified Payscale (see Appendix) as the minimum baseline for hourly wages to ensure no decrease in pay for transitioned staff.
- **Benefits Parity Requirement:** ECSD requires that the contracted Vendor provide a benefits package (Health, Dental, Vision, Life) that is comparable in value and scope to the benefits currently offered to ECSD employees.
- **Price Firmness and Adjustment Requests:** All bill rates and service fees submitted in the proposal shall remain firm and fixed for the initial one-year term of the Contract. ECSD's preference is for price stability throughout the life of the Contract, including all optional renewal years.
- **Annual Price Adjustment (Escalation):** Price increases may only be requested once per year, 90 days prior to the Contract anniversary. Submission of a request does not guarantee an increase. ECSD reserves the right to enter into discussions to negotiate the request or to reject the adjustment and re-bid the services if a mutual agreement cannot be reached. Under no circumstances shall any negotiated increase exceed 3% of the previous year's rate.

4. Mandatory Pre-Bid Meeting & Inquiry Process:

Registration and attendance, either in person or virtually, is mandatory for all Vendors intending to submit a Proposal. Failure to attend will result in automatic disqualification.

- **Date & Time:** April 15, 2026, at 2:00 PM EST.
- **In-Person Location:** ECSD Central Office, Board Room, 405 N. Ash Street, Springfield, GA 31329.
- **Registration & Virtual Access:** All participants **must register** for the meeting by visiting: effinghamschools.com/ECSD-RFP_55693-2026. This registration serves as the official contact list; a Google Meet link will be sent directly to the registered email for virtual access.
- **Official Inquiry Process:** While verbal questions will be accepted during the meeting, **all official answers will be provided in writing**. ECSD will issue a formal Addendum containing all questions and official responses within two (2) business days following the meeting. This Addendum will be emailed to all registered attendees.

Registration Link for the Mandatory Pre-Bid Meeting
effinghamschools.com/ECSD-RFP_55693-2026

5. Evaluation and Oral Presentations

- **RFP Due Date: May 1, 2026 at 2:00 PM EST.**
- **Presentation Invitations:** Following the initial review of all submitted Proposals, the RFP Committee will identify a "Short List" of Vendors who meet the mandatory qualifications and achieve a minimum technical score. Only these qualified Vendors will be invited to participate in an in-person presentation at the ECSD Central Office on **May 11, 2026**. The Vendor's designated Account Manager (as defined in the Mandatory Qualifications, residing within 50 miles of ECSD) must be a primary presenter during the oral interview.
- **Presentation Format and Schedule:**
 - **Duration:** Each presentation is strictly limited to 45 minutes (including setup), followed by a 15-minute Q&A session with the RFP Committee.
 - **Scheduling:** ECSD will notify Short-Listed Vendors of their specific time slot by **4:30pm on May 5, 2026**. Time slots will be assigned in the order proposals were received or by random draw at ECSD's discretion.
 - **Content:** During their allotted time, Vendors should focus on:
 - **Localized Staffing & Quality Control:** Vendors must detail their local management structure for all 17 sites, specifically explaining how they will prioritize "quality over speed" in candidate selection rather than just filling open positions.
 - **Payroll & Time Tracking:** Vendors must provide a clear breakdown of the payroll cycle (weekly vs. bi-weekly) and the technical mechanism used to track hours accurately across all 17 sites.
 - **Financial Transparency & Benefit Parity:** Vendors must provide a cost table containing total monthly premium (Health, Dental, Vision insurance) paid by the Employee for Individual, Employee + Child(ren), Employee + Spouse, and Family tiers and list the annual deductible and the maximum out-of-pocket (MOOP) for each plan. Vendors must explicitly define their strategy for Year-Round Benefit Stability (Health, Dental, Vision) for staff on a 180-day schedule, specifically how coverage is maintained during summer/winter breaks without "Full COBRA" costs to the employee.
 - **Proven Transition Strategy:** Outline a "Day 1" eligibility bridge for existing ECSD staff to prevent Health, Dental, Vision insurance coverage lapses. Provide K-12 references where you have successfully transitioned a district's Classified staff to your private benefit plans.
 - **Implementation Roadmap:** If a 12-month smoothed benefit structure is not currently active, provide a firm timeline to have this finalized for enrollment by July 1, 2026.
 - **Education Outreach:** Vendors must detail their plan for on-site/virtual sessions to personally walk potential and transitioning employees through system changes and benefit enrollment.

6. Finalist Board Presentation

ECSD reserves the right to invite up to two (2) top-scoring Vendors to present to the Board of Education. If only one responsive and responsible Proposal is received, or if the scoring gap between the top two Vendors is significant, ECSD may, at its discretion, invite only the top-ranked vendor. The top two (2) Vendors must be prepared to present to the Board of Education on **May 14, 2026**, at 405 N. Ash Street at their scheduled meeting beginning at 7:00 PM.

- **Notification:** Finalists will be notified by May 12 at 12:00 PM (Noon).
- **Format:** 15-minute presentation followed by Q&A.
- **Materials:** Vendors must submit a digital slide deck to Lauren Cain at llcain@effingham.k12.ga.us by **May 13** at 12:00 PM (Noon) and bring 10 paper copies of any handouts to the meeting.

Event	Date	Time	Attendance
Pre-Bid Meeting	Apr 15, 2026	2:00 PM EST	Virtual or In-Person
Short-Listed Vendors Presentation	May 11, 2026	TBD - notified on May 5, 2026	In-Person
Finalist Board Presentation	May 14, 2026	7:00 PM EST - notified by May 12	In-Person

Training Requirements

Vendors must ensure all assigned personnel complete ECSD-mandated training prior to entering any building or beginning an assignment. These requirements vary by position and include topics such as mandated reporter, student safety, privacy protocols, and emergency procedures. Upon bid award, the successful Vendor is required to coordinate directly with ECSD's Human Resources department to confirm the specific training modules for each role. The Vendor is responsible for ensuring 100% compliance and maintaining verification records for all staff. No individual will be granted site access until all pre-entry training is finalized and documented.

Screening and Background Checks

- Criminal background checks compliant with Georgia law
- Drug screening
- Reference verification
- Immediate removal and replacement upon ECSD request

Reporting and Accountability

Monthly reports shall include:

- Positions filled and vacant
- Turnover data

- Training compliance
- Incident reporting

Risk Allocation

The Vendor shall assume employer-of-record responsibilities and indemnify ECSD for employment related claims

Vendor Evaluation Scoring Rubric

Proposals will be evaluated utilizing a two-phase scoring system. Phase 1 is the **Written Proposal** (to determine the Short List), and Phase 2 is the **Oral Presentation**. The presentation score is added to the written score.

Phase 1:

Category	Target Criteria (<i>What a "5" looks like</i>)	Points Earned
K-12 Experience & References	Does the Vendor have 5+ years of public school experience? Are their references from districts of similar size?	____ / 20
Staffing & Recruitment Plan	Does the Vendor's plan specifically address all 17 sites? Does the Vendor offer a competitive benefits package to ensure worker retention?	____ / 20
Management & Location	Is the Account Manager truly within 50 miles? Is there a separate Billing Rep? Does the local Manager have "hiring/firing" authority?	____ / 15
Cost Proposal (Pricing)	Are their bill rates competitive? Are there any "hidden" fees?	____ / 15
Total Written Score	<i>Minimum score of 50 required to move to Oral Presentations.</i>	____ / 70

Phase 2:

Category	Target Criteria (<i>What a "5" looks like</i>)	Points Earned
Account Manager Competency	Did the local Manager lead the talk? Do they seem capable of handling 17 buildings? Did they answer "crisis" questions well?	____ / 15
Culture & Communication	Do they understand the "public school" environment? Is their communication style a good fit for your HR team?	____ / 10
Q&A Responsiveness	Were they honest about their limitations? Did they provide clear, direct answers to RFP Committee questions?	____ / 5
Total Presentation Score		____ / 30

Category	Points Earned
Total Written Score	____ / 70
Total Presentation Score	____ / 30
Total	____ / 100

LOBBYING CERTIFICATE (FOR BIDS OVER \$100K)

2 CFR APPENDIX II TO PART 200 (I)

A Lobbying Certification and Disclosure must be completed for all bids \$100,000 and over. Byrd Anti-Lobbying Amendment ([31 U.S.C. 1352](#)): Vendors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by [31 U.S.C. 1352](#). Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award. 2 CFR Appendix II to Part 200 (I)

DEBARMENT AND SUSPENSION VERIFICATION

(for bids over \$25k) 2 CFR Appendix II to Part 200 (H)

Institutions shall solicit offers from, award contracts to, and consent to subcontracts with responsible vendors and/or principals only. The serious nature of debarment and suspension requires that sanctions be imposed only in the public interest for the Government's protection and not for purposes of punishment. Institutions shall impose debarment or suspension to protect the Government's interest and only for the causes and in accordance with the procedures set forth in 2 CFR 200.213.

The Vendor certifies that the Vendor and/or any of its sub vendors or principals have not been debarred, suspended, or declared ineligible by any agency of the State of Georgia or any agency of the Federal government or as defined in the 2 CFR 200.213 which states “Non-federal entities are subject to the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 CFR part 180. These regulations restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities.” The Vendor will immediately notify the School Food Authority if Vendor is debarred or placed on the Consolidated List of Debarred, Suspended, and Ineligible Vendors by a federal entity.

By signing this agreement, the Vendor is testifying that they are not debarred, suspended, or has any ineligible or voluntary exclusions with the U.S. Department of Agriculture or any other Federal or State Agency. All responses will be verified. Debarment and Suspension (Executive Orders 12549 and 12689): A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

REMEDY FOR NON-PERFORMANCE / TERMINATION OF CONTRACT

[2 CFR Appendix II to Part 200 (B)]

All contracts in excess of \$10,000 must address termination for cause and for convenience by the recipient and/or subrecipient including the manner by which it will be affected and the basis for settlement:

- A. **Termination for Cause.** The SFA may terminate this Contract, or any part hereof, for cause in the event of any default by the Contractor, or if the Contractor fails to comply with any Contract terms and conditions, or fails to provide the SFA, upon request, with adequate assurances of future performance. The SFA shall provide the Contractor with a written notice thirty (30) days prior to the Contract termination date, outlining the reasons for the termination and specifying the remedies the SFA intends to pursue. In the event of termination for cause, the SFA shall not be liable to the Contractor for any amount for supplies or services not accepted, and the Contractor shall be liable to the SFA for any and all rights and remedies provided by law. The Contractor may also terminate this contract under the same set of aforementioned conditions.

The occurrence of any one or more of the following events shall constitute cause for the SFA to declare the Vendor in default of its obligation under the Contract:

- i. The Vendor fails to deliver or has delivered nonconforming goods or services or fails to perform, to the SFA's satisfaction, any material requirement of the Contract or is in violation of a material provision of Contract, including, but without limitation, the express warranties made;
- ii. The SFA determines that satisfactory performance of the Contract is substantially endangered or that a default is likely to occur;
- iii. The Vendor fails to make substantial and timely progress toward performance of the Contract;
- iv. The Vendor becomes subject to any bankruptcy or insolvency proceeding under federal or state law to the extent allowed by applicable federal or state law including bankruptcy laws; the Vendor terminates or suspends its business; or the SFA reasonably believes that the Vendor has become insolvent or unable to pay its obligations as they accrue consistent with applicable federal or state law;
- v. The Vendor has failed to comply with applicable federal, state, and local laws, rules, ordinances, regulations and orders when performing within the scope of the Contract;
- vi. The Vendor has engaged in conduct that has or may expose the SFA or the State to liability, as determined in the SFA's sole discretion; or
- vii. The Vendor has infringed any patent, trademark, copyright, trade dress or any other intellectual property rights of the SFA, the state, or a third party.
- viii. Immediate Termination. This Contract will terminate immediately and absolutely if the SFA determines that adequate funds are not appropriated or granted or funds are de-appropriated such that the SFA cannot fulfill its obligations under the Contract, which determination is at the SFA's sole discretion and shall be conclusive. Following thirty (30)

days' written notice, the SFA may terminate the Contract in whole or in part without the payment of any penalty or incurring any further obligation to the Vendor. Following termination upon notice, the Vendor shall be entitled to compensation, upon submission of invoices and proper proof of claim, for goods and services provided under the Contract to the SFA up to and including date of termination. Further, the SFA may terminate the Contract for any one or more of the following reasons effective immediately without advance notice:

1. In the event the Vendor is required to be certified or licensed as a condition precedent to providing goods and services, the revocation or loss of such license or certification may result in immediate termination of the Contract effective as of the date on which the license or certification is no longer in effect;
2. The SFA determines that the actions, or failure to act, of the Vendor, its agents, employees or sub vendors have caused, or reasonably could cause, life, health or safety to be jeopardized;
3. The Vendor fails to comply with confidentiality laws or provisions;
4. The Vendor furnished any statement, representation, or certification in connection with the Contract or the bidding process, which is materially false, deceptive, incorrect, or incomplete; and/or
5. The Vendor or SFA commits a material breach of this Contract.

B. Termination for Convenience. The SFA may terminate this Contract for any reason, provided that the SFA shall be required to provide the Contractor with a prior sixty (60) days' written notice of the effective date of such termination (the "Termination for Convenience Date"). The Contractor may also terminate this Contract under the same set of aforementioned conditions. The Contractor will be compensated for work performed and costs incurred up to the date of termination, as well as any charges that directly result from the termination.

C. Notice of Default. If there is a default event caused by the Vendor, the SFA shall provide written notice to the Vendor requesting that the breach or noncompliance be remedied within the period of time specified in the SFA's written notice to the Vendor. If the breach or noncompliance is not remedied within the period of time specified in the written notice, the SFA may:

- i. Immediately terminate the Contract without additional written notice; and/or
- ii. Procure substitute goods or services from another source and charge the difference between the Contract and the substitute Contract to the defaulting Vendor, and/or,
- iii. Enforce the terms and conditions of the Contract and seek any legal or equitable remedies.

D. Termination Due to Change in Law. The SFA shall have the right to terminate this Contract without penalty by giving thirty (30) days' written notice to the Vendor as a result of the following:

- i. The SFA's authorization to operate is withdrawn or there is a material alternation in the programs administered by the SFA; and/or
- ii. The SFA's duties are substantially modified.

- E. **Payment Limitation in Event of Termination.** In the event of termination of the Contract for any reason by the SFA, the SFA shall pay only those amounts, if any, due and owing to the Vendor for goods and services actually rendered up to and including the date of termination of the Contract and for which the SFA is obligated to pay pursuant to the Contract or Purchase Instrument. Payment will be made only upon submission of invoices and proper proof of the Vendor's claim. This provision in no way limits the remedies available to the SFA under the Contract in the event of termination. The SFA shall not be liable for any costs incurred by the Vendor in its performance of the Contract, including, but not limited to, startup costs, overhead or other costs associated with the performance of the Contract.
- F. **The Vendor's Termination Duties.** Upon receipt of notice of termination or upon request of the SFA, the Vendor shall:
- i. Cease work under the Contract and take all necessary or appropriate steps to limit disbursements and minimize costs, and furnish a report within thirty (30) days of the date of notice of termination, describing the status of all work under the Contract, including, without limitation, results accomplished, conclusions resulting there from, and any other matters the SFA may require;
 - ii. Immediately cease using and return to the SFA, any personal property or materials, whether tangible or intangible, provided by the SFA to the Vendor;
 - iii. Comply with the SFA's instructions for the timely transfer of any active files and work product by the Vendor under the Contract;
 - iv. Cooperate in good faith with the SFA, its employees, agents, and vendors during the transition period between the notification of termination and the substitution of any replacement vendor;
 - v. Immediately return to the SFA any payments made by the SFA for goods and services that were not delivered or rendered by the Vendor; and Understand that all supplemental Contracts, purchase orders, and/or orders for goods or services issued by the SFA and accepted by the vendor shall survive the expiration or termination of this Contract.

EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE STATEMENT (for bids over \$10k) [2 CFR Appendix II to Part 200 (C)]

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992. (Voice) Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

(Equal Employment Opportunity. Except as otherwise provided under [41 CFR Part 60](#), all Contracts that meet the definition of "federally assisted construction Contract" in [41 CFR Part 60-1.3](#) must include the equal opportunity clause provided under [41 CFR 60-1.4\(b\)](#), in accordance with [Executive Order 11246](#), "Equal Employment Opportunity" ([30 FR 12319](#), 12935, 3 CFR Part, 1964- 1965 Comp., p. 339), as

amended by [Executive Order 11375](#), “Amending [Executive Order 11246](#) Relating to Equal Employment Opportunity,” and implementing regulations at [41 CFR part 60](#), “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”)

CIVIL RIGHTS STATEMENT AND ASSURANCE

The Effingham County School Nutrition Program hereby agrees that it will comply with:

- I. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.);
- II. Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.);
- III. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794);
- IV. Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.);
- V. Title II and Title III of the Americans with Disabilities Act (ADA) of 1990 as amended by the ADA Amendment Act of 2008 (42 U.S.C. 12131-12189);
- VI. Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency." (August 11, 2000);
- VII. All provisions required by the implementing regulations of the Department of Agriculture (USDA) (7 CFR Part 15 et seq.); Department of Justice Enforcement Guidelines (28 CFR Parts 35, 42 and 50.3);
- VIII. Food and Nutrition Service (FNS) directives and guidelines to the effect that, no person shall, on the grounds of race, color, national origin, sex (including gender identity and sexual orientation), age, or disability, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity for which the Program applicant receives Federal financial assistance from USDA; and hereby gives assurance that it will immediately take measures necessary to effectuate this Agreement.
- IX. The USDA non-discrimination statement that in accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs).

This assurance is given in consideration of and for the purpose of obtaining any and all Federal financial assistance, grants, and loans of Federal funds, reimbursable expenditures, grant, or donation of Federal property and interest in property, the detail of Federal personnel, the sale and lease of, and the permission to use Federal property or interest in such property or the furnishing of services without consideration or at a nominal consideration, or at a consideration that is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the recipient, or any improvements made with Federal financial assistance extended to the Program applicant by USDA. This includes any Federal agreement, arrangement, or other Contract that has as one of its purposes the provision of cash assistance for the purchase of food, and cash assistance for purchase or rental of food service equipment or any other financial assistance

extended in reliance on the representations and agreements made in this assurance.

By accepting this assurance, the Effingham County School Nutrition Program agrees to compile data, maintain records, and submit records and reports as required, to permit effective enforcement of nondiscrimination laws and permit authorized USDA personnel during hours of program operation to review and copy such records, books, and accounts, access such facilities and interview such personnel as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the Department of Agriculture, FNS, shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Effingham County School Nutrition Program, its successors, transferees, and assignees as long as it receives assistance or retains possession of any assistance from USDA. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Effingham County School Nutrition Program.

Signature	<i>Jessica O'leary</i>
Title:	School Nutrition Coordinator
Printed Name	Jessica O'Leary

CERTIFICATION REGARDING LOBBYING

Applicable to Grants, Sub-grants, Cooperative Agreements, and Contracts Exceeding \$100,000 in Federal funds.

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by section 1352, Title 31, U.S. Code (The Byrd Anti-Lobbying Amendment) 2 CFR Appendix II to Part 200 (I). This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, an employee of a Member of Congress, or any Board Member, officer, or employee of Effingham County School District in connection with the awarding of a Federal Contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal Contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, an employee of a Member of Congress, or any Board Member, officer, or employee of Effingham County School District in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL (SF-LLL), Disclosure Form to Report Lobbying, in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all covered sub-awards exceeding \$100,000 in Federal funds at all appropriate tiers and that all sub-recipients shall certify and disclose accordingly.

Name of Organization

Address of Organization

Name of Submitting Official

Title of Submitting Official

Signature

Date

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS PRIMARY COVERED TRANSACTIONS

The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. § 552a, as amended). This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, and 2 CFR § 180.335, Participants' responsibilities. The regulations were amended and published on August 31, 2005, in 70 Fed. Reg. 51865-51880. Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed covered transaction. According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0505-0027. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The provisions of appropriate criminal and civil fraud privacy, and other statutes may be applicable to the information provided.

- A. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
1. Are not presently debarred, suspended, or proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 2. Have not within a 3-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (A.2.) of this certification; and
 4. Have not within a 3-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- B. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Organization Name

PR/Award Number or Project Name

Name of Authorized Representative(s)

Title of Authorized Representative(s)

Signature

Date

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. USDA is an equal opportunity provider, employer, and lender.

Instructions for Certification

- 1) By signing and submitting this form, the prospective primary participant is providing the certification set out on page 1 in accordance with these instructions.
- 2) The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant must submit an explanation of why it cannot provide the certification set out on this form. The certification or explanation will be considered in connection with the Department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation will disqualify such person from participation in this transaction.
- 3) The certification in this clause is a material representation of fact upon which reliance was placed when the Department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department or agency may terminate this transaction for cause or default.
- 4) The prospective primary participant must provide immediate written notice to the Department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- 5) The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549, at 2 CFR Parts 180 and 417. You may contact the Department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
- 6) The prospective primary participant agrees by submitting this form that, should the proposed covered transaction be entered into, it may not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Department or agency entering into this transaction.
- 7) The prospective primary participant further agrees by submitting this form that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," provided by the Department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- 8) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower

tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the General Services Administration's System for Award Management Exclusions database.

- 9) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- 10) Except for transactions authorized under paragraph (6) of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the Department or agency may terminate this transaction for cause or default.



EFFINGHAM COUNTY SCHOOL DISTRICT BUSINESS REFERENCE FORM

Company Name:

Authorized Signature:

Title:

Date:

Number of years Company has operated under present name:

References For Similar Goods and/or Services & Approximate Contract Size

Company or Business Name Email Address	Address	Contact/Telephone Number Point of Contact

Bid responses that are incomplete or contain less than three (3) business references will not be considered for award.



PARAPROFESSIONAL

Purpose Statement

The job of a Paraprofessional is to assist in the supervision and instruction of students in an elementary and/or secondary school; observe and document student progress and/or behavior; implement plans for instruction; monitor students; provide information to appropriate school personnel; relieve teachers of various clerical and support tasks; and assist in the preparation of teaching materials.

Essential Functions

- Adapts classroom work under the direction of the teacher to provide a method of support and/or reinforce classroom objectives
- Assists assigned teacher(s) (e.g. listens to and works with students in various classroom projects, administers tests, etc.) to implement lesson plans and increase student academic achievement
- Attends to individual student needs for maximizing the student's instructional time and academic success
- Confers with teachers as may be required for assisting in the evaluation of students' progress and/or materials to meet the needs of students
- Implements instructional programs and lesson plans, under the supervision of the teacher, to assist the teacher in improving students' academic achievement through a defined course of study
- Guides students in a variety of activities in individual and group settings to reinforce instructional objectives and ensure student success
- Maintains classroom equipment, work area, students' files/records, etc. to ensure the availability of items and/or provide reliable information
- Monitors students in various activities as assigned (e.g. classroom, lunchroom, playground, hallways, transportation, etc.) to provide a safe and positive learning environment
- Performs record keeping and a variety of general clerical functions as assigned (e.g. student records, daily progress, correcting papers, copying, instructional materials, lunch counts, room decorations, etc.) to support the teacher in providing necessary records/materials
- Performs the daily duties of a classroom teacher as needed and/or assigned to ensure continuity in the learning environment during the absence of the teacher

Other Functions

- Assist other personnel as may be required to support them in the completion of their work activities
- Attends meetings and in-service presentations to acquire and/or convey information relative to job functions
- Demonstrates prompt and regular attendance
- Performs other related duties, as assigned, to ensure an efficient and effective work environment

Job Requirements: Minimum Qualifications

Skills, Knowledge, and Abilities

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to perform the functions of the job satisfactorily include: adhering to legal statutes, organizational rules, etc.; adhering to safety practices; operating standard office equipment; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to perform the functions of the job satisfactorily includes age-appropriate activities; concepts of grammar and punctuation; safety practices and procedures.

ABILITY is required to schedule activities; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize specific, job-related equipment. In working with others, problem-solving is required to identify issues and create action plans. Problem-solving with data may require independent interpretation, and problem-solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups;

maintaining confidentiality, maintaining regular attendance and punctuality; working as part of a team; and working with constant interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; and operating within a defined budget. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 20% sitting, 40% walking, and 40% standing. The job is performed in a generally hazard-free environment.

Job Qualifications

Experience

- Job-related experience desired

Education (Must meet ONE of the following:)

- Associate's degree or higher in any subject from a GaPSC-accepted accredited institution
- Completed two years of college coursework (sixty semester hours) above the remedial level with a grade of "C" or better at a GaPSC-accepted accredited institution OR
- Passing score on the GACE Paraprofessional Assessment and hold a minimum of a high school diploma or equivalent

Required Testing

- Paraprofessional Exam

Continuing Education/Training:

- Successful completion of the Professional Learning Plan

Certificates & Licenses

- Possess or eligible for a Paraprofessional certificate from the Georgia Professional Standards Commission

Clearances:

- Criminal Justice Fingerprint/Background Clearance

Department To Be Determined	Job Code To Be Determined	Workdays 190
FLSA Status Non-Exempt	Approval Date 03/21/2024	Salary Grade PG 7 or 8 *See chart below

Pay Grade 7

- High school diploma or equivalent
- Passing score on the GACE Paraprofessional Assessment

Pay Grade 8

- Associate's degree or higher in any subject from a GaPSC-accepted accredited institution
- Completed two years of college coursework (60 semester hours) above the remedial level with a grade of "C" or better at a GaPSC-accepted accredited institution
- Placement in an alternate standards classroom



MEDIA PARAPROFESSIONAL

Purpose Statement

The job of Media Paraprofessional is done for the purpose/s of identifying and ensuring the availability of resource materials; instructing students and teachers in the proper use of media center resources; maintaining library/media collection controls; and motivating students to utilize media center resources.

Essential Functions

- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.
- Assists teachers, students and other personnel for the purpose of identifying resource materials for use in classroom and/or class assignments.
- Catalogs and labels new materials for the purpose of maintaining library collection controls.
- Coordinates media requests of individual sites for the purpose of ensuring availability of audio/visual equipment for instructional use.
- Directs student workers and volunteers for the purpose of providing orientation, training and ensuring assignments are completed appropriately.
- Distributes various books and media for the purpose of providing requested classroom reference materials.
- Identifies needs of the media center for the purpose of ensuring the availability of materials for classroom curriculum and programs.
- Instructs students for the purpose of educating them on the proper use of the media center resources (i.e. classification system, use of equipment, care of materials, etc.).
- Inventories equipment and materials in the media center for the purpose of documenting losses and/or maintaining availability of materials.
- Maintains audio/visual equipment and books for the purpose of ensuring the availability of items.
- Monitors activities of media center for the purpose of maintaining appropriate working atmosphere.
- Participates in meetings for the purpose of communicating information and gaining feedback and/or direction on a variety of issues.
- Prepares various documentation (e.g. expenditure reports, record of losses, new items, etc.) for the purpose of providing information and/or conveying information to others for their action.
- Processes orders (e.g. books, periodicals, films, etc.) for the purpose of maintaining library collection controls.
- Promotes media center use related to special holidays, seasonal activities, etc. for the purpose of motivating students to use the media center resources.
- Researches availability of materials and media for the purpose of selecting items appropriate to support curriculum and programs.

Job Requirements: Minimum Qualifications

Skills, Knowledge, and Abilities

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating equipment used in the media center; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: office application software; and library procedures.

ABILITY is required to schedule activities; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. In working with others, some problem

solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 5% sitting, 25% walking, and 70% standing. This job is performed in a generally clean and healthy environment.

Job Qualifications

Experience

- Job-related experience desired

Education

- High School diploma or equivalent.

Required Testing

- 60 semester or 90 quarter hours of post secondary training or pass paraprofessional exam

Continuing Education/Training:

- 6 semester hours from an accredited postsecondary institute or 10 professional learning units are required for certificate renewal every 5 years

Certificates & Licenses

- Georgia Paraprofessional Certificate

Clearances:

- Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non-Exempt

Approval Date

7/20/2006

Salary Grade

Non-Cert 8



PARAPROFESSIONAL - SEVERE & PROFOUND

Purpose Statement

The job of Paraprofessional - Severe & Profound is done for the purpose/s of assisting in the supervision, care and instruction of special needs students in the regular classroom or in a self-contained classroom; observing and documenting student progress and/or behavior; implementing plans for instruction; monitoring student behavior during non-classroom time; providing information to appropriate school personnel; and relieving teachers of various clerical and support tasks.

Essential Functions

- Adapts classroom activities, assignments and/or materials as directed for the purpose of providing an opportunity for all special education students performing at different learning levels and/or with different functional limitations to participate in instructional programs.
- Assists in administering first aid, prescription medications and therapy to medically fragile students, under the direction of certified professionals for the purpose of providing emergency or necessary care/treatment in accordance with district, state and federal requirements.
- Assists in the administration and grading of tests, homework assignments, make-up work, etc. for the purpose of supporting teachers in the instructional process. \nAssists students requiring support in addressing personal care needs due to medical condition and/or physical limitations (e.g. hygiene, toileting, eating, etc.) for the purpose of allowing students to function in school environment.
- Attends to individual student needs for the purpose of maximizing the student's instructional time and academic success. • Confers with teachers and parents as needed and/or assigned for the purpose of assisting in evaluating special education student progress in relation to established individual educational program.
- Implements under direction, behavioral plans developed by an IEP team for students with behavior disorders and/or other special conditions for the purpose of assisting students to modify behaviors that are in conflict with a positive academic and social environment.
- Instructs students in a variety of activities in individual and group settings (e.g. academic subjects, social skills, daily living skills, etc.) for the purpose of reinforcing instructional objectives, implement plans for remediation of students deficiencies in accordance with students individual educational program goals and ensuring students success in school.
- Maintains instructional materials and/or student files/records for the purpose of ensuring availability of items and/or providing reliable information.
- Monitors students in various activities as assigned (e.g. self-contained and/or inclusion classroom, lunchroom, playground, hallways, transportation activities, etc.) for the purpose of providing a safe and positive learning environment.
- Performs record keeping and a variety of general clerical functions as assigned (e.g. student records, daily progress, correcting papers, copying, instructional materials, lunch counts, room decorations, etc.) for the purpose of supporting the teacher in providing necessary records/materials.
- Performs the daily duties of a classroom teacher as needed and/or assigned for the purpose of ensuring continued student learning and success during teacher absences.
- Responds to student needs and emergency situations (e.g. lifting, restraining, etc.) for the purpose of resolving immediate safety concerns

Other Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Attends meetings and in-service presentations for the purpose of acquiring and/or conveying information relative to job functions.

Job Requirements: Minimum Qualifications

Skills, Knowledge, and Abilities

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating equipment used in the media center; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: office application software; and library procedures.

ABILITY is required to schedule activities; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; and working with frequent interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; and operating within a defined budget. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under a generally hazard free environment.

Job Qualifications

Experience

- Job-related experience desired

Education

- High School diploma or equivalent.

Required Testing

- 60 semester or 90 quarter hours of post secondary training or pass paraprofessional exam

Continuing Education/Training:

- 6 semester hours from an accredited postsecondary institute or 10 professional learning units are required for certificate renewal every 5 years

Certificates & Licenses

- Georgia Paraprofessional Certificate

Clearances:

- Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non-Exempt

Approval Date

7/20/2006

Salary Grade

Non-Cert 8



CUSTODIAN

Purpose Statement

The job of Custodian is done for the purpose/s of maintaining an attractive, sanitary and safe facility for students, staff and public; and minimizing property damage, loss and liability exposure.

Essential Functions

- Cleans assigned school or district facilities (e.g. classrooms, offices, restrooms, multipurpose rooms, corridors, carpets, removes graffiti, windows, walls, restrooms, bleachers, stage, locker rooms, sidewalks, grounds, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.
- Distributes supplies, equipment and/or mail (as assigned) (e.g. fill soap dispensers, towel/toilet paper dispensers, packages, etc.) for the purpose of disseminating materials to appropriate parties.
- Inspects school or district facilities for the purpose of ensuring that the site is suitable for safe operations, maintaining an attractive and clean condition, and/or identifying/reporting necessary repairs due to vandalism, equipment breakage, weather conditions, etc.
- Maintains supplies and equipment (e.g. cleaning solutions, paper products, vacuum, mops, etc.) for the purpose of ensuring the availability of items required to properly stock facilities.
- Performs preventive maintenance (e.g. washing walls, spotting floor surfaces, stripping/waxing floors, etc.) for the purpose of ensuring cleanliness and safety of the facility.
- Prepares the facility for daily operations as may be required for the purpose of ensuring facilities are operational and safe for occupancy.
- Responds and reports immediate safety and/or operational concerns (e.g. facility damage, unauthorized persons, alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and maintaining a functioning educational environment.
- Secures facilities and grounds (e.g. lock doors, turn off lights, set alarm, etc.) for the purpose of minimizing property damage, equipment loss and potential liability to the district.

Other Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge, and Abilities

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to perform the functions of the job satisfactorily include: adhering to legal statutes, organizational rules, etc.; adhering to safety practices; operating standard office equipment; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to perform the functions of the job satisfactorily includes age-appropriate activities; concepts of grammar and punctuation; safety practices and procedures.

ABILITY is required to schedule activities; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize specific, job-related equipment. In working with others, problem-solving is required to identify issues and create action plans. Problem-solving with data may require independent interpretation, and problem-solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality, maintaining regular attendance and punctuality; working as part of a team; and working with constant interruptions.

Responsibility

Responsibilities include the following:

- Maintaining an attractive, sanitary, and safe facility for all.
- Working under direct supervision using procedures, providing information and/or advising others, and operating within a defined budget.
- Minimizing property damage, loss, and liability exposure.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 5% sitting, 80% walking, and 15% standing. The job is performed under minimal temperature variations and some hazardous conditions.

Job Qualifications

Experience

- Job-related experience desired

Education (Must meet ONE of the following:)

- High School diploma or equivalent preferred.

Required Testing

- None Specified

Continuing Education/Training:

- None Specified

Certificates & Licenses

- None Specified

Clearances:

- Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non-Exempt

Approval Date

November 16, 2023

Salary Grade

Pay Grade 5



HEAD CUSTODIAN

Purpose Statement

The job of Head Custodian is done for the purpose/s of playing a pivotal role in overseeing the efficient and effective custodial operations within the school. Additionally, the Head Custodian is responsible for maintaining an attractive, sanitary and safe facility for students, staff and public; and minimizing property damage, loss and liability exposure.

Essential Functions

- Oversees and cleans assigned school or district facilities (e.g. classrooms, offices, restrooms, multipurpose rooms, corridors, carpets, removes graffiti, windows, walls, restrooms, bleachers, stage, locker rooms, sidewalks, grounds, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.
- Oversees and distributes supplies, equipment and/or mail (as assigned) (e.g. fill soap dispensers, towel/toilet paper dispensers, packages, etc.) for the purpose of disseminating materials to appropriate parties.
- Oversees and inspects school or district facilities for the purpose of ensuring that the site is suitable for safe operations, maintaining an attractive and clean condition, and/or identifying/reporting necessary repairs due to vandalism, equipment breakage, weather conditions, etc.
- Oversees and maintains supplies and equipment (e.g. cleaning solutions, paper products, vacuum, mops, etc.) for the purpose of ensuring the availability of items required to properly stock facilities.
- Oversees and performs preventive maintenance (e.g. washing walls, spotting floor surfaces, stripping/waxing floors, etc.) for the purpose of ensuring cleanliness and safety of the facility.
- Oversees and prepares the facility for daily operations as may be required for the purpose of ensuring facilities are operational and safe for occupancy.
- Oversees and responds/reports immediate safety and/or operational concerns (e.g. facility damage, unauthorized persons, alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and maintaining a functioning educational environment.
- Oversees and secures facilities and grounds (e.g. lock doors, turn off lights, set alarm, etc.) for the purpose of minimizing property damage, equipment loss and potential liability to the district.

Other Functions

- Oversees and assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge, and Abilities

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to perform the functions of the job satisfactorily include: adhering to legal statutes, organizational rules, etc.; adhering to safety practices; operating standard office equipment; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to perform the functions of the job satisfactorily includes age-appropriate activities; concepts of grammar and punctuation; safety practices and procedures.

ABILITY is required to schedule activities; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize specific, job-related equipment. In working with others, problem-solving is required to identify issues and create action plans. Problem-solving with data may require independent interpretation, and problem-solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality, maintaining regular attendance and punctuality; working as part of a team; and working with constant interruptions.

Responsibility

Responsibilities include the following:

- Overseeing the custodial operations within the school.
- Maintaining an attractive, sanitary, and safe facility for all.
- Working under direct supervision using procedures, providing information and/or advising others, and operating within a defined budget.
- Minimizing property damage, loss, and liability exposure.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 5% sitting, 80% walking, and 15% standing. The job is performed under minimal temperature variations and some hazardous conditions

Job Qualifications

Experience

- No job related experience is required.

Education (Must meet ONE of the following:)

- High School diploma or equivalent.

Required Testing

- None Specified

Continuing Education/Training:

- None Specified

Certificates & Licenses

- None Specified

Clearances:

- Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non-Exempt

Approval Date

November 16, 2023

Salary Grade

Pay Grade 16



NUTRITIONAL SERVICES WORKER

Purpose Statement

The job of Nutritional Services Worker is done for the purpose/s of participating in all phases of kitchen operations; cooking and preparing food items that meet mandated nutritional requirements and/or requests of students and school personnel; maintaining facilities in a sanitary condition; and complying with mandated health requirements.

Essential Functions

- Arranges food and beverage items (e.g. placing in steam tables, displaying, filling racks, etc.) for the purpose of making them available to students and staff.
- Cleans utensils, and equipment for the purpose of maintaining sanitary conditions and meeting health and safety requirements.
- Estimates food preparation amounts and adjusts recipes if required for the purpose of meeting mandated nutritional requirements, projected meal requirements, and minimizing waste.
- Inspects food items and/or supplies received for the purpose of verifying quantity and specifications of orders and/or complying with mandated health requirements.
- Monitors students in the lunchroom/cafeteria for the purpose of providing a safe and supportive environment.
- Prepares food and beverage items for consumption at site or for transport to other locations for the purpose of meeting mandated nutritional requirements and projected meal requirements.
- Reports equipment malfunctions for the purpose of maintaining equipment in safe working order.
- Responds to inquiries of students, staff and the public for the purpose of providing information and/or direction regarding the selection and price of meal items.
- Serves one or more items of food for the purpose of meeting mandated nutritional requirements and/or requests of student and school personnel.
- Stocks coolers, freezers and store rooms for the purpose of ensuring adequate rotation and inventory of supplies.
- Tests prepared food for flavor, appearance and temperature for the purpose of ensuring the acceptance of items by students and staff.

Other Functions

- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

Job Requirements: Minimum Qualifications

Skills, Knowledge, and Abilities

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to perform the functions of the job satisfactorily include: adhering to legal statutes, organizational rules, etc.; adhering to safety practices; operating standard office equipment; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to perform the functions of the job satisfactorily includes age-appropriate activities; concepts of grammar and punctuation; safety practices and procedures.

ABILITY is required to schedule activities; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize specific, job-related equipment. In working with others, problem-solving is required to identify issues and create action plans. Problem-solving with data may require independent interpretation, and problem-solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality, maintaining regular attendance and punctuality; working as part of a team; and working with constant interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; and operating within a defined budget. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 5% sitting, 60% walking, and 35% standing. The job is performed under some temperature extremes and some hazardous conditions.

Job Qualifications

Experience

- Job related experience is desired.

Education

- High School diploma or equivalent..

Required Testing

- TB Screening
- Pre-employment Medical Examination
- Annual Medical Examination

Continuing Education/Training:

- State Required Training

Certificates & Licenses

- None Specified

Clearances:

- Criminal Justice Fingerprint/Background Clearance

FLSA Status
Non-Exempt

Approval Date
7/20/2006

Salary Grade
Non-Cert 6



JOB DESCRIPTION

Effingham County School District

NUTRITIONAL SERVICES MANAGER - ELEMENTARY

Purpose Statement

The job of Nutritional Services Manager - Elementary is done for the purpose/s of directing and participating in all phases of kitchen operations; directing food service personnel at assigned school site in performing their functions in a safe and efficient manner; cooking and preparing food items that meet mandated nutritional requirements and/or requests of students and school personnel; maintaining facilities in a sanitary condition; and complying with mandated health requirements.

Essential Functions

- Arranges food and beverage items (e.g. placing in steam tables, displaying, filling racks, etc.) for the purpose of making them available to students and staff.
- Cleans utensils, equipment and the storage, food preparation, serving and eating areas for the purpose of maintaining sanitary conditions and meeting health and safety requirements.
- Conducts physical inventories for the purpose of verifying stock and identifying losses.
- Directs other food service personnel and student workers/volunteers for the purpose of guiding them in performing their function in a safe and efficient manner and maximizing the efficiency of the workforce and/or meeting shift requirements.
- Estimates food preparation amounts and adjusts recipes if required for the purpose of meeting mandated nutritional requirements, projected meal requirements, and minimizing waste.
- Inspects food items and/or supplies received for the purpose of verifying quantity and specifications of orders and/or complying with mandated health requirements.
- Monitors students in the lunchroom/cafeteria for the purpose of providing a safe and supportive environment.
- Prepares food and beverage items for consumption at site or for transport to other locations for the purpose of meeting mandated nutritional requirements and projected meal requirements.
- Prepares written material (e.g. reports, memo's, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Reconciles transactions (e.g. counting receipts, completing documentation, etc.) for the purpose of balancing accounts and adhering to established accounting practices.
- Reports equipment malfunctions for the purpose of maintaining equipment in safe working order.
- Responds to inquiries of students, staff and the public for the purpose of providing information and/or direction regarding the selection and price of meal items.
- Serves one or more items of food for the purpose of meeting mandated nutritional requirements and/or requests of student and school personnel.
- Tests prepared food for flavor, appearance and temperature for the purpose of ensuring the acceptance of items by students and staff.
- Trains employees and student workers/volunteers and evaluates job performance for the purpose of achieving success in the food services department.

Other Functions

- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

Job Requirements: Minimum Qualifications

Skills, Knowledge, and Abilities

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to perform the functions of the job satisfactorily include: adhering to

legal statutes, organizational rules, etc.; adhering to safety practices; operating standard office equipment; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to perform the functions of the job satisfactorily includes age-appropriate activities; concepts of grammar and punctuation; safety practices and procedures.

ABILITY is required to schedule activities; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize specific, job-related equipment. In working with others, problem-solving is required to identify issues and create action plans. Problem-solving with data may require independent interpretation, and problem-solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality, maintaining regular attendance and punctuality; working as part of a team; and working with constant interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and tracking budget expenditures. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 80% walking, and 10% standing. The job is performed under some temperature extremes and some hazardous conditions.

Job Qualifications

Experience

- Job related experience is desired.

Education

- High School diploma or equivalent..

Required Testing

- TB Screening
- Pre-employment Medical Examination
- Annual Medical Examination

Continuing Education/Training:

- State Required Training

Certificates & Licenses

- None Specified

Clearances:

- Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non-Exempt

Approval Date

7/20/2006

Salary Grade

Non-Cert 17



NUTRITIONAL SERVICES MANAGER

HIGH/MIDDLE SCHOOL

Purpose Statement

The job of Nutritional Services Manager - High/Middle School is done for the purpose/s of directing and participating in all phases of kitchen operations; directing food service personnel at assigned school site in performing their functions in a safe and efficient manner; cooking and preparing food items that meet mandated nutritional requirements and/or requests of students and school personnel; maintaining facilities in a sanitary condition; and complying with mandated health requirements.

Essential Functions

- Arranges food and beverage items (e.g. placing in steam tables, displaying, filling racks, etc.) for the purpose of making them available to students and staff.
- Cleans utensils, equipment and the storage, food preparation, serving and eating areas for the purpose of maintaining sanitary conditions and meeting health and safety requirements.
- Conducts physical inventories for the purpose of verifying stock and identifying losses.
- Directs other food service personnel and student workers/volunteers for the purpose of guiding them in performing their function in a safe and efficient manner and maximizing the efficiency of the workforce and/or meeting shift requirements.
- Estimates food preparation amounts and adjusts recipes if required for the purpose of meeting mandated nutritional requirements, projected meal requirements, and minimizing waste.
- Inspects food items and/or supplies received for the purpose of verifying quantity and specifications of orders and/or complying with mandated health requirements.
- Monitors students in the lunchroom/cafeteria for the purpose of providing a safe and supportive environment.
- Prepares food and beverage items for consumption at site or for transport to other locations for the purpose of meeting mandated nutritional requirements and projected meal requirements.
- Prepares written material (e.g. reports, memo's, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Reconciles transactions (e.g. counting receipts, completing documentation, etc.) for the purpose of balancing accounts and adhering to established accounting practices.
- Reports equipment malfunctions for the purpose of maintaining equipment in safe working order.
- Responds to inquiries of students, staff and the public for the purpose of providing information and/or direction regarding the selection and price of meal items.
- Serves one or more items of food for the purpose of meeting mandated nutritional requirements and/or requests of student and school personnel.
- Tests prepared food for flavor, appearance and temperature for the purpose of ensuring the acceptance of items by students and staff.
- Trains employees and student workers/volunteers and evaluates job performance for the purpose of achieving success in the food services department.

Other Functions

- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

Job Requirements: Minimum Qualifications

Skills, Knowledge, and Abilities

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to perform the functions of the job satisfactorily include: adhering to legal statutes, organizational rules, etc.; adhering to safety practices; operating standard office equipment; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to perform the functions of the job satisfactorily includes age-appropriate activities; concepts of grammar and punctuation; safety practices and procedures.

ABILITY is required to schedule activities; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize specific, job-related equipment. In working with others, problem-solving is required to identify issues and create action plans. Problem-solving with data may require independent interpretation, and problem-solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality, maintaining regular attendance and punctuality; working as part of a team; and working with constant interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and tracking budget expenditures. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 80% walking, and 10% standing. The job is performed under some temperature extremes and some hazardous conditions.

Job Qualifications

Experience

- Job related experience is desired.

Education

- High School diploma or equivalent..

Required Testing

- TB Screening
- Pre-employment Medical Examination
- Annual Medical Examination

Continuing Education/Training:

- State Required Training

Certificates & Licenses

- None Specified

Clearances:

- Criminal Justice Fingerprint/Background Clearance

FLSA Status
Non-Exempt

Approval Date
7/20/2006

Salary Grade
Non-Cert 18



CHILDCARE ASSISTANT TEACHER

Purpose Statement

The job of Childcare Assistant Teacher is responsible for general classroom management and supervision, which includes personal care, hygiene, and positive discipline of children.

This job reports to the Early Learning Specialist.

Essential Functions

- Maintain a safe and healthy environment
- Meet the emotional, social, physical and cognitive needs of each child
- Assist in planning both long and short range activities in accordance with curriculum objectives, developmentally appropriate practice and program philosophy
- Assist in preparing monthly charts and lesson plans
- Contribute to planning and creating ideas for student activities using the Georgia Early Learning Standards (GELDS).
- Support and assist with bi-annual assessment of children's development
- Maintain daily open communication with parents
- Assist with keeping all appropriate records such as anecdotal notes, attendance, time sheets, and accident reports
- Maintain confidentiality
- Report any suspected abuse or neglect to supervisor
- Arrange a classroom environment in accordance to program goals and philosophy
- Inspect and replace damaged or lost materials
- Attend in-service and staff meetings

Other Functions

- Supports other personnel as may be required for the purpose of ensuring a healthy and effective work environment

Job Requirements: Minimum Qualifications

Skills, Knowledge, and Abilities

SKILLS are required for effective verbal and written communication

KNOWLEDGE of appropriate health and safety practices for children

ABILITY to form positive relationships with children with an understanding of social, emotional needs of children

Responsibility

Responsibilities include: maintaining a safe, healthy and nurturing learning environment while advancing children's physical and intellectual competence as well as supporting each child's social and emotional development by providing positive guidance. Teachers are expected to establish positive and effective family relationships, ensuring an effective program, being responsive to children's needs and maintaining professional attitudes toward parents, students, teachers, staff and administrators.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: lifting up to 50 lbs. in connection with the handling of children for safety and potential emergency situations; bending, reaching, pushing, kneeling, stooping, squatting and standing for a majority of the day; assisting children with personal hygiene, medical needs, toileting, diapering, lifting and feeding.

Job Qualifications

1. TCC, TCD, CDA, AS in ECE or Paraprofessional Certificate and experience.
2. CPR and First Aid Certification (or willingness to obtain).
3. Experience with teaching or assistant teaching position with a public or private school system, a quality preschool, childcare center or church nursery preferred.
4. Ability to multitask and make immediate decisions in the best interest of children in emergency situations
5. High School Diploma or Equivalent Required

Required Testing

- None Specified

Continuing Education/Training:

- None Specified

Certificates & Licenses

- None Specified

Clearances:

- Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non-Exempt

Approval Date

December 6, 2023

Salary Grade

PG7



CHILDCARE LEAD TEACHER

Purpose Statement

The job of Childcare Lead Teacher is responsible for general classroom management and supervision, which includes personal care, hygiene, and positive discipline of children as well as planning and implementing activities for children

This job reports to the Early Learning Specialist.

Essential Functions

- Maintain a safe and healthy environment
- Meet the emotional, social, physical and cognitive needs of each child
- Plan both long- and short-range activities in accordance with curriculum objectives, developmentally appropriate practice and program philosophy
- Prepare monthly charts and lesson plans
- Plan and create ideas for student activities using the Georgia Early Learning Standards (GELDS).
- Complete bi-annual assessment of children's development
- Report progress of children to parents through bi-annual parent-teacher conferences
- Maintain daily open communication with parents
- Keep all appropriate records such as anecdotal notes, attendance, time sheets, and accident reports
- Maintain confidentiality
- Report any suspected abuse or neglect to supervisor
- Arrange a classroom environment in accordance to program goals and philosophy
- Inspect and replace damaged or lost materials
- Attend in-service and staff meetings
- Supervise assistants and volunteers in the classroom

Other Functions

- Supports other personnel as may be required for the purpose of ensuring a healthy and effective work environment

Job Requirements: Minimum Qualifications

Skills, Knowledge, and Abilities

SKILLS are required for effective verbal and written communication

KNOWLEDGE of appropriate health and safety practices for children

ABILITY to form positive relationships with children with an understanding of social, emotional needs of children

Responsibility

Responsibilities include: maintaining a safe, healthy and nurturing learning environment while advancing children's physical and intellectual competence as well as supporting each child's social and emotional development by providing positive guidance. Teachers are expected to establish positive and effective family relationships, ensuring an effective program, being responsive to children's needs and maintaining professional attitudes toward parents, students, teachers, staff and administrators.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: lifting up to 50 lbs. in connection with the handling of children for safety and potential emergency situations; bending, reaching, pushing, kneeling, stooping, squatting and standing for a majority of the day; assisting children with personal hygiene, medical needs, toileting, diapering, lifting and feeding.

Job Qualifications

1. TCC, TCD, CDA, AS in ECE or Paraprofessional Certificate and experience.
2. CPR and First Aid Certification (or willingness to obtain).
3. Experience with teaching or assistant teaching position with a public or private school system, a quality preschool, childcare center or church nursery preferred.
4. Ability to multitask and make immediate decisions in the best interest of children in emergency situations
5. High School Diploma or Equivalent Required

Required Testing

- None Specified

Continuing Education/Training:

- None Specified

Certificates & Licenses

- None Specified

Clearances:

- Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non-Exempt

Approval Date

June 27, 2023

Salary Grade

PG8



CHILDCARE SITE LEAD TEACHER

Purpose Statement

The job of Childcare Lead Teacher is responsible for leading/supporting the daycare site in providing general classroom management and supervision, which includes personal care, hygiene, and positive discipline of children as well as planning and implementing activities for children. This individual floats to support the needs of the site.

This job reports to the Early Learning Specialist..

Essential Functions

- Support the Childcare Lead Teachers and coteachers with the following:
- Maintain a safe and healthy environment
- Meet the emotional, social, physical and cognitive needs of each child
- Support/Plan both long- and short-range activities in accordance with curriculum objectives, developmentally appropriate practice and program philosophy
- Prepare monthly charts and lesson plans
- Plan and create ideas for student activities using the Georgia Early Learning Standards (GELDS).
- Complete bi-annual assessment of children's development
- Report progress of children to parents through bi-annual parent-teacher conferences
- Maintain daily open communication with parents
- Keep all appropriate records such as anecdotal notes, attendance, time sheets, and accident reports
- Maintain confidentiality
- Report any suspected abuse or neglect to supervisor
- Arrange a classroom environment in accordance to program goals and philosophy
- Inspect and replace damaged or lost materials
- Attend in-service and staff meetings
- Supervise assistants and volunteers in the classroom

Other Functions

- Supports other personnel as may be required for the purpose of ensuring a healthy and effective work environment

Job Requirements: Minimum Qualifications

Skills, Knowledge, and Abilities

SKILLS are required for effective verbal and written communication

KNOWLEDGE of appropriate health and safety practices for children

ABILITY to form positive relationships with children with an understanding of social, emotional needs of children

Responsibility

Responsibilities include: maintaining a safe, healthy and nurturing learning environment while advancing children's physical and intellectual competence as well as supporting each child's social and emotional development by providing positive guidance. Teachers are expected to establish positive and effective family relationships, ensuring an effective program, being responsive to children's needs and maintaining professional attitudes toward parents, students, teachers, staff and administrators.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: lifting up to 50 lbs. in connection with the handling of children for safety and potential emergency situations; bending, reaching, pushing, kneeling, stooping, squatting and standing for a majority of the day; assisting children with personal hygiene, medical needs, toileting, diapering, lifting and feeding.

Job Qualifications

1. TCC, TCD, CDA, AS in ECE or Paraprofessional Certificate and experience.
2. CPR and First Aid Certification (or willingness to obtain).
3. Experience with teaching or assistant teaching position with a public or private school system, a quality preschool, childcare center or church nursery preferred.
4. Ability to multitask and make immediate decisions in the best interest of children in emergency situations
5. High School Diploma or Equivalent Required

Required Testing

- None Specified

Continuing Education/Training:

- None Specified

Certificates & Licenses

- None Specified

Clearances:

- Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non-Exempt

Approval Date

September 21, 2023

Salary Grade

PG 8 + \$2.00/hr

Excerpt From the Approved ECSD 2025 – 2026 Classified Payscale

This information is an excerpt from ECSD's approved Classified payscale for the current school year. For convenience, positions not included in this RFP have been removed from this document. The entire, unabridged payscale is available for public review on our website at effinghamschools.com.

	Pay Grade	Payroll Years Experience															
		0	2	4	6	8	10	12	14	16	18	20	22	24	26	28	30
Custodian	5	19.41	19.67	19.94	20.21	20.49	20.78	21.07	21.38	21.68	22.00	22.33	22.66	22.96	23.26	23.56	23.86
Nutritional Services Worker I	6	19.72	19.99	20.27	20.55	20.84	21.13	21.44	21.75	22.07	22.39	22.73	23.07	23.37	23.67	23.97	24.27
Paraprofessional I; Nutritional Services Worker II; Childcare – Assistant	7	20.05	20.32	20.6	20.89	21.19	21.50	21.81	22.13	22.46	22.79	23.14	23.49	23.79	24.09	24.39	24.69
Paraprofessional II; Paraprofessional (Media); Paraprofessional (Severe & Profound); Nutritional Services Worker III; Childcare – Lead; Childcare Site Lead (PG8 + \$2)	8	20.38	20.66	20.95	21.25	21.56	21.87	22.19	22.52	22.86	23.21	23.56	23.93	24.23	24.53	24.83	25.13
Nutritional Services Asst Manager; Nutritional Services Manager in Training (MIT)	9	20.72	21.01	21.31	21.62	21.93	22.26	22.59	22.93	23.28	23.63	24.00	24.37	24.67	24.97	25.27	25.57
Head Custodian	16	23.41	23.77	24.14	24.52	24.91	25.31	25.71	26.13	26.56	27.00	27.45	27.91	28.21	28.51	28.81	29.11
Nutritional Services Manager (Elementary);	17	23.84	24.21	24.6	24.99	25.38	25.79	26.21	26.64	27.09	27.54	28.00	28.48	28.78	29.08	29.38	29.68
Nutritional Services Manager (MS & HS);	18	24.29	24.67	25.06	25.46	25.88	26.3	26.73	27.17	27.63	28.09	28.57	29.06	29.36	29.66	29.96	30.26

2025-2026 Classified Pay Scale (Approved 7/17/2025)