

# **CLASSIFIED PERSONNEL**

## **POLICY HANDBOOK**

**BOARD OF EDUCATION**

**PIERRE SCHOOL DISTRICT #32-2**

**Pierre, South Dakota**

**2025-2026**

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# **CLASSIFIED PERSONNEL**

# **POLICY HANDBOOK**

## **Section 1. General Provisions**

### **FORWARD**

This Handbook is a report of personnel policies (Classified) and adopted by the school board on April 8, 1974, revised in 1978, revised and adopted by the board on August 11, 1980 with further revisions approved by the school board. All previous statements on this topic are superseded by this adoption and any earlier conflicting rulings are rendered void.

The school board is charged with the responsibility of establishing school policies. When written policy exists only in board meeting minutes, no one, including board members, superintendent, or other employees, can be certain just what the board's policy may be in many areas at a given time. This booklet attempts to bring all regulations pertaining to the classified staff into a form, which makes the information readily available to answer questions of "where we stand". The theory is that, having agreed on such matters we are then free to concentrate all of our effort on providing the best educational opportunities possible for the children in our schools.

Of course, policies change from time to time. The loose-leaf method of binding will permit new pages to be added when changes are made.

### **STATEMENT OF POLICY**

In order that the personnel relations of this school district shall be founded on sound principles of good administration and in recognition of the duty owed by this board to its employees in return for faithful and efficient service, the board adopts the following statement and directs the superintendent of schools to administer its policies.

### **COVERAGE**

Positions subject to the rules and regulations adopted herein shall be all those positions for which no teaching certificates are required by law.

### **RELATIONSHIPS WITH TEACHERS**

The relationship of certificated and classified employees should be that of partners working together to provide the best possible learning situations for pupils.

Teachers are charged with the education of the children of our community. It is a large and serious task, which requires considerable training.

Classified personnel are co-workers in this task. All jobs in a school system must contribute to this aim.

### **RELATIONSHIPS WITH PUPILS**

In general, pupils are the responsibility of the teachers. Except as noted below, classified personnel should assume no authority in this manner.

Certain clerks and secretaries are designated to deal with the pupils in attendance and similar details.

The assignment of an aide or paraprofessional may entail supervisory duties, i.e., supervision of a lunchroom or playground. This duty requires knowledge of the accepted conduct and school policies. Personnel serving in these positions have the responsibility to be informed on policy and procedures.

Emergency conditions, such as a fight in the hall or a student caught in the act of destroying property, are exceptions to this statement. Unless a delay would be harmful to the child or to the building, it is better to avoid direct and drastic action and report names and incidents to the teacher in charge or to the principal.

## **TITLE IX POLICY NOTIFICATION STATEMENT**

It is the policy of Pierre School District #32-2 not to discriminate on the basis of sex in its educational programs, activities or employment policies as required by Title IX of the 1972 Education Amendments. Inquiries regarding compliance with Title IX may be directed to Superintendent, Dr. Kelly Glodt, Pierre School District #32-2, Pierre SD 57501 or to the Director of the Office for Civil Rights, Department of Health, Education and Welfare, Washington D.C.

## **NON-DISCRIMINATION POLICY**

The Pierre School District #32-2 does not discriminate in its employment policies and practices, or in its educational programs on the basis of race, color, creed, religion, age, sex, handicap, national origin or ancestry. Inquiries concerning the application of Section 504 may be referred to Dennis Champ, 211 S. Poplar, 773-7300, Pierre, SD; Title IX may be referred to Dennis Champ, 211 S. Poplar and Superintendent, Dr. Kelly Glodt, at 211 S. Poplar, 773-7300, Pierre SD 57501 or to the Regional Director, Department of Education, Office for Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64153-2037.

## Section 2. Definitions of Classifications

### **CLASSIFICATION**

#### **1. Permanent Full Time**

Those persons who normally work 40 hours or more per week for twelve months a year. Includes custodians, maintenance staff and business office staff, Riggs Administrative Asst.

#### **2. Special Full Time**

- a) Those persons who normally work an average of at least 31 hours or more per week for 36 to 48 weeks a year. Includes Riggs, middle school and elementary secretaries and office staff; school lunch staff, teacher aides and nurses.
- b) Those persons who provide services to the school district for 36 to 48 weeks a year through a contractual agreement. Includes Native American education director and school nurses.

#### **3. Permanent Part Time**

Those persons who normally work an average of at least 20 to 30 hours per week during the normal school term. Includes school lunch staff, teacher aides and tutors, bus driver and monitor.

#### **4. Special Part Time**

Those persons who normally work less than 20 hours per week during the normal school term. Includes school lunch staff, teacher aides and tutors, bus driver and monitor.

#### **5. Temporary Part Time**

Any other work schedules. Includes summer employees.

### **RE-ASSIGNMENT**

Classified employees are subject to re-assignment at any time, particularly during school vacation periods. Assignments made during vacation periods are understood to be temporary unless made permanent by superintendent and/or business administrator.

In all cases, the reasons for permanent re-assignment shall be discussed with the employee. Re-assignments made by the business administrator may be appealed, in writing, to the superintendent. The superintendent's decision shall be final.

### **Section 3. Employment Policies**

#### **SALARY SCHEDULE PLACEMENT**

A classified employee shall be placed upon the salary schedule in the class appropriate to the position assigned. Such employee, when qualified, may be placed at a level higher than entry level on the salary schedule. This level shall be determined by the superintendent on recommendation of the supervisor. (Revised 7-3-85)

1. All experience in the school district may be credited.
2. The minimum entry level of the salary schedule is the maximum, which may be paid to employees when originally employed, unless the individual is qualified for a higher salary by reason of related education, training and experience. Credit for training or work experience directly related to the assignment with the school district may be allowed and will be limited to the entry level of the assigned position as per the Experience Credit Schedule.

#### **CREDIT FOR EXPERIENCE**

New employees should be granted experience for previous work and training. Up to two years experience would be granted by the immediate supervisor upon written documentation by the applicant for experience beyond the normal entry level of proficiency. Experience beyond the two-year level may be granted after consultation and approval with the Pierre Superintendent of Schools or his/her designee. This determination is made at the time of hiring. Documentary proof of proficiency is the responsibility of the applicant and must be turned in to the Business Office no later than 30 days from their start date to be considered.

#### **EXPERIENCE CREDIT SCHEDULE ABOVE ENTRY LEVEL**

| Years:     | 1  | 2  | 3  | 4  | 5   | 6   | 7   | 8   | 9   | 10  | 11  | 12  |
|------------|----|----|----|----|-----|-----|-----|-----|-----|-----|-----|-----|
| Percentage | 2% | 4% | 6% | 8% | 10% | 12% | 14% | 16% | 18% | 20% | 22% | 24% |

#### **PROBATIONARY PERIOD**

A newly hired employee or former employee who is rehired, except as otherwise provided herein, shall be on a probationary period for the first ninety (90) working days of his/her employment or reemployment. The District shall have the right to discharge a probationary employee during the probationary period, and such employee shall not have recourse to the grievance procedure for involuntary terminations. At the conclusion of the probation period an employee's permanent classification will be established by the superintendent or business administrator, upon the written recommendation of the employee's immediate supervisor. The successful completion of the probationary period should not be construed as guaranteeing employment for a specific duration or as establishing a just cause termination standard.

#### **ANNIVERSARY DATE**

All Permanent Full Time, Special Full time, and Permanent Part time employees will have a common employment anniversary of July 1. Any employee hired after July 1 of any fiscal year will have annual and sick leave time determined on the following July 1 for the portion of a year that was worked. All employment benefits thereafter shall be figured with a July 1 anniversary date.

#### **PERFORMANCE APPRAISAL**

**Purpose/Philosophy:** The purpose of the performance appraisal is to evaluate the employee's job performance. The focus shall be on performance improvement through a collaborative effort between the employee and the supervisor.

**Frequency:** Each new employee's job performance will be evaluated at the end of six (6) months of employment. All other classifications of employees will be evaluated in writing at least once each fiscal year. The evaluation shall be performed by the employee's immediate supervisor. A copy of the written evaluation shall be provided to the employee in a conference with the evaluator. The employee shall acknowledge in writing, receipt of each evaluation report and shall have the right to add comments to written evaluation report. See Evaluation Form in Appendix

When a formal evaluation reveals deficiencies that place an employee's continued employment in question, the evaluator shall include a statement of the deficiencies.

## **Section 4. Compensation / Hours of Work**

### **HOURS OF WORK**

1. **Permanent Full Time** employees are eight hours per day within a twelve hour period, or forty hours per week, plus scheduled overtime or emergency overtime. Schedules for custodians shall be mutually determined by building principal and supervisor of buildings and grounds. Summer schedules for custodians shall be determined by supervisor of buildings and grounds. Supervisor of building and grounds shall determine schedules for maintenance personnel. The monthly rate specified for Permanent Full Time is the compensation for that assignment. Principals shall arrange the schedule of building secretaries.
2. **Special Full Time** shall be paid at the hourly rate for assigned classification for the hours worked each month.
3. **Permanent Part Time, Special Part Time and Temporary Part Time** shall be paid on an hourly rate for the hours worked each month.

### **STARTING TIMES AND CLOSING TIMES**

An employee is expected to report to work and leave work in accordance with the starting and closing times as set by the school district. Any temporary changes (up to five consecutive days) require prior authorization of the immediate supervisor. Any changes exceeding 5 days in length must be approved by the Superintendent or Business Administrator.

### **LUNCH AND BREAK**

Schedule:

- a. Employee works over 4 hours - one 15 minute break
- b. Over 6 hours - one 15 minute break and
  - one 30 minute uninterrupted lunch
- c. 7 hours or more - two 15 minute breaks and
  - one 30 minute uninterrupted lunch

### **WORK WEEK**

The workweek starts on Saturday and ends on Friday of each week. (Adopted 11/9/09, effective 01/01/2010)

### **WORK ADJUST/FLEXTIME**

Work time within the workweek of Saturday through Friday should be adjusted within the workweek so that the employee's hours do not exceed 40 hours per week or their assigned number of workweek hours.

With the prior approval of his/her supervisor an employee may be authorized to work additional hours beyond 40 hours per week or beyond their assigned number of workweek hours.

All flex time adjustments must occur within the workweek of Saturday through Friday.

### **OVERTIME**

All work performed by classified employees in excess of a forty hour work week shall be paid at one and one-half times the regular rate of pay on regular assignments.

Overtime is payable for all hours worked over 40 hours per week.

Holidays, vacation days, sick leave and similar types of leave are not included as part of the 40 hours worked.

With the approval of his/her supervisor, overtime shall be authorized for hours beyond forty for a normal workweek.

## **USE OF TIME CLOCKS/TIME SHEETS**

Time clocks/time sheets are used as a basis for payroll preparation as well as an aid to supervision and for necessary record keeping.

If the time clock is provided, each employee is required to use it when coming to work and when leaving, including lunch hour.

Time cards should be punched just prior to reporting to the work station as no additional time will be allowed for personnel who “clock in” prior to that time, unless approved by the employee’s immediate supervisor.

All time cards must be ready for auditing by the supervisor at the close of the payroll period. Anyone punching the time card of another employee or asking another employee to punch his/her time card will be subject to disciplinary action.

All employees are paid on the 10th and 25th of each month. Classified timesheets will cutoff on the second and last Fridays of each month and should be submitted to the Business Office. (Adopted 11/09/09, effective 01/01/2010, Revised July 11, 2016)

## **PAYROLL DISTRIBUTION**

The semi-monthly payroll will be distributed on the 10<sup>th</sup> & 25<sup>th</sup> of each month.

If the pay date falls on a Saturday, Sunday, or Holiday, employees will be paid on the last preceding working day.

## **INCREASES/ADJUSTMENT IN SALARY**

The following method for promotions and salary increases will be used for classified employees. Classified employees may receive a salary increase approved by the Board of Education effective each July 1st. (Mere tenure alone is not considered to be a sufficient basis for a salary increase).

Additional increases may be given as promotional increases.

Promotional increases are effective at the beginning of the first of the month following recommendation of the supervisor to the superintendent or business administrator and approval of the school board.

Salary will be adjusted if a new hire for an equal position with equivalent experience to the current employee is hired at a rate above their current rate so they are paid equally.

## LONGEVITY PAY

- A. For 10 years of service pay \$100 plus an additional \$10 per year for each year of service up to 19 years of service.
- B. For 20 years of service pay \$200 plus an additional \$15 per year for each year of service over 20 years.
- C. 12 month staff will receive 100% of computed benefit.
- D. 11 month staff will receive 92% of computed benefit.
- E. 10 month staff will receive 83% of computed benefit.
- F. 9 month staff will receive 75% of computed benefit.
- G. Longevity paychecks will be issued on or before December 15 of each year.

### AMOUNT OF PAYMENT FOR

| YEARS OF SERVICE | 12 MONTHS | 11 MONTHS | 10 MONTHS | 9 MONTHS |
|------------------|-----------|-----------|-----------|----------|
| 10               | 100       | 92        | 83        | 75       |
| 11               | 110       | 101       | 91        | 83       |
| 12               | 120       | 110       | 100       | 90       |
| 13               | 130       | 120       | 108       | 98       |
| 14               | 140       | 129       | 116       | 105      |
| 15               | 150       | 139       | 125       | 113      |
| 16               | 160       | 147       | 133       | 120      |
| 17               | 170       | 156       | 141       | 128      |
| 18               | 180       | 166       | 149       | 135      |
| 19               | 190       | 175       | 158       | 143      |
| 20               | 200       | 184       | 166       | 150      |
| 21               | 215       | 198       | 178       | 162      |
| 22               | 230       | 212       | 191       | 173      |
| 23               | 245       | 225       | 203       | 184      |
| 24               | 260       | 239       | 216       | 195      |
| 25               | 275       | 253       | 228       | 207      |
| 26               | 290       | 267       | 241       | 218      |
| 27               | 305       | 281       | 253       | 229      |
| 28               | 320       | 294       | 266       | 240      |
| 29               | 335       | 308       | 278       | 252      |
| 30               | 350       | 322       | 291       | 263      |
| 31               | 365       | 336       | 303       | 274      |
| 32               | 380       | 350       | 315       | 285      |
| 33               | 395       | 363       | 328       | 296      |
| 34               | 410       | 377       | 340       | 308      |
| 35               | 425       | 391       | 353       | 319      |
| 36               | 440       | 405       | 365       | 330      |
| 37               | 455       | 418       | 377       | 341      |

## **Section 5. Leave Benefits & Holidays**

### **LEAVE - GENERAL PROVISIONS**

A leave record will be maintained by the business office for all employees of the school.

Request for annual leave shall be submitted in advance of the dates desired and approval granted from the supervisor.

### **LEAVE UTILIZATION (9-95, revised 8/2024)**

When leave is granted for a time of less than one day, it shall be allowed at the rate of  $\frac{1}{2}$  hour for any minutes under  $\frac{1}{2}$  hour and rounded up to the nearest  $\frac{1}{4}$  -hour increment for any leave exceeding  $\frac{1}{2}$  hour.

#### **ANNUAL LEAVE (Revised 6/14/10)**

##### **1. Permanent Full Time Employees**

Permanent Full Time employees earn annual leave based on the chart below. Those starting after the first day of the month shall have the annual leave for the first month determined on a pro-rata basis.

| <u>Longevity</u><br>(must be consecutive) | <u>Annual Leave</u> | <u>Maximum Accrual</u> |
|---|---------------------|------------------------|
| 0-6 years                                 | 8 hr/month          | 0-10 yr/ 240 hr.       |
| > 6 years                                 | 10 hr/month         | 11 yr+ / 320 hr.       |

##### **2. Special Full Time Employees**

Special Full Time employees hours based on the chart below. Those employees starting after the start date of the school year and/or terminating their employment prior to the last day of the school year will have their annual leave determined on a pro-rata basis

| <u>Work Day Equivalency</u>       | <u>Annual Leave</u> | <u>Maximum Accrual</u> |
|-----------------------------------|---------------------|------------------------|
| >= 31 hr/week for 9-11 months     |                     | 0-10 yr/ 240 hr.       |
|                                   |                     | 11 yr+ / 320 hr.       |
| 10 – 11 month employees, 8 hr/day | 6 hr/month          |                        |
| 9 month employees, 8 hr/day       | 4 hr/month          |                        |
| 9 month employees, < 8 hr/day     | 3.5 hr/month        |                        |

##### **3. Permanent Part Time Employees**

Permanent Part Time employees earn hours based on the chart below. Those employees starting after the start date of the school year and/or terminating their employment prior to the last day of the school year will have their annual leave determined on a pro-rata basis.

| <u>Work Day Equivalency</u>     | <u>Annual Leave</u> | <u>Maximum Accrual</u> |
|---------------------------------|---------------------|------------------------|
| 20-30 hr/week                   |                     | 0-10 yr/ 240 hr.       |
|                                 |                     | 11 yr+ / 320 hr.       |
| 12 month employees, 4 hr/day    | 4 hr/month          |                        |
| 9 month employees, < 6.5 hr/day | 2 hr/month          |                        |
| 9 month employees, < 5 hr/day   | 1 hr/month          |                        |

### **GENERAL PROVISIONS FOR ANNUAL LEAVE**

Annual leave credits commence with the date of employment. Annual leave will be accrued at the monthly rate allowed for the years of employment. Employees with less than eleven consecutive years of service shall accrue at the rates specified for years of service of employment up to a maximum of 240 hours. Those employees with eleven or more consecutive years of service shall accrue at the rates specified for years of employment up to a maximum of 320 hours.

Unused accumulated annual leave will be compensated to the employee in the month of termination of employment at their most recent hourly rate.

Requests for annual leave shall be submitted via Red Rover or Weblink for approval by an immediate supervisor. Leave may be denied when the number of absent staff creates a negative impact on the quality of work. Denial of this leave will not be the subject of a grievance.

Employees must complete their 90 working day probationary period before annual leave can be used, it will however accumulate during this time.

Temporary employees are not entitled to annual leave; however, if working a 20 hour work week schedule and classified “permanent” at a later date, leave credits will be computed from the original date of employment. Temporary personnel employed during the summer months are not eligible for annual or military leave, but can be granted one day sick leave for each full month worked.

## **SICK LEAVE (Revised 7/11/2016)**

### **1. Permanent Full Time**

A maximum of one equivalent working day per month shall be granted without loss of pay for each month of work. Sick leave time may be accumulated to a maximum of one hundred sixty equivalent working days. Up to 10 days per year of sick leave may apply to the necessary absence of the employee for illness or death in the immediate family with the approval of the supervisor. In the event of a life threatening illness or injury of an immediate family member, the use of an additional ten days of sick leave may be approved by the superintendent. Such time shall not be accumulated. Immediate family is defined as including the following relatives of the employee: parent, child, spouse, brother, sister, parent-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandchild, or any member of the employee's household.

Leave because of illness or death of persons not included in definition of the immediate family shall be granted without loss of pay upon satisfactory arrangement between the employee and his/her immediate supervisor, who shall confirm in writing with the superintendent of schools the disposition of the request. Such leave shall be limited to not more than three days per year, and shall be deducted from the employee's remaining sick leave credit and shall not be accumulative.

### **2. Special Full Time / Permanent Part Time**

A maximum of one equivalent working day per month or major portion (Example: if you work an average of 5 hours per day per week you would earn 5 hours of sick leave per month) thereof shall be granted without loss of pay for each month of work. Sick leave may be accumulated to a maximum of one hundred sixty equivalent working days. Up to 10 days per year of sick leave may apply to the necessary absence of the employee for illness or death in the immediate family with the approval of the supervisor. In the event of a life threatening illness or injury of an immediate family member, the use of an additional ten days of sick leave may be approved by the superintendent. Such time shall not be accumulated. Immediate family is defined as including the following relatives of the employee: parent, child, spouse, brother, sister, parent-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandchild, or any member of the employee's household.

Leave because of illness or death of persons not included in definition of the immediate family shall be granted without loss of pay upon satisfactory arrangement between the employee and his/her immediate supervisor, who shall confirm in writing with the superintendent of schools the disposition of the request. Such leave shall be limited to not more than three days per year, and shall be deducted from the employee's remaining sick leave credit and shall not be accumulative.

### **3. Special Part Time / Temporary Part Time**

No sick leave benefits except as noted under accumulated leave.

## **MATERNITY, PATERNITY, & ADOPTION LEAVE**

Maternity Leave: Contingent on an employee having sufficient accumulated sick leave, a maximum of six consecutive weeks of sick leave will be allowed due to childbirth. However, in the calculation of the six consecutive weeks, Saturdays and Sundays will be excluded; all other days specifically including days school is not in session will be counted toward the six week continuous limit. The continuous week count will commence with the day of the birth. Under FMLA, six additional weeks of unpaid leave may be taken, for a total of 12 continuous weeks of paid and unpaid leave commencing on the date of the birth.

Paternity Leave: Contingent on an employee having sufficient accumulated sick leave, 5 days of sick leave may be used by the father as paternity leave after the birth of a child. Under FMLA, additional unpaid leave may be taken, for a total of 12 continuous weeks of paid and unpaid leave, commencing on the date of the birth.

Adoption Leave: Sick Leave may be used for purposes of adoption. Contingent on an employee having sufficient accumulated sick leave, a maximum of six consecutive weeks of sick leave will be allowed for adoption commencing on the date of the adoption. Under FMLA, six additional weeks of unpaid leave may be taken, for a total of 12 continuous weeks of paid and unpaid leave commencing on the date of the adoption.

If both adoptive parents are employed by the district, the six weeks of paid sick leave may be split between the two parents.

## **EXTENSION OF SICK LEAVE BENEFITS**

Special Full time/Permanent Part time employees must report for duty and perform one satisfactory day's duty at the beginning of a new school year before accumulated sick leave benefits for any previous years may be used.

**NOTE:** When an employee fails to report for duty on the first day in a contract year because of illness, accumulated sick leave from the previous year may be used after a physician's statement verifying the need for the absence has been received.

## **SICK LEAVE BANK (Revised 2/13/12)**

1. Participation in Sick Leave Bank is voluntary and available to all classified staff members. Participants may only use the Sick Leave Bank for his/her own personal illness or disability, or the care of a terminally ill spouse, parent or child.
  - a. Staff members interested in joining the Sick Leave Bank must contribute one equivalent working day each year or as required under sections 1B and 6.
  - b. The Sick Leave Bank will maintain a minimum balance of 300 equivalent working days. If 300 equivalent working days or more are in the bank at the beginning of the school year, last year's members will not need to contribute a day. New enrollees will need to contribute an equivalent working day to establish membership.
  - c. Enrollment deadline for the Sick Leave Bank will be September 15.
  - d. Classified staff members hired by the Pierre Public Schools will have two weeks after the end of their probation period to make a decision to join the Sick Leave Bank.
2. Sick Leave Bank Members may draw up to 30 equivalent working days from the bank during one school year September 1 through August 31 provided all accumulated sick leave and annual leave days have been utilized. If needed after using the initial 30 days from the Sick Leave Bank, a member may re-apply for a maximum of 30 additional days from the Sick leave Bank for the school year.
3. A five member committee shall administer the Sick Leave Bank. The committee will be comprised of five people: one (1) maintenance/custodial, one (1) teacher aide, one (1) school lunch, one (1) administrative support and the superintendent. The payroll assistant may serve as an ex officio member.
4. Requests for Sick Leave Bank use will be submitted in writing to the Superintendent and supported by a physician's statement.
5. Days in the Sick Leave Bank shall be withdrawn on a first-come, first-serve basis and if the total days in the bank drop to 150 equivalent working days all participants will be required to contribute an additional day.
6. Used Sick leave from the Sick Leave Bank shall not be deducted from the recipients future accumulated Sick Leave. However users must re-establish participation for each school year.

7. Person's withdrawing from membership in the Sick Leave Bank will not be eligible for use of the Sick Leave Bank. Participating members resigning, retiring, or withdrawing from Sick Leave Bank membership or declining to make further contributions shall not be able to withdraw their contributions.
8. The equivalent working day donated to the Sick Leave Bank will be deducted from the employee's accumulated total for sick leave.
9. All record keeping of the Sick Leave Bank shall be done by the Business Office.

## **EMERGENCY LEAVE**

### **Permanent Full Time Employees/Special Full Time/Permanent Part Time Employees**

- a. In the event that a classified staff member of the Pierre Public Schools would be unable to return to Pierre because of an emergency, the staff member may use one day of emergency leave without loss of pay. Not more than one day of emergency leave may be used in any one school year. Emergencies would include weather related (snow, ice, flood, etc.) car trouble or accident, airplane/train connections, and for the closure of daycare due to sickness. Substantiation of emergency may be requested by the superintendent or business administrator.
- b. To qualify for emergency leave an employee must have been employed by the system for at least six months.

## **LEAVE WITHOUT PAY (formerly known as "SPECIAL LEAVE" - Revised 2/13/12)**

In the event that situations arise which require a staff member to be absent and does not have accumulated leave, the staff member must request leave without pay. It is expected that such situations will occur infrequently.

Requests for leave without pay are to be submitted to the building principal or department head in writing. The request should provide the reasons for the leave and the period of time requested. Each case will be considered on its own merit. Extenuating circumstances, which help justify the absence, will be taken into consideration.

No leave time will be accrued for those days taken as Leave Without Pay. If leave without pay is taken during a week with a paid holiday, at least fifty percent of the week must be worked to earn the holiday pay.

## **MILITARY TRAINING LEAVE**

If an employee is a member of a National Guard or reserve unit, he/she will be allowed 15 working days with pay annually to complete required training. This type of leave may not be accumulated. If he/she desires to take military training leave, he/she must submit a written order or letter from his/her commanding officer showing the dates of the training period. This document must be submitted with his/her request for leave at least 15 days prior to the date of departure for training.

Such absence for military training shall not affect the employee's right to receive annual vacation, sick leave, bonus, advancement and other advantages of his/her employment normally to be anticipated in his/her particular position.

## **JURY DUTY**

When an employee of the Pierre School District #32-2 is summoned to serve on a jury he/she shall be entitled to receive either his/her regular salary from the school district or any fee paid for serving as a juror while so absent and without loss of any leave credits. He/She shall not be entitled to expenses from the district. The employee shall pay to the district any fee paid for serving as a juror if he/she receives his/her regular salary from the district. Any payment for expenses such as mileage allowance or subsistence allowance may be retained by the employee. The amount owed by an employee to the district may at the option of the district be withheld from the employee's pay. A subpoenaed employee will be treated the same as jury duty.

Such employee shall return to his/her district assignment immediately upon being released or excused from jury duty. Special circumstances may cause other arrangements to be made with his/her immediate supervisor.

## **FAMILY AND MEDICAL LEAVE ACT OF 1993**

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to “eligible” employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours over the previous 12 months, and if there are at least 50 employees within 75 miles. The previous 12 month period will be calculated on a “rolling” 12-month period measured backward from the date of any FMLA leave usage(each time an employee takes FMLA leave, the remaining leave is the balance of the 12 weeks not used during the immediately preceding 12 months).

**REASONS FOR TAKING LEAVE:** Unpaid leave must be granted for any of the following reasons:

- to care for the employee’s child after birth, or placement for adoption or foster care;
- to care for the employee’s spouse, son or daughter, or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee’s job.

**ADVANCE NOTICE AND MEDICAL CERTIFICATION:** The employee may be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met.

- The employee ordinarily must provide 30 days advance notice when the leave is “foreseeable.”
- An employer may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer’s expense) and a fitness for duty report to return to work.

**JOB BENEFITS AND PROTECTION:**

- For the duration of FMLA leave, the employer must maintain the employee’s health coverage under any “group health plan.”
- Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.
- The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.

**UNLAWFUL ACTS BY EMPLOYERS:** FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA;
- discharge or discriminate against any person for opposing any practice made unlawful FMLA or for involvement in any proceeding under or relating to FMLA.

**ENFORCEMENT:**

- The U.S. Department of Labor is authorized to investigate and resolve complaints of violations.
- An eligible employee may bring a civil action against an employer for violations.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

**FOR ADDITIONAL INFORMATION:** Contact the nearest office of the Wage and Hour Division, listed in most telephone directories under U.S. Government, Department of Labor. U.S. Department of Labor, Employment Standards Administration, Wage and Hour Division, Washington D.C. 20210

## **HOLIDAYS**

The following days are designated as holidays for classified employees (except Special Part Time & Temporary Part Time):

Independence Day\* (July 4) - applies to Permanent Full Time employees  
Labor Day (1st Monday in September)  
Native American Day (2nd Monday in October)  
Veterans' Day (November 11 or 4<sup>th</sup> Friday in November)  
Thanksgiving (4th Thursday in November)  
Christmas Day\* (December 25)  
New Year's Day (January 1)  
Martin Luther King Day (3<sup>rd</sup> Monday in January)  
President's Day (3rd Monday in February)  
Good Friday  
Memorial Day

\*If the date falls on a Sunday, the following Monday will be a holiday. If the date falls on Saturday, the preceding Friday will be a holiday.

When Christmas Day and New Year's Day fall on a Tuesday, then Permanent Full Time classified employees will be granted one day leave either on the Monday immediately preceding Christmas Day or the Monday immediately preceding New Year's Day. The superintendent and/or business administrator shall designate the day to be considered leave day.

The superintendent of schools shall have administrative authority to adjust work schedules of employees during school vacation periods.

An employee who works on a designated holiday will receive, in addition to the holiday pay, his/her regular hourly rate of pay for the hours worked on a designated holiday.

## **Section 6. Benefits, Other (Insurance, Bonds, Uniforms, Passes)**

### **GROUP INSURANCE**

#### **1. PERMANENT FULL TIME**

The school district shall provide health and dental insurance to all employees. The district will provide up to \$585 per employee per month for health and dental insurance. The amount of the premiums exceeding \$585 will be paid by the employee. Family or dependent coverage may be added for health and dental insurance with the employee paying the amount(s) of the premium(s) that exceed \$585. Dependent coverage may be added to this individual policy by payroll deduction upon application of the employee.

All employees employed for at least a 20 hour work week schedule shall be considered qualified for the fringe benefits provided under this benefit program of the school district.

#### **2. SPECIAL FULL TIME/PERMANENT PART TIME**

The same provisions apply as indicated for Permanent Full time employees with the following exceptions:

The school district will pay the employees share up to \$585 of health and dental insurance costs during the summer months if employment is anticipated for the next school year.

If an employee has dependent's coverage, the amount of the yearly premiums (from September 1 through August 30) to be paid to the insurance companies will be withheld from payroll checks based on an equivalent 9 month, 10 month or 11 month pro-rated premium amount. The amount and frequency of the dependent premium deductions will correspond to the number of months worked per premium year (September through August). The excess premiums paid during the school year will cover the cost of dependent premiums due during the summer months.

### **WORKER'S COMPENSATION INSURANCE**

All employees are covered by Worker's Compensation, which covers them for injuries sustained on the job or on the premises going to or from work. The responsibility for reporting cases of injury falls upon the individual, and injuries must be reported within three (3) business days of the injury to the business administration office.

Any employee receiving worker's compensation payments for missed work time must report the payments to the business administration office immediately upon receipt of payment. Any payments received for worker's compensation by a classified employee will be used to reduce the number of sick leave hours the employee is paid on that month's timesheet.

### **BONDS ON EMPLOYEES**

All employees are covered by a combined public official and employees' faithful performance and honest blanket position bond. The coverage is a minimum of \$25,000.00 for each employee plus \$25,000.00 additional coverage for the business administrator.

### **TAX SHELTERED ANNUITIES**

School district employees may request the Board of Education to divert a part of the scheduled salary to the purchase of tax sheltered annuities.

### **ACTIVITY PASSES (7-17-95)**

Each member of the classified staff will be issued one complimentary activity pass. The staff member may earn a second activity pass for his/her spouse or guest by working one assigned activity. The staff member will not be paid for working this activity nor will he/she pay for the pass.

It is understood that in the event there are not sufficient volunteers to work the various activities, the high school principals will have the authority to assign personnel to work at the events. A single staff member may earn a second pass, which will be titled "for the guest of (staff member's name)". This staff member must accompany the guest to the event.

A person working an activity beyond the one needed to procure the second activity pass will be paid at the rate authorized in the certified handbook.

## **UNIFORMS**

Uniforms shall be supplied to all custodians and maintenance personnel according to the following policy: (Revised 5-12-03)

1. Two complete uniforms at end of probationary period.
2. Two complete uniforms on each anniversary date.
3. Maximum uniform allowance is \$100 per year.

The wearing of uniforms shall be required at all times while on duty. Custodian and maintenance will be excluded from this requirement during the summer months (unless buildings are being used for a public activity and assignment to work such activity has been made), or during any specific assignment that could adversely affect clothing.

## **FOOD SERVICE UNIFORMS**

Uniforms shall be supplied to all food service personnel according to the following policy:

1. Two aprons issued at the start of each school year.
2. Employee shall keep uniform washed and presentable at all times.
3. Well-fitting pants or slacks are acceptable.
4. T-shirts, long sleeve shirts are acceptable. No cut offs or tank tops. No profanity or inappropriate graphics are allowed.
5. All uniform/clothing shall be free from debris and clean.
6. Non-slip shoes are recommended.
7. The wearing of uniforms shall be required at all times while on duty.

## **Section 7. Staff Activities / Training / Phone Use**

### **STAFF PARTICIPATION IN POLITICAL ACTIVITIES (5/13/96)**

The board recognizes that employees of the district have the same fundamental civic responsibilities and privileges as other citizens. Among these are campaigning for elective public office and holding an elective or appointive public office.

Leaves of absence for political activity for the purpose of being a candidate for political office, or for holding public office, will be arranged within the framework of board policy and law.

Any employee who intends to campaign for an elective public office will notify the superintendent, in writing at the earliest possible date, of the office which he/she intends to seek.

In connection with his/her campaigning, no employee will use school system facilities, equipment, or supplies; nor will the employee discuss his/her campaign with students or with school personnel during the working day; nor will the employee use any time during the working day for campaigning purposes.

Leaves of absence may be arranged for a definite period of campaigning.

School employees engaging in political activity shall make it clear that their utterances and actions are theirs as individuals and that they, in no manner, represent the views of the school system.

Leaves of absence for the period of holding political office. For example, if an employee is elected as member of the legislature, the employee shall be entitled to receive regular pay from the school district while so absent for any official duty. The employee shall not be entitled to expenses from the school district, and shall pay to the district any salary paid to the teacher for service as a legislator. The employee may retain any mileage allowance or subsistence allowance paid in connection with legislative service.

### **ATTENDANCE AT MEETINGS, TRAINING AND SIMILAR ACTIVITIES**

Attendance at required meetings, training and similar activities will be counted as working time and are to be reported on an employee's time sheet or time card. This includes attendance at required meetings, training and similar activities outside an employee's regular work hours.

Attendance at meetings, training programs and similar activities will not be counted as working time if the following four criteria are met:

- a. Attendance is in fact voluntary;
- b. Attendance is outside of the employee's regular working hours;
- c. The course, lecture, or meeting is not directly related to the employee's job; and
- d. The employee does not perform any productive work during such attendance.

### **PERSONAL LONG DISTANCE CALLS AND CELLULAR PHONE CALLS**

Personal long distance calls should be made at the residence of the employee. If it is necessary to make a long distance call it shall either be charged to your home telephone or charged to your credit card. You will notify the principal before initiating a personal long distance telephone call and each call will be recorded on the building's telephone log for billing verification purposes.

The school district's cellular telephones are **not** to be used for personal calls. Personal calls that result in additional charges to the school district will be billed to the person to whom the cellular telephone is assigned.

## **Section 8. End of Service**

### **RESIGNATIONS**

Resignations shall be in writing and should be submitted to the superintendent or business administrator. All employees must give at least a two week advance notification of termination of employment or forfeit all leave benefits. The last day of employment cannot be a paid holiday.

### **ACCUMULATED LEAVE**

When an employee quits a job, consideration for annual leave pay shall depend on the following:

- All employees must give at least two weeks advance written notice of termination of employment or forfeit all leave benefits.
- If the Board of Education unilaterally terminates an employee's employment, the employee will receive all leave benefits normally accrued.

If an employee should terminate his/her employment, the employee will be paid for unused annual leave. In the case of death of the employee, leave shall be paid for all accumulated leave time to the heirs of the deceased.

Leave credits are accrued on a semi-monthly basis. The number of days requested for annual leave cannot exceed the amount earned.

### **SEVERANCE PAY/UNUSED SICK LEAVE (Board Approved 3-10-86, Revised 7/11/16)**

Upon resignation of employment after twenty (20) or more years of employment by the Pierre Public Schools, any classified employee may receive severance pay computed at their most recent daily salary for one-fourth of any unused sick leave credit, payment not to exceed forty (40) equivalent working days.

Any employee with 15 or more years of experience as of June 30, 2016 who has accumulated 40 equivalent working days of sick leave as of June 30, 2016, will be paid for the 40 equivalent working days upon retirement as long as they have maintained a sick leave balance equal to 40 equivalent working days or higher from June 30, 2016 until their retirement date.

### **LIFETIME PASS**

Any employee who has been employed by the district for fifteen years or longer will be allowed to receive a lifetime activity pass upon retirement.

### **RETIREMENT BENEFITS (Revised 2/13/12)**

Participation in the South Dakota State Retirement System is mandatory for employees working twenty hours (20) or more per week and at least six (6) months a year. A 6% deduction of gross salary will be made for this purpose and will be matched by the school district.

Benefits consist of:

1. Normal Retirement
2. Early Retirement
3. Spouse Survivor Protection and Family Benefits
4. Disability Benefit
5. Separation Benefit with Interest
6. Vested Benefit

If an employee retires or resigns and is age 55 or older and has accrued leave benefits greater than \$600, any annual and sick leave accrual payments will be made to the Special Pay Plan in accordance with SDRS rules.

## **EMPLOYEE DISCIPLINE**

In lieu of immediate termination, a Supervisor, at his/her sole discretion, may place an employee on probation for a period of not less than thirty (30) days and not more than sixty (60) days. If, at the completion of the probationary period, an employee's performance has not improved to the satisfaction of his/her immediate supervisor, such an employee will be terminated. The Supervisor also has the option of using other methods of discipline, e.g., oral reprimand, written reprimand, suspension, etc.

## **DISMISSAL**

The immediate supervisor of any employee may recommend to the Superintendent dismissal for any of the following reasons:

1. Poor performance of duties
2. Insubordination
3. Incompetency
4. Unprofessional conduct
5. Gross immorality
6. Neglect of duty
7. Violation of any policy or regulation of the school district.

All recommendations shall be substantiated with written evidence for the dismissal.

## **TERMINATION OF EMPLOYMENT**

Termination of employment cancels all accumulated benefits (Board amended 10/10/94).

## **APPEAL OF DISMISSAL**

Any dismissed employee may request a hearing, in writing, to the Superintendent of Schools. The request for a hearing must be submitted within ten calendar days. The Superintendent of Schools shall, within ten calendar days, call a hearing which shall include the aggrieved employee, the immediate supervisor, the Superintendent or his/her appointed representative. The Superintendent or his/her representative shall submit within ten calendar days a written copy of the evidence and findings to the aggrieved employee and to the President of the School Board.

The aggrieved employee may, within ten calendar days, request a hearing with the School Board. This request is to be made in writing to the Superintendent of Schools and placed on the agenda of the next regular meeting of the Board and shall be conducted in an Executive Session.

## **Section 9. Board Policy**

### **USE OF ALCOHOL AND OTHER DRUGS BY EMPLOYEES (DRUG FREE WORKPLACE) Revised 10/12/21**

Student and employee safety is a paramount concern to the school Board. Employees under the influence of alcohol and/or other drugs are a serious risk to themselves, to students, and to other employees. Therefore, the school Board will not tolerate the unlawful manufacture, use, possession, sale, distribution, or being under the influence of alcohol and/or other drugs, on school property or at a school event off property. Additionally, it shall be a violation of this policy for any employee to manufacture, use, possess, sell, distribute or be under the influence of medical cannabis in any manner inconsistent with South Dakota state law. Any employee who violates this policy will be subject to disciplinary action, which may include dismissal, and referral for prosecution. Each employee of the district is hereby notified that, as a condition of employment, the employee must abide by the terms of this policy and will report to the superintendent any criminal alcohol and/or other drug statute convictions for any alcohol and/or drug violation. Such notification must be made by the employee to the superintendent no later than five (5) days after conviction. Should the affected employee be the superintendent, she/he will report to the Board no later than the next regular meeting of the Board.

Within thirty (30) days after receipt of information concerning an alleged or proven violation(s) of this policy, the district will take appropriate disciplinary action, which may include termination of employment, requiring the employee to participate in alcohol and/or other drug abuse assistance or rehabilitation programs, and possible referral for prosecution.

The school Board recognizes that employees who have an alcohol and/or other drug use/abuse problem should be encouraged to seek professional assistance. An employee who requests assistance shall be provided a listing of the regional treatment facilities or agencies to assist him/her in their choice of a service provider.

If there is reason to suspect that a staff member is under the influence of alcohol and/or illegal drugs, the staff member will not be allowed on school property or to participate in school activities. Staff members will be subject to discipline for arriving at school or at a school activity under the influence of alcohol and/or an illegal drug. For the purposes of this policy, "illegal drug" means narcotics, drugs and controlled substances as defined in federal law or state law. "Illegal drugs" also includes any prescription or over-the-counter drug that does not meet the following four criteria:

1. the employee has a current and valid prescription for the drug or the drug is sold over-the-counter;
2. the drug is used or possessed for the purpose for which it was prescribed or sold over-the-counter;
3. the drug is used or possessed at the dosage prescribed or recommended; and
4. the drug is used or possessed consistent with the safe and efficient performance of the employee's job duties.

Any staff member who is taking a drug or medication, whether or not prescribed by the staff member's physician, which may adversely affect that staff member's ability to perform work in a safe or productive manner is required to report such use of medication to his or her supervisor. This includes drugs that are known or advertised as possibly affecting judgment, coordination or any of the senses, including those that may cause drowsiness or dizziness.

The school Board hereby commits itself to a continuing good faith effort to maintain a drug-free environment.

### **DRUG AND ALCOHOL ABUSE POLICY FOR CDL DRIVERS**

#### **OVERVIEW:**

It is the policy of this school that all bus drivers shall not be involved with the unlawful use, possession or sale of drugs, alcohol or any controlled substance in any manner which may impair their ability to perform assigned duties or otherwise adversarial impact the duties of bus driving. Further, no driver shall possess alcoholic beverages in the workplace or consume alcohol beverages in association with the workplace, during working time or at any time, which impairs that person's ability to perform their duties.

Bus drivers are required by Federal Regulations to participate in a drug free program including urine testing for drugs and breath alcohol testing.

## SCOPE:

This document describes the current policy and practice of our School District and will be interpreted, administered and amended by the School District within its discretion. This policy covers all applicants (including rehires) and current employees (including temporary).

## POLICY:

It is our School District's policy to achieve a drug free bus force and to provide a workplace that is free from the use of alcohol, controlled substances and illegal drugs. Our School District will also follow all federal, state or local regulations requiring drug and alcohol testing of any bus driver (DOT regulation of CDL Drivers).

## PROHIBITED CONDUCT:

Our School District prohibits the following conduct:

1. Use, abuse, possession, manufacture, distribution, dissemination, dispensation, or sale of illegal drugs whether on or off school premises and whether during working hours or non-working hours.
2. Storing any alcohol and/or illegal drugs, in a locker, desk, vehicle or any other area on school premises.
3. Being under the influence of an alcohol, and/or illegal drug on school premises, while engaged in school business, or in a school owned vehicle or during working hours.
4. Use, abuse, possession, manufacture, distribution, dissemination, dispensation, or sale of alcohol on school premises or school vehicles whether during working or non-working hours.
5. Using or being under the influence of, any legal drug while performing school business, or while in or about a school facility is prohibited to the extent such use may affect the safety of you or others.
6. Switching or adulterating any urine sample submitted for testing, or submitting a false sample for testing.
7. Refusing to consent to a drug and/or alcohol test when required by the School District.

## TESTING:

The School District has established a testing program for illegal drugs, controlled substances and alcohol use for all bus drivers in compliance with federal regulations. The School District will, at its discretion, determine (and at any time may change) the requirements, extent and frequency of driver's testing.

Each offer of employment shall be conditional upon the successful completion of a test for illegal drugs, controlled substances and alcohol use as prescribed by the School District.

Whenever reasonable suspicion relative to an employee using, or having used, an illegal drug, controlled substance or alcohol use occurs, the School District may require that the employee submit to a urine drug and/or breath test.

Employees must sign an approved waiver authorizing the release of test results to Professional Security.

Any Department of Transportation required drug urine sample shall be split in two (20 samples called a "split-sample". This sample will be split into two (2) vials, labeled, secured and sealed in direct view of the person providing the sample. Any analysis of the split-sample due to a positive sampling of the first vial, must be requested at the time the MRO makes contact with the person or within 72 hours of the MRO contact.

Random tests shall be done without exception throughout the calendar year. No present limits will be placed on the % of employees tested each year and any % may change without notice to the employees. Federal requirements are set at a minimum and each year the number of employees tested randomly will be at least the required amounts set by any federal regulatory agency.

Drug tests shall be conducted on the following basis:

- a. Pre-employment
- b. Upon any transfer or a safety sensitive position
- c. In the event of an accident, near-accident or incident of any personnel
- d. Supervisory suspicion that an employee is unfit for duty
- e. Random

## CONSEQUENCES FOR VIOLATIONS

Violation of this policy may result in disciplinary action, up to and including termination at the School's discretion. In the event of a positive urine drug test or alcohol breath test the following steps will be taken:

1. The district will take the appropriate disciplinary action. The steps may include:
  - a. requiring the employee to participate in alcohol and/or other drug abuse assistance or rehabilitation programs which will be the direct expenses of the employee

- b. termination of employment
- c. possible referral for prosecution

2. Employees, who have had a positive test, shall be screened monthly at a random basis for two (12) to sixty (60) months. Follow-up tests, counseling, or treatment will be the direct expense of the employee.

#### **EDUCATION/TRAINING PROGRAMS:**

All bus drivers shall receive training regarding a drug free workplace consisting of the effects and consequences of use of drugs in the workplace. Documentation of each seminary or training session shall be maintained by the drug contact person with the School District.

All Supervisory personnel must attend educational sessions on the effects and consequences of use of drugs in the workplace along with training on detection of employees with a chemical abuse. Training sessions will be arranged through the School District and each supervisor will attend the sessions as required by any federal regulatory agency.

#### **NO SMOKING POLICY**

The Pierre Board of Education recognizes that tobacco use represents a health and safety hazard which can have serious consequences for the user and non-user and the safety of the district. In order to protect the students, staff, employees, visitors, and guests, the Pierre School District adopts the following policy:

1. The use of tobacco products is forbidden on all school property.
2. For the use of this policy, school property includes: premises owned, leased, or maintained by the school district; all school related activities, on and off campus; vehicles owned or used by the school
3. This policy applies to all persons: students, staff, employees, visitors, and guests, regardless of age and whether they may legally use the products.
4. This policy is in effect 24 hours a day, seven days a week.

Adopted: July 13, 1987; Amended: 11/9/1992; Amended: 6/9/2008

# **HARASSMENT POLICY**

## **Personnel/Student**

Adopted 1/8/2007

Revised 8/8/2011

The **Pierre School District** is committed to providing a learning and working environment free of unlawful harassment based on an individual's race, color, religion, creed, ancestry, gender, sexual orientation, national origin, disability, age or other basis prohibited by law.

It shall be a violation of this policy for any student or any school personnel of the School District to harass a student, any school personnel, or any visitor through conduct or communication of a sexual nature or communication disparaging a person's race, color, religion, creed, ancestry, national origin, gender, sexual orientation, disability, or age. For the purpose of this policy, "school personnel" includes School Board members, all school employees and agents, volunteers, contractors, or persons subject to the supervision and control of the School District. This policy applies on all School District property and to all School District sponsored, approved, or related activities at any location.

The School District will investigate all complaints of harassment and will discipline or take appropriate action against any student or school personnel who is found to have violated this policy.

Every employee will be provided a copy of this policy and its regulation annually and will sign an acknowledgement form indicating having received a copy and having read the material. Supervisors and school principals shall submit the signed form to the Title IX coordinator.

## **Personnel/Student**

### **Harassment**

#### **A. Definitions**

- 1. Harassment:** Harassment consists of physical or verbal conduct related to a person's race, color, religion, creed, ancestry, gender, sexual orientation, national origin, age, disability, or other basis prohibited by law when the conduct is so severe, pervasive, and objectively offensive that it:
  - has the purpose of effecting or creating an intimidating, hostile, or offensive working or academic environment;
  - has the purpose or effect of substantially or unreasonably interfering with an individual's work performance, which deprives the staff member access to employment or academic opportunities.
- 2. Sexual Harassment:** Sexual harassment is any unwelcome sexual advance(s), request(s) for sexual favors and/or other verbal, physical, and/or visual contact(s) of a sexual nature, or communication of a sexual nature when:
  - submission to such conduct or communication is made, either explicitly or implicitly, a term of a person's initial employment; or
  - submission to or rejection of such conduct or communication by an individual is used as the basis for employment or educational decisions affecting the individual; or
  - such conduct or communication has the purpose or effect of interfering with an individual's work or education, creating an intimidating, hostile, or offensive working or educational environment; or
  - such conduct is so severe, pervasive, and objectively offensive that such conduct or communication has the purpose or effect of depriving the employee access to employment opportunities or benefits provided by the School District or depriving a student of educational opportunities.

Sexual harassment may include but is not limited to:

- a. unwelcome verbal harassment or abuse based upon gender;
- b. unwelcome pressure for sexual activity;
- c. unwelcome, gender-motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of pupils by teachers, administrators, or other school personnel to avoid physical harm to persons or property;

- d. unwelcome behavior or words, based upon gender, including demands for sexual favors, accompanied by implied or overt threats concerning the individual's employment or educational status;
- e. unwelcome behavior or words, based upon gender, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status.

## **B. Reporting Incidents of Harassment**

Any person who believes he or she has been the victim of harassment as defined above by a student or an employee of the School District shall report the alleged acts immediately to the building principal, the department supervisor, or the Superintendent's Office. The report shall be on a form available from the principal of each building or available from the Superintendent's Office.

- 1. Designated Personnel.** The building principal is the person designated by the School District for receiving written reports of harassment at each school building. All other written reports shall be directed to the applicable department supervisor. Upon receipt of a report, the principal or director shall immediately notify the Title IX Coordinator and Superintendent and forward the written report form to Title IX Coordinator. Failure to forward any harassment report or complaint as provided herein will result in disciplinary action. If the complaint involves the building principal or department director, the complaint shall be filed directly with the Title IX Coordinator.
- 2. District wide.** The School Board hereby designates the Director of Special Services as the School District's Title IX Coordinator to receive reports or complaints of harassment from any individual, employee or victim of harassment and also from the building principal or department director as outlined above. If the complaint involves the Title IX Coordinator, the complaint shall be filed directly with the Superintendent. The School District shall post on employee bulletin boards and on the web site the name of the Title IX Coordinator including a mailing address and telephone number.
- 3. Submission of a complaint or report of harassment.** Submission of a complaint or report of harassment will not affect the individual's employment or work assignments.
- 4. Confidentiality.** The School District will make attempts to respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible consistent with the School District's legal obligations and the necessity to investigate allegations of harassment and take disciplinary action when the conduct has occurred.
- 5. Procedure.** The complaining employee will be asked to put the facts surrounding the conduct in writing on a form provided by the School District that includes the following: Complainant's name and address; date of the incident; type of harassment; description of the incident; name of any witnesses; what action, if any, has been taken; and signature of the complainant.
- 6. Required Reporting.** If the accusations include possible criminal activity such as molestation, sexual battery, or similar contact, the Title IX Coordinator shall comply with all mandatory state reporting requirements.

## **C. Investigation**

Upon receipt of a written report alleging harassment, the Title IX Coordinator shall immediately authorize an investigation. This investigation may be conducted by School District officials or by a third party designated by the School District. The investigating party shall provide a written report of the status of the investigation within ten (10) working days to the Superintendent and the Title IX Coordinator.

In determining whether alleged conduct constitutes harassment, the School District should consider the surrounding circumstances, the nature of the advances, relationships between the parties involved, and the context in which the alleged incidents occurred.

The investigation may consist of personal interviews with the complainant, the individuals(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to

the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigating party.

In addition, the School District may take immediate steps at its discretion to protect the complainant, students, and employees pending completion of an investigation of alleged harassment.

During the investigation, all parties directly involved in the complaint may have legal or other representation. If any party elects to be represented at any step of the complaint procedure, the name of the representative must be declared in writing to the Title IX Coordinator within two (2) days of the filing of the complaint, notification of any investigation, or the filing of any appeal.

#### **D. School District Action**

1. Upon receipt of the recommendation that the allegations of the complaint constitute a violation of School District policy, the School District will take such action as appropriate based upon the results of the investigation.
2. The results of the investigation of each complaint will be reported in writing and kept on file in the Title IX Coordinator's office. The report shall include findings of fact and will document the disciplinary action taken, if any, as a result of the complaint.
3. The complainant will be advised of the District decision in writing on a form supplied by the School District.
4. If either party is not satisfied with the written decision rendered by the School District, he or she may appeal the decision in writing to the Superintendent within ten (10) working days following receipt of the decision. The appeal must include the original complaint form, a copy of the written decision, and a written statement as to the reason for appeal.
5. The Superintendent will review the material submitted, investigate the circumstances and respond in writing within fourteen (14) working days of the appeal with a determination to uphold, modify, or reverse the District decision. At the Superintendent's discretion, an additional investigation may be conducted, including interviews with the complainant, the individual(s) against whom the complaints filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaints. The appeal may include any other methods or documents deemed pertinent by the Superintendent.
6. If either party is not satisfied with the decision rendered by the Superintendent, he or she may request a hearing in executive session with the School Board. The request for hearing must be submitted in writing through the Superintendent's Office within ten (10) working days following receipt of the Superintendent's response. The appeal must include the original complaint form, a copy of the written decision from the Superintendent, and a written statement as to the reasons for appeal. The hearing will be scheduled within thirty (30) working days of the request for hearing. The parties involved will be notified in writing of the time and date of the scheduled hearing.
7. The School Board will render a decision in writing within ten (10) working days of the hearing.

#### **E. Prohibition against Retaliation**

The School District will discipline any individual who retaliates against any person who reports alleged harassment or who retaliates against any person who testifies, assists, or participates in any investigation, proceeding, or hearing related to a harassment complaint.

Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. Retaliation is itself a violation of federal and state laws prohibiting discrimination and may lead to separate disciplinary action against an individual.

If any school personnel or student who has filed a complaint or has testified, assisted, or participated in the investigation of harassment believes that he or she has been retaliated against because of his or her participation, he or she should follow the procedures set forth above.

## **F. False Charges**

Charges found to have been intentionally dishonest or made maliciously without regard for truth may subject complainants to disciplinary action.

## **G. Uncomfortable Situations**

The School District recognizes that not every uncomfortable situation constitutes harassment. Whether a particular action or incident is a personal, social relationship without a discriminatory employment effect requires a determination based on all the facts and surrounding circumstances. False accusations can have a serious detrimental effect on innocent parties.

## **H. Discipline**

Any School District action taken pursuant to this policy will be consistent with requirements of applicable collective bargaining agreements and School District policies. The School District will take such disciplinary action it deems necessary and appropriate, including but not limited to, warning, suspension, or immediate discharge to end harassment and prevent its reoccurrence.

## **GRIEVANCE PROCEDURE POLICY**

### **I. DEFINITIONS**

- A. A "grievance" is a complaint by an employee or a group of employees based upon an alleged violation, misinterpretation or inequitable application of any existing policies, rules, or regulations of the school district as they apply to conditions of employment.
- B. The term "employee", except where otherwise indicated, is considered to apply to any classified employee.
- C. An "aggrieved person" is the person or persons making the claim.
- D. A "party in interest" is the person or persons making the claim and any person or persons whom might be required to take action or against whom action might be taken in order to resolve the problem.
- E. The term "days" when used in this policy shall, except where otherwise indicated, mean working days. In the event that a grievance remains unresolved at the end of the school year, days "shall mean calendar days".
- F. The Board shall mean the Board of Education of the Pierre School District.

### **II. PRINCIPALS/SUPERVISORS/ADMINISTRATORS**

- A. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems, which may arise affecting the welfare or working conditions of employees.
- B. These proceedings shall be kept as informal and confidential as may be appropriate at any level of the procedure.
- C. Nothing herein contained shall be construed as limiting the right of any employee having a problem to discuss the matter informally with any appropriate representative.
- D. Any employee or group of employees has the right at any time to present any grievance to such persons or board through such channels as are designated for that purpose.

### **III. TIME LIMITS**

- A. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as maximum, and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement in writing.
- B. In the event a grievance is filed at such time that it cannot be processed by the end of the school year, the time limits set forth herein will be reduced so that the grievance procedure may be completed prior to the end of the school year or as soon thereafter as it is practicable.
- C. It is required that an employee files a grievance within 30 days after the alleged violation.

### **IV. INFORMAL PROCEDURES**

- A. If an employee has a grievance; he/she should first discuss the matter with his/her principal, supervisor, or administrator to whom he/she is directly responsible in an effort to resolve the problem informally.
- B. If, after such discussion, the employee is not satisfied with the disposition of the matter, he/she has the right to have a representative assist him/her in further efforts to resolve the problem informally with the principal, administrator or supervisor.

### **V. FORMAL PROCEDURES**

- A. **Level One: Principal/Supervisor/Administrator**
  - 1. If an aggrieved person is not satisfied with the disposition of his/her problem through informal procedures, he/she may submit his/her claim as a formal written grievance to his/her principal, supervisor or administrator.
  - 2. The principal, supervisor or administrator shall within five (5) days render his/her decision and its rationale in writing to the aggrieved person, with a copy to the representative of the aggrieved person.
- B. **Level Two: Superintendent of Schools**
  - 1. If the aggrieved person is not satisfied with the disposition of his/her grievance at level One, or if no decision has been rendered within five (5) days after presentation of the grievance in writing, he/she may file the formal written grievance with the superintendent within three (3) days after the decision at level One or either eight (8) days after the grievance was presented, whichever is sooner.

2. Within ten (10) days after receiving the formal written grievance, the superintendent shall provide an opportunity for the aggrieved person to meet for the purpose of reviewing the grievance, and shall give to the aggrieved person a written opinion regarding the merits of his/her case.
3. The Superintendent of Schools or his/her representative shall act for the administration at level Two of the grievance procedure. The Superintendent shall meet with the aggrieved person and a representative for the purpose of resolving the grievance. The superintendent shall within three (3) days of the hearing render his/her decision and its rationale in writing to the aggrieved person.

C. Level Three: Board of Education

1. If the aggrieved person is not satisfied with the disposition of his/her grievance at Level Two, or if no decision has been rendered within three (3) days after he/she has first met with the Superintendent, he/she may file the grievance with the Board of Education within five (5) days after a decision by the Superintendent or ten (10) days after he/she has met with the Superintendent, whichever is sooner.
2. After receiving such further appeal, the Board of Education may consider the grievance at its next regular meeting. The request to meet with the Board of Education must be made within fifteen days after the aggrieved person has met with the Superintendent.
3. After receiving the written appeal, the board may appoint a fact finder to review the grievance and its processing to this point and to report to the Board at its next regular meeting or at a special meeting prior to its meeting with the aggrieved person and with the representative of the committee for the purpose of resolving the grievance. The decision of the Board shall be rendered in writing within five (5) days.

## VI. RIGHTS OF PARTICIPATION

- A. No reprisals of any kind shall be taken by any party against any other participant in the grievance procedure by reason of such participation.
- B. All parties in interest may be represented at all levels of the formal grievance procedure by persons of their own choosing.
- C. If either party plans to be represented by legal council, a notice must be given five (5) days in advance of hearing to the other party.

## VII. MISCELLANEOUS

- A. Decisions rendered at all levels of the formal grievance procedure shall be in writing setting forth the decision and its rationale.
- B. All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participant.
- C. Forms for filing and processing grievances and other necessary documents shall be prepared by the superintendent and made available through building principals, supervisor, or administrator so as to facilitate operation of the grievance procedure.

**CONFIDENTIALITY OF INFORMATION  
PIERRE SCHOOL DISTRICT 32-2**

**ANNUAL NOTIFICATION OF RIGHTS**

The Pierre School District #32-2 adheres to policies and procedures on the confidentiality of information consistent with Part B of the Individuals with Disabilities Act and the Family Educational Rights and Privacy Act.

As the parent of a student currently in attendance in the Pierre School District 32-2, or as a student who has reached the age of eighteen years, you have the right to do the following:

Inspect and review the student's education records

Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;

Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulations in this part authorize disclosure without consent;

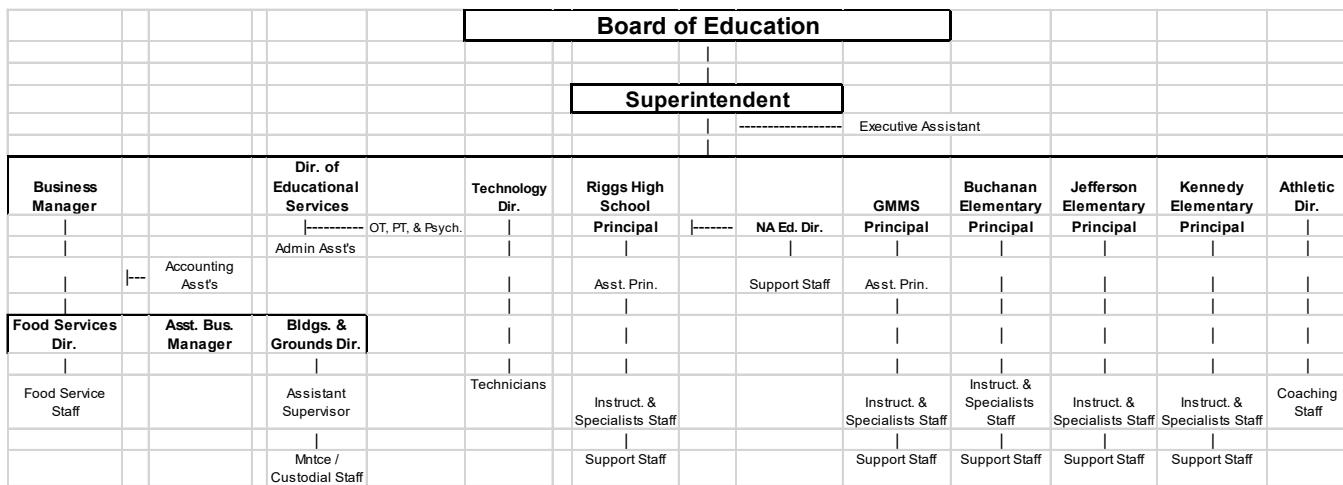
File with the US Department of Education a complaint under Sec. 99.64 concerning alleged failures by the Pierre School District 32-2 to comply with requirements of the Act and this part; and

Obtain a copy of the Pierre School District's policy.

Copies of the Pierre School District 32-2 Confidentiality of Information Policy are available at the Office of the Superintendent, 211 South Poplar, Pierre, South Dakota 57501 as well as at the office of the building principal in each school.

## Appendix I

### (Organization Chart)



## Appendix II

### **BENEFIT SUMMARY:**

SICK LEAVE: One working day per month for all employees working 20 hours or more per week.

EMERGENCY LEAVE: One day per year for all employees working 20 hours or more per week.

ANNUAL LEAVE: Permanent Full-Time employees earn 8 or 10 hours per month depending on longevity. Special Full-Time employees earn between 3.5 and 6 hours per month depending on work day equivalency. Permanent Part-Time employees earn between 1 and 4 hours per month depending on work day equivalency.

HEALTH AND DENTAL INSURANCE: All employees working 20 hours or more per week are eligible for up to \$585 per month towards health and dental care.

STATE RETIREMENT: 6% of employee's monthly gross wages shall be deducted (employees working 20 hours or more per week).

FOOD SERVICE EMPLOYEES UNIFORMS: Two aprons will be issued at the start of each school year. Keeping aprons clean as well as wearing clean attire is required.

FOOD SERVICES EMPLOYEES MEAL: Provided to all school lunch personnel.

CUSTODIAN – MAINTENANCE EMPLOYEES: If 50% or more of a custodian's regular assigned schedule occurs between the hours of 7:00 p.m. and 7:00 a.m., they will receive an additional 2% pay differential per hour for all hours reported on their time sheet. The hourly rate will be reduced by 2% per hour if the custodians schedule would be changed to a timeframe that does not qualify for the 2% per hour increase.

CUSTODIAN – MAINTENANCE UNIFORMS: Allowance of \$100.00 per year, after completion of probation period.

BACKGROUND CHECK: As per South Dakota Codified Laws.

## **Appendix III** (Salary Schedule)

## **Pierre School District Fiscal Year 2026 Classified Staff Hiring Schedule Hourly Rates**

### **Reflects 2% Increase to 2024-25 Pay Rates**

**Appendix IV**  
**Evaluation Form**

| <b>PIERRE SCHOOL DISTRICT NO. 32-2</b><br><b>ANNUAL EVALUATION REPORT - CLASSIFIED STAFF</b>   |   |   |                                   |   |  |
|--|---|---|-----------------------------------|---|--|
| <b>EMPLOYEE</b>  |   |   |                                   |   |  |
| <b>REVIEWER</b>  | <b>DATE</b>   |   |                                   |   |  |
| <b>EXCEEDS EXPECTATIONS:</b> Results show achievement beyond the job expectations, and which exceed what is reasonably expected of an individual in this position. |   |   |                                   |   |  |
| <b>MEETS EXPECTATIONS:</b> Results show attainment of job expectations in the manner reasonable expected on an individual in this position.                        |   |   |                                   |   |  |
| <b>NEEDS SOME IMPROVEMENT:</b> Results are generally below expectations. Attention of job expectations has not been fully reached.                                 |   |   |                                   |   |  |
| <b>DOES NOT MEET MINIMUM REQUIREMENTS:</b> Performance is not up to job expectations. Continued performance of this quality may place job in jeopardy.             |   |   |                                   |   |  |
| <b>RATING FACTORS</b>  | <b>EXPLANATION OF RATING FACTORS</b><br>(All factors must be rated.)  |   |                                   |   |  |
|  | 1   | 2 | 3                                 | 4 |  |
| <b>1. WORK HABITS</b>  | Respect for property, care of equipment, compliance with instruction, safety, housekeeping.   |   |                                   |   |  |
| <b>2. ATTENDANCE</b>   | Observance of working hours & break times. Attendance.  |   |                                   |   |  |
| <b>3. RELATIONSHIPS WITH PEOPLE</b>  | Ability to get along with others, meeting and dealing with public and staff, courtesy, tact, cheerfulness, effectiveness of communications.   |   |                                   |   |  |
| <b>4. DEPENDABILITY</b>  | Degree to which employee can always be relied upon to do the job with little or no supervision.   |   |                                   |   |  |
| <b>5. QUALITY OF WORK</b>  | Accuracy, neatness, effective completion of work on schedule.   |   |                                   |   |  |
| <b>6. QUANTITY OF WORK</b>   | Amount of acceptable work performed, completion of work on schedule.  |   |                                   |   |  |
| <b>7. WILLINGNESS AND INTEREST</b>   | Comparison, attitude, enthusiasm for job duties, loyalty, willingness to assume responsibilities, initiative.   |   |                                   |   |  |
| <b>8. ADAPTABILITY</b>   | Ability to learn, ability to perform under changes in work or working conditions, performance in emergencies.   |   |                                   |   |  |
| <b>9. JOB KNOWLEDGE</b>  | The ability to understand the essential functions of the job, to grasp details, to make correct decisions, to solve new problems, creativity.   |   |                                   |   |  |
| <b>10. PERSONAL APPEARANCE</b>   | Cleanliness and personal hygiene. Dresses appropriately, is well groomed and poised   |   |                                   |   |  |
| <b>11. ADMINISTRATIVE OR SUPERVISORY ABILITY</b>   | Promptness of action, soundness of decisions, capacity to analyze, organize and plan effectively; to delegate authority or responsibility, capacity to train employees and to lay out work, ability to build morale, confidence and respect in employees. |   |                                   |   |  |
| <b>OVERALL RATING</b>  |   |   |                                   |   |  |
| <b>COMMENTS:</b>   |   |   |                                   |   |  |
| <b>PLAN OF ACTION:</b>   |   |   |                                   |   |  |
| <b>TO BE COMPLETED BY EMPLOYEE:</b>  |   |   |                                   |   |  |
| 1. I have read this evaluation and have had a conference with the evaluator, and have reviewed my Job Description with my Supervisor. YES _____ NO _____           |   |   |                                   |   |  |
| 2. I agree with this evaluation. YES _____ NO _____<br>If NO with what specific statements do you disagree? (List below or on back of report.)                     |   |   |                                   |   |  |
| <b>EMPLOYEES SIGNATURE/DATE</b>  |   |   | <b>SUPERVISORS SIGNATURE/DATE</b> |   |  |

Appendix V

**JOB DESCRIPTIONS**

**CLASSIFIED STAFF**

**JOB TITLE: Executive Assistant to the Superintendent of Schools (REV. 9/11/17)**

**DEFINITION:** Under the direction of the Superintendent of School performs complex administrative functions of varied nature. Assignments are both general and specific and require considerable judgment and personal initiative to carry through. Assumes responsibility for duties not directly supervised.

**EXAMPLES OF DUTIES:****General Duties:**

- Works under the direction of the superintendent and coordinates activities of the office with the board, administrators, staff and patrons.
- Coordinates answering telephone when other administrative staff members are not available. This requires responding to questions, transferring calls to proper parties or initiating problem-solving measures.
- Responsible for all correspondence for the superintendent.
- *Prepares the board agenda and board packets for electronic access.*
- Prepares and edits the minutes of the board, committee meetings, hearings, etc.
- Compiles data and completes surveys from other districts, state and federal offices.
- Interacts with the media in dealing with news releases, public service announcements, etc.
- *Responsible for conference registrations and reservations for the board and superintendent.*

**HR Duties:**

- Maintains and responsible for certificated staff *professional contract*/confidential files.
- Works with staff regarding transcripts when hired, hours for lane changes and certificate renewal.
- Assures that teaching certificates are valid, renewals sent out and new certificates in place before deadlines.
- *Calculates and generates contracts for administrators, certified, and coaching staff.*
- *Prepares the Letters of Intent for classified staff.*
- Sends position openings to state placement bureau, career service center, posts on district site and runs ads in local newspapers. Responds to applicants regarding necessary information for application files. Prepares and sends contracts to and/or position filled letters.
- Maintains *on-line application system* for certificated and classified positions in the district.
- Maintains confidential personnel matters regarding staff, students, patrons, law enforcement.
- Compiles and prepares staff directories.
- Submits backgrounds checks and makes referrals to Supt. and Dept. Head as needed and *securely and confidentially* maintains *background checks and a log of background checks* for audit purposes.

**Administrative Duties:**

- Works with administrators in filling out forms, researching questions, and other administrative functions and activities associated with the office of superintendent.
- Works with the athletic director in coordinating schedules for activity calendar, contract assignments, etc.
- Coordinates the *compilation* of data and prepares the state accreditation reports, *student enrollment reports*, Personnel Record Forms, federal EEOC reports, *CRDC reports* and any others that may be required.
- Communicates with school attorney and other legal personnel when necessary on behalf of the superintendent.
- Works with the school board at the president's discretion.
- Coordinates and maintains the district's activities calendar and publishing for patron distribution.
- Manages compilation, updating, and distribution of the district handbooks: administrative, athletic, certificated, classified, elementary and *board* general policies/procedures.
- Maintains files on Rawlins Scholarship winners, verifies scholarship criteria for participants by semester and notifies bank to release payments to the universities.

**MINIMUM QUALIFICATIONS:**

- College degree or applicable experience in *field of office management/administration.*
- Knowledge of computers and *database management.*
- Extensive knowledge of administrative and management language and modern office practices and procedures.
- Ability and knowledge to compose properly a variety of memoranda or letters.
- Ability to follow complex instructions and perform difficult office tasks.
- *Must have clear and concise written and verbal communication skills.*
- Must understand the requirements of confidentiality when dealing with the public.
- Must be flexible as schedules can change at a moment's notice.
- Must be knowledgeable in a wide variety of education, staff, activity and physical plant issues and situations. Uses diplomacy in dealing with a variety of situations. *Not required, but prefer a current Notary Public.*

**JOB TITLE: Accounting Assistant II – Business Office, Accounts Receivable/Payroll (REV. 9/11/17)**

**Definition:** Records cash receipts, reconciles bank accounts, prepares financial reports, creates invoices for amount owed to district and monitors payments, provides payroll support, coordinates worker's compensation reporting process, provides support for school board elections, provides administrative support for the business manager and assists the public and staff.

**EXAMPLES OF DUTIES:** Works under the general supervision of the Business Administrator:

- Provides support for the employee payroll process including verifying rates of pay, calculating overtime hours and accurately inputting data into the payroll system. Scan payroll documentation after each payroll cycle.
- Accurately records all revenue in accounting system, deposits receipts daily at appropriate banks.
- Reconciles bank accounts on a regular basis, daily if possible, but not less than weekly.
- Obtains quotes for investments and processes CD purchases and redemptions
- Creates and sends invoices for amount owed to the district, monitors funds to be received and follows up when funds not received on a timely basis
- Maintains documentation of receipts and accounts receivable
- Completes financial reports including but not limited to monthly financial report, budget status report and activity fund reports
- Assists in preparation of the district's annual budget including data entry, printing and assembling budget books
- Compiles new employee packets
- Coordinates workman's compensation claims process and maintain the files
- Coordinates the student insurance process and maintains the files
- Maintains lease agreement records for all district facilities
- Assists the business manager with school board, bond and special elections, including coordinating publication of required notices, securing election workers, procuring election supplies and assisting with ballot counting process
- Coordinate the Wellness Program for the administration office and district
- Assists with mailing, filing and clerical duties as needed
- Answers phone and assist the public and district employees as needed
- Assists with creating employee badges or activity tickets and scheduling and checking out vehicles as needed.
- Particularly during the summer months, assists with process of checking in shipments of supplies and equipment matching contents of shipments to purchase orders.
- In the event of long term absence of the Accounts Payable Accounting Assistant, enters accounts payable invoices into accounting system.

**JOB TITLE: Accounting Assistant II –Business Office, Accounts Payable (REV. 9/11/17)**

**DEFINITION:** Implements the purchasing and accounts payable process for the district, maintains the district's central supply inventory, and performs other accounting and clerical duties.

**EXAMPLES OF DUTIES:** Works under the general supervision of the Business Administrator:

- After approval, processes requisitions for the purchase of supplies, equipment or services, creates purchase orders utilizing the appropriate financial coding, sends purchase orders to vendors, and serves as district contact with vendors.
- Processes payment for district obligations timely and accurately by check, direct deposit or purchasing card. Accurately codes all payments to appropriate budget. Creates board reports for approval of payments and submits to the school board prior to payment after independent verification of receipt of items or services by others.
- Scans and files all accounts payable documentation following each payment cycle
- Issues 1099's to vendors at the end of each calendar year
- Manages central supply by ordering and maintaining adequate supplies, filling supply orders, accurately maintaining the physical inventory, and charging appropriate budgets for supplies received.
- Provides administrators and staff responsible for programs or budgets with monthly budget status reports
- Coordinates scheduling of district's vehicles
- Assists with annual budget process including data entry, printing and assembling of budget books
- Assists with the preparation of bid specifications for items to be bid
- Coordinates disposition of surplus property including itemizing property to be presented to the board to be declared surplus property, and coordinating sale or disposal of surplus items
- Assists with mailing, filing, and clerical duties as needed
- Answers phone and assists the public and district employees as needed
- Assists with creating employee badges or activity tickets as needed.

**JOB TITLE: Assistant Business Manager (REV. 9/11/17)**

**Definition:** Manages the district's payroll and personnel operations including employee benefits. Directs accounting functions including maintaining coding, reviewing accounting records and compiling budgetary and accounting data. Maintains district accounting system. Assists and communicates with the public and staff on payroll and accounting issues.

**Examples of Duties:** Works under the general supervision of the Business Administrator:

- Performs payroll and personnel operations including directing payroll processing.
- Processes form for payroll deductions such as insurance and W-4 forms.
- Establishes, maintains and updates personnel records.
- Reconciles payroll vendor billings and remits payments to payroll vendors.
- Prepares state and federal payroll reports such as W-2's, 941's, South Dakota Retirement System, and Department of Labor reports.
- Acts as employee benefits coordinator.
- Coordinates annual benefit enrollment process.
- Acts as district liaison with health, life, dental insurance companies.
- Coordinates sick leave bank committee.
- Oversees accounting functions, reviews accounting records for accuracy and makes corrections as needed, and maintains coding structure.
- Compiles budgetary and accounting data, including maintaining staffing records for budgetary analysis.
- Coordinates compilation of information for annual audit.
- Assists with preparation of annual report and financial statements.
- Verifies and reconciles accounts, completes year end accounting entries, assures assets properly capitalized.
- Assist with grant claiming and monitoring process.
- Records management coordinator.
- Assists business manager with calculation and preparation of vouchers for rural mileage reimbursement.

**JOB TITLE: Administrative Assistant II, Office of Curriculum and Instruction (REV. 6/14/21)**

**DEFINITION:** **Responsible** for ordering, maintaining inventory and accountability systems in the areas of curriculum and state required standards for the Pierre School District; provides support for all functions within the Pierre School District Administration Office.

**EXAMPLES OF DUTIES:** **Works** under the general supervision of the *Director of Education*.

- Performs duties of an office receptionist such as answering phone, assisting the public and district employees.
- Sorts and opens incoming mail and boxes then distributes them to individual schools and individuals.
- Separates the daily mail, material and equipment, and distributes system/district wide.
- Maintains district wide permanent student records system, permanent records, and copies, files and sends all elementary student records, some middle school and high school records to their new schools.
- Works with Director of Education in organizing teacher in-service in the fall when school starts.
- Establish/maintains a staff training record system for credit and certificate programs offered by district K-12.
- Organize meetings for new curriculum, sits in on most curriculum meetings, and takes notes. Updates the curriculum yearly if there are changes to be made.
- Orders textbooks and materials for teachers and students, checks them in and distributes to schools.
- Reviews information requesting to be distributed in schools to ensure compliance with board policies.
- Responsible for maintaining adequate inventory of all K-12 textbooks. Know what, when and where to secure material resources. Maintains materials, inventory and checkout system and testing materials for elementary Home-Schooled children. Maintains textbook checkout and inventory system for St. Joseph Elementary.
- Checks in all shipments to make sure orders have been filled correctly and handles returns when necessary.
- Composes routine correspondence for the *Director of Education*. Helps with workshops that are done throughout the district from year to year.
- Daily counts all cash and checks received, creates receipt for appropriate bank account, logs all receipts for future verification to deposits by assistant business manager.
- Prepares substitute application packets and maintains a current substitute teacher list.
- Creates employee badges. Creates and distributes complimentary activity tickets for guests.
- Coordinates annual retirement tea including supplies, set up, advertising and gifts.
- Assist with kindergarten screening and homeschooled testing.
- Assists with scheduling of district vehicles and assisting staff when checking out vehicles.
- Assists in preparation of the annual budget including data entry, printing, and assembling budget books.
- Compiles new employee packets.
- Assists in the workman's compensation claims process.
- Assists the business manager with school board, bond, and special elections, including coordinating publication of required notices, securing election workers, procuring election supplies and assisting with ballot counting process.
- Provides support for the employee payroll process including preparing and printing timesheets. Scan payroll documentation after each payroll cycle.
- Assists with records management process, student accident insurance process, and dissemination of transportation vouchers for students eligible for assistance including maintaining proper documentation of vouchers issued. Performs other duties as necessary, such as when other co-workers are absent.

**JOB TITLE: Administrative Assistant II Office of Special Services (REV. 9/11/17)**

DEFINITION: Perform clerical duties including prepare computer generated reports; filing claims to Medicaid for students on IEP who have related services; organize two clinics a year for No Child Left Behind; prepare reports for State Performance Indicators; prepare paperwork for Extended School Year and summer school programs; operating variety of office machines; assisting the public. *Collect data for and organize Child Count information.*

**EXAMPLE OF DUTIES:**

- Works under direction of Director of Special Services.
- Prepare Special Education data collection reports for the State Performance Plan.
- Keep Infinite Campus special education field with correct data provided by special education teachers.
- File claims to Medicaid: Includes sending referral letters to doctors for managed care information; sending letters to parents for authorization to file claims;
- Keep complete file on each student.
- Assist with preparing reports and collecting data for Extended School Year program and Summer School programs.
- Make appointments, organize data, and work two clinics a year. Send faxes and record request.
- Assist in coordinating transportation needs for special education and Title I summer school students.
- Assists with kindergarten screening.
- Assists with creating employee badges, selling activity tickets and scheduling of vehicles.
- Assists with mailing, filing and clerical duties as needed.
- Answers phone and assists the public and district employees as needed.
- Performs others duties as assigned.

**JOB TITLE: Administrative Assistant to the Athletic Director (REV. 6/30/14)**

**DEFINITION:** Under the direction of Athletic Director, coordinates activities of the office with the administrators, staff, students and parents, performs clerical functions of varied nature. Assignments are both general and specific and require considerable judgment, public contact and confidentiality. Assumes responsibility for duties not directly supervised.

**EXAMPLES OF DUTIES:** May not include all the duties listed, nor do the listed examples include all tasks which may be found in positions of this title.

**General Duties:**

- Greet the public in a friendly and courteous manner and have the ability to favorably influence the public's image of the athletic programs.
- Ability to secure confidence and support of the professional staff and to gain confidence of students.
- Ability to present information to the public, recognizing and treating confidential information as such.
- Must have ability to deal with interruptions.

**Administrative Duties:**

- Responsible for filing all documents in an orderly fashion so as to make it accessible to others as well and keeping those files up to date.
- Entering the team rosters into the Pierre Campus and to the MES Athletic Director program that our office uses as well as entering and keeping up to date the rosters on the SDHSAA website.
- Obtaining the travel lists from the coaches and entering them into the Pierre Campus keeping the travel lists up to date for the School Reach program.
- Arranging all overnight accommodations for all sports for the entire year prior to August 1<sup>st</sup>, numbers of rooms and confirmation dates.
- Organizing all paperwork that goes with each of our student athletes, both hard copies and computer files (i.e. physicals, training rules, permission forms, HIPPA documents, interim physicals, insurance forms, medical consent forms, and the like);
- Checking the academic eligibility and for training rules violations of all participating athletes prior to the start of each season (fall, winter, and spring).
- Tracking the eligibility of each athlete in the computer program.
- Producing programs for the sub varsity and middle school contests that we host, including contacting opponents to obtain information to develop the programs as well as obtain our own teams information, completing programs at least 6 hours prior to the start of the contest (all programs will be produced by the high school advance computer class but from there the programs must be proofed and copied for all Varsity contests);
- Making all certificates using the Awards program portion of the Athletic Director's computer program, including tracking and filing all awards given to the athletes for the season (lettering, all conference, all state, etc.) while checking and ordering supplies of letters and pins according to what awards are needed for the year.
- Preparing for the next week and month by looking forward on the athletic calendar; using the AD computer program and its features effectively.
- Contacting people (referees, judges, workers, radio and newspaper) with information accurately and effectively.
- Filling out and filing all year-end forms with the Activities Association.
- Updating information in the Annual Permanent Book of Record each year (rosters, team records, state and conference placing).
- Hiring of all substitutes for Riggs.
- Preparing all cash boxes for all activities including counting and preparing for deposit after the activities.

**JOB TITLE:****Administrative Secretary****DEFINITION:**

Under the direction of Principal, coordinates activities of the office with the administrators, staff, students and parents, performs clerical functions of varied nature. Assignments are both general and specific and require considerable judgment, public contact and confidentiality. Assumes responsibility for duties not directly supervised.

**EXAMPLES OF DUTIES:** May not include all the duties listed, nor do the listed examples include all tasks which may be found in positions of this title.

**General Duties:** Greet the public in a friendly and courteous manner and have the ability to favorably influence the public's image of the school; ability to secure confidence and support of the professional staff and to gain confidence of students; ability to present information to the public, recognizing and treating confidential information as such.

Must have the ability to deal with interruptions.

**Administrative Duties:** Responsible for correspondence regarding school activities and events; staff memos, announcements, etc.; ability to compose properly a variety of memoranda or letters; ability to follow complex instructions and perform difficult office tasks; compile data and complete surveys for administrators, staff, state and federal offices.

Maintain accurate student and census data files for the school on the district's networked student management system including attendance, behavior and reporting mechanisms

Verify and distribute books, materials and supplies as per purchase orders. This requires that all textbooks be numbered and stamped with school identification; maintain the supply inventory throughout the year. **This requires the ability to lift up to 50 pounds.**

Compose letters and compile data and materials for the fall registration process. This includes verification of census data and mailing of materials.

Enroll new students; maintain the student cum files that includes filing test scores, cum file pictures, transcripts, etc.

Procures files and other data for Principal's and/or Counselor's use in giving information to investigators but does not release file information to investigators.

Ability to receive and properly account for all monies remitted by teachers, students, and others.

**Student Health:** (In the absence of the School Nurse) Administer basic first aid as needed; e.g. bandage wounds, apply ice packs, stop nosebleeds, emergency care, eyeglass repair, monitor blood sugar checks, etc. Administer medication to students according to doctor orders and maintain records for dispensing and receiving meds. This requires completion of a 20-hour Medication

Administration Course taught by the school nurse.

Contact parent/guardian for sick or injured student.

Performs related work as required and any other duties as assigned.

**MINIMUM QUALIFICATIONS:** Some post-secondary or applicable experience

Extensive knowledge of computers, database management, e-mail procedures, Microsoft Office programs and modern office equipment, practices and procedures.

Must understand the requirements of confidentiality when dealing with the public.

Revision Approved: 6/14/10

**JOB TITLE: Assistant Director of Buildings and Grounds (revised 2/14/22)**

**DEFINITION:** Assists the Director of Buildings and Grounds and supervises the custodial operation of the school district. Performs highly skilled building maintenance work of difficulty in the areas of refrigeration, heating, air conditioning, ventilation, plumbing, carpentry, and electrical work. Trains and directs the work of other maintenance staff. Works under the supervision of the Director of Buildings and Grounds.

**EXAMPLES OF DUTIES:**

Specific Areas of Custodial Management Responsibilities:

- Hires, evaluates, and manages staff for custodial operations.
- Coordinates and adjusts the work schedules of the custodians with the Principals and other Administrators as may be necessary including assignment to buildings and approving assignments for overtime.
- Trains or provides for the training of custodians.
- Performs periodic inspections of buildings and custodial work and resolves identified issues. Reports to director and recommends solutions for major maintenance and repair problems.

Specific assignments and responsibilities related to building and grounds maintenance may be determined based on experience and abilities and may include, but not be limited to the following:

- Services central air conditioning units by changing filters, greasing, checking/changing belts and checking all oil and refrigerant levels.
- Changes motors on central air conditioning units.
- Repairs vent fans.
- Calibrate thermostats.
- Inspect temperature control systems.
- Repair temperature control systems.
- Performs other maintenance work as required.
- Cuts and shapes conduit and fastens into place.
- Determines correct wire and conduit size needed.
- Makes necessary connections to circuit breakers, disconnects and electrical equipment.
- Install motors, light fixtures, and other electrical equipment.
- Maintain electric controls for boilers, HVAC, elevator controls and electrical circuitry.
- Assist in installation, trouble shoot, and maintain all fire alarm systems.
- Inspects electrical systems to prevent future failure and troubleshoots any identified issues.
- Installs and maintains a variety of equipment essential to the operation of the school district, including but not limited to heating pumps, cooling pumps, outlet receptacles, switches, light fixtures, and other electrical equipment.
- Assists in the maintenance of district grounds, including athletic fields.
- Utilizes carpentry and other skills to complete construction projects on district buildings and grounds.
- Maintains and services district owned vehicles.
- Manages and installs door locks for all district doors including maintaining supply of keys.
- Removes snow from district parking lots and sidewalks.
- Assembles and repairs a variety of equipment, furniture, and other items as needed.

In the absence of the Director fulfills necessary duties as needed to ensure ongoing operation of the buildings and grounds department.

**Minimum Qualifications:**

Possess a basic understanding of the functions and operations involved with electrical, heating, plumbing and general construction of facilities and upkeep of grounds. Possess mechanical ability and the knowledge and skills associated with the operation and safe use of a variety of tools and equipment. Ability to lift and carry a minimum of 50 pounds required. Ability to supervise personnel and work cooperatively with others. Possesses initiative and ability to make decisions. In addition to regular work schedule, must be able to work nights, weekends or as needed for emergency situations.

**EDUCATION/EXPERIENCE:** Graduation from high school and two years of vocational technical training or related work experience in the appropriate trade.

**DEFINITION:**

Under the direct supervision of a Custodian Level II, III, or the Director of Assistant Director of Buildings and Grounds. Is responsible for the housekeeping. With the minimum of supervision, keeps an assigned building or office space and area surrounding building clean and orderly and does other work as required.

**EXAMPLES OF DUTIES:** May not include all of the duties listed, nor do the listed examples include all tasks which may be found commensurate to all building or area assignments.

Sweeps, scrubs, mops and waxes floors. Dusts, cleans, and polishes furniture and woodwork; empties and cleans waste receptacles, cleans rest rooms; washes windows and walls, polishes metal work; takes care of equipment and materials; assists other employees in cleaning kitchens and other cafeteria equipment; assists in moving and arranging furniture and equipment, also sets up auditorium or classrooms for special events or meetings; paints and makes minor non-technical repairs; replaces light bulbs; sands, refinishes, and adjusts desks and other furniture; scrapes and refinishes floors; cleans and picks up paper on grounds and courts of buildings; keeps area around building free of litter, and removes snow or ice from entranceways. Maintains custodian storage closets in clean and orderly manner, and performs all miscellaneous duties assigned by their immediate supervisor(s).

Custodians shall have the responsibility to determine if students have authorized permission in the building after regular school hours. The custodian shall determine if the student sponsor of the activity is available, and/or if permission has been granted. If students are not authorized to be in the building the incident and name of students shall be reported immediately to the principal of the building.

Custodians shall, during the summer months, do routine maintenance work. Such routine work shall include painting, plumbing, and carpenter work, or other work at the discretion of Director of Buildings and Grounds and/or Business Administrator. *Has the responsibility of communicating directly with buildings and Grounds Director or the assistant B & G regarding and all School Cancellations or interrupted work schedules (i.e. Snow Days).*

Ability to handle the public in a friendly and courteous manner.

**JOB TITLE:** **Custodian II (REV. 6/30/14)**

**DEFINITION:** Supervises two to three custodians in an assigned building. Under the direct supervision of the Director or Assistant Director of Buildings and Grounds. Is a working supervisor responsible for an assigned building and surrounding area and maintaining it in a clean and orderly manner and for the coordination of work assignments including over-time assignments and for the security of the building. Also performs other related duties as assigned.

**EXAMPLES OF DUTIES:** May not include all of the duties listed, nor do the listed examples include all tasks which may be found commensurate to all building or area assignments.

Supervises the custodians assigned to their building and surrounding area. Coordinates work schedules and assign work orders to custodians. Performs security tasks of buildings. Assigns over-time duties.

Sweeps, scrubs, mops and waxes floors. Dusts, cleans, and polishes furniture and woodwork; empties and cleans waste receptacles, cleans rest rooms; washes windows and walls, polishes metal work; takes care of equipment and materials; assists other employees in cleaning kitchens and other cafeteria equipment; assists in moving and arranging furniture and equipment, also sets up auditorium or classrooms for special events or meetings; paints and makes minor non-technical repairs; replaces light bulbs; sands, refinishes, and adjusts desks and other furniture; scrapes and refinishes floors; cleans and picks up paper on grounds and courts of buildings; keeps area around building free of litter, and removes snow or ice from entranceways. Maintains custodian storage closets in clean and orderly manner, and performs all miscellaneous duties assigned by their immediate supervisor(s).

Custodians shall have the responsibility to determine if students have the authorized permission in the building after regular school hours. The custodian shall determine if the student sponsor of the activity is available, and/or if permission has been granted. If students are not authorized to be in the building the incident and name of students shall be reported immediately to the principal of the building.

Custodians shall, during the summer months, do routine maintenance work. Such routine work shall include painting, plumbing, and carpenter work, or other work at the discretion of the Director of Buildings and Grounds and/or Business Administrator. *Has the responsibility of communicating directly with buildings and Grounds Director or the assistant B & G regarding and all School Cancellations or interrupted work schedules (i.e. Snow Days).*

Ability to handle the public in a friendly and courteous manner.

**JOB TITLE:** **Custodian III (6/304)**

**DEFINITION:** Supervises four or five custodians in an assigned building. Under the direct supervision of the Director or Assistant Director of Buildings and Grounds. Is a working supervisor responsible for an assigned building and surrounding area and maintaining it in a clean and orderly manner and for the coordination of work assignments including over-time assignments and for the security of the building also performs other related duties as assigned.

**EXAMPLES OF DUTIES:** May not include all of the duties listed, nor do the listed examples include all tasks which may be found commensurate to all building or area assignments.

Supervises the custodians assigned to their building and surrounding area. Coordinates work schedules and assigns work orders to custodians. Performs security tasks of buildings. Assigns over-time duties.

Sweeps, scrubs, mops and waxes floors. Dusts, cleans, and polishes furniture and woodwork; empties and cleans waste receptacles, cleans rest rooms; washes windows and walls, polishes metal work; takes care of equipment and materials; assists other employees in cleaning kitchens and other cafeteria equipment; assists in moving and arranging furniture and equipment, also sets up auditorium or classrooms for special events or meetings; paints and makes minor non-technical repairs; replaces light bulbs; sands, refinishes, and adjusts desks and other furniture; scrapes and refinishes floors; cleans and picks up paper on grounds and courts of buildings; keeps area around building free of litter, and removes snow or ice from entranceways. Maintains custodian storage closets in clean and orderly manner, and performs all miscellaneous duties assigned by their immediate supervisor(s).

Custodians shall have the responsibility to determine if students have authorized permission in the building after regular school hours. The custodian shall determine if the student sponsor of the activity is available, and/or if permission has been granted. If students are not authorized to be in the building the incident and name of students shall be reported immediately to principal of the building.

Custodians shall, during the summer months, do routine maintenance work. Such routine work shall include painting, plumbing, and carpenter work, or other work at the discretion of the Director of Buildings and Grounds and/or Business Administrator. *Has the responsibility of communicating directly with buildings and Grounds Director or the assistant B & G regarding and all School Cancellations or interrupted work schedules (i.e. Snow Days).*

Ability to handle the public in a friendly and courteous manner.

**JOB TITLE:** **Custodian IV (REV. 6/30/14)**

**DEFINITION:** Supervises six or more custodians in an assigned building. Under the direct supervision of the Director or Assistant Director of Buildings and Grounds. Is a working supervisor responsible for an assigned building and surrounding area and maintaining it in a clean and orderly manner and for the coordination of work assignments including over-time assignments and for the security of the building also performs other related duties as assigned.

**EXAMPLES OF DUTIES:** May not include all of the duties listed, nor do the listed examples include all tasks which may be found commensurate to all building or area assignments.

Supervises the custodians assigned to their building and surrounding area. Coordinates work schedules and assigns work orders to custodians. Performs security tasks of buildings. Assigns over-time duties.

Sweeps, scrubs, mops and waxes floors. Dusts, cleans, and polishes furniture and woodwork; empties and cleans waste receptacles, cleans rest rooms; washes windows and walls, polishes metal work; takes care of equipment and materials; assists other employees in cleaning kitchens and other cafeteria equipment; assists in moving and arranging furniture and equipment, also sets up auditorium or classrooms for special events or meetings; paints and makes minor non-technical repairs; replaces light bulbs; sands, refinishes, and adjusts desks and other furniture; scrapes and refinishes floors; cleans and picks up paper on grounds and courts of buildings; keeps area around building free of litter, and removes snow or ice from entranceways. Maintains custodian storage closets in clean and orderly manner, and performs all miscellaneous duties assigned by their immediate supervisor(s).

Custodians shall have the responsibility to determine if students have authorized permission in the building after regular school hours. The custodian shall determine if the student sponsor of the activity is available, and/or if permission has been granted. If students are not authorized to be in the building, the incident and name of students shall be reported immediately to principal of the building.

Custodians shall, during the summer months, do routine maintenance work. Such routine work shall include painting, plumbing, and carpenter work, or other work at the discretion of the Director of Buildings and Grounds and/or Business Administrator. *Has the responsibility of communicating directly with buildings and Grounds Director or the assistant B & G regarding and all School Cancellations or interrupted work schedules (i.e. Snow Days).*

Ability to handle the public in a friendly and courteous manner.

**JOB TITLE:** **Building/Maintenance Specialist (revised 2/14/22)**

**DEFINITION:** Performs highly skilled building maintenance work of difficulty in the areas of refrigeration, heating, air conditioning, ventilation, plumbing, carpentry, and electrical work. Works under the supervision of the Director of Buildings and Grounds.

**EXAMPLES OF DUTIES:**

Any one position may not be responsible for all of the duties listed nor do the listed examples include all duties which may be found in positions of this class.

Services central air conditioning units by changing filters, greasing, checking/changing belts and checking all oil and Freon levels.  
Changes motors on central air conditioning units.  
Repairs vent fans.  
Calibrate thermostats.  
Inspect temperature control systems.  
Repair temperature control systems.  
Performs other maintenance work as required.  
Cuts and shapes conduit and fastens into place.  
Determines correct wire and conduit size needed.  
Makes necessary connections to circuit breakers, disconnects and electrical equipment.  
Install motors, light fixtures, and other electrical equipment.  
Maintain electric controls for boilers, HVAC, elevator controls and electrical circuitry.  
Installation and maintenance of all fire alarm systems.  
Inspects electrical systems to prevent future failure and troubleshoots any identified issues.  
Installs and maintains a variety of equipment essential to the operation of the school district, including but not limited to motors, light fixtures, and other electrical equipment.  
Assists in the maintenance of district grounds, including athletic fields.  
Utilizes carpentry and other skills to completes construction projects on district buildings and grounds.  
Maintains and services district owned vehicles.  
Manages and installs door locks for all district doors including maintaining supply of keys.  
Removes snow from district parking lots and sidewalks.  
Assembles and repairs a variety of equipment, furniture, and other items as needed.  
Perform other duties as directed by supervisor.

**QUALIFICATIONS:** Must hold either a South Dakota electrical contractors license, a current journeyman electrical license, a plumber's license, a license in specialized maintenance trade or certificate documenting 60 hours of specialized training in a specialized maintenance trade.

Extensive knowledge, skills, and abilities of the specialized maintenance trade. Skill in the safe use and operation of tools and equipment. Extensive mechanical ability. In addition to regular work schedule, must be able to work nights, weekends or as needed for emergency situations. Ability to work with a group of people and the public. Heavy lifting of up to 50-75 pounds required.

**EDUCATION/EXPERIENCE:** Graduation from high school and two years of vocational technical training or related work experience in the appropriate trade.

**JOB TITLE: Landscape and Grounds Keeping Specialist/Maintenance Worker (Adopted 6/8/15)**

**General Statement of Duties:** The landscape and grounds keeping specialist's primary responsibility is grounds maintenance including the care of lawns, trees, flowers, shrubs, athletic fields, and sidewalks; also serves as the expert in a specific area of grounds maintenance, such as tree care or irrigation systems to ensure school district grounds are properly cared for and maintained. Performs other building and grounds maintenance activities as needed.

**Supervision Received:** Works under the supervision of the Supervisor of Buildings and Grounds

**EXAMPLE OF DUTIES:**

- Assists in planning and monitoring grounds maintenance to ensure an efficient operation.
- Performs planned grounds maintenance activities such as mowing, watering, spraying, trimming, planting, cultivating, snow removal, and clean-up operations.
- Assists in loading, unloading, and moving furniture, equipment, materials, and supplies to ensure safe and efficient handling.
- Operates heavy equipment such as front end loader, backhoe, motor grader, trencher, bucket truck, and dump truck to carry out duties.
- Designs and selects the plants to be planted in the flower beds.
- Completes specialized tree care to ensure proper maintenance and health.
  - Inspects the trees for disease and diagnoses problems.
  - Determines appropriate chemicals needed and sprays trees.
  - Fertilizes trees using deep root tree feeder
  - Trims trees to maintain their upkeep.
  - Researches and recommends locations to plant trees to ensure proper soil and lighting.
- Inspects plants for symptoms of disease and prepares mixtures of fertilizers, potting soil, insecticides, and related chemicals used in plant care.
- Soil analysis.
- Maintains and calculates weed sprayers, and records appropriate documentation.
- Maintains an inventory of fungicides, pesticides, and other hazardous substances.
- Exterminates rodents and insects
- Performs semi-skilled building maintenance work such as carpentry; plumbing; heating, air conditioning, ventilation and boiler servicing; painting, vehicle servicing, concrete finishing, snow removal, equipment moving and minor building repair.

H. Working Conditions: Performs physically strenuous work and frequent bending, stooping, climbing, and heavy lifting. The majority of the work is performed outside and the incumbent is subject to falls, cuts, burns, and abrasions from various tools and equipment and sore or strained muscles from heavy lifting. The incumbent has contact with hazardous substances when handling fertilizers, pesticides, and herbicides. May also be required to work on call outside regular hours. I. Qualifications for Employment:

Knowledge of: gardening and grounds maintenance practices; safe use of fertilizers, insecticides, and herbicides; safe disposal of hazardous wastes; sprinkler and irrigation systems; and types and varieties of trees and plants.

Ability to: recognize and diagnose plant diseases; identify insect destruction and the necessary corrective actions; follow oral and written instructions; perform heavy lifting and physical labor; and operate motorized vehicles, hand and power tools, and related equipment; obtain a commercial driver's license (CDL), and pesticide applicator license along with the following certifications from the Department of Ag. Tree Injection Certification, Ornamental and Turf Certification, Structural & Public Health Certifications.

**JOB TITLE: Maintenance Worker (REV. 6/30/14)**

**DESCRIPTION OF WORK:**

General Statement of Duties: Performs semi-skilled building maintenance work of routine difficulty in the areas of carpentry, plumbing, heating, air conditioning, ventilation, painting, vehicle servicing, irrigation, boilers, welding, concrete finishing, snow removal, equipment moving, grounds maintenance and minor building repair.

Supervision Received: Works under the supervision of the Supervisor for Buildings and Grounds.

Example of Duties: Any one position may not include all of the duties nor do the listed examples include all duties, which may be found in positions in this class.

Cleans traps on steam lines.

Repairs steam pipes and radiators.

Repairs vent fans.

Install irrigation systems

Operate skid steer/tractors

Glues broken furniture pieces together.

Builds shelves and bookcases.

Delivers and sets up furniture, bulletin boards and blackboards.

Installs and repairs traverse rods.

Paints interior and/or exterior of building using brush, roller and/or spray gun, preparing area by sanding or cleaning as necessary.

Replaces water pumps.

Cuts, threads and fits pipes and tubing.

Repairs toilet stools and flush valves.

Repairs and replaces faucets and drains.

Installs and cleans window air conditioning units.

Services central air conditioning units by changing filters, greasing, checking/changing belts and checking oil and freon levels.

Installs new duct work for central heating or air conditioning.

Changes motors on central air conditioning units.

Repairs vent fans.

Fabricates keys and locking devices.

Installs fuses, light bulbs and fluorescent tubes.

Performs other maintenance work as required.

*Has the responsibility of communicating directly with buildings and Grounds Director or the assistant B & G regarding and all School Cancellations or interrupted work schedules (i.e. Snow Days).*

**QUALIFICATIONS FOR APPOINTMENT**

Knowledge, Skills and Abilities: Knowledge of the appropriate trade.

Skill in the safe use and operation of tools and equipment.

Ability to operate required tools and equipment. Extensive mechanical ability. In addition to regular work schedule, must be able to work nights, weekends or as needed for emergency situations. Ability to work with a group of people and the public. Ability to handle heights.

Education/Experience: Graduation from high school and one year of vocational technical training or one year of related work experience in the appropriate trade.

OR

An acceptable equivalent combination of education and experience.

**JOB TITLE:****BUS DRIVER**

**DEFINITION:** Safely operate district school bus on a regular daily route to transport students participating in school transportation program. Works under general direction of the business manager and director of buildings and grounds.

**KNOWLEDGE, ABILITIES AND SKILLS:** Requires ability to operate a school bus in a safe and responsible manner in a variety of weather conditions to ensure safety of students during transport and while loading and unloading from buses. Requires ability to interact with parents and students in a courteous manner. Requires knowledge of school bus regulations and scheduling systems and procedures. Requires ability to manage time wisely to follow an established schedule.

**EDUCATION AND EXPERIENCE REQUIRED:** High school education or more desirable. Valid driver's license and safe driving record required. School bus driver training must be completed.

**COMMENTS:**

1. Must be able to sit for moderately long periods of time.
2. Must establish proper working relationships with school district staff, administrators, students and parents.
3. Must follow all state laws and regulations related to operating a school bus.
4. Must follow safety checks and ensure the bus is well maintained and kept clean.
5. *Has the responsibility of communicating directly with buildings and Grounds Director or the assistant B & G regarding and all School Cancellations or interrupted work schedules (i.e. Snow Days).*

First Reading: 9/9/13

Adoption: 10/15/13

Revised: 6/30/14

**JOB TITLE: BUS MONITOR**

**DEFINITION:** Ride the bus with children participating in the school transportation program, provide assistance to ensure children get safely on and off the bus and are seated safely with the proper safety restraints. Maintain order on the bus and ensure students remain seated while the bus is in motion. Ensure students are released to proper guardians at the correct locations. Works under general direction of the business manager and director of buildings and grounds.

**KNOWLEDGE, ABILITIES AND SKILLS:** Ability to safely and securely carry out procedures. Ability to convey information effectively to children and parents while establishing a positive relationship. Knowledge of public safety and security policies and procedures. Ability to relate to and work with children, particularly those with developmental disabilities.

**EDUCATION AND EXPERIENCE REQUIRED:** High school education or more desirable. School bus driver training must be completed.

## COMMENTS:

1. May work as relief bus driver, if so school bus driver training must be completed and valid driver's license required.
2. Must establish proper working relationships with the bus driver, other school district staff, administrators, students and parents.
3. Must follow all state laws and regulations related to operating a school bus.
4. Must follow safety checks and ensure the bus is well maintained and kept clean.
5. *Has the responsibility of communicating directly with buildings and Grounds Director or the assistant B & G regarding and all School Cancellations or interrupted work schedules (i.e. Snow Days).*

First Reading: 9/9/13

Adoption: 10/15/13

Revised: 6/30/14

**Job Title: Family Support Specialist, All Schools**

Definition: Works with school administrators, students, parents, and the school support team with a focus on keeping students in school, improving student and school attendance rates, and educating staff and families. Provide supports, community connections, builds relationships, and provides tutoring. This position is funded with a 3-year grant that will expire in May 2026.

Employment Term: School year only – 9 months

Reports To: Building Principal

Requirements:

- A. Educational level: Preferred Associate or bachelor's degree from four-year college or high school diploma/GED/equivalent combination of education and experience in working with children and/or families.
- B. Experience Desired: Prior service work or training in social work or education. Experience with providing services to school aged children preferred.
- C. Other Requirements: Demonstrated interest and commitment toward the welfare of young people. Positive human relations and communication skills toward both adults and children. Ability to relate to, and work as a contributing member of, a team. Flexibility and ability to adapt as needed, along with remaining calm under pressure, especially in difficult conversations with parents and staff. Ability to use a wide range of strategies to accomplish goals. Ability to communicate effectively.

Essential Functions and Duties:

- ◆ Provide educational support to students who are having academic difficulty.
- ◆ Monitor school attendance
- ◆ Maintain confidentiality of all information concerning students, staff, or parent/guardian in any public setting, and choose the appropriate time, place, and supervisor to discuss problems.
- ◆ Perform other duties as assigned by teachers, Director of Special Services, and principals.

First Reading: 8/14/23

Adoption: 09/11/23

**JOB TITLE:** **Cook I (Rev. 4/12/21)**

**DEFINITION:** Works under the general director of Kitchen Manager. Assists in production and service of meal preparation in all areas as assigned. Does general cleanup of kitchen area.

**KNOWLEDGE, ABILITIES AND SKILLS:** Must be able to read and comprehend written and oral instructions and possess basic math skills. Attendance at school food service training as offered is required. Prior experience in food service is preferred.

**COMMENTS:**

1. Must be able to follow directions.
2. Responsible for handling and preparing foods in accordance with sanitary and health regulations.
3. Responsible for clean-up when not engaged in food preparation.
4. Must be able to stand on feet and lift heavy objects for duration of assigned work schedule.
5. Must be able to work well and relate easily to others. Must be willing and able to take over duties of absent co-workers.
6. Must be willing to perform any other duties as requested by manager and/or supervisor.
7. Must be friendly and courteous and favorably influence the public's image of the school.

**JOB TITLE:** **Cook II (Rev. 4/12/21)**

**DEFINITION:** Works under general direction of Kitchen Manager. Assists in production and service of meal preparation of main dish, fruits or vegetables. Does general cleanup of kitchen area.

**KNOWLEDGE, ABILITIES AND SKILLS:** Must be able to read and comprehend written and oral instructions. Must be able to work with a time schedule. Must be able to be flexible in work assignment.

**EDUCATION AND EXPERIENCE REQUIRED:** Needs sufficient education to be able to understand written or oral instructions and possess basic math skills. One to two years of food service experience required. Attendance at school food service training as offered is required.

**COMMENTS:**

1. Must be able to follow directions.
2. Responsible for handling and preparing foods in accordance with sanitary and health regulations.
3. Responsible for clean-up when not engaged in food preparation.
4. Must be able to stand on feet and lift heavy objects for duration of assigned work schedule.
5. Must be able to work well and relate easily to others.
6. Must be willing and able to take over duties of co-workers including Cook I in his/her absence.
7. Must be willing to perform any other duties as requested by manager and/or supervisor.
8. Must be friendly and courteous and favorably influence the public's image of the school.

**JOB TITLE:** **Cook III (Rev. 4/12/21)**

**DEFINITION:** Works under general direction of Kitchen Manager. Responsible for the preparation and serving of the daily main dish items of the school cafeteria. Responsible for obtaining and providing accurate counts for satellite products.

**KNOWLEDGE, ABILITIES AND SKILLS:** Must be able to read and comprehend written and oral instructions. Needs to exercise good judgment when preparing foods to achieve desirable food products that are appetizing and palatable and to eliminate waste. Must be able to work with a time schedule. Must be adept enough to take over manager responsibilities in his/her absence. Attendance at school food service training as offered is required.

**EDUCATION AND EXPERIENCE REQUIRED:** High school education desirable. Must have at least two years of relevant food service experience. Must be proficient in math.

**COMMENTS:**

1. Must be able to follow directions.
2. Responsible for handling and preparing foods in accordance with sanitary and health regulations.
3. Responsible for clean-up when not engaged in food preparation is responsible for clean-up.
4. Responsible for labeling and dating left over food to keep and store in proper and safe manner.
5. Responsible for pre-preparation for future meals.
6. Must be able to stand on feet and lift heavy objects for duration of assigned work schedule.
7. Must be able to work well and relate easily to others.
8. Must be willing to perform any other duties as requested by Kitchen Manager.
9. Must be friendly and courteous and favorably influence the public's image of the school.

**JOB TITLE:** **Cook III/Trainer (Rev. 4/12/21)**

**DEFINITION:** Works under general direction of the Kitchen Manager. Responsible for and participates in the preparation and serving of the daily main dish items of the school cafeteria. Responsible for directing assistant cooks who aid with the main dish entrees. Responsible for keeping daily records and inventory as required.

**KNOWLEDGE, ABILITIES AND SKILLS:** Must be able to read and follow directions for producing large quantity recipes. Ability to provide directions to assistant cooks in an understandable and courteous manner, and exercise good judgment when preparing foods to achieve desirable food products that are appetizing and palatable and eliminate waste. Must be able to prepare foods in time to meet meal schedules.

**EDUCATION AND EXPERIENCE REQUIRED:** Must be able to perform and know all aspects of the Cook I, II and III positions, and have been employed by the Pierre School District as a Cook III for a minimum of one year. High school education is desirable. Must be able to read and understand written and oral instructions. Attendance at school food service training as offered is required. Must be proficient in math. Must be *HACCP trained in order to give direction on food safety.*

**COMMENTS:**

1. Requires organizational skills.
2. Must be able to meet time schedules.
3. Must be committed to producing the best standard entrees possible for the nutritional welfare of the consumers.
4. Must be able to stand on feet and lift heavy objects for duration of assigned work schedule.
5. Must be able to work well and relate easily to others.
6. Must be willing to perform any other duties as requested by Kitchen Manager.
7. Must be friendly and courteous and favorably influence the public's image of the school.

**JOB TITLE:** **Driver/Custodian**

**DEFINITION:** Drives the school van for the school lunch program and does custodial duties in the kitchen area. Works under the general direction of the School Business Administrator, Food Service Supervisor, and Kitchen Managers.

**KNOWLEDGE, ABILITIES AND SKILLS:** Must be able to loan van in an organized manner so as to make deliveries and pick ups efficiently in order to meet meal schedules at the various satellite sites. Is responsible for handling food containers and performing custodial duties in accordance with sanitary and health regulations.

**EDUCATION AND EXPERIENCE REQUIRED:** Needs sufficient education to be able to comprehend and perform written as well as oral instructions. Must possess a valid South Dakota driver's license. Must work a thirty day probation period in school system to become familiar with food service program and procedures.

**COMMENTS:**

1. Requires organizational skills.
2. Must be physically strong to be able to do very heavy lifting involved in transporting satellite containers and cases of food stuffs in kitchen storeroom, coolers, and freezer.
3. Requires being able to submit maintenance procedures needed by school van when necessary.
4. Must be able to work and relate to others easily.
5. Requires being willing to perform any other related duties as requested by Business Administrator, Food Service Supervisor, and/or Kitchen Managers.

Ability to handle the public in a friendly and courteous manner, and the ability to favorably influence the public's image of the school.

**JOB TITLE:** **Assistant Driver/Delivery**

**DEFINITION:** Drives the school van for the school lunch program when the driver is absent. Helps to load and unload food and supplies for elementary schools. Works under the general direction of the School Business Administrator, Food Service Supervisor, Kitchen Manager and Driver.

**KNOWLEDGE, ABILITIES AND SKILLS:** Must be able to load van in an organized manner so as to make deliveries and pick ups efficiently in order to meet meal schedules at the various satellite sites. Is responsible for handling food containers in accordance with sanitary and health regulations.

**EDUCATION AND EXPERIENCE REQUIRED:** Needs sufficient education to be able to comprehend and perform written as well as oral instructions. Must possess a valid South Dakota Driver's license. Should have general understanding of food service program.

**COMMENTS:**

1. Requires organizational skills.
2. Must be physically strong to be able to do very heavy lifting involved in transporting satellite containers and cases of foodstuffs in kitchen storeroom, coolers, and freezers.
3. Must be able to work and relate to others easily.
4. Requires being willing to perform any other related duties as requested by Business Administrator, Food Service Supervisor or Kitchen Manager.

Ability to handle the public in a friendly and courteous manner, and the ability to favorably influence the public's image of the school.

**JOB TITLE: Manager of School Kitchen III/Assistant Director (REV. 6/29/15)**

**DEFINITION:** Supervises and willingly participates in the preparations and serving of food in the school cafeteria. Responsible for required daily records and inventory. Works under general direction of administrative food service supervisor and/or building administrator. Performs inspections and provides on-going training at elementary sites. Serves as Assistant Director of District Food Service program.

**KNOWLEDGE, ABILITIES AND SKILLS:** Requires comprehensive Knowledge of the National School Lunch Program. Must be able to prepare daily work schedules that can be easily comprehended by kitchen staff. Must be able to handle money, make daily reports, and keep accurate records. Must be knowledgeable of the procedures for handling free and reduced meal applications and provide the 2<sup>nd</sup> look coverage that is required by the National School Lunch program. Be willing and able to step into the Food Services Director's position when he/she are absent.

**EDUCATION AND EXPERIENCE REQUIRED:** High school education or more desirable. Completion of four years of Certification Courses as offered by the State Department, or in the process of completing four years. Have restaurant or previous kitchen manager experience where high volume quantitative cooking has taken place. Knowledgeable of all equipment in the kitchen and able to train staff on the uses of such equipment. Encouraged to attend School Food Service workshops and trainings offered by the State Department of Education.

**COMMENTS:**

1. Requires organizational and management skills.
2. Must be committed to concept of providing food services to children without discrimination.
3. Must be able to relate easily with kitchen staff and promote enthusiasm for the program to follow kitchen staff.
4. Must have ability to establish proper working relationships with school administrators, teachers, and all other staff.
5. Must know how to direct all kitchen work and responsibilities in accordance with South Dakota's health and sanitation regulations.
6. Must be willing to perform inspections and on-going training at elementary sites.
7. Must be willing to perform any other related duties as requested by supervisor.

Ability to handle the public in a friendly and courteous manner and the ability to favorably influence the public's image of the school.

First Reading: 6/10/13

Final Reading: 7/11/13

Revised: 6/30/14

Revised: 6/29/15

**JOB TITLE:** **Manager of School Kitchen II/Central Kitchen (Adopted: 6/29/15)**

**DEFINITION:** Supervises and willingly participates in the preparations and serving of food in the school cafeteria. Responsible for required daily records and inventory. Works under general direction of administrative food service supervisor and/or building administrator. Provides on-going training at elementary sites. Manages centralized distribution of commodities and dishwashing chemicals to all district sites.

**KNOWLEDGE, ABILITIES AND SKILLS:** Requires comprehensive knowledge of the National School Lunch Program. Must be able to prepare daily work schedules that can be easily comprehended by kitchen staff. Must be able to accurately manage receipts, make daily reports, and keep accurate records. Requires understanding of US Commodity program, including ordering and inventory process.

**EDUCATION AND EXPERIENCE REQUIRED:** High school education or more desirable. Have restaurant or previous kitchen manager experience where high volume quantitative cooking has taken place. Knowledgeable of all equipment in the kitchen and able to train staff on the uses of such equipment. Encouraged to attend School Food Service workshops and trainings offered by the State Department of Education.

**COMMENTS:**

1. Requires organizational and management skills.
2. Must be committed to concept of providing food services to children without discrimination.
3. Must be able to relate easily with kitchen staff and promote enthusiasm for the program to follow kitchen staff.
4. Must have ability to establish proper working relationships with school administrators, teachers, and all other staff.
5. Must know how to direct all kitchen work and responsibilities in accordance with South Dakota's health and sanitation regulations.
6. Must be willing to perform inspections and on-going training at elementary sites.
7. Must be willing to perform any other related duties as requested by supervisor.

**JOB TITLE:** **Manager of School Kitchen I (REV: 6/29/15)**

**DEFINITION:** Supervises and willingly participates in the preparation and serving of food in the school cafeteria. Responsible for required daily records and inventory. Works under general direction of an administrative food service supervisor and/or building administrator.

**KNOWLEDGE, ABILITIES AND SKILLS:** Requires comprehensive knowledge of the National School Lunch Program. Must be able to prepare daily work schedules that can be easily comprehended by kitchen staff. Must be able to handle money, make daily reports, and keep accurate inventories.

**EDUCATION AND EXPERIENCE REQUIRED:** High School education or more desirable. Completion of four years of Certification Courses as offered by the State Department, or in the process of completing four years. Must have had at least two years previous experience in quantitative cookery and baking in a school or similar institution. Encouraged to attend School Food Service workshops offered by the State Department.

**COMMENTS:**

1. Requires organizational and management skills.
2. Must be committed to concept of providing food services to children without discrimination.
3. Must be able to relate easily with kitchen staff and promote enthusiasm for the program to fellow kitchen staff.
4. Must have ability to establish proper working relationship with school administrators, teachers, and other staff.
5. Must know how to direct all kitchen work and responsibilities in accordance with South Dakota's health and sanitation regulations.
6. Must be willing to perform any other related duties as requested by supervisor.

Ability to handle the public in a friendly and courteous manner, and the ability to favorably influence the public's image of the school.

**JOB TITLE:** **Head Elementary Server (adopted 2/14/22)**

**DEFINITION:** Directs the work of other elementary school servers and serves the noon lunch and/or breakfast at an assigned elementary school satellite site.

**KNOWLEDGE, ABILITIES AND SKILLS:** Requires organizational skills and ability to work with a time schedule. Must be able to stand on feet for duration of assigned work period as well as be able to lift and carry heavy objects daily.

**EDUCATION AND EXPERIENCE REQUIRED.** Needs sufficient education to be able to comprehend written and oral instructions. Must work a thirty-day probation period to become familiar with program and procedures.

**COMMENTS:**

1. Responsible for serving students and adults efficiently and in accordance with sanitary and health regulations as related by Food Service Supervisor.
2. Responsible for preparing eating area prior to feeding time as well as cleanup of eating area after meals.
3. Communicates directly with the kitchen manager on a day-to-day basis regarding changes to that day's menu, any issues that may arise and general work performance amongst coworkers.
4. Trains the other servers at the satellite site as well as communicates expectations and changes in the menu to the other servers.
5. Must be committed to concept of providing food services to children with no discrimination.
6. Must establish proper working relationship with co-workers, elementary building administrators, teachers, and other staff.
7. Must have the ability to relate to young children and be able to encourage young children to taste-test the various foods served to them.
8. Must be willing to perform any other related duties as requested.
9. Must be friendly and courteous and favorably influence the public's image of the school.

**JOB TITLE:** **Elementary Servers**

**DEFINITION:** Serves the noon lunch at an assigned elementary school satellite site.

**KNOWLEDGE, ABILITIES AND SKILLS:** Is responsible for preparing lunchroom area prior to feeding time as well as clean up of lunch room area after noon meal. Is responsible for serving students and adults efficiently and in accordance with sanitary and health regulations as related by Food Service Supervisor. Has to be able to work with a time schedule.

**EDUCATION AND EXPERIENCE REQUIRED.** Needs sufficient education to be able to comprehend written as well as oral instructions. Must work a thirty-day probation period to become familiar with program and procedures.

**COMMENTS:**

10. Requires organizational skills.
11. Must be committed to the concept of providing food services to children with no discrimination.
12. Must have ability to establish proper working relationship with elementary building administrators, teachers, and other staff.
13. Must have the ability to relate to young children and be able to encourage young children to taste-test the various foods served to them.
14. Must be able to stand on feet for duration of assigned work period as well as be able to lift and carry heavy objects daily.
15. Must be willing to perform any other related duties as requested by Food Service Supervisor and/or Building Administrator.

Ability to handle the public in a friendly and courteous manner, and the ability to favorably influence the public's image of the school.

**JOB TITLE:** **Elementary Cashiers**

**DEFINITION:** Operates Breakfast/Lunch computer at designated times as well as adding funds to student accounts.

**KNOWLEDGE, ABILITIES AND SKILLS:** Some computer knowledge is desirable (basic experience in startup and shut down of a computer, along with some minimal typing skills). Is responsible for communicating with the school secretary to get breakfast and lunch class lists and deposit sheets for each day (at the end of each day, it is required to balance the computer deposit to the school deposit sheet from the secretary).

**EDUCATION AND EXPERIENCE REQUIRED.** Needs sufficient education to be able to comprehend written as well as oral instructions. Some basic math skills are required.

**COMMENTS:**

1. Requires organizational skills.
2. Must be able to get along with others and work with children with no discrimination.
3. Must be able to work with secretary to resolve any problems with student accounts.
4. Must be willing to perform any other related duties as requested by Food Service Supervisor and/or Building Administrator.

Ability to handle the public in a friendly and courteous manner, and the ability to favorably influence the public's image of the school.

**Job Title: Library/Media Aide**

**Definition:** Classified or paraprofessional who assist certificated personnel in performing their teaching functions. Assistance is given by performing a wide variety of non-teaching duties, all done under the supervision of a certificated employee.

**Employment Term:** School year only – 9 months (plus 1 or 2 weeks)

**Reports To:** Building Principal/Librarian

**Requirements:**

**A. Education Level:** High School diploma. Associate Degree or equivalent from two-year college or technical school preferred; or equivalent combination of education and experience.

**B. Experience Desired:** Prior service work or training with child care or youth activities. Some background in library, clerical work, preparation of instructional materials.

**C. Other Requirements:** Demonstrated interest and commitment toward the welfare of young people. Positive human relations and communication skills toward both adults and children. Ability to work independently and with minimal supervision. Skills in word processing, operating office machines and audio-visual equipment. Interest in literature.

**D. Physical Requirements:** This position requires eye-hand, mind-eye coordination, physical dexterity, the ability to frequently walk, stand, bend, stoop, talk, and lift up to 50 pounds.

**Essential Functions and Duties:**

- ◆ Assist with the organization and operation of the school library/media center which includes processing daily mail, new books, electronic media, microfiche, catalogs, repairing damaged library materials; maintaining vertical file; preparing books for bindery; daily shelving of library materials; ordering supplies; and inventory library materials.
- ◆ Maintain confidentiality of all information concerning students, staff, or parent/guardian in any public setting, and choose the appropriate time, place and supervisor to discuss problems.
- ◆ Manage circulation through use of the Winnebago system.
- ◆ Assist students with research projects and the identification of appropriate resource materials.
- ◆ Assist students on the use of the Public Access Catalog, computer usage, photocopier usage, etc.
- ◆ Assist teachers in the identification of appropriate learning materials consistent with classroom objectives.
- ◆ Perform clerical duties as assigned by librarian or Building Principal.
- ◆ Create patron record cards for new students and staff.
- ◆ Create bibliographies for students and staff.
- ◆ Supervise students using the library.
- ◆ Collect and deposit student library fines, photocopier, and microfiche machine money.
- ◆ Process inter-library loan requests.
- ◆ Assist with reading incentive programs.
- ◆ Assist with organizing and presenting library skills information for students at the elementary level.
- ◆ Perform other duties as assigned by the Librarian or Building Principal.

**JOB TITLE: Native American Education Coordinator**

**Responsibilities:** Include but are not limited to the following:

- Write grants & administer funding of the Title 7 & Johnson O'Malley programs
- Communicate effectively with parents, students & educators
- Hire, evaluate and supervise tutors in 6 schools
- Supervise JOM Home/School Liaison position/*Academic Coach (GMMS) Native Education Tutor*
- Counsel students and families and refer to social services and other agencies as needed
- Make home visits to families & students
- Attend IEP meetings where necessary
- *Oversees* "Warriors of Light" program weekly
- Take students on educational field trips
- Develop incentive programs to promote student attendance and success in education
- Meet with Indian Education Advisory committee

**Title: Native American Academic Coach (REV. 6/30/14)**

**Position Summary:** This position *performs* and academic mentoring services for students provided in the school district. Functions as an active team member providing and educational services. Assists Native American students to achieve academic success and assists students find resources that will help meet personal goals.

**Reports to:** Native American Education Coordinator

**Primary Responsibilities**

Work hours will include some evening and weekend hours.

Develop and facilitates involvement of formal and natural supports.

Will need to use own vehicle if an agency vehicles are not available.

Identify, report on, and document client needs, intervention methods, goals and progress by accurately documenting all progress notes and reviewing charts for compliance.

Provide educational support to students who are having academic difficulty.

Assist students in setting and attaining personal goals

Promote positive relationships between district staff, parents and students

Advocate for the best interest of the student

Communicate with teachers, staff and Native American Education Program staff regarding student's progress

Maintains confidentiality of all information concerning students, staff, or parent/guardian in any public setting, and chooses the appropriate time, place and supervisor to discuss problems.

Attend Native American Education meetings with public or staff.

Maintain daily records of students served and progress made by students

Serve as an additional point of contact for the Native American Education Program

Performs other duties as assigned.

**Working Relationships:** Regularly works with all agency and school staff as needed; as well as regular contact with students, their families, other agencies and natural supports.

**Qualifications**

- **Education:** *High School Diploma required—2 year Associates preferred.*
- **Experience:** Demonstrated interest and commitment toward the welfare of young people. Preferred experience in working with Native American youth.
- **Licensing:** None required of applicants
- **Physical Requirements:** This position requires eye-hand, mind-eye coordination, physical dexterity, the ability to frequently walk, stand, bend, stoop and talk and lift up to 50 pounds.

**Other Qualifications:**

- Native American applicants have preference
- Positive human relations skills and communication skills
- Ability to supervise students in a variety of situations
- Candidate must have sensitivity and understanding in dealing with cross-cultural relations.
- Knowledge of working with special client populations;
- Knowledge of working with substance abuse.
- Ability to work as part of a team.
- Ability to understand and use good community networking skills.
- Ability to use negotiating skills to resolve problems.
- Ability to remain calm during a crisis and respond effectively.
- Ability to maintain professional boundaries with clients.
- Ability to carry out responsibilities with compassion, acceptance and patience.
- Ability to communicate effectively;
- *Coordinates "Warriors of Light" Weekly*
- Ability to use a computer and operate standard agency software;
- Ability to transport self to provide off site services to clients.

**Job Title:** Native American Education Program: Administrative Assistant

**Definition:** Under direction to perform routine clerical tasks in organization of necessary documentation for grants, such as 506 Forms, Birth Certificates and Certificate of Indian Blood, etc.

**Employment Term:** Part-time position during school year- 9 months

**Reports To:** Native American Education Coordinator/ Superintendents office

**Requirements:**

- A. Educational Level: High School Diploma required. Associates Degree or equivalent from a two-year college or technical school preferred.
- B. Experience: Considerable knowledge of modern office practices and procedures. Must have experience with computer functions and applications. Preferred experience in working in an educational setting.
- C. Other Requirements: Native American Preference. Ability to type from plain copy with a high degree of accuracy. Must be detail orientated. Skills in grammar, mathematics and reading helpful. Positive human relations skills and communication skills. Candidate must have sensitivity and understanding in dealing with cross-cultural relations.
- D. Physical Requirements: This position requires eye-hand, mind-eye coordination, physical dexterity, the ability to frequently walk, stand, bend, stoop and talk and lift up to 50 pounds.

**Essential Functions and Duties:**

- Organizes student progress records and grant documentation.
- Updates necessary documentation for grants, such as 506 Forms, Birth Certificates and Certificate of Indian Blood, etc.
- Updates necessary documentation for tutor records and student progress
- Assists with mailings
- Works with schools and program staff to obtain necessary documentation
- Updates website
- Serves as an additional point of contact for the Native American Education Program
- Assist Coordinator with Annual Audit
- Performs other duties as directed.

**Job Title: Native American Home School Liaison (REV. 6/30/14)**

Definition: A paraprofessional person who works with Native American students and families concerning attendance/tardy issues or the welfare of the student(s). Responsibilities include, but are not limited to, assisting Native American Education Coordinator with Indian Education Program operations, record keeping and reporting.

**Employment Term:** School year- 9 months

**Reports To:** Native American Education Coordinator/ *Principal*

**Requirements:**

- E. Educational Level: High School Diploma. Associates Degree or equivalent from a two-year college or technical school preferred.
- F. Experience Desired: Experience working with Native American youth. Preferred experience in cross-cultural communications. Demonstrated commitment toward the welfare of young people.
- G. Requirements: Must have reliable transportation. Native American Preference. Positive communications skills and ability to handle sensitive situations. Knowledge of Microsoft Excel, Word and Publisher. Ability to understand and to follow oral and written instructions.
- H. Physical Requirements: This position requires eye-hand, mind-eye coordination, physical dexterity, the ability to frequently walk, stand, bend, stoop and talk and lift up to 50 pounds.

**Essential Functions and Duties:**

- Responsible for the following:
  - 1. Home visits as requested by school personnel concerning attendance/tardy issues or the welfare of the Native student(s)
  - 2. Transporting students, families on an emergency basis to school, parent/teacher conferences and IEP meetings
  - 3. Necessary documentation for programs, such as 506 Forms, Birth Certificates and Certificate of Indian Blood, etc.
  - 4. Record and documents of all home visits with parents/guardians
  - 5. Assist students with homework
  - 6. Keeps records of students served and progress made by students
- Assists with the following:
  - a. Assist in organizing fundraising activities
  - b. Staff meetings, public meetings and parent meetings
  - c. Other duties as directed by Native American Education Coordinator
- Ability to do the following:
  - 1. Maintain confidentiality of all information concerning with students, staff, or parent/guardian in a public setting, and choose the appropriate time, place and supervisor to discuss problems
  - 2. Work closely with administration, resource officer, parents, students and families
  - 3. Communicates with teachers regarding student's progress

*Coordinates "Warrior of Light" Weekly*

**Job Title:** Native American Tutor-Elementary School

**Definition:** A paraprofessional person who works with Native American students, individually, in a small group or in a classroom, addressing their educational needs as directed by teachers.

**Employment Term:** Part-time position during school year- 9 months

**Reports To:** Native American Education Coordinator/ Principals

**Requirements:**

- I. Educational Level: High School Diploma required. Associate's degree or equivalent from a two-year college or technical school preferred. Experience in working with youth preferred.
- J. Experience: Working with Native American children. Preferred experience in working in an educational setting.
- K. Other Requirements: Native American Preference. Demonstrated interest and commitment toward the welfare of young people. Positive human relations skills and communication skills. Ability to supervise students in a variety of situations. Skills in grammar, mathematics and reading are helpful. Candidate must have sensitivity and understanding in dealing with cross-cultural relations.
- L. Physical Requirements: This position requires eye-hand, mind-eye coordination, physical dexterity, the ability to frequently walk, stand, bend, stoop and talk and lift up to 50 pounds.

**Essential Functions and Duties:**

- Provides educational support to students who are having academic difficulty
- Assists students with homework, assignments and special projects
- Work one-on-one or in small groups (as assigned by teacher) to provide tutorial services in student's difficult subject areas.
- Communicates with teachers regarding student's progress
- Communicates with Native American Education Coordinator regarding program
- Knowledge of Microsoft Office and computer functions
- Maintains confidentiality of all information concerning students, staff, or parent/ guardian in any public setting, and chooses the appropriate time, place and supervisor to discuss problems.
- Attends Native American Education meetings with public or staff.
- Keeps records of students served and progress made by students
- Serves as an additional point of contact for the Native American Education Program
- Performs other duties as directed.

**JOB TITLE: Certified Occupational Therapy Assistant**

**Definition:**

A person licensed to assist in the practice of Occupational Therapy, under the supervision of or with the consultation of a licensed Occupational Therapist and whose license is in good standing.

**Examples of Duties:** May not include all the duties listed, nor do the listed duties include all the tasks which may be found in positions of this title.

The practice of Occupational Therapy includes, but is not limited to, consultation and treatment of individuals who are determined as eligible to receive services by the placement committee team. Most typically these students will demonstrate delays in motor development, visual processing, sensory integration and/or self care skill mastery. The students' abilities are most often impaired by developmental delay, learning disabilities, mental retardation, orthopedic impairment, psychological and social disabilities, neurological disorders, and other health impairments or anticipated dysfunction.

The COTA will be responsible for designing treatment plans at the request of the OTR/L based on:

1. The review of test results
2. The review of additional information in student's file Re: history and diagnosis
3. The review of treatment notations
4. The attendance at staffings, placement committee meetings and parent-teacher conferences at the request of the OTR/L

Treatment techniques will include but not be limited to:

1. Sensory motor integration activities
2. Motor activities
3. Self-care/independence routines
4. Selecting adaptive equipment
5. Implementation of specific exercises to enhance function
6. Use of technology to enhance abilities

The COTA will be responsible for the implementation of IEP proposals to include:

1. Selection of appropriate projects/activities
2. Daily treatment documentation
3. Gathering of instructional materials
4. Lesson presentation/instruction
5. Documentation of relevant information from the student, parents and staff
6. Maintenance of communication with the parents and classroom/special education instructors

In addition the COTA will assist in the preparation of the IEP proposals by offering suggestions for objectives and/or goals, and he/she will assist with administration of evaluations per request of the OTR/L.

The COTA will assume responsibility for the OT room, the aides and students during times the OTR/L is involved in mandated activities such as baby treatment, evaluation/assessment, and participation in placement committee meetings.

**Basic Competencies:**

Ability to communicate effectively. Ability to work as a team member. Ability to be resourceful and adaptive. Demonstrate good organizational skills and leadership abilities. Ability to adhere to existing policies and procedures. Demonstrate respect of the student's/families rights to confidentiality, privacy and choice.

**Qualifications**

(See definition). A working knowledge of normal child development. The ability to establish rapport with students and staff. She/he must have a neat personal appearance. Have the ability to effectively control small groups of children. Be courteous, tactful, and apply good judgment re: communication and safety. Be in good physical condition. Possess the ability to budget time for preparation, clean-up, and review in addition to carrying out the treatment program. Have the ability to handle the public in a friendly and courteous manner and the ability to favorably influence the public's image of the school. Be open to and take advantage of opportunities to learn new techniques or refine those already known.

**Education Required:**

To be certified as an occupational Therapy Assistant, you must complete an accredited two-year program and pass a certification exam. The degree granted upon successful completion of all requires is the Associate of Applied Science Degree.

**JOB TITLE:** **Office Aide**

**DEFINITION:** Classified or paraprofessional who assists administrative staff in performing their administrative functions. Assistance is given by performing a wide variety of duties, all accomplished under the supervision of an administrator(s) or other administrative staff person(s).

**EXAMPLES OF DUTIES:** May not include all of the duties listed, nor do the listed duties include all the tasks which may be found in positions of this title.

Duties are often determined by individual ability. Assignments include operating of complicated office machines such as high volume copiers, postage meters and automated check signing machines, encoding of records to compute files, assist in the development, management and operation of computer generated fixed assets and equipment inventory files. Types or set-ups on the computer generated fixed assets and inventories. On occasion acts as an office receptionist. Assists in the checking of office and classroom supplies and distributing of supplies. Performs other duties as assigned.

**MINIMUM QUALIFICATIONS:** Education equivalent to graduation from a standard four year high school including or supplemented by coursework in computers and other office machines. Knowledge of modern office practices and procedures. Ability to understand and to follow oral and written instructions. Ability to handle the public in a friendly and courteous manner.

|                   |  |
|-------------------|--|
| <b>Job Title:</b> | <b>School Health Nurse (rev. 2/13/2020)</b>  |
| Reports To:       | Building Principals and Superintendent   |
| Job Function:     | To provide health services of a routine and emergency nature to students in designated schools within the Pierre Public Schools and to coordinate the school health program. |
| Qualifications:   | A valid South Dakota Registered Nurse license<br>Certification in CPR  |

**Characteristic Duties:**

- A. Focuses on the prevention and early detection of health problems.

**Vision Screenings**

1. Screening tests are to be given to all students in grades K through 8 annually, soon after the start of school.
2. Retests, referrals and new students are to be screened throughout the year.
3. Students at Riggs High showing signs of visual disturbance should be referred to the nurse.
4. Parents should be notified of abnormal test findings and encouraged to have further examination by a specialist when indicated.

**Scoliosis Screenings**

1. Screening tests are to be given to all girls in 5<sup>th</sup> and 7<sup>th</sup> grade and all boys in 7<sup>th</sup> grade.
2. Parents should be notified of abnormal test findings and encouraged to have further examination by a specialist when indicated.

**Hearing Screenings**

1. The Speech-Language Pathologists conduct hearing screenings on all students in grades 1 and 3 annually.
2. All students in grades 7 and 10 are screened annually by the SD School for the Deaf Mobile Lab with the assistance of the SLPs and school nurse.
3. Parents of students exhibiting hearing difficulties are sent a referral letter and given the option of having their child reevaluated by the South Dakota School for the Deaf Mobile Lab.

**Health Appraisals**

1. All students in grades K through 8 are given a general health appraisal that includes dental checks (K through 5 only), height, and weight.
2. Parents should be notified of abnormal test findings and encouraged to have further examination by a specialist when indicated.

B. Assists in preventing and controlling communicable diseases.

1. Implement immunization requirements for all Kindergarten and 6<sup>th</sup> grade students and students enrolling from other schools.
2. File immunization certificates with the Department of Health on all Kindergarten students and 6<sup>th</sup> grade students and students entering from out of state schools.
3. Exclusion of students from school with symptoms of communicable disease.

C. Consults with administrators to determine goals and services.

D. Serves as a team member in identifying, evaluating, and providing services for students.

E. Serves as a liaison between the school and community health and welfare agencies and the medical profession.

F. Assists with the developing and maintaining of student health records.

G. Facilitates referral of students and families to appropriate district and community services.

H. Administers medications, treatments, and procedures as directed by the student's physician and district policy.

I. Trains and supervises staff in delegated tasks.

J. Provides health education to students, families, and staff.

K. Inventories and requests equipment and materials needed in assigned buildings for health care.

L. Participates in professional and/or community organizations.

M. Complies with school district policies and procedures.

N. Maintains the confidentiality of all students, families, and staff.

**Job Title:****Teacher Aide/Special Education Aide****Definition:**

Classified or paraprofessional who assist certificated personnel in performing their teaching functions. Assistance is given by performing a wide variety of non-teaching duties, all done under the supervision of a certificated employee.

**Employment Term:**

School year only – 9 months

**Reports To:**

Building Principal/Director of Special Services

**Requirements:**

A. Education level: High School diploma. Associate Degree or equivalent from two-year college or technical school preferred; or equivalent combination of education and experience.

B. Experience Desired: Prior service work or training with child care or youth activities.  
Some background in preparation of instructional materials.

C. Other Requirements: Demonstrated interest and commitment toward the welfare of young people. Positive human relations skills and communication skills toward both adults and children. Ability to supervise students in a variety of situations. Skills in word processing, operating office machines and audio-visual equipment. Skills in grammar, creative writing, and editing helpful.

D. Physical Requirements: This position requires eye-hand, mind-eye coordination, physical dexterity, the ability to frequently walk, stand, bend, stoop, and talk and lift up to 50 pounds.

**Essential Functions and Duties:**

- ◆ Prepare classroom activities determined by the teacher.
- ◆ Work with small groups of students to reinforce information given by teacher.
- ◆ Perform clerical duties assigned by teacher or principal.
- ◆ Assist with non-instructional activities suggested by teacher.
- ◆ Assist children in need of individual attention.
- ◆ Substitute for teachers or office staff as needed.
- ◆ Photocopy and laminate materials for staff.
- ◆ Assist students with minor health concerns and dispense and record medication according to school policy.
- ◆ Perform other duties as assigned by the Building Principal and Director of Special Services.
- ◆ Maintain confidentiality of all information concerning students, staff, or parent/guardian in any public setting, and choose the appropriate time, place and supervisor to discuss problems.
- ◆ Background or knowledge of clerical skills such as: checks roll, and checks objective tests.
- ◆ Maintains confidentiality of information regarding students.
- ◆ Assist with securing and setting up audio-visual equipment and operating equipment.
- ◆ Monitors and supervises lunchroom, playground and halls.

**Job Title: Tutor – Special Education**

**Definition:** A paraprofessional person who works with children, individually or in small groups, in meeting the educational needs as stated in the Individual Education Program developed in accordance with state and federal statutes regarding the education of children in need of special or prolonged assistance.

**Employment Term:** School year only – 9 months

**Reports To:** Director of Special Services/Principals

**Requirements:**

A. Educational level: Bachelor Degree in Education from four-year college preferred; or equivalent combination of education and experience in working with children and or teaching experience.

B. Experience Desired: Prior service work or training in the educational setting.

C. Other Requirements: Demonstrated interest and commitment toward the welfare of young people. Positive human relations and communication skills toward both adults and children. Ability to relate to, and work as a contributing member of, a team. Ability in using a wide range of teaching strategies. Ability to communicate effectively. Skills in word processing, operating office machines and audio-visual equipment.

D. Physical Requirements: This position requires eye-hand, mind-eye coordination, physical dexterity, the ability to frequently walk, stand, bend, stoop, talk, and lift up to 50 pounds.

**Essential Functions and Duties:**

- ◆ Provide educational support to students who are having academic difficulty.
- ◆ Develop appropriate educational reinforcement for identified students as directed by teachers.
- ◆ Administer pre/post-testing of students.
- ◆ Correct and file completed educational assignments.
- ◆ Assist with supervision of students as needed.
- ◆ Make copies and assemble packets of instructional materials.
- ◆ Work one-on-one or in small groups (as assigned by teacher) to provide tutorial services in student(s) difficult subject areas.
- ◆ Maintain confidentiality of all information concerning students, staff, or parent/guardian in any public setting, and choose the appropriate time, place and supervisor to discuss problems.
- ◆ Perform other duties as assigned by teachers, Director of Special Services and principals.
- ◆ Assists in assessing individual student needs and learning style through the following activities.
  1. The study of test results
  2. The review of the information in each student's file
  3. The attendance at staffings, placement committee meetings and parent-teacher conferences
- ◆ Assists in the preparation of IEP proposals through:
  1. Discussing the proposal with the certificated teacher
  2. Offering suggestions for objectives and/or goals
- ◆ Assists in the implementation of IEP proposals through:
  - The cooperative effort in the preparation of lesson plans
  - The gathering of instructional materials
  - The presentation of lessons to students utilizing methodology and materials appropriate for each student including the techniques of reinforcement and reteaching appropriate for each student including the techniques of reinforcement and reteaching
  - The recording of grades upon request
  - The documentation of relevant information from the student, parents and staff
  - The maintenance of communication with the parents and classroom teachers.
- ◆ The tutor will assume responsibility for the classroom and students during times when the certificated teacher is involved in mandated activities such as student evaluation/assessment and participation in placement committee meetings.
- ◆ The tutor will also work at the direction of the certificated teacher in preparation and functioning of learning centers, teaching materials, bulletin boards, etc.

**Job Title:** **Tutor –Reading (Rev. 6/30/14)**

**Definition:** A paraprofessional person who works with children, individually or in small groups, in meeting the educational needs as determined by the classroom teacher.

**Employment Term:** School year only – 9 months

**Reports To:** Director of Special Services/Principals

**Requirements:**

A. Educational level: Bachelor Degree in Education from four-year college preferred; or equivalent combination of education and experience in working with children and or teaching experience.

B. Experience Desired: Prior service work or training in the educational setting.

C. Other Requirements: Demonstrated interest and commitment toward the welfare of young people. Positive human relations and communication skills toward both adults and children. Ability to relate to, and work as a contributing member of, a team. Ability in using a wide range of teaching strategies. Ability to communicate effectively. Skills in word processing, operating office machines and audio-visual equipment.

D. Physical Requirements: This position requires eye-hand, mind-eye coordination, physical dexterity, the ability to frequently walk, stand, bend, stoop, talk, and lift up to 50 pounds.

**Essential Functions and Duties:**

- ◆ Provide educational support to students who are having academic difficulty.
- ◆ Develop appropriate educational reinforcement for identified students as directed by teachers.
- ◆ Administer pre/post-testing of students.
- ◆ Correct and file completed educational assignments.
- ◆ Assist with supervision of students as needed.
- ◆ Make copies and assemble packets of instructional materials.
- ◆ Work one-on-one or in small groups (as assigned by teacher) to provide tutorial services in student(s). Maintain confidentiality of all information concerning students, staff, or parent/guardian in any public setting, and choose the appropriate time, place and supervisor to discuss problems.
- ◆ Perform other duties as assigned by teachers, and principals.
- ◆ Assists in assessing individual student needs and learning style through the following activities.
  - 4. The study of test results
  - 5. The review of the information in each student's file
  - 6. The attendance at staffings, placement committee meetings and parent-teacher conferences
- ◆ Assists student through:
  - The cooperative effort in the preparation of lesson plans
  - The gathering of instructional materials
  - The presentation of lessons to students utilizing methodology and materials appropriate for each student including the techniques of reinforcement and re-teaching appropriate for each student including the techniques of reinforcement and re-teaching
  - The recording of grades upon request
  - The documentation of relevant information from the student, parents and staff
  - The maintenance of communication with the parents and classroom teachers.
- ◆ The tutor will assume responsibility for the classroom and students during times when the certificated teacher is involved in mandated activities such as student evaluation/assessment and participation in placement committee meetings.
- ◆ The tutor will also work at the direction of the certificated teacher in preparation and functioning of learning centers, teaching materials, bulletin boards, etc.

**Job Title:** In-School Suspension (ISS) Supervisor, Riggs High School & GMMS (6/30/14)

**Requirements:** Has good communication skills and the ability to work with adolescents, and especially with at-risk students. Possesses the skills necessary to intervene as required in student discipline situations and discretion in referring to students to the administration. Has the ability to monitor student's academic work and to manage the process for securing work from staff and submitting it according to established procedures.

**Reports to:** Principal and Assistant Principal

**Essential Functions and Duties:**

1. Supervise students assigned to ISS (in-school suspension) by the administration and monitor their compliance with established procedures.
2. Secure academic assignments for students assigned to ISS; monitor their progress on those assignments and submit them to appropriate staff according to established timelines.
3. Refer students to the administration for disciplinary violations as required using the appropriate disciplinary referral forms.
4. Evaluate student progress on suspension requirements (point system) and send students to the principal with their paperwork for sign-off when obligation has been met.
5. Meet with administrative staff as needed to discuss any concerns with ISS procedures or with specific students.
6. Serve as an emergency substitute or perform other assigned duties in the event that no students are assigned to ISS.

**JOB TITLE:** Technology Integration Facilitator & Infinite Campus Specialist (12 month) revised: 4/26/2021

**REPORTS TO:** Pierre School District Technology Director

**RECEIVES GUIDANCE FROM:** District Network Support Specialist, District Computer Support Technicians, Elementary Building Technology Assistants, and District Administrators.

**ESSENTIAL FUNCTIONS AND DUTIES:**

1. Performs administrative functions in Infinite Campus.
2. Develops and leads in-service for staff on the integration of technology in instructions.
3. Assists with training on information systems (Infinite Campus & SD-STARS).
4. Provides training or technology management tools for district employees.
5. Responds to technology related questions and/or issues from all staff.
6. Develops written and on-line technical assistance manuals.
7. Keeps current with the technology needs in the classroom and develops trainings based on those needs.
8. Trains district employees on the uses of internet and intranet tools and resources.
9. Assist in training Building Technology Assistants.
10. Participate in district, building, and department meetings as requested.
11. Assist Technology Help Desks with troubleshooting student and staff issues with Chromebook, Apple, and Windows devices.
12. Manage district student and staff accounts in multiple curriculum and testing systems.
13. Maintains district technology hardware and software inventory.
14. Perform other duties as assigned.

**ABILITIES AND SKILLS:**

Proficient written and oral communication skills. Strong customer service skills. Effectively and professionally work with and communicate with students, staff, and parents. Ability to effectively train others. Knowledge with integrating technology in effective lesson design. Ability to resolve technology related issues. The position requires keyboarding, sitting, standing, walking, talking, bending, lifting, climbing ladders, traveling to various school locations throughout the district, hearing, and good hand-eye coordination.

**EDUCATION AND EXPERIENCE REQUIRED:**

A combination of education and experience will be used to assess applicants' qualifications for position. Completion of a two-year post-secondary technology program or a related field of study. Specific training for the position will be provided by the district. Preferred technology-related experience in education. Working knowledge of the use of Chromebook, Apple, and Windows devices in K-12 education. Demonstrate proficiency using the Microsoft Office Suite, and Google Suite for Education.

**JOB TITLE:** District Network Support Specialist (12 month) revised: 4/26/2021

**REPORTS TO:** Pierre School District Technology Director

**RECEIVES GUIDANCE FROM:** Technology Integration Facilitator & Infinite Campus Specialist, District Computer Support Technicians, Elementary Building Technology Assistants, and District Administrators.

**ESSENTIAL FUNCTIONS AND DUTIES:**

1. Setup, deploy, and manage computer hardware and software on individual computers and servers across the district.
2. Respond to inquiries from staff, administrators, service providers, site personnel and outside vendors to provide technical assistance and support.
3. Assist in designing, setup, and management of local and wide-area network.
4. Assist in designing, setup, and management of complex switching and wireless environments.
5. Monitor network utilization for planning and development solutions.
6. Assist in designing, setup, and management of physical and virtual server environments.
7. Configure and maintain district-wide network operations and software applications to ensure availability of services to student, staff, and other authorized users.
8. Troubleshoot malfunctions of network hardware and software applications, telephones, and security systems to resolve operational issues and restore services.
9. Work with hardware and software technical support resources when outside expertise is required.
10. Assist in setup and management of district wide computer deployment systems.
11. Configure and maintain on-site and off-site content filtering and firewall security solutions.
12. Configure and maintain disaster recovery solutions.
13. Assist in designing, setup, and management of building security hardware and software systems.
14. Assist in ordering and inventorying network hardware and software.
15. Manage accounts in multiple network and security systems for district personnel, and other authorized users.
16. Participate in district, building, and department meetings as requested.
17. Perform routine network maintenance tasks.
18. Perform other duties as assigned.

**ABILITIES AND SKILLS:**

Proficient written and oral communication skills. Strong customer service skills. Effectively and professionally work with and communicate with students and staff. Ability to effectively train others. Ability to resolve technology related issues. The position requires keyboarding, sitting, standing, walking, talking, bending, lifting, climbing ladders, traveling to various school locations throughout the district, hearing, speaking, and good hand-eye coordination.

**EDUCATION AND EXPERIENCE REQUIRED:**

A combination of education and experience will be used to assess applicants' qualifications for position. Completion of at least two years of post-secondary training or education in network and workstation administration is desirable, but not exclusionary. Specific training for the position will be provided by the district. Preferred network technology related experience in education. Knowledge of Windows, Apple, and Chrome OS based operating systems. Knowledge of telecommunications and ethernet wiring systems. Experience in Windows server and desktop operating systems, as well as Windows networks. Experience in virtual server environments. Experience in the use, management, and repair of Windows, Apple, and Chrome OS devices. Knowledge of related network hardware, software, and telecommunications. Advanced understanding of TCP/IP-based networks. Advanced understanding of Windows deployment software. Demonstrate proficiency using the Microsoft Office Suite, and Google Suite for Education.

**JOB TITLE:** District Computer Support Technician (12 month) revised: 4/26/2021

**REPORTS TO:** Pierre School District Technology Director

**RECEIVES GUIDANCE FROM:** Technology Integration Facilitator & Infinite Campus Specialist, District Network Support Specialist, Elementary Building Technology Assistants, and District Administrators.

**ESSENTIAL FUNCTIONS AND DUTIES:**

1. Operate Technology Help Desk and utilize ticketing system to assist students and staff with technology-related questions and/or problems at assigned building.
2. Setup, deploy, and manage computer hardware and software on individual computers across the district.
3. Maintain and troubleshoot computer equipment and related software, and coordinate repairs with district personnel and commercial vendors.
4. Assist in ordering and inventorying building hardware, software, IT supplies, toner cartridges, etc.
5. Keep current on the district use of hardware, software, and cloud-based resources to assist in the training of students and staff on such technology tools.
6. Troubleshoot issues with Chromebook, Apple, and Windows devices.
7. Deploy software packages to systems in assigned buildings across the district.
8. Help networking staff in troubleshooting network issues.
9. Manage student and staff accounts in multiple systems for assigned buildings.
10. Assist in training Building Technology Assistants.
11. Participate in district, building, and department meetings as requested.
12. Perform other duties as assigned.

**ABILITIES AND SKILLS:**

Proficient written and oral communication skills. Strong customer service skills. Effectively and professionally work with and communicate with students, staff, and parents. Ability to resolve technology related issues. The position requires keyboarding, sitting, standing, walking, talking, bending, lifting, climbing ladders, traveling to various school locations throughout the district, hearing, and good hand-eye coordination.

**EDUCATION AND EXPERIENCE REQUIRED:**

A combination of education and experience will be used to assess applicants' qualifications for position. Completion of at least one year of post-secondary training (preferably in a technology field) is desirable, but not exclusionary. Specific training for the position will be provided by the district. Preferred technology related experience in education. Experience in the use, management, and repair of Windows, Apple, and Chrome OS devices. Knowledge of related network hardware, software, and telecommunications. Basic understanding of TCP/IP-based networks. Basic understanding of deployment software. Demonstrate proficiency using the Microsoft Office Suite, and Google Suite for Education.

**JOB TITLE:** Elementary Building Technology Assistant (9 month) revised: 4/26/2021

**REPORTS TO:** Pierre School District Technology Director

**RECEIVES GUIDANCE FROM:** Technology Integration Facilitator & Infinite Campus Specialist, District Network Support Specialist, District Computer Support Technician, and Elementary Building Principals.

**ESSENTIAL FUNCTIONS AND DUTIES:**

1. Perform minor maintenance of all computer hardware in assigned building.
2. Assist students and staff in assigned building with building and classroom technology related questions and/or issues.
3. Collaborate with teaching staff to implement the use of technology tools in the classroom.
4. Keeps current with the technology needs of students and staff in the classroom to help advise on classroom technology purchases and initiative, and to assist with technology training for students and staff.
5. Assist in the training of students and staff in assigned building on the use of new and existing classroom hardware and software resources.
6. Work as a resource person in the building computer lab assisting teaching staff in setting up the instructional menu for each student.
7. Supervise students in the computer lab and assist with computer-based curriculum activities.
8. Participate in district, building, and department meetings as requested.
9. Manage student and staff accounts in multiple systems for assigned buildings.
10. Help networking staff in troubleshooting network issues.
11. Assist with maintaining technology hardware and software inventory.
12. Perform other duties as assigned.

**ABILITIES AND SKILLS:**

Proficient written and oral communication skills. Strong customer service skills, and the ability to effectively work with all students and staff and train others. Ability to resolve technology related issues and manage students in a classroom setting. The position requires keyboarding, sitting, standing, walking, talking, bending, lifting, climbing ladders, hearing, and good hand-eye coordination.

**EDUCATION AND EXPERIENCE REQUIRED:**

A combination of education and experience will be used to assess applicants' qualifications for position. Specific training for the position will be provided by the district. Working knowledge of Chromebook, Apple, and Windows computers. Experience with navigating and using the Microsoft Office Suite, and Google Suite for Education.

**Job Title: School District Safety Coordinator (Adopted: 10/15/2019)**

**GENERAL STATEMENT OF DUTIES:** Provides safety for the school district staff, students, buildings and property through patrol of school building(s) and building perimeters, including parking lots, to prevent unauthorized visitors or property damage and to provide for general building safety; does related work as required.

**DISTINGUISHING FEATURES OF THIS POSITION:** Under general supervision, this employee is responsible for maintaining over-all safety for all occupants and property of the assigned school district buildings, parking lots and sites in accordance with established safety procedures.

**EXAMPLES OF WORK:**

- ✓ Continually work to build rapport and establish positive relationships with students, staff, and community members.
- ✓ Oversees and participates in safety inspections of school facilities;
- ✓ Develops and periodically monitors a reporting system designed to detect safety issues in school facilities;
- ✓ Makes recommendations to correct safety issues once identified;
- ✓ Participates in providing safety for all occupants of school buildings and grounds;
- ✓ Provides assistance to community agencies using school facilities and for after school activities when requested;
- ✓ Prevents unauthorized visitors from entering school buildings and/or loitering on school grounds;
- ✓ Informs administrators, SRO's, counselors, and teachers of student behavior concerns.
- ✓ Carries out investigations, upon request, regarding cases of legal residency of students;
- ✓ Monitors student absences;
- ✓ Maintains liaison with police, fire and other municipal departments to ensure maximum use of their services in order to provide adequate safety;
- ✓ Represents school district in court-related matters when appropriate;
- ✓ Prepares reports and assists in special assignments as directed;
- ✓ Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.
- ✓ May assist in handling emergency disciplinary matters;
- ✓ May, under specifically defined and limited circumstances, use force;

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:** Knowledge of police and safety techniques; knowledge of the principles, practices, and techniques employed in establishing and maintaining building safety; skill in observing and detecting unusual occurrences or behavior; ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to establish and maintain effective working relationships with students, parents, school personnel, and the general public; ability to maintain records and prepare written reports; initiative; sound judgment; tact; courtesy; physical condition commensurate with the duties of the position.

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