

***Classified Negotiated
Agreement
for
2026-2027
between
Vermillion School District
&
Vermillion Education
Association,
Paraeducators, Office Support Staff,
and Librarians***

TABLE OF CONTENTS

	<u>PAGE</u>
Preamble	1
Article I- Recognition	1
Article II – Negotiation Procedures	1
Article III - Grievance Procedure	2
Article IV – Terms and Conditions of Employment	7
Article V – Leave	7
Article VI – Wages	10
Article VII – Benefits	10
Article VIII – VEA Classified Presidents Time Allowed to Perform Duties	11
Article IX – Personnel Files	11
Article X – Miscellaneous	11
Article XI – Working Conditions	12
Signature Page	13
Appendix A – Wage Calculations	14
Appendix B – Special Education Assistant	15
Appendix C – Principal Administrative Assistant	16
Appendix D – School Librarian	17
Appendix E – General Education Assistant	18
Appendix F - Administrative Assistant Evaluation Form	19
Appendix G - Education Assistant Evaluation Form	20
Appendix H – Historical Data	21

**AGREEMENT BETWEEN THE VERMILLION BOARD OF EDUCATION AND THE
VERMILLION EDUCATION ASSOCIATION ON BEHALF OF DISTRICT
PARAEDUCATORS, OFFICE SUPPORT STAFF, AND LIBRARIANS
2026-2027**

PREAMBLE

This agreement between the Vermillion School District of the City of Vermillion, in the County of Clay, in the State of South Dakota, (hereinafter referred to as the "District," "School District," or "Board of Education") and the Vermillion Education Association (hereinafter referred to as "Association"), is for the purpose of establishing mutually acceptable procedures, practices, and conditions regarding rates of pay, hours of work and conditions of employment to be observed by the parties to this Agreement for the term of this Agreement.

The Board of Education and the Vermillion Education Association agree to continue the prior practice of cooperative effort on all matters of common concern in a manner which provides for wide participation of classified staff in decisions affecting their working conditions.

ARTICLE I – RECOGNITION

The Board of Education recognizes the Vermillion Education Association as the exclusive bargaining agent for all Vermillion School District para-educators, office support staff, and librarians. The Board of Education agrees to "negotiate" with the Vermillion Education Association for the purpose of determining terms of employment as that term is defined under South Dakota law. Formal recognition shall entitle the Association to reasonable use of school bulletin boards, interschool and intra-school mail service, and the use of school facilities for meetings.

Duration and Amendments: This agreement shall remain in effect from July 1, 2026, to June 30, 2027. Amendments require mutual written consent from both parties and will be handled via a memorandum of understanding for the duration of the contract.

Separability and Notice: If any provisions of this agreement or any application of this agreement is held to be contrary to law, then that article, section, or clause shall be deleted from this agreement to the extent that it violates the law. The remaining articles, sections, and clauses shall continue in full force and effect. The provisions of this agreement are not intended to relinquish rights that are already granted to the association through law.

Notice: Whenever any notice is required to be given by either of the parties to this agreement to the other, pursuant to the provisions of this agreement, either party shall do so by written notice at the following designated addresses or at such other address as may be designated by a party in written notification to the other party.

ARTICLE II – NEGOTIATION PROCEDURES

2-1. Negotiations shall be conducted as follows:

- a. Negotiation meetings between the Board or its designees and Association will be established to present relevant data, exchange points of view, and make offers and

counteroffers.

- b. Upon request of either party, the other will make available for inspection, its records and data pertinent to the subject of concern.
- c. The agreement reached by both negotiation teams shall be reduced to writing, submitted to the Board and Association for ratification, and following ratification, shall be signed by the parties.
- d. Should an impasse develop, the parties shall use the procedures provided in state statutes to resolve the impasse. Prior to the use of statutory procedures, other alternatives may be considered to attempt to resolve the apparent impasse.

ARTICLE III – GRIEVANCE PROCEDURE

3-1. Definitions –

- A “grievance” is a complaint by an employee, or group of employees, based upon an alleged violation, misinterpretation, or inequitable application of any existing agreements, contracts, policies, rules or regulations of the school district, except that the term “grievance” shall not apply to any matter as to which the method of review is prescribed by law, the board is without authority to act, or that is unrelated to the terms of employment for the employee or group of employees. Negotiations for, or a disagreement over, a nonexistent agreement, policy, rule, or regulation, is not a “grievance” and is not subject to this procedure and will instead be handled through District Policy 2006.
- The term “employee” applies to any classified employee and may include an individual, or group of employees.
- An “aggrieved person” is the person or persons making the claim.
- “Board” shall mean the School Board, Vermillion School District 13-1.
- “Association” shall mean the Vermillion Education Association recognized by the school board as representing teachers in the district.
- The term “days” when used in this policy shall, except where otherwise indicated, mean school days.

3-2. Purpose

- The purpose of this procedure is to secure, as soon as possible, at the lowest possible administrative level, equitable solutions to the problems, which may from time to time arise, affecting the welfare or conditions of professional services of an employee.

3-3. Procedure

- It is important that grievances be processed as rapidly as possible. The number of days indicated at each level should be considered a maximum, and every effort should be made to expedite the process. If appropriate action is not taken by the employee within the time limits specified, the grievance will be deemed settled on the basis of the disposition at the preceding level. The time limits specified herein may be extended by mutual agreement of the aggrieved and the School Board designee provided the time extension is requested within the time limits

provided in the Article.

- Classroom activities shall not be interrupted, and every effort shall be made to avoid the involvement of students in all phases of grievance procedure.
- The person or persons taking the action and/or their selected representatives may be present at every step of the procedure and shall be present at the request of the Board or its designee. The Board or administration also may have representation present at any step of the procedure.
- No reprisals of any kind shall be taken by either party against any party in interest, any representative, any officer of the Association, any member of the Association's grievance committee, any member of the Administration, or any other participant in the grievance procedure by the reason of such participation.
- When it is necessary for an aggrieved person and/or a representative(s) of the Association to attend a meeting or a hearing called by the Superintendent during the school day, the Superintendent's Office shall notify the appropriate principals. The aggrieved person and the representative(s) shall be released without loss of pay for such time as their attendance is required at such meeting or hearing.
- The Board agrees to make available to the aggrieved person and his/her representative information which is in its exclusive possession, or control and which is relevant to the issue raised by the grievance.
- Information relating to an employee grievance will be stored in a separate grievance file not the employees' file.

3-4. Informal Procedures

- If an employee feels he/she has a grievance, he/she shall first discuss the matter with his/her supervisor, principal, or other administrator, to whom he/she is directly responsible in an effort to resolve the problem within thirty (30) days of the events giving rise to the grievance. If the grievance is against his/her immediate supervisor, the aggrieved person may discuss the issue with the next person in the chain of command.
- If, after such discussion with the supervisor, principal, or other administrator, the employee is not satisfied with the disposition of the matter, he/she has the right to present the matter to and discuss it with the Superintendent.

3-5. Formal Procedures

LEVEL ONE - School Principal. Immediate Supervisor or another Administrator

- If an aggrieved person is not satisfied with the disposition of his problem through informal procedures, he/she shall submit his/her claim in writing within five (5) days after the receipt of the answer from the employee's immediate supervisor under Section IV.
- The grievance must be submitted in writing. Copies of this written grievance shall be prepared by the employee, and he/she shall send one (1) copy to each of the following involved: Supervisor, principal, or other administrator, Association President, and the Superintendent of Schools.
- An employee who is not directly responsible to a building principal may submit his/her formal written grievance claim to the administrator or supervisor to whom he/she is directly responsible, and such administrator shall carry out the aforementioned responsibilities the same as a principal. The administrator, within ten (10) days, shall render his/her decision in writing to the aggrieved person.

- If a grievance affects a group of employees from more than one building, or if the grievance originates at the district level such grievances may be submitted in writing directly to the superintendent's office, and the processing of such grievances may be commenced at Level 2.

LEVEL TWO - Superintendent of Schools

- If an aggrieved person is not satisfied with the decision concerning his/her alleged grievance at Level One, he/she may, within five (5) days after the decision is rendered in writing, file his/her alleged grievance with the Superintendent.
- The Superintendent of Schools or his/her designee within five (5) days from the receipt of the written grievance shall meet with the aggrieved person for the purpose of resolving the grievance. The principal or appropriate administrator who was involved at Level One shall be notified and shall have the option of attending the meeting. Arguments and documentations of all parties shall be made in writing at this level, and copies thereof shall be given to the Superintendent, and all interested parties. The Superintendent shall within five (5) days after the meeting, render his/her decision in writing to the aggrieved person, the supervisor, principal, or other administrator, and the Association President.

LEVEL THREE - School Board

- If the aggrieved person is not satisfied with the decision concerning his/her alleged grievance at Level Two, he/she shall, within five (5) days, refer the grievance with argumentation and reason in writing to Level Three. Copies will be sent to the Association President, supervisor, principal or other administrator, Superintendent, Business Manager, and the President of the School Board.
- At the next regular meeting, or within twenty (20) calendar days, the Board (or its designated agent) shall consider the grievance. The Board President will issue a written decision regarding the Board's decision within thirty (30) days of the Board's consideration of the grievance.

LEVEL FOUR - is provided for in SDCL 3-18-15.2

- This appeal must be made within thirty (30) calendar days.

Section VI - MISCELLANEOUS

- If, during the investigation of any grievance by representatives of the complainant, and such investigation requires their presence in a school building, they shall report immediately to the principal of such building being visited and state the purpose of the visit.
- If an employee does not file a grievance in writing pursuant to Section 3-5, Level One, within thirty (30) calendar days after the employee knew or should have known of the act or condition on which the grievance is based, the grievance shall be considered as having been waived by the grievant(s).
- Grievance forms shall be on file with the building principal and/or the immediate supervisor as well as being linked on the school district webpage.
- When the representative is not a member of the employee association, the employee association shall have the right to have one spokesperson present and to have that spokesperson state its views at the formal Levels I, II, and III of the grievance procedure.

REQUEST FOR SETTLEMENT OF GRIEVANCE

(To be completed by aggrieved person(s))

Date: _____

Name of Aggrieved Person(s) _____

School(s) _____

Nature of Grievance

Settlement Requested

Signed

Aggrieved Person(s)

REQUEST FOR SETTLEMENT OF GRIEVANCE

(Attach copies of previous Settlement of Grievance and Reply to Grievance Documents)

Date: _____

Name of Aggrieved Person(s)_____

School(s) _____

Decision of Administrator with Rationale

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

Signed

Administrator

ARTICLE IV -- TERMS AND CONDITIONS OF EMPLOYMENT

4-1. Work Schedule - Days and Hours of Work. The days within each employee's work calendar will be dependent upon the needs of the District and will be described in each individual employee's contract. The working hours vary according to the specific job classification. Any modifications of these hours must be approved by the building principal or immediate supervisor.

4-2. Employment – Employees subject to this agreement are employed on an at-will basis. Either the employee or superintendent may end the employment relationship at any time.

4-3. Non-Student Days - Non-student work days as part of the general work calendar may be assigned in a building at the discretion of the principal or immediate supervisor.

4-4. School Cancellation Days - Staff under this agreement may be required to report to work on canceled school days in accordance with District Policy 4010.

4-5. Late Start/Early Dismissal – Staff have the option to work hours based on each employee's regular work schedule on late start/early dismissal days. However, staff members are not required to work these hours during late start/early dismissal.

ARTICLE V – LEAVE

Supplemental Absence and Leave Policy Rules:

The following supplemental rules apply to various absence and leaves policies:

- a. Immediate family shall be defined as including parent, brother, sister, husband, wife, child, ward, grandparent, grandchild, aunt, uncle, mother-in-law, father-in-law, daughter-in-law, son-in-law, or guardian or person who assumed responsibility for the classified staff member's upbringing.
- b. The contract year shall be defined as the total number of working days counted in the calendar.
- c. Requests for leave should be made to the appropriate administrator and entered into Red Rover.
- d. Whenever an employee is unable to report to work due to the weather, he/she shall notify the appropriate administrator and may have the option of applying for the lost time to personal leave.
- e. In the event of an unexpected school closure of a full day, any leave requests submitted for that day will remain as approved. If the school board approves a make up day on the school calendar to replace that day, the leave time used will be credited back appropriately.
- f. An employee new to the system must have reported to work and begun performing the assigned duties before qualifying for any leave benefits.
- g. A record of leave used and the amount to be accumulated into the next school term is available to the employee on Red Rover.

5-1. Sick Leave - Ten (10) month employees will receive sick leave at the rate of eleven (11) days per year with a total accumulation of up to 190 days. Nine (9) month employees will receive sick leave at the rate of ten (10) days per year with a total accumulation of 179 days.

Provision is made for sick leave during the course of the work year. Absence due to personal injury or accident not arising in the course of employment, absence due to illness of a person residing in the same home as part of the family, and also children, parents, parents-in-law, and siblings not residing in the same home, and absence due to quarantine laws of the State are interpreted as sick leave available.

Employees who terminate their employment as an employee under this Agreement and separate from the Vermillion School District following fifteen (15) years of employment in any capacity (except as a substitute or an hourly employee working sporadically) will receive twenty-five (\$25.00) per day for each day of accumulated sick leave. This will not apply if the district terminates the employee's employment.

Upon the death of an employee, the district will pay to the heirs at law the monetary value of unused accrued sick leave days according to the criteria above.

Sick leave policy will apply to maternity/paternity/adoption.

Sick Leave Assistance Program

There shall be established, among and for the support staff of the Vermillion School District, a sick leave bank which will be administered according to the following guidelines:

- a. Participation in the sick leave bank shall be mandatory for new employees employed after November 30, 1991.
- b. Each classified staff member contributes a minimum of two (2) days up front and one (1) day per year. The annual one (1) day collection will be suspended when the total bank days accumulate to six hundred (600) days and collection will be reinstated when the total bank days drop to four hundred (400) or less.
- c. An open voluntary enrollment for participation in the sick leave bank will be held until June 30, 2007, for all current employees wishing to be grandfathered into the bank. Employees electing not to participate in the bank at this time will not have the option at a later date.
- d. Employees may not become a receiving member of the bank until they have completed one (1) year of employment.
- e. No single individual may receive more than ten (10) days from the bank in anyone (1) year.
- f. Time granted from the bank must be for the employees' personal illness and approved by the superintendent. The superintendent shall consider only written requests signed by the employee or the employee's next of kin, and such requests shall be accompanied by a physician's certificate attesting to the illness of the employee. Requests should be submitted by the first of the month in which the bank leave is requested.
- g. Once days are contributed to the bank, they shall no longer be credited to the employee's personal sick leave accumulation.
- h. At the conclusion of each contract year, the business office shall send a report to the Association indicating the status of the sick leave bank.

5-2. Personal Leave – Employees under this agreement may take three days for personal leave at no cost to the employee. Employees hired after the beginning of the school year will

earn a prorated amount of special leave. These days must be approved by district administration in advance.

Up to one (1) day of unused personal leave may be carried over to accumulate to no more than four (4) personal days for the next year. Up to four (4) personal days may be compensated at a rate of \$100 per day for unused personal leave days. Any other unused and not reimbursed days or half days will be credited to the employee's accumulated sick leave at the end of the contract year.

A classified employee with greater than ten (10) years employment with the Vermillion School District may receive one (1) additional personal leave day each year by trading two (2) current year sick leave days with written request. Prior year accumulative sick leave or sick leave bank days may not be used for this purpose. There must be at least two (2) sick leave days remaining for the employee to trade days for purposes of this policy.

5-3. Workers' Compensation - Employees will be provided workers' compensation leave as required by state statutes. Employees are required to immediately report any work-related injury and/or work-related medical condition to their supervisor, call Risk Management, and complete all appropriate paperwork.

5-4. Bereavement Leave - A total of not more than three (3) working days on full pay is allowed each employee for absence in case of death to attend the funeral and/or other matters related to the family business in the immediate family defined as including parent, brother, sister, husband, wife, child, ward, grandparent, grandchild, aunt, uncle, mother-in-law, father-in-law, daughter-in-law, son-in-law, or guardian or person who assumed responsibility for the classified staff member's upbringing. After that, an additional twelve (12) days may be used upon the approval of the principal, for bereavement of that death which will be taken from the employee's accumulated sick leave.

A classified employee may take up to one (1) workday with full compensation for funeral leave due to death where there has been a close association, provided that the approval of the building principal or immediate supervisor, is obtained. After that, an additional four (4) days may be used for bereavement of that death which will be taken from the employee's accumulated sick leave.

5-5. Military Leave - Staff members who are a member of the Reserves or National Guard will be entitled to military leave in accordance with applicable state and federal statutes.

5-6. Definition of Day - In the sections above concerning leave, a day is defined as the employee's regular work assignment for the day.

5-7. Professional Leave - Professional leave may be granted for attendance at meetings or trainings, which are directly related to the employee's job and major area of responsibility. Requests for leave must be pre-approved by the employee's supervisor or administrator. When assigned or requested by the District, expenses will be paid according to the District's expense account policies.

5-8. Unpaid Leave - Employees will lose a day's pay for each day of absence granted after all available paid leave has been exhausted. This leave is limited to documented emergency purposes or extenuating circumstances. The day's pay is to be based on the individual's daily

rate of pay. Request for unpaid leave must be submitted in writing and approved by the superintendent or designee. Unpaid leave is not guaranteed.

5-9. Family and Medical Leave (FMLA): Eligible employees are entitled to up to 12 weeks of unpaid, job protected leave under FMLA provisions.

5-10. Emergency Leave: Emergency leave may be granted at the discretion of the superintendent.

5-11. Jury Duty Leave, Subpoenas, Lawsuits, and Pay: A classified staff employee called for jury duty during school hours or required by subpoena to give testimony in a hearing during school hours, before any judicial, legislative, or administrative tribunal, shall be granted leave with pay for the days, or parts of days, such absence is required. Staff shall report to work if they are released from jury duty prior to 3:00. Such classified staff employee shall notify the superintendent and/or principal as soon as practical for the necessity of taking such legal leave.

ARTICLE VI – WAGES

6-1. Paychecks – Staff are paid upon the number of hours worked in the previous payroll period (6th of the previous month to 5th of current month). Newly hired employees and employees who terminate employment will be paid according to the schedule developed by the Payroll Department.

6-2. Wages - The 2026-2027 wages schedule contains no steps and is found in Appendix A. Minimum and maximum salaries have been identified for each group.

6-3. Overtime Pay - All requests for overtime must be requested by the immediate supervisor and must receive prior approval from the superintendent, business manager, or designee.

6-4. Holiday Pay – Employees will be credited for two (2) days of holiday pay during Christmas break. The days of holiday pay will be included in the employees' January paycheck.

ARTICLE VII -- BENEFITS

Each year, by a date established by the District, each member must certify in which of the following optional programs he/she wishes to enroll:

- Health Insurance
- Group Life Insurance
- Dental Insurance
- Vision Insurance

Medical and dental insurance are available on a group plan, which provides for the employee. Below outlines the cost to the employee for single coverage effective July 1, 2025. The district provides single health insurance coverage, dependent coverage available for purchase.

Medical Insurance (Single Coverage):

Hills \$2,000 Deductible Plan	\$110.00 per month
Plains \$4,000 Deductible HSA Plan District Contribution)	\$85.00 per month (\$83.44 per month)

Dental Insurance (Single Coverage): Basic Plan	District pays monthly premium.
---	--------------------------------

Employee plus one and family medical plans will continue to be the same dollar amount as contributed to single plans. The district will also offer an enhanced and family dental plan with the employee responsible for all premium costs above the basic single plan. Situations where both spouses/partners are employed in the district may apply two single monthly district contributions toward a family plan.

ARTICLE VIII – VEA-CLASSIFIED PRESIDENTS TIME ALLOWED TO PERFORM DUTIES

8-1. The VEA President, during his/her term of office, will be required to attend all staff meetings. The VEA-Classified President will have permission to use other unscheduled time during normal duty hours to conduct VEA-Classified business with VEA-Classified members as deemed necessary. Time dedicated to the duties of the VEA-Classified President are not compensable by the District.

ARTICLE IX – Personnel Files

9-1. Classified personnel shall have the right to examine their official employment/personnel files at any reasonable time, to be accompanied by an Association representative in such examination and to make one copy of any material in the file. Personnel may issue a response to materials in their file if they wish and such responses will be included in the file.

ARTICLE X -- MISCELLANEOUS

10-1. This agreement shall constitute the full and complete commitments between both parties and may be altered, changed, and added to, deleted from, or modified only through the mutual consent of both parties in written and signed amendments to this agreement.

10-2. This agreement will become effective July 1, 2026, and shall remain in full force and effective until amended.

10-3. Title IX Sexual Harassment Complaints - The Vermillion School District does not discriminate on the basis of sex in any educational program or activity that it operates. The District is required by Title IX (20 U.S.C. § 1681) of the Education Amendments of 1972 and 34 CFR Part 106 not to discriminate in such a manner. This requirement not to discriminate also applies to admission and employment. Any inquiries about the application of Title IX may be referred to the District Title IX Coordinator, to the Assistant Secretary of the Office of Civil Rights, or both.

For information regarding the Vermillion School District procedure for complaints of sexual

harassment including the complaint process, how to file a report or a complaint of sexual harassment, how to file a formal complaint of sexual harassment, and how the District will respond to such complaints, see Board Policy 3057.

Jason Huska serves as the Title IX Coordinator and can be reached at Vermillion School District, (Ph: 605-677-7000 or E-mail: Jason.Huska@k12.sd.us).

10-4. If any provision of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

10-5. Classified staff members will receive two activity tickets each year.

10-6. Job descriptions found in Exhibit B, C, and D.

ARTICLE XI -- WORKING CONDITIONS

Purposes: The purposes of the employee evaluation will be for the improvement of instruction, improvement of methods used for instruction, and recommendations for continued employment.

Frequency: Each classified staff member will have a minimum of one formal evaluation every school year. The evaluation will be completed by May 1.

Formal Evaluation: The formal evaluation will be completed and stated in written form by the appropriate evaluator and proceeded by a conference followed by signatures.

Use of results: Results of the evaluation are to be used to improve the quality of performance and to determine the status for continued employment.

Classified Negotiated Agreement

The following documents represent changes to the Negotiated Agreement between the Vermillion Education Association and the Vermillion School District Board of Education for 2026-2027. These changes shall be incorporated into the Negotiated Agreement and presented to each staff member governed under said agreement. Copies of the 2026-2027 Classified Negotiated Agreement will be available on or about August 12, 2026.

The signatures below verify the accuracy of the changes in the 2026-2027 Classified Negotiated Agreement.



VEA Chief Negotiator



School Board Chief Negotiator



VEA President



School Board President

**APPENDIX A
WAGE CALCULATIONS**

	Starting Wage	Ending Wage
Clerical*	\$18.10	\$22.00
Educational Asst.	\$18.00	\$20.92
Educational Asst.**	\$18.25	\$21.17
Library Asst.	\$17.25	\$20.00

*with med certification

**with behavioral room assignment

APPENDIX B SPECIAL EDUCATION ASSISTANT

QUALIFICATIONS:

1. Possess a high school diploma or equivalent.
2. Must have completed one of the following: the state approved Paraprofessional assessment, 48 college credit hours, or a two-year degree or higher.
3. Prefer a valid teaching certificate and/or some experience working with children.

REPORTS TO: Special Education Teacher
Director of Special Services

PRIMARY FUNCTION: Will provide assistance to children who need specialized instruction or assistance in a variety of different situations.

PERFORMANCE RESPONSIBILITIES:

A. ESSENTIAL SKILLS

1. Be able to follow directions as well as give clear directions.
2. Communicate clearly in oral and written form.
3. Possess skills for working with people.
4. Have general knowledge of children and their development.
5. Have general knowledge of academic content.
6. Demonstrate an ability to solve problems and make decisions.
7. Demonstrate good listening skills.
8. Demonstrate an ability to provide information and answer questions.
9. Demonstrate an ability to initiate and complete tasks.
10. Comprehend plans/instructions and be able to follow/implement them.
11. Relate well to children, be an advocate for them.
12. Participate in developing ideas for lessons and activities.
13. Other duties may be assigned by the administration.

B. OTHER SKILLS/DUTIES:

1. Complete duties as assigned dependent on the needs of the teacher and/or individual student(s), such as:
 - a. collaborate/consult with special and regular education staff about students' needs and issues.
 - b. modify/adapt materials and instructional methods as needed and appropriate.
 - c. keep records of student performance in all areas.
 - d. assist teachers with student supervision, clerical needs, lesson planning, preparing materials, etc.
 - e. instruct students; assist them with classroom assignments.
2. Participate in district and special education professional development activities.
3. Other duties may be assigned.

EVALUATION: The job performance will be evaluated in accordance with provisions as outlined in district policy and/or procedure.

APPENDIX C
PRINCIPAL ADMINISTRATIVE ASSISTANT

QUALIFICATIONS:

1. Appropriate basic education to demonstrate proficiency in the assigned tasks.
2. High school diploma

REPORTS TO: Building Administrator

PRIMARY FUNCTION: Completion of correspondence and other tasks as assigned by the building administrator.

PERFORMANCE RESPONSIBILITIES:

A. ESSENTIAL SKILLS/DUTIES:

1. Gathering, maintaining, and inputting SIMS.
2. Call home to confirm unaccounted student absences
3. Demonstrate knowledge in computer and calculator.
4. Check in all purchase and match with purchase order.
5. Effective and efficient typist who can create professional correspondence.
6. Demonstrate knowledge in math, basic accounting, and grammar to create professional correspondence.
7. Demonstrate positive public relations skills.
8. Demonstrate effective telephone skills.
9. Sort incoming mail and place in proper boxes.
10. Demonstrate organizational skills.
11. Ability to solve and/or redirect unsatisfied constituents.
12. Demonstrate filing and record keeping systems.
13. Demonstrate confidentiality.
14. Be able to lift and transfer at least 20 pounds.
15. Ability to read and comprehend simple instructions, short correspondence, and memos.
16. Ability to assist with student disciplinary issues.
17. Ability (with appropriate training) to assist school nurses with student health issues.
18. Be able to operate and maintain equipment.
19. Ability to step into a classroom if need a last-minute substitute. Maintain order in that classroom or library when doing specific duties assigned by the administrator.
20. Ability to positively interact with students and staff.
21. Ability to complete SD Med Aide training and certification.
22. Ability to work cohesively with outside agencies and schools.
23. Ability to work with teachers to find substitutes for their classes according to their leave request.
24. Ability to make and prepare deposits.
25. Other duties may be assigned by the administration.

B. OTHER SKILLS/DUTIES:

1. Ability to enter student information into a template to prepare sports programs.
2. Ability to work efficiently with money to prepare for home sporting events.
3. Other specific duties will be determined by the building administrator.

EVALUATION: The job performance will be evaluated in accordance with provisions as

outlined in district policy and/or procedure.

APPENDIX D SCHOOL LIBRARIAN

QUALIFICATIONS:

1. Must possess a high school diploma or equivalency.
2. Experience working with children.

REPORTS TO: Building Principal

SUPERVISES: Students

PRIMARY FUNCTION: Provide assistance with the various programs and services offered by the instructional media center or library.

PERFORMANCE RESPONSIBILITIES:

A. ESSENTIAL SKILLS/DUTIES:

1. Accepts supervision and follows instructions.
2. Relates well to students and staff.
3. Follows through on procedures and operations that relate to the orderly operation of the library media program.
4. Develops a plan and priorities for library services and operation.
5. Select materials which meet curriculum needs, provide enjoyment, promote equitable access and encourage reading.
6. Maintains an inviting and engaging learning atmosphere and climate.
7. Administers the annual library budget and coordinates requisition of library materials.
8. Coordinates procedures for selection/deselection of library materials.
9. Provides instruction in the use of databases, library resources, and technology following SD state standards.
10. Assist faculty in the selection of library materials and digital resources to support and enrich their curriculum.
11. Maintains a working knowledge of books, authors, and other print and digital resources to assist students with reading selections including processing new books and materials.
12. Utilizes time wisely, performing necessary tasks in a timely fashion.
13. Other duties may be assigned by the administration.

B. OTHER SKILLS/DUTIES:

1. Performs circulation duties, such as checking books in and out, preparing overdue notices, collecting book fines, etc.
2. Conducts read-aloud sessions with classes as assigned.
3. Supervises students using the library media center, maintaining a quiet, orderly atmosphere.
4. Shelves, straightens and shelf-reads library materials.
5. Other duties as assigned by the administration.

EVALUATION: The job performance will be evaluated in accordance with provisions as outlined in district policy and/or procedure.

APPENDIX E GENERAL EDUCATION ASSISTANT

QUALIFICATIONS:

1. Possess a high school diploma or equivalent.
2. Must have completed one of the following: the state approved Paraprofessional assessment, 48 college credit hours, or a two-year degree or higher.
3. Prefer a valid teaching certificate and/or some experience working with children.

REPORTS TO: Building Principal

PRIMARY FUNCTION: Will provide assistance to children who need specialized instruction or assistance in a variety of different situations. May work on other needs for students or teachers.

PERFORMANCE RESPONSIBILITIES:

A. ESSENTIAL SKILLS

1. Be able to follow directions as well as give clear directions.
2. Communicate clearly in oral and written form.
3. Possess skills for working with people.
4. Have general knowledge of children and their development.
5. Have general knowledge of academic content.
6. Demonstrate an ability to solve problems and make decisions.
7. Demonstrate good listening skills.
8. Demonstrate an ability to provide information and answer questions.
9. Demonstrate an ability to initiate and complete tasks.
10. Comprehend plans/instructions and be able to follow/implement them.
11. Relate well to children, be an advocate for them.
12. Participate in developing ideas for lessons and activities.
13. Other duties may be assigned by the administration.

B. OTHER SKILLS/DUTIES:

1. Complete duties as assigned dependent on the needs of the teacher and/or individual student(s), such as:
 - a. collaborate/consult with special and regular education staff about students' needs and issues.
 - b. modify/adapt materials and instructional methods as needed and appropriate.
 - c. keep records of student performance in all areas.
 - d. assist teachers with student supervision, clerical needs, lesson planning, preparing materials, etc.
 - e. instruct students; assist them with classroom assignments.
2. Participate in district and special education professional development activities.
3. Other duties may be assigned.

EVALUATION: The job performance will be evaluated in accordance with provisions as outlined in district policy and/or procedure.

APPENDIX F VERMILLION SCHOOL DISTRICT ADMINISTRATIVE ASSISTANT EVALUATION

Employee _____ Work Location _____

Position _____ School Year _____

KEY:	NR – Not Required	EE – Exceeds Expectations	E – Effective	ND – Needs Development	NA – Not Acceptable
------	-------------------	---------------------------	---------------	------------------------	---------------------

A. WORK HABITS

1. Discharges duties efficiently	NR	EE	E	ND	NA
2. Utilizes time appropriately					
3. Maintains neat and safe work area					
4. Insures confidentiality of information					
5. Adheres to regulations					
6. Produces quality work					
7. Produces acceptable quantity of work					
8. Completes work on schedule					
9. Shows initiative					
10. Demonstrates flexibility					

B. LEARNING ABILITY

1. Learns job thoroughly and quickly					
2. Adapts and incorporates program and policy changes					
3. Demonstrates overall knowledge of job requirements					

C. RELATIONSHIP WITH PEOPLE

1. Is pleasant, agreeable, and tactful					
2. Shows empathy for students and parents					
3. Displays effective listening skills					
4. Communicates problems and concerns effectively and courteously					
5. Cooperates with others					

D. DEPENDABILITY

1. Works independently of close supervision					
2. Meets deadlines placed on work assignments					
3. Maintains a good attendance record					
4. Is on time and ready to work					

E. ATTITUDE

1. Demonstrates a positive feeling for work					
2. Accepts difficult assignments					
3. Accepts rules re: office hours, practices, etc.					
4. Accepts supervision re: direction, improvement					
5. Exhibits respect for others					

F. TECHNICAL SKILLS (computer)

1. Prepares statistical reports (spreadsheet)	NR	EE	E	ND	NA
2. Types letters (word processing)					
3. Manages data (data base)					
4. Works with files, student records					
5. Works with school funds/budget (T & A)					

G. OTHER

1. Administers physician-ordered medications					
2. Provides first aid to students					
3. Communicates on the telephone					
4. Works with books, manuals, brochures, etc.					
5. Handles mail					
6. Wears appropriate apparel for the position					

NOTE: (ND and NA marks must be explained and attached to this evaluation.)

SUGGESTIONS FOR GROWTH: _____

COMMENTS: _____

EMPLOYEE

I have read the contents of this evaluation and understand that my signature does not necessarily indicate agreement. I have a right to attach my demurral statement to this evaluation.

Date _____	Signature of Employee _____
Date _____	Signature of Evaluator _____ Title _____

APPENDIX G **VERMILLION SCHOOL DISTRICT** **EDUCATION ASSISTANT EVALUATION**

Employee _____ Work Location _____

Position _____ School Year _____

KEY: NR – Not Required EE – Exceeds Expectations E – Effective ND – Needs Development NA – Not Acceptable

A. WORK HABITS

	NR	EE	E	ND	NA
1. Makes good use of time					
2. Takes breaks limited to standards as outlined in working agreement					
3. Assumes responsibility for assigned tasks and begins them promptly					
4. Gathers appropriate data and materials					
5. Completes assignments on time					
6. Handles interruptions or pressures and remains productive					
7. Demonstrates flexibility					

B. RELATIONSHIP WITH OTHERS

	NR	EE	E	ND	NA
1. Is pleasant, agreeable, and tactful					
2. Shows empathy for students and parents					
3. Displays effective listening skills					
4. Communicates problems and concerns effectively and courteously					
5. Cooperates with others					

C. DEPENDABILITY

	NR	EE	E	ND	NA
1. Maintains a good attendance record					
2. Is on time and ready to work					
3. Meets deadlines placed on work assignments					

D. ATTITUDE

	NR	EE	E	ND	NA
1. Displays a positive "can do" attitude					
2. Accepts rules re: office hours, practices, etc.					
3. Accepts supervision re: direction, improvement					
4. Exhibits respect for others					

E. PROFESSIONAL SKILLS

	NR	EE	E	ND	NA
1. Demonstrates dedication and loyalty to students and staff					
2. Maintains confidences					
3. Demonstrates professional growth by asking questions					
4. Demonstrates a good role model for children and others					
5. Wears appropriate apparel for the position					

F. STUDENT MANAGEMENT SKILLS

	NR	EE	E	ND	NA
1. Reinforces student behavioral expectations consistently					
2. Maintains dignity of the student at all times					
3. Offers encouragement when appropriate					

G. OTHER

1. Demonstrates adequate training for position
2. Follows appropriate safety standards

	NR	EE	E	ND	NA

NOTE: (ND and NA marks must be explained and attached to this evaluation.)
 (Must follow up with three-month evaluation)

SUGGESTIONS FOR GROWTH: _____

COMMENTS: _____

PROG.ADMIN. COMMENTS: _____

I have read the contents of this evaluation and understand that my signature does not necessarily indicate agreement. I have a right to attach my demurral statement to this evaluation.

Date _____ Signature of Employee _____

Date _____ Signature of Principal _____ Title _____

Date _____ Signature of Program Administrator _____

APPENDIX H

HISTORICAL DATA:

Approved June 5, 2025

- 1) Wages
\$0.50 per hour wage increase
- 2) Insurance
School district will absorb 1% rate increase for single health insurance coverage.
School district will absorb 5% rate increase for single dental insurance coverage.
- 3) Accumulated Sick Leave Payout at Resignation/Retirement
Change from: 20 years of service and \$10 per day reimbursement
To: 15 years of service and \$25 per day reimbursement
- 4) 2 paid holiday days during Christmas break
- 5) Established written agreement

Approved April 28, 2026

- 1) Article VII- Benefits
No change to wording (school district will absorb 1% rate increase for single health insurance coverage; school district plans to absorb possible rate increase for single dental insurance coverage).
- 2) Appendix A
Increase each starting wage and ending wage by \$0.45. Returning staff receive this \$0.45 per hour increase for the 2026-2027 school year.
An additional \$0.10 per hour increase for Tracy Gilkyson.
- 3) Article IV, Item 4-5
Remove ", unless directed to do so by the building principal or immediate supervisor"