

USD #216
The Spartan Employee
Handbook
2024-2025
#InTheArena #Spartans216



Board of Education Approval on July 8th, 2024

This section will be updated once we have completed the new strategic plan work for the district.

DEERFIELD USD 216 STRATEGIC PLANNING

DISTRICT MISSION STATEMENT

Vision

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**SECTION A -ALL EMPLOYEES OF
DEERFIELD USD 216**



Animals and Plants in the School ([policy reference, ING, 08/13](#))

Automated External Defibrillators:

The board has authorized the use of Automated External Defibrillators in school buildings. Qualified persons are allowed to use the devices when appropriate. A “qualified person” means an employee who has:

1. completed a course in cardiopulmonary resuscitation or a basic first aid course of training that included cardiopulmonary resuscitation training;
2. has completed a course of training in the use of automated external defibrillators and:
3. demonstrated proficiency in the use of an automated external defibrillator

Employees who wish to be trained in use of an automated external defibrillator, or who may have questions about these devices are urged to contact their supervisor.

Blood borne Pathogen Exposure Control Plan, ([Board Policy, GARA, 12/2014](#))

Bullying by Staff, ([Board Policy, GAAE 08/18](#))

USD 216 Bullying Plan (See Policies [EBC](#), [GAAC](#), [GAACA](#), [JDDC](#), [JGEC](#), [JGECA](#) and [KN](#))

Cellular/Telephone Phone Usage

Unless there is an emergency teacher will receive phone messages in your mailbox, or voice mail. Please notify the office if you are expecting an important phone call. The school phone is a business telephone and students are not to use it unless it is an emergency or if they are called to the office. No long distance phone calls can be made unless it is through the buildings main office.

- Please refrain from using your cell phone during the school day. Only during an emergency, to send a brief message or check email should a staff member be on their cell phone. We want to model appropriate engagement and cell phone behavior for our students during the school day. A staff member may be assigned a device by the administration for job-related use, or if the staff member is serving as an active member of a volunteer firefighting organization or a volunteer emergency medical service organization.

Chain of Command—Resolving Problems

Employees are to follow the proper “chain of command” by first contacting your immediate supervisor for resolution of problems. Exceptions may be made if the supervisor is the source of the complaint, for example, in a situation involving sexual or racial harassment. [See GAAC and JGEC](#) for details. If neither of these policies applies, employees shall first discuss all concerns with their immediate supervisor before taking additional action.

In the absence of the Principal, contact should be made with the appropriate District Administrator for serious situations that cannot wait for the next day for a solution.

Child Abuse, ([Policy reference, GAAD, 06/20](#))

Communicable Diseases ([Policy reference, GAR, 12/20](#))

Complaints Against Employees ([Policy Reference, KNC, 05/13](#))

Complaints of Discrimination ([Policy reference GAAB, 07/20](#))
([See GAAC, GAACA, JDDC, JGEC, JGECA, KN, and KNA](#))

Computer Use ([Policy Reference, IIBG 09-14](#))

Confidentiality

Employees must be responsible and accountable for maintaining strict confidence with information they use or become privy to because of their jobs. It is a good reminder that loose lipped school employees can lose their licenses, their jobs and in a worst-case scenario, their financial assets. It never hurts to remind ourselves of our responsibilities to students, to their parents and to each other. I understand and acknowledge that:

1. I shall respect and maintain the confidentiality of all discussions, deliberations, and any other information generated in connection with individual students or staff.
2. It is my legal and ethical responsibility to protect the privacy, confidentiality and security of all records.
3. I shall only access or disseminate student or staff information in the performance of my assigned duties and where required by or permitted by law, and in a manner which is consistent with officially adopted policies of Deerfield USD 216.
4. I agree to discuss confidential information only in the context of support for individuals at the site of the crisis and to not discuss such information outside of the crisis site or within hearing of other people who do not have a need to know about the information.
5. I hereby acknowledge that I have read and understand the foregoing information and that my signature on the handbook receipt, the last page of this document of the Employee Handbook, signifies my agreement to comply with the above terms. In the event of a breach or threatened breach of the Confidentiality Agreement, acknowledge that the Superintendent of Schools may, as applicable and as it deems appropriate, pursue disciplinary action, including termination.

Conflict of Interest ([Policy reference, GAG, 07/20](#))

Copyright Regulations and Fair Use Rules ([Policy Reference ECH, 07/03](#))

Disruptive Acts at School or School Activities ([Policy reference, KGD, 10/2015](#))

Drug and Alcohol Testing ([Policy reference, GAOD, 08/00](#))

Drug Free Schools ([Policy reference, GAOB, 09/14](#))

Drug Free Workplace ([Policy reference, GAOA, 09/14](#))

Emergency Safety Interventions ([Policy Reference, GAAF, 05/2019](#))

Employment, Compensation and Benefits Address Changes

It is the responsibility of the employee to maintain current addresses and phone numbers with the district office.

Assignment and Transfers ([Policy reference, GACE, 07/20](#))

Employment Development Opportunities ([Policy Reference, GAD, 08/18](#))

Employment Eligibility Verification [Policy Reference GACD, 10/08](#))

Family and Medical Leave Plan ([Policy reference, GARI, 07/09](#))

Food Service Privileges

Any classified employee may partake in the day-to-day meals provided by the Food Service Department at the adult meal cost established by the board of education. For an accurate daily headcount notice must be given to the Food Service Department before 9:00 a.m. A sign-up sheet is available to keep track of the meals charged. Adult meals not paid for by the eighteenth (18th) of each month will not be allowed to charge until the bill is paid in full.

Group Care Benefits for Retirees (Kansas State Statute 12-5040)

As per statute, the Deerfield Board of Education has approved retirees to be included as part of the district group health care benefits plan. The Deerfield Board of Education, which provides an employer-sponsored group health care benefits plan for the employees of the local government shall make coverage under such group health care benefits program available to

retired former employees and their dependents, upon written application filed with the clerk or secretary thereof within 30 days following retirement of the employee.

Coverage under the employee group health care benefits plan may cease to be made available upon (1) the retired employee attaining age 65, (2) the retired employee failing to make required premium payments on a timely basis, or (3) the retired employee becoming covered or becoming eligible to be covered under a plan of another employer.

Deerfield Board of Education shall make such coverage available to all persons who were employed by the school for not less than 10 years and who retired from such employment after December 31, 1988, and may make such coverage available to other retired employees and their dependents.

Each such retired employee who elects to continue such coverage may be required to contribute to the employee group health benefits plan, including the administrative costs thereof, but such contribution shall not exceed 125% of the premium cost for other similarly situated employees. Deerfield Board of Education may pay for all or part of the cost of continuing the employee group health care benefits plan coverage for such retired former employees and their dependents.

Health Examinations

As a condition to entering employment, all new employees will have on file in the district office physical by a licensed physician. The TB test must reflect a negative result and may be obtained by the school nurse or at a County Health office. The initial examination and any services above the minimum required (such as a chest x-ray after of the skin test for tuberculosis screening), will be at the expense of the individual employee.

Insurance Rights

All employees who leave employment with Deerfield USD 216 are eligible through COBRA rights to continue to participate in its group health plan for up to 18 months after leaving and if disabled, they can continue up to 29 months and continued coverage for dependents may be available up to 36 months.

Coverage ceases if the employee becomes eligible for Medicare. Any employee who retires as defined by KPERS may continue to participate in the district approved health insurance program until age 65. All costs associated with premium are the responsibility of retiree.

Legal Leave

Legal leave shall mean time away from the job for prosecuting or defending a legal action or for testifying either in a court of law or before an administrative body. If a teacher is a plaintiff in an action against the district, this rule shall not apply. Time away from the job shall be taken as provided in policy and covered by other leave district provisions.

Appropriate employees should reference the negotiated agreement.

Military Leave ([Policy reference, GARID, 07/10](#))

Pay Day/Direct Deposit

Direct Deposit slips for all employees will be available on the USD 216 financial software the 1st working day of each month on a monthly pay schedule. In the event a payday falls on Saturday, Sunday or a holiday, the Direct Deposit will be distributed on the workday after. For classified employees Pay Period Ending dates are established annually by the Board Clerk. At this time pay period ending date is the first Sunday of every month.

As per board resolution, all employees shall be required to participate in the mandatory direct deposit requirement implemented by Deerfield USD 216 and will direct the district office to instruct all current employees and all new employees of the mandatory requirement. An employee may choose at his discretion any banking institution to deposit their earnings into by opening a checking account or savings account. The employee is responsible for notification to the district office for any changes in their banking institution and/or the account number used for direct deposit.

Personnel Records ([Policy reference, GAK, 02/17](#))

Positions, ([Policy Reference, GACA, 08/20](#))

Records Required

Each employee must have the employment packet on file with the clerk before the first day of employment.

Recruitment and Hiring ([Policy reference, GACC, 12/19](#))

Salary Deductions, ([Policy Reference, GAOF, 08/13 & GAL, 08/05](#))

Sick Leave Bank Guidelines. Updated September 2015 Purpose

The purpose of the Sick Leave Bank is to provide sick leave to qualified members of the organization for eligible sick leave request as defined in Article VI, section one of the negotiated agreement. This bank is intended for members who have suffered an unplanned personal illness, injury, disability or quarantine and who's personal and sick leave is exhausted.

Administration

The Sick Leave Bank shall be administered by a minimum of five Trustees: one certified employee from each building, one administrator, and one classified employee.

Rules

1. All persons employed in the school system shall be eligible to participate in the Sick Leave Bank if they chose to follow the membership eligibility stipulations.
2. Any employee who elects to participate in the Bank shall initially deposit a minimum of eighteen (18) hours of sick leave deducted his/her personal accumulation and deposited to the Sick Leave Bank. Subsequent years may have a required donation to be determined at a later date by the trustees. Enrollment dates are from August 1st to August 30th and June 1st to June 30th or within 30 days of employment. Donation of sick leave to the bank are nonrefundable and nontransferable.
3. If at any time the number of hours in the Sick Leave Bank is less than 180 hours, or 9 hours per member if there are more than (20) members, or at any time deemed advisable, the Trustees will require members to donate 9 hours or more of sick leave.
4. By written notice to the Trustees a member may withdraw from the bank participation by June 30. Membership withdrawal shall result in forfeiture of all days contributed.
5. Member of the Sick Leave Bank shall be eligible to make application to the bank for sick leave only after having been a member of the bank for thirty (30) calendar days.
6. A participant shall not receive any sick leave from the bank until after having exhausted all accumulated sick leave, personal leave, comp time, and vacation leave, all donated leave.
7. Leave grants from the bank, approved by the Trustees, may be up to 180 hours per year, for which the individual applicant would have otherwise lost pay. Applicants may submit requests for extensions of such leave grants before or after their prior grants expire if request has not meet the 180 hours maximum per year.
8. In the event a member is physically or mentally unable to make a request to the Sick Leave Bank for us of sick leave hours, a family member or agent may file the request.
9. If the Trustees determine it necessary, they may require a physician's certificate of condition from any member requesting additional leave. Refusal to comply will result in denial of the pending request for use of sick leave hours from the bank.
10. Sick leave may not be granted for regular or uncomplicated pregnancy or maternity leave.

11. Grants of sick leave from the Sick Leave Bank shall not be made to any member on account of any elective surgery.
12. Grants of sick leave from the Sick Leave Bank shall not be made during any period the member is receiving disability benefits from Social Security or the state retirement plan, or the period of disability when monies are paid to the member under the Workers' Compensation Fund.
13. A member shall lose the right to obtain the benefits of the sick leave bank by:
 - a) Resignation or termination of employment with the local school system;
 - b) Cancellation of participation which is effective on June 30;
 - c) Refusal to honor such assessment as may be required by the Trustees.
 - d) Being on approved leave of absence with the exception of personal illness or disability leave.
 - e) Retirement.

Procedures

1. Contributions to the bank must be made on a Sick Leave Bank Donation Form.
2. All requests to draw upon the bank must be made upon a Sick Leave Bank Request Form and submitted to the Trustee within thirty (30) calendar days of the first dates bank usage is requested. In extreme and unusual cases exceptions may be approved.
3. The Trustees shall act affirmatively or negatively on all complete applications within ten (10) calendar days of the application.
4. Requests to draw from the bank may be asked to be accompanied by a physician's statement on the approved form confirming the cause of illness or injury and must be signed by the physician.
5. An applicant may be required to undergo at his/her expense a medical review by a physician approved by the Trustees.
6. All records of the Sick Leave Bank shall be kept in the central office of the school system which handles regular sick leave records. The Trustees shall inform this office of all applications they approved and the amount of additional leave granted the member.
7. The Sick Leave Bank will be reviewed annually by the administration, the BOE and the negotiation team to assess and update any necessary changes or improvements that they deem need to be made.

8. The Sick Leave Bank members upon leaving the district will have the option to donate hours to the Sick Leave Bank at their discretion.
9. All forms are available at the back of this handbook.

Worker's Compensation ([Policy reference, GAOE, 09/2019](#))

Expense Reimbursement and Credit Cards ([Policy reference, GANA, 10/2015](#))

Equal Employment Opportunity And Nondiscrimination ([Policy reference, GAAA, 12/2019](#))

Evaluation of Coaches and Sponsors ([Policy reference, GCIA, 07/09](#))

Fraud Prevention and Investigation

All employees, board members, consultants, vendors, contractors and other parties maintaining a business relationship with the district shall act with integrity and due diligence in duties involving the district's fiscal resources.

An employee who suspects fraud, impropriety or irregularity shall promptly report those suspicions to the immediate supervisor and/or the superintendent. The superintendent shall have primary responsibility for any investigations, in coordination with legal counsel and other internal or external departments and agencies as appropriate.

Fraud Prevention Procedure: All employees shall act with integrity and due diligence in matters involving district resources. Annually, by direction of the superintendent, the general contents and direction contained in the procedure shall be conveyed to all staff members.

Definition: As used in this procedure, "fraud" refers to intentionally misrepresenting, concealing, or misusing information in an attempt to commit fiscal wrongdoing. Fraudulent actions include, but are not limited to:

- Behaving in a dishonest or false manner in relations to district assets, including theft of funds, securities, supplies, or other district properties.
- Forging or altering financial documents or accounts illegally or without proper authorization.
- Improper handling or reporting of financial transactions.
- Personally profiting as a result of insider knowledge.
- Disregarding confidentiality safeguards concerning financial information.
- Violating board conflict of interest policies.
- Mishandling district financial records or assets (destroying, removing, or misusing).

Staff Responsibilities: Employees who believe financial fraud, impropriety or irregularity has occurred shall promptly report those suspicions to their immediate supervisor and/or the

superintendent who shall have the primary responsibility for initiating necessary investigations. Investigations shall be conducted in coordination with internal or external departments and agencies as appropriate.

Internal controls/investigations: The superintendent shall develop internal controls to aid in preventing and detecting fraud or financial impropriety or irregularity within the district. Reports of suspected fraudulent activities shall be investigated in a manner that protects the confidentiality of the parties and avoid unfounded accusations. Employees involved in the investigation shall be advised to keep information about the investigation confidential.

If an investigation substantiates occurrence of a fraudulent activity, the superintendent shall issue a report to appropriate personnel and to the Board of Education. Final disposition of the matter and any decision to file a criminal complaint or refer the matter shall rest with the Board.

Results of the investigation shall not be disclosed to or discussed with anyone other than those individuals with a legitimate need to know.

Fiscal Responsibility

Prohibited Activity: A report of financial misconduct will be received in confidence, and investigations will be conducted confidentially unless otherwise required by law. Law enforcement will be contacted if an investigation reveals criminal activity.

No person will be permitted to alter, destroy, mutilate, conceal, cover up or falsify and record or document with the intent to impede, obstruct or influence an investigation pursuant to this policy.

No board member or district employee will take adverse employment action against any individual who, in good faith, reports suspected fraud or financial misconduct. No board member or district employee shall retaliate against any individual for providing truthful information to law enforcement regarding alleged financial misconduct. Retaliation includes refusal to hire, termination, discipline or reassignment unless such reassignment is necessary to meet the district's staffing needs or is requested by the employee.

Nothing in this policy shall prevent the discipline or termination of employees in accordance with board policy and law. Students who, in good faith, report suspected fraud or financial misconduct will not be disciplined or penalized for making a report.

Employees who violate any portion of this policy are subject to discipline up to and including termination and referral for prosecution when appropriate.

Gifts ([Policy reference, GAJ, 08/00](#))

Handling School Activity Funds

All funds raised by any school organization through any school activities of the group are school money and not the property of the individuals of that group. All funds so raised must be spent in accordance with school regulations and the approval of the group sponsors and the administration. Such approval and regulations shall be subject to policy adopted by the Board of Education of Unified School District 216 and any question of policy may be referred to the superintendent of schools. The following general regulations shall apply to all Activity Funds:

- A. All funds raised by any school organization shall be deposited in the Activity Fund and shall be paid out on approval of group sponsors and officers, in accordance with approved school policy subject to approval of the school administration. In all cases, the books of the treasurer of the organization should show all receipts and expenditures.
- B. Gifts to any individual or organization outside the school may not be made by any school organization from funds raised by any such school activity. Gifts to sponsors, play coaches, etc., within the school should be limited to nominal sums. [See [KASB](#) recommended policies [GAJ](#) and [JL](#).]
- C. If funds are left by any organization without agreement as to their disposition they will become the property of the school and must be spent for school purposes that will benefit the school groups in general. [See KASB recommended policies [DK](#) and [JH](#)]

Inclement Weather

In case of inclement weather, Notifications will be sent out through the school app. Please make sure you have downloaded and set up notifications through the app. We will have the decision on the TV, Facebook, Twitter, email and website.

Job Descriptions ([Policy reference, GACB, 07/20](#))

Lunch Duty

All staff working lunch duty will have their lunches paid by the district for lunch duty days worked. Teachers, that are not working lunch duty, will receive lunch meals at half price of the adult rate. Teachers receiving half price lunches will be responsible for supervising students in the lunchroom.

Maintaining Proper Control, ([Policy Reference, GAO, 09/2014](#))

Participation in Community Activities ([Policy reference, GAH, 08/00](#))

Personal Appearance, ([Policy Reference GAM, 08/00](#))

Appropriate dress and personal appearance is essential for all district employees.

Personal Property

The district does not provide insurance on employees' personal property and, therefore, does not assume any liabilities. If an employee's personal property is broken, damaged or stolen while the employee is on the job, repair or replacement is the employee's responsibility.

Political Activities ([Policy reference, GAHB, 09/2019](#))

Professionalism

Professionalism is a key component for any place of business or work to follow in order to be a successful place of employment. Work with your co-workers at all times and not against them. Keep the communication open with all of your colleagues so we are all working in the same direction for students. Talking about someone no-matter how you may dislike him or her will only bring the entire district down and take away all of the hard work we are all doing for students. This school and your job represent the community of Deerfield so represent it Extremely Well!

Purchasing-Credit Card Usage

Staff use of a district credit card shall be confined to necessary school business. The board shall annually prescribe limits and restrictions on the use of credit cards and shall monitor monthly receipts and reimbursement expenses. Credit card use shall be reported monthly to the board.

Staff seeking information about credit card use should visit with their administrator or the clerk. A district credit card may be checked out to a staff member if there is a legitimate need, and the employee is unable to use his or her own credit card before seeking reimbursement. Deliberate misuse of district credit cards is grounds for termination and reporting of criminal activity.

Requisitions

It is the responsibility of the staff member to obtain the signature of the building Administrator and Superintendent prior to ordering anything that needs to be paid by the school funds. This includes grant monies as well as any fundraiser money. If for any reason, you fail to seek approval prior to ordering and the building administrator does not approve the purchase it will then be returned to you for payment.

Racial and Disability Harassment ([Policy reference, GAACA, 07/21](#))

(See [GAF](#), [JGECA](#) and [KN](#))

School Nurse

The school nurse has an office in the elementary building. The MS/HS student(s) should check in with the MS/HS secretaries prior to going to the nurse. All other students should check in at the nurse's office and also the parent if the child is going to go home because of illness or injury.

All medications should be referred to the nurse for monitoring. Exception to this rule is the MS/HS secretaries can give Aspirin if they have written documentation from the parent or guardian and they provide the aspirin. Students should not have any medication in the classroom, lockers, or book bags. Any violation needs to be reported to the building administrator.

Sexual Harassment ([Policy reference GAAC, 07/21](#))

(See [GAF](#) and [JGEC](#))

Social Networking

School Principals will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process.

The orientation and reminders will give special emphasis to:

- improper fraternization with students using Facebook and similar internet sites or social networks
- having current students as friends or following current students from your personal social media account
- inappropriateness of posting items with sexual content
- inappropriateness of posting items exhibiting or advocating use of drugs and alcohol
- examples of inappropriate behavior from other districts, as behavior to avoid
- monitoring and penalties for improper use of district computers and technology
- avoid the use of the school's name and logo on a teacher's personal website
- the possibility of penalties, including dismissal from employment, for failure to exercise good judgment in on-line conduct.

The administration may periodically conduct internet searches to see if teachers have posted inappropriate materials on-line. When inappropriate use of computers and websites is discovered, the School Principal and Superintendent will bring it to the attention of the appropriate employees.

The School Board discourages school district staff from socializing with students outside of school in person or on social networking websites or apps.

All school district employees, faculty and staff who participate in social networking websites or apps, shall not post any school district data, documents, photographs or other district owned or created information on any website without the Superintendent of Schools approval. Further, the posting of any private or confidential school district material on such websites is strictly prohibited.

School district employees are prohibited from engaging in any conduct on social networking websites that violates the law, school board policies, or other standards of conduct.

Employees who violate this policy may face discipline and/or termination, in line with other school board policies and/or collective bargaining agreements, if applicable.

Nothing in this policy prohibits employees, faculty, staff or students from the use of educational websites if such sites are used solely for educational purposes.

Access of social networking websites for individual use during school hours is prohibited.

Solicitations ([Policy reference, GAI, 08/00](#))

Staff Conduct

No employee, while on or using school property, otherwise acting as an agent, or working in an official capacity for the district shall engage in:

- Physical or verbal abuse of, or threat of harm to, anyone.
- Causing damage, or threat of damage, to district property.
- Forceful or unauthorized entry to or occupation of district facilities, including buildings and grounds.
- Use, possession, distribution, or sale of alcohol or of drugs or other illegal substances.
- Use of profane or abusive language, symbols, or conduct.
- Failure to comply with lawful direction of district officials, security officers, or any other law-enforcement officer, or failure to identify oneself to such officials or officers when lawfully requested to do so.
- The carrying or possession of a weapon on school grounds without authorization from the appropriate school administrator.
- A violation of district policies and regulations.
- Any conduct violating federal, state, or applicable municipal law or regulation.
- Any other conduct that may obstruct, disrupt, or interfere with teaching, research, service, administrative, or disciplinary functions of the district, or any other activity sponsored by the board.

In addition to the foregoing, all staff members are expected to:

- Thoroughly acquaint themselves with the rules, regulations, and other information applicable to them contained with the policies of the board.
- Conduct yourselves in a manner consistent with effective and orderly education and to protect students and district property.
- Maintain order in a manner consistent with district policies and regulations.
- Comply promptly with all orders of the superintendent and the administrator who is their immediate supervisor.
- Dress and maintain a general appearance that reflects their position and does not detract from the educational program of the school.

District employees who violate these rules are subject to disciplinary action.

Staff Online Activities ([Policy reference, IIBGC, 08/13](#))

Staff-Student Relations ([Policy reference, GAF, 07/21](#))

Staff Use of Communication Devices ([Policy reference, GAT 12/2014](#))

Student Privacy Rights

District employees may have ongoing opportunities to access confidential information or records that are only available to the public on a limited review basis. Much of the information processed by district employees is confidential, and law governs its release; for example, driver record and vehicle registration information, confidential student records, criminal history background check information, information obtained pursuant to Social and Rehabilitation Services (SRS) intervention, social security number information, and professional misconduct back-ground checks.

Employees are prohibited from divulging information contained in the records and files of the district, except to other authorized employees who may need such information in connection with their duties and to authorized persons or agencies only in accordance with law, district policies, and administrative rules.

If an employee is approached to provide information inappropriately, the employee must refuse to release the requested information unless authorized by his/her supervisor or otherwise required to release the information under law or court order.

In all cases, the employee's immediate supervisor shall be informed, immediately, of any requests. Any employee who inappropriately releases information, or uses confidential information obtained in the course of his/her employment with the district for personal reasons or private gain, will be disciplined in accordance with Board policies, collective bargaining agreements, and district procedures. Disciplinary action may include severe penalties, up to, and including, discharge.

Travel Expenses, ([Policy Reference, GAN, 12/10](#))

Use of Equipment

No property owned by the Board of Education shall be used for personal reasons away from the workstation, unless prior approval has been granted by the proper district officials. Drivers of vehicles will be responsible for all citations they receive due to operator fault. Drivers shall at all times, exercise the utmost care in operation of the vehicle they are using.

Use of Tobacco Products in School Buildings ([Policy reference, GAOC, 07/20](#))

USD 216 Fundraising Plan Activities & Athletics

How:

- The Clash:
- Activities & Athletic groups will have the option to opt-out of this in which they would not receive funds from this account and CAN'T fundraise on their own as a USD 216 fundraiser.
- Students involved in any activity or athletics that benefits from this will be required to sell tickets to the fundraiser & help set up and take down for The Clash event.
- Also, students would be asked to help set up for Prom & if anything is needed, set up for Homecoming.
- Concession stands would be signed up for by sports groups and activities. They would run the concessions and clean-up.
- Coaches & Sponsors will also be required to help in organizing, promoting, and working with the students.
 - Draft Night: Coaches & Sponsors will draft their team of students who they will be responsible for working to make sure tickets are sold and any other requirements.
- FFA and Trap are not under KSHSAA guidelines and will be allowed to raise funds through specific organizational fundraisers. Those must be approved by AD & Superintendent.

- FUNDS:
 - Selling of tickets
 - Sponsorship Levels
 - (Ex: Spartan Level \$5,000, Red Level \$2,500, etc...)
 - Auctioning of items that are donated and some may be purchased to be auctioned off.

What will this money support?

- Every athletic group and activities group that participates can request funds from this account to help purchase whatever is needed.

- Will allow the school district budget to grow hopefully and be able to support in other ways.
- Will pay for Prom
- Will support Homecoming events

**SECTION B - CERTIFIED EMPLOYEES –
TEACHERS/RETIRED TEACHERS**



A PROFESSIONAL TEACHER

The Professional Teacher will:

1. Recognize that this or her first obligation is to develop each individual student to the fullest extent of that student's possibilities, keeping in mind that the development of character is an important aspect of this obligation. A student will form most of his or her ideas of justice, patience, sympathy for others and integrity from the teacher's practice of these traits in dealing with others.
2. Always keep in mind that the best discipline is mutual respect between teachers and students. This can only be attained by carefully avoiding the use of sarcasm, useless argument and display of temper. KEEP YOURSELF UNDER CONTROL. No thoughtful teacher will use sarcasm as a weapon—it does not teach anything.
3. Never refuse to aid or lend cooperation to a student. The student body is quick to learn your attitude in this respect.
4. Maintain the attitude of respect and dignity toward both teachers and students. This cannot be done if you resort to the habits of those you teach; such as use of slang, nicknames, embarrassing remarks, “bawling out”, etc.
5. Be on duty at the assigned responsibilities each day from 10 minutes before class.
6. Welcome patrons with courtesy, treat them with consideration and candor and hold in strict confidence all information concerning students and faculty members.
7. Maintain a business-like attitude, not play the “good buddy” at the expense of other teachers to students and conduct their supervision at all times in accordance with the desire of the district.
8. Report any information to the district office that might be important to conduct a good school. It is every teacher's responsibility to do everything in his or her power to make our schools efficient.
9. Conduct yourselves in such a manner as to negate student gossip and will, at all times, remember the difference in station between the teacher and student. You must not permit any undue liberties or remarks.

Improving Staff Relationships

Being in the halls before and after school or at passing periods is a very effective way to control group and individual conduct during these times. There are countless reasons why this is good staff practice. Yet, it is neither fair nor effective if only a few teachers are carrying this load. This can become a source of staff dissension and ill will. There are times when one cannot be in the halls--but this should be the exception, not the rule. Hall supervision can also influence classroom behavior. Students rarely walk out of hallways where any behavior was permitted and

into classrooms ready for study. **All teachers must assume their share of hall supervision if improvement in general conduct of the school is to take place.**

Never, under any circumstances, should a teacher discuss, criticize or offer an opinion to a student or parent regarding another teacher or another student. There is no excuse for a staff member's failure to extend professional loyalty to colleagues. Discuss any problems with the colleague concerned, not with parents, students or other uninvolved persons.

Activities

We have several students involved in extra-curricular activities throughout the school year. Please make every effort to support students when possible. This will help with the student teacher relationship within your classroom and it will also build a sense of PRIDE in OUR school system.

Assemblies

All assemblies and class meetings will need to be cleared and scheduled through the building principal. This needs to be done at least three days prior to any being scheduled.

Assignment Requests

Parents frequently request assignments for students who are absent, and when this happens, a form for assignments is either put in the teacher's mailbox or delivered to the teacher. Make every effort to get these assignment forms turned into the office when requested. This is a courtesy to students as well as the parents, and it allows the student to stay abreast of what is happening within your classroom.

Calendar Committee

USD 216 regards input from teaching staff in the development of the school calendar to be a very important and critical factor. The district shall establish a calendar committee each year under the direction of the superintendent of schools or their designated representative. The committee shall be made up of a representative of the Board of Education, administrators from each building, one teacher representative from each building and a representative from the negotiating unit.

The task of the calendar committee is to develop sample calendars for the following year. The committee members will present those calendars to the district staff for input and make a recommendation to the superintendent as to the calendar they would like to have the district adopt. The superintendent will take the committee's recommendations into consideration and will present a calendar to the Board of Education for approval. Should the superintendent present a calendar to the Board of Education that is different from the one recommended by the committee, the committee has the right to appeal to the Board of Education.

Classroom Management Strategies

Pop and candy in the classroom can have a place in the student's environment however this should be a controlled factor. Candy given by the teacher as a reward that doesn't leave the classroom or require students to leave the classroom is fine. Students who use class time to

partake in food and drink have too much time and need more structure. This is important not only for the classroom environment, but the school environment as a whole. Special parties and rewards need to be approved by the building principal.

Teachers should be within their classrooms at all times while you are in charge of students. If you need to step out of your room for any reason please make sure the classroom has a supervising adult in there. If an adult is not available, please call the building office so they can get someone to cover your class. It is the unexpected that we must prevent. If you are not in your classroom when something happens, **YOU** will be the first one liable. Also, you only have so much time to get across the lesson to your students so use it **WISELY**. **NO EXCEPTIONS!!!!**

Consulting ([Policy Reference, GBRGA, 08-00](#))

Contract Schedule

The contract time for certified personnel is 7:20 am to 4:20 pm Monday through Thursday or by direction of the building principal with additional contract time on occasional Fridays for inservices and parent/teacher conferences. See Negotiated Agreement, Article III.

If it is necessary for a teacher to be out of the building during the school day, the teacher shall inform the principal as to the time of day that he/she will be gone. In the event a substitute is needed please input your substitute request in Skyward. If it is past 6:00 am and you are going to not be able to come to work please contact Mrs. Sonia Infante at 620-518-1695c for HS/MS and Mrs. Melissa Ambriz-Silva at 785-259-5155 to request a sub for that day. Please put your absence for that day in after the call or once you are able. In an event where you can't reach Sonia or Kelsey please contact your Building Principal. All pre-arranged absences will go through the Skyward system and should be entered in a timely manner and confirmed with Building Principals that a substitute should be requested.

Also, **Additional Duty**, ([Policy Reference, GBRE, 8-16](#))

The board may establish other educational assignments that may extend beyond the school day or time class is in session. Compensation for such assignments, if any, will be as specified in the negotiated agreement.

Work Schedule ([Policy Reference, GBR, 08-05](#))

Discipline

The first and foremost rule in discipline is to be calm. Don't over-react because you are mad. Then make sure you are consistent with each situation. Use the following tips in dealing with discipline within the school setting:

- a. Be fair, consistent and firm when dealing with a challenging situation.
- b. Set your class guidelines early and follow them at all times.
- c. Always try to handle the situation immediately, so you avoid a minor problem becoming major situation.
- d. Document, document, document when you have had time to gather your thoughts record in Pro-Star the event, any witnesses, and how you handled it. This will protect you and the school district.
- e. Try to handle discipline issues yourself. The moment you relinquish your authority it is harder to get it back. If you need a witness ask a fellow teacher, or call the office for the building principal.
- f. Contact parents if there are any disciplinary actions taken. This again will reinforce the behavior is not accepted to the parents.
- g. Praise Good Behavior. This will help to show students what is expected as well. Extremely important tip!
- h. Communicate with the other teachers, principal, and parents on what happened and how you handled it. This will give the heads up so everyone can help reinforce the steps you have taken.

In any major situation call the office and seek the help of the administrator. Use your professional judgment.

Ethics, ([Policy Reference, GBU, 02-17](#))

Evaluation, ([Policy Reference, GBI, 08-03](#))

Field Trips

Field trips and excursions are encouraged when a reasonable educational objective can be established. Forms will need to be sent out to notify parents of trips. The form shall include but not limited to the nature of the trip, departure and expected arrival times, anticipated costs, and the opportunity for them to excuse their student from the trip. All trips are governed by the USD

#216 school rules, and remind students that they are a representation of our district. Represent Us Well!!!

All Field Trip Request for the 1st Semester must be submitted and approved by Building Principals & Superintendent by September 20th

All Field Trip Request for the 2nd Semester must be submitted and approved by Building Principals & Superintendent by February 1st.

Grading Periods

Grades are generated on a semester basis with grade eligibility due weekly by Thursday by 4:15 pm unless announced otherwise by your building principal. Parent teacher conferences are scheduled by the B of Ed approved calendar, see Appendix 1.

Grading Scale

90%-100% = A (Superior Work)	80%-90% = B (Above Average Work)
70%-80% = C (Average Work)	60%-70% = D (Below Average Work)
0%-60% = F (Failing Work)	

Inter-Related Meetings

It is critical that you attend inter-related meetings when scheduled. If you are unable to attend YOU need to make every effort to COMMUNICATE with them the needs of the students so an adequate IEP can be developed.

Leaves and Absences ([Policy Reference, GBRH, 09/19](#))

Lesson Plans

Effective lesson planning is at the core of a well-run classroom. Planning lessons ahead of time means teachers enter the classroom each day fully prepared to teach new concepts and lead meaningful discussions – instead of figuring things out as they go. Without a lesson plan, students can quickly lose focus and teachers may be left scrambling, thinking of what to do next.

Components that should be part of every lesson include:

1. Clearly defined learning goals/objectives: what, why, how
2. Reference to standard/competency for the goal/objective
3. Resources needed to implement the lesson
4. Background knowledge/prior experiences needed by students to be successful in the lesson
5. Understanding of how the lesson ties into larger learning/the learning framework
6. What is done to guide/direct the learning: whole group/small group, high effect strategies
7. Method for assessing what has been learned/check for understanding
8. Plan for individualization/differentiation/personalization across learners/ability levels

Notice of Protections Under the Kansas Tort Claims Act

As a teacher employed by Unified School District No. 216, Deerfield, Kansas, you are entitled to protections under the Kansas Tort Claims Act, K.S.A. 75-6101 *et seq.*

1. What is the Kansas Tort Claims Act?

It is the state statutory scheme which allows governmental entities, including public school districts, in the state to be sued for damages caused by the negligent or wrongful acts or omissions of employees, officers, or board members. In cases arising under the Kansas Tort Claims Act, liability is limited to \$500,000 for any number of claims arising out of a single occurrence or accident or to the extent of the district's insurance, whichever is greater. U.S.D. 216's insurance with regard to tort claims provides liability coverage for such claims up to \$500,000. (See K.S.A. 75-6101 *et seq.*)

2. Are there any situations in which a school district may be exempt from liability for negligent acts?

Yes, the law contains several exemptions. A school district and its employees are not liable, under the Tort Claims Act, for damages resulting from:

- Legislative functions, such as adopting or failing to adopt a policy;
- Judicial functions, such as a student or teacher due process hearing;
- enforcement or failure to enforce a statute, regulation, or board resolution;
- Adoption or failure to adopt written personnel policies which protect persons' health or safety;
- Any claim based on the performance of or failure to perform a discretionary function or duty, regardless of whether discretion is abused;
- The assessment or collection of taxes;
- Any claim by an employee which is covered by worker's compensation;
- Snow or ice or other temporary or natural conditions on school property;
- The plan or design for the construction or improvement to public property;
- Any claim for injuries resulting from the use of any public property intended or permitted to be used as a park, playground, or open area for recreational purposes, except in cases of gross or wanton negligence; or
- The natural condition of any unimproved public school property.

3. Is the school district liable for all negligent acts of its employees?

No. The district is only liable for acts or omissions of employees which occur in the scope of the employee's employment and which are done with actual fraud or actual malice. In other words, the district will not be liable for acts or omissions of employees either occurring outside the scope of employment or which are done with actual fraud or actual malice.

4. Will the district provide me a legal defense for claims under this act?

Generally, yes. Upon request of an employee, the district shall:

- Provide for the defense of any civil action or proceeding against you, in your official or individual capacity or both, on account of an act or omission in the scope of your employment with the district; and
- Provide legal counsel to you when you are summoned to appear before any grand jury or inquisition on account of an act or omission in the scope of your employment with the district.
- The district has no right to recover expenses from you for this defense or representation, except as provided in K.S.A. 75-6109, and amendments thereto.

5. Can the district refuse to provide me a defense under the act?

Yes, the district may refuse to provide for the defense of an action against you or to provide you with representation if the district determines:

- The act or omission was not within the scope of your employment;
- You acted or failed to act because of actual fraud or actual malice;
- The defense of the action or proceeding would create a conflict of interest between you and the district; or
- The request was not made in accordance with law.

6. How do I request the district to come to my defense or to provide me with representation?

You must make a request for such in writing within 15 days of receiving service of process or a subpoena of the action. This request is to be filed with the board of education.

The district may reimburse an you such reasonable attorney fees, costs and expenses as are necessarily incurred in defending a claim against the you for punitive or exemplary damages if: (1) The action or proceeding arose out of an act or omission in the scope of the your employment; and (2) you reasonably cooperated in good faith in the defense of the claim.

Non-School Employment, ([Policy Reference, GBRG, 08-00](#))

Planning Time

The USD 216 Board of Education and administration realize the importance of planning time for all certified teaching staff. Attending meetings regarding students such as IEP and PLC meetings are a function of planning time. Administration will make every effort to assure that a teacher gets their planning time every day. If a teacher is asked to substitute during their planning time they will be compensated at described in Article VII in the Negotiated Agreement Compensation for Certified Employees.

Professional Development, ([Policy Reference, GBRC, 08-03](#))

Resignation, ([Policy Reference, GBO, 08/18](#))

Safety Drills

All Classrooms need to have posted escape routes and procedures for fire alarms and tornado drills. At the beginning of each school year and periodically throughout the year these procedures need to be reviewed. If you have any questions about the process, please see your building principal. Four Fire Drills will be held during the school year, while the Tornado drills will be held one time in the fall semester and one time in the spring semester and Crisis Drills will be three times a year.

These procedures are designed to save lives so please make sure we take them very seriously. It is extremely important to have your grade-book or class roster with you on all alarms. This will prevent us from guessing if everyone is out of the building.

Intruder notification will be given to you by your building principal at the beginning of each school year. We will use the inter-com system to alert all school personnel of this emergency. Bomb Threat notification will be used with a short fire alarm with specific announcement following by the building principal of where to go. **REMEMBER IN CASES OF ALL EMERGENCIES THE BEST THING WE CAN DO IS REMAIN CALM!!!! CALM!!!! CALM!!!!**

Salary Movement

USD#216 will recognize any college hours earned for movement on the salary schedule from an accredited college or university recognized by the Kansas State Department of Education. It is encouraged that any questions regarding the accreditation of the college or university be addressed with the Superintendent of Schools prior to enrolling in the course. The Superintendent of Schools has the right to and will deny any request for movement on the salary schedule from a college or university not accredited and/or recognized by Kansas State Department of Education.

Substitute Teacher-Planning for:

Responsibility to the Substitute relies on you:

1. Lesson Plans should be detailed and on your desk ready for the day; within this you should have extra duties, seating charts, classroom rules, lunch slips, class rosters (including any students on field trips or other student activities), times and places of where your students need to be and any procedures that are important within your classroom.
2. Simple procedure guidelines of where to go for help, intercom use, and access to fire and tornado drill procedures.
3. Evaluate the substitute and try to relay positive comments to them and relay the things you would like to see them improve on to the building principal. We want the best possible replacement for you within your classroom. **COMMUNICATION!!!!**

Testing Integrity

In the administration of standardized tests, licensed staff (teachers, administrators and others) shall not:

- Provide inappropriate test preparation
- Modify test administration procedures
- Provide inappropriate assistance to students during test administration
- Change or fill in answers on student answer sheets
- Provide inaccurate data on student information sheets
- Discourage or exclude certain students from taking the test
- Engage in any other practice to artificially raise student scores without actually improving underlying student achievement

Failure by staff to follow district guidelines and/or state testing directions is grounds for termination.

Teacher Rights:

A teacher shall have the right to refuse to submit to any evaluation or survey conducted by the district concerning personal values, attitudes and beliefs; sexual orientation; political affiliations or opinions; critical appraisals of other individuals with whom the teacher has a family relationship; or religious affiliations or beliefs.

No employee shall use or attempt to use his/her official authority or influence to intimidate, threaten, coerce or command another employee for the purpose of interfering with that employee's right to disclose improper governmental activity.

An employee who has disclosed improper governmental activity and believes that he/she has subsequently been subjected to acts or attempted acts of reprisal shall file a written complaint in accordance with the district's complaint procedures. (See KN)

Tutoring, ([Policy Reference, GBRGB, 08-00](#))

Teacher Job Description, ([Policy Reference, GBBAA, 08-04](#)) [Qualifications:](#)

SECTION C - CLASSIFIED EMPLOYEES SECTION



CUSTODIANS, BUS DRIVERS, SECRETARIES, PARA-
EDUCATORS, FOOD SERVICE WORKERS,

MAINTENANCE WORKERS, TRANSPORTATION SUPERVISORS, DIRECTORS, ETC.

Attendance

Good attendance by employees is important to the overall productivity of the Deerfield Public Schools. Attendance will reflect very strongly on an employee's evaluation as well as his/her value to the employer. Whenever a classified employee is unable to be at their workstation, they shall notify their building principal.

Bilingual Education

An effective employee must speak English clearly for understanding job related duties and therefore bilingual language education is needed for continuing employment with the district.

Breaks

The Board of Education makes provisions for a break for employees in mid-morning and midafternoon of fifteen (15) minutes in length. The break is intended as a pause in daily routine and should be taken if time and workload allow. Breaks shall be taken at your assigned location only. The break should not be interpreted as an employee benefit to which the employee is entitled.

Bus/Van Drivers

The district will allow the full cost of a physical examination (a Department of Transportation physical form) from a physician of the employee's choice, as long as such physician office is within 20 miles of Deerfield. Any additional examination services above the minimum required (such as a chest x-ray after skin test for tuberculosis screening), will be at the expense of the individual employee.

NOTE: The board reserves the right to have any employee examined at any time by a physician of the board's choice to determine if the employee is mentally and/or physically able to fulfill the obligations of employment and/or the policies and rules of the board. The costs of any examination required will be borne by the board.

Chain of command and Evaluation Process ([Policy reference, GCI, 08/00](#))

Compensation and Work Assignments ([Policy reference, GCA, 08/05](#))

Definition of Classified Personnel

The classified personnel of Deerfield USD 216 shall include all maintenance, custodial, bus drivers, van drivers, food service, secretarial, aides, and para-educator personnel.

Employee Benefits

Deerfield USD 216 has approved participation by classified employees in Plan 125, a tax-saving salary reduction plan. The board will designate the company to contract with for the Section 125 plan. The hours required for eligibility are a minimum of twenty-five (25) hours per week. Full time classified employees will receive \$551.76 per month as a benefit package towards a district approved health insurance plan. Ten-month employees will be offered \$551.76 per month as a benefit package towards a district approved health insurance plan and this benefit will continue through the two summer months for returning ten-month employees. This offer is not a cash benefit option.

Section 125 Pre-tax options are – Health, Dental, Vision, Accident, Cancer, Critical Illness Coverage, Life Insurance, Annuities, 457 Plans, Flex Reimbursement, as in Child/dependent Care and Medical Reimbursement. Other Post-tax options are - Salary/Disability Protection and the group cellphone plan. A classified employee who is covered through another qualified group health insurance and that does not count against the district’s pool of eligible participants could use their benefit toward premiums on any supplemental insurance policy offered by the district including Dental, Vision, Accidental, Hospital Indemnity, Cancer, Critical Illness, and Student Loan Consulting.

To participate in the Section Plan 125, the employee must elect what deductions will be made for the current year. Election of participation cannot be changed for the entirety of the plan year with limited exceptions. Election of participation benefits must be done between July 6 and July 31. An annuity is the exception to the plan with open changes during the year.

When a classified employee is absent from the job due to illness or vacation time, the employee benefit will remain in effect for the same period of time as sick leave. The employee may, at his/her discretion, continue health coverage by paying the premium in full. This provision is valid only while in the employment of Unified School District 216. Should the district employ a husband and wife, both members' health insurance benefit may be combined to purchase any offered plan, single plan excluded.

Leave and Absences ([Policy reference, GCRG, 08/18](#))

For classified staff there will be a probationary period of three months upon employment with the district. During this probationary period, there will be no paid leave. After the probationary period classified employees must work at least twenty-five (25) hours weekly or more to be eligible for leave benefits.

If the classified employee leaves the employment of the district for other than retirement or death, no payment will be made for any unused leave.

Holiday pay and all types of paid leave will be for the normal number of hours worked by the employee per day or a prorated thereof if the employee is not full time and is eligible for one of these special types of compensation. The employee will receive the number of hours as he/she normally works per day up to a maximum of ten (10) hours.

Discretionary Leave

- DISCRETIONARY LEAVE

All 10 month classified employees will be credited with 98 hours of discretionary leave on the first day of the fiscal year, July 1st or the prorated amount of leave determined by the hours worked. All 12 month classified employees will be credited with 126 hours of discretionary leave on the fiscal year, July 1st or the prorated amount of leave determined by the hours worked.

The district will credit each new employee with one-half of the discretionary leave amount upon entering an employment at will statement with the district, after the probation period. With the completion of six months working in the district the remainder of discretionary leave will be credited to the employee.

1. Discretionary leave shall be granted for:

- personal leave
- personal illness and/or doctor/dental appointment
- immediate family member illness and/or doctor/dental appointment
- leave to attend funeral
- bereavement leave

2. A request for leave other than illness, funeral leave, or bereavement leave requires that notification be made in writing to the appropriate supervisor not less than 72 hours prior to the day of leave. Once the 98 hours for 10 month and 126 hours for 12 month employees are used up for any combination of discretionary leave for the year, no additional days may be used for personal days.

3. Any leave longer than three consecutive days must have prior approval by appropriate supervisor and district administration or documentation of illness (as defined above).

4. At the end of the fiscal year, any unused discretionary leave days become accumulated personal sick leave to a maximum of 560 hours.

The appropriate supervisor is to base his/her recommendation for approval or disapproval of the requested personal leave to the superintendent on the following criteria:

1. Availability of suitable substitute to be employed;
2. Need of the staff member requesting the leave to be at the school because of a scheduled school activity;
3. The rate of absenteeism from school of the staff member requesting the leave; and,
4. The number of leave days requested by the total staff for the current month, week and day of the requested leave date.

The superintendent will base his/her decision to approve or disapprove the requested personal leave on the recommendation of the building principal and his own reviewing of the requested in light of the item outlined above.

School Closings

Paid leave will be given for unforeseen school closings due to weather or emergency situations at the discretion of superintendent. An Administrator may request an employee report to work during a school closing for the purpose of building management.

Jury Leave

Any employee called to jury duty will be granted paid leave and such leave will not be deducted from the employee's credited paid leave.

Civic Duty Leave

Civic Duty Leave is available to employees who serve on a community or not-for-profit board for activities related to that board when approved by the superintendent. The employee agrees to reimburse the district for any additional costs to the district related to the employee's job duties. The maximum leave allowed for Civic Duty is forty (40) hours.

Vacations ([Policy reference, GCRH, 08/2014](#))

Paid Holidays ([Policy reference, GCRI, 08/14](#))

Unpaid Leave ([Policy reference, GCRG, 08/18](#))

Compensation for Unused Personal Sick Leave

Compensation for unused sick leave may be requested at the end of each school year at the rate of \$5.00 per hour for any hours over 480. Requests for payment for unused sick leave must be submitted to the district office no later than June 1st of each academic year in order to receive compensation in the June Payroll.

Misconduct

Misconduct is defined as a willful violation of a material duty owed to the employer by the employee. Employment with the school district is based on a mutual agreement, the fulfillment of which rests upon good faith, acceptance and performance of responsibilities, and fair and reasonable business conduct.

Misconduct includes but is not limited to: Violation of school district rules, regulations or policies, Some examples are - Tardiness; Absenteeism; Careless or negligent conduct; Leave without approval by the supervisor and the building principal; Dishonesty; Insubordination/ or refusal to follow directions; Theft; Unapproved use of school property; Unauthorized possession of firearms or other dangerous weapons while on school district property; Use or possession of drugs, unless prescribed by a physician; the selling, distribution, or being under the influence of illegal drugs, alcohol, or other controlled substances while on duty or on school property; Physical assault/battery on another employee or visitor; Not maintaining confidentiality; Fraud or fraudulent activities; Disruptive conduct while on duty or school district property; Any act of violence;

Deliberate destruction or defacement of school district property, facilities, or equipment; Falsification of application or other school district documents; Threatening other people while on the job or district property; Loss or suspension of license or loss of any other qualification for the performance of assigned duties; and/or Violation of local, state, federal safety regulations.

Non-School Employment ([Policy reference, GCRF, 08/00](#))

Professional Development

Classified employees may be granted temporary leave to attend professional-related activities such as attendance at a local or state meeting in the employee's area of expertise. Applications for such leave must be submitted to the District Office a minimum of two weeks prior to the scheduled meeting and must be acknowledged in writing by the immediate supervisor or the building principal. In order to be compensated for professional leave, the employee must have prior approval to attend to be paid.

The following procedure will be followed when applicable.

1. Advance registration will be paid by the Board of Education through the District Office.
2. Arrangements for registration, lodging, and transportation will be made by District Office personnel, with cooperative efforts from the applicant in order to provide a cross check for accuracy and completeness.
3. Approved meal costs up to thirty (\$30) dollars per full day and related travel costs will be reimbursed upon presentation of receipts for actual expenditures. Alcoholic beverages and tipping are not reimbursable.
4. Classified personnel assigned by the administration to attend meetings, seminars, or conventions will receive compensation for Regular or overtime pay as appropriate for time away from Deerfield based on the number of hours as he/she normally works per day up to a maximum of ten (10) hours.

Re-employment

All classified personnel will be considered for re-employment in May for the ensuing year. All classified personnel will be on an established hourly wage. Appointments shall be made by the Board of Education upon the recommendation of the superintendent of schools. Any employee who has been dismissed for willful misconduct will be ineligible for reemployment.

Resignations

Employees must give written notice to resign. They may resign at any time by giving 2 weeks' notice. In the event less than two weeks' notice is given, it will be so listed in the employee's record. An Exit interview may be conducted after an employee resigns.

Retirement and Death Benefit, (Board Approved December, 2016)

Unused Sick Leave Benefit

The Board will provide a financial benefit of:

\$6.25 for each hour for Classified Staff with at least fifteen (15) years of service;

\$12.50 for each hour for Classified Staff with at least twenty (20) years of service;

\$18.75 for each hour for Classified Staff with at least twenty-five (25) years of service

of unused sick leave that the employee has upon retirement or death. The maximum number of days/hours that can be used for this benefit will be 480 hours. In case of death, the benefit will be paid to the beneficiary designated on the KPERS form. Retirement is when the employee takes retirement benefits under the KPERS plan. This policy will be in effect from the 2004-2005 school year and henceforth, in order to participate, the employee must have been employed by the Deerfield School District for at least fifteen (15) years.

Suspension ([Policy reference, GCK, 10/08](#))

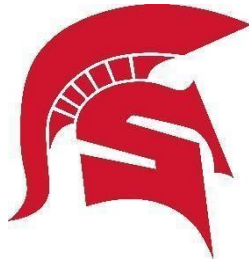
Termination

All classified employees are employed by the Board upon recommendation of the Superintendent or his/her designated representative. They may be terminated by the Board of Education upon the recommendation of the Superintendent. Upon termination or resignation, paychecks will be issued at the next regular pay period following the termination or resignation.

Time Sheets

All classified employees will have access to a computer to record their hours worked in assigned buildings. Any employee leaving their assigned location shall clock out unless they are on school business. Failure to clock out may result in immediate termination of employment.

Upon returning from an unexpected sick/bereavement leave, a leave form must be submitted to the building principal for paid leave. Time will be calculated according to the standard workweek (Monday through Sunday). The clerk or her designate will calculate and summarize the month's time sheets at the end of the pay period with the pay period ending the first Sunday of the month.



USD 216 Staff Acceptable Use Policy

Recognizing the value of computer and tablet technology to enhance student development, Deerfield USD 216 School District is excited about integrating technology further into the classroom setting. The MS/HS will be implementing a Blended Learning Model using a device in each student's possession, as well as each teacher's possession.

In conjunction with new technology, the district will be creating accounts in systems, such as Google Apps for Education, and other online classroom aides for the purposes of furthering educational opportunities. Staff will be assigned a unique username and password for these systems. These systems will be managed by the district's filters to ensure the privacy and safety of staff.

It is the policy of the district to maintain a technological environment that promotes ethical and responsible behavior in all online network activities. Use of technology resources in a disruptive, inappropriate or illegal manner undermines the district objectives and will not be tolerated. Staff members who accidentally access unacceptable material, or think they have been the victim of a cyber attack shall immediately notify the Director of Technology. This disclosure may serve as a defense against allegations that the user has intentionally violated this policy.

Unacceptable use of technology includes, but is not limited to:

- Allowing another person to use your password/user id to gain access to any school system including your own
- Sending, displaying, or storing inappropriate content on any district device in any location (or other device on school premises), such as: offensive messages or pictures, sexting, possession of sexually explicit, vulgar, or violent material
- Threatening, harassing, insulting or attacking others (cyberbullying)
- Violating copyright laws
- Releasing personal information or false information about another person or yourself, including but not limited to: name, address, phone number, email address, social security number, account number, passwords and other items used for identification
- Damage or mistreatment of Chromebooks, computers, computer systems or computer networks
- Trespassing/Hacking into another's folders, work, files, or decrypting system or user passwords
- Employing the network for commercial or political purposes
- Crashing, attempting to crash network systems (district or other), or willful introduction of computer "viruses" or other disruptive/destructive programs into the district network or into external networks

- Using the network for any purpose or activity that is prohibited by federal, state, local laws, rules or regulations
- Attempting to join non-district owned / managed equipment to the school network
- Intentionally peeling off serial number, barcode, and/or Staff ID
- Removing district provided cover from chromebook

Staff will be expected to treat district issued devices with respect and care. Staff will keep devices inside their cases in the instances in which cases are provided by the district, or they will assume the responsibility of declining a protective case. Staff will be expected to ensure the serial number, barcode, and/or Staff ID are securely attached to any district issued device. If a staff member willfully damages a district owned device, restitution will be paid. If restitution is not paid, the staff member will have technology privileges removed, and may have the unpaid balance sent to collections.

Technology Usage Agreement – Student

The proper use of the Deerfield USD 216 School District network, the Internet, and the educational value to be gained from proper use of these, is the joint responsibility of students, parents and employees of the school district. The Acceptable Usage Policy form must be read and signed by the user and the parent or guardian. The form must be filed with the school.

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school district media, delays or changes in or interruptions of service, information or materials. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

Any damages will be subject to the deductible fees listed below. Unpaid fees could result in the bill being sent to collections.

Deductible fees (for damage replacement)

- Charging Cord - \$5
- Case - \$30
- Chargers - \$40 ● Screens - \$150
- Full Replacement - \$300

Loss or Repeated Damage

Intentional damage, lost Chromebooks, and lost power supplies are not covered by insurance and are the responsibility of the student/parent. LOSS is not covered by insurance.

If a staff member cannot locate a Chromebook for more than two school weeks, the district will deem the device lost, and the staff member will be charged the entire replacement cost. If the device is located in good condition, the district will refund the replacement cost. Lost or intentionally destroyed devices will result in the student being charged for the full cost of a replacement device, which is \$300.

Any staff member(s) that have had recurring damage to Chromebooks will be subject to a loss of Chromebook privileges, and will pay the full replacement Chromebook Fee.

Staff Technology Policy Agreement:

(Print) Name _____

I have read, or had read to me, the Deerfield USD 216 School District Technology Usage Policy and agree to abide by their provisions. I understand that violation of these provisions may result in disciplinary action taken against me, including but not limited to suspension or revocation of my access to district technology, and/or unpaid bills turned over to collections.

I understand that my use of the district's technology is not private and that the school district may monitor my use of district technology, including but not limited to accessing browser logs, e-mail logs, and any other history of use. I consent to district interception of or access to all communications I send, receive or store using the district's technology resources, pursuant to state and federal law, even if the district's technology resources are accessed remotely.

Signature _____ **Date** _____

HANDBOOK RECEIPT AND ACKNOWLEDGEMENT

Do not sign your name on this receipt until and unless you have completely read, understood the contents of this handbook, and satisfied yourself with any answers to questions you may have concerning it.

I _____(Print Full Name) acknowledge that I have read, reviewed, and understand the contents of The Spartan USD #216 Employee Handbook, 2022-2023. I likewise acknowledge that if I had any questions, they have been satisfactorily answered by my supervisor.

I certify that I have read and understand the Drug-Free Workplace policy contained herein, as well as any other policies related to substance and/or drug and alcohol abuse. I agree to abide by the terms of these policies and understand that I may be terminated for violating these policies.

Deerfield USD #216 Employee Signature

Date

Deerfield USD #216

Job Description - Building Secretary

Reviewed 8-13

Job Goal: To assure the smooth and efficient operation of the school office so that the office's maximum positive impact on the education of children can be realized.

Reports to: Building Principal

Qualifications:

- A reasonable degree of proficiency in typing, error monitoring, editing and computer skills.
- Working knowledge of basic office procedures and the operation of office equipment.
- General understanding of education and educational administration.
- Experience as a school secretary or equivalent work experience.

Performance Responsibilities:

1. Serves as the building office manager and generates a productive and smooth running office; receives and routes all incoming calls and distributes mail.
2. Record expenditures, maintain balance for each account, checks monthly budget summary in compliance with audit procedures for Activities Accounting as per state statutes.
3. Maintains such student records in compliance with audit procedures for KSDE requirements keeping student attendance records and generates a daily bulletin.
4. File state reports as required by KASSHA; collects and stores data for eligibility.
5. Demonstrates ability to work with others in a positive, productive manner, representing the district favorably.
6. Coordinates with Principal all student rewards and promotions.
7. Maintains a daily teacher attendance log, and all substitute teacher records.
8. Coordinates with the transportation director for student rosters, keeps accurate driver's records, and vehicle mileage records.
9. Maintains food service records, program needs, deposits food service receipts, and requests food service payments in a timely manner, staying in compliance with program needs.
10. Coordinate with Activities Director preparing programs, reports, ect.
11. Manages and orders supplies for the teacher supply room and assists teachers in preparing instructional material as requested when time is available.
12. Processes changes in student schedules and student transcripts as directed by the principal.
13. Maintains a log of visitors to the school and tracks their presences.
14. Requires regular attendance and/or physical presence at the job.
15. Other duties as assigned by the principal or superintendent of schools.

Employment Term: Salary and work year to be established by the board.

Evaluation: Performance of this job will be evaluated annually in accordance with the provisions of the board's policy, GCI on evaluation of classified personnel.

Employee: _____ Date: _____

Human Resource Director: _____ Date: _____

Job Description – Para-Educator

Reports to: Building principals

Job Goal: Assist in providing education and related services working as team member of the educational staff.

Qualifications:

- 1. Certification of good health; signed by a licensed physician;
- 2. Minimum of high school diploma or equivalent.
- 3. Meets requirements of “No Child Left Behind” law.
- 4. Demonstrates punctuality.

Physical Requirements/Environment Conditions:

- a. Requires the ability to sit and/or stand for prolonged periods.
- b. Requires the ability to stoop, kneel, crawl, bend, turn, and reach.
- c. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
- d. Must work in noisy, crowded, stressful environments, with numerous interruptions.
- e. Requires regular attendance and /or physical presence at the job.

Performance Responsibilities:

- 1. Demonstrate adherence to standard of confidentiality.
- 2. Demonstrates attitude that promotes positive school climate.
- 3. Takes responsibility for quality of own performance.
- 4. Provides support for students as planned by teaching staff.
- 5. Organizes and prepares materials.
- 6. Demonstrates problem solving skills.
- 7. Follows school behavior policy in dealing with students.
- 8. Shares in school-wide duties as assigned.
- 9. Participates in staff development as recommended by staff.
- 10. Provide short-term coverage for teaching staff.
- 11. Ability to raise 30 pounds.
- 12. Other duties as assigned by the building principal, superintendent, and/or board of education.
- 13. Conform with policies, rules and regulations of the board and laws of Kansas.

Employment Term: Salary and work year established by the board of education.

Evaluation: Performance of this job will be evaluated annually in accordance with the provisions of the board’s policy on evaluation of non-certified personnel.

Employee: _____ Date: _____

Human Resource Director: _____ Date: _____

Deerfield USD #216

Job Description – Library Media Aide

Reports to: Building Principals

Job Goal: To work with all staff members and students to grow and improve the learning and activities that take place in the library and school.

Qualifications:

1. Certification of good health; signed by a licensed physician.
2. Minimum of high school diploma or equivalent.
3. Pass all background checks.
4. Demonstrates punctuality.
5. Team player.

Physical Requirements/Environment Conditions:

- A. Requires the ability to sit and/or stand for prolonged periods.
- B. Requires the ability to stoop, kneel, crawl, bend, turn, and reach.
- C. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
- D. Must work in noisy, crowded, stressful environments, with numerous interruptions.
- E. Requires regular attendance and/or physical presence at job.

Performance Responsibilities:

1. Checking in and out of books at DES, DMS, and DHS libraries.
2. Working with administrators and teachers to create a working library schedule.
3. Story time or other supports as needed for Elementary Classrooms.
4. Inventory of all library books and supplies.
5. Working with administrators, teachers, and students to order library books, magazines, and supplies.
6. Remove out of date or unused books and supplies yearly.
7. Maintain and checkout any STEAM/Makerspace materials or technologies.
8. Help supervise students in the library, between classes, and at school assemblies.
9. Scan meals in the cafeteria.
10. Help serve second chance breakfast to students.
11. Demonstrates an attitude that promotes a positive school climate.
12. Takes responsibility for quality of own performance.
13. Demonstrate adherence to standard of confidentiality.
14. Other duties may be assigned as needed by administrators, with as much notice given as possible.

Employment Term: Salary and work year established by the board of education.

Evaluation: Performance for this job will be evaluated in accordance with the provisions of the board’s policy on evaluation of non-certified personnel.

Employee: _____ Date: _____

Human Resource Director: _____ Date: _____

Deerfield USD #216 Job Description - Custodian

Reviewed 08/13

Job Goal: To provide students with a safe, attractive, comfortable, clean, and efficient place in which to learn, play, and develop. Reports to: Building Principals

Qualifications:

- 1. Certification of good health; signed by a licensed physician;
- 2. Ability to read basic operating instructions and write reports;
- 3. Demonstrate aptitude for successful completion of the tasks assigned;
- 4. Alternatives to the above qualifications as the board may find appropriate and acceptable.

Physical Requirements/Environment Conditions:

- a. Requires the ability to sit and/or stand for prolonged periods.
- b. Requires the ability to stoop, kneel, crawl, bend, turn, and reach.
- c. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials and has the ability to lift 40# on a regular basis.
- d. Must work in noisy, crowded, stressful environments, with numerous interruptions.
- e. Requires regular attendance and /or physical presence at the job.

Performance Responsibilities:

- 1. Cleans and maintains all boilers and other equipment.
- 2. Supervises and participates in necessary painting and general repairs to plumbing, electrical, carpentry, and general mechanical areas.
- 3. Assists general mechanics in remodeling and renovation work.
- 4. Generally maintains the school grounds, such as flower beds, keeps trash picked up, sidewalks clean, and assists in snow removal.
- 5. Participates in the general cleaning and maintenance of the school buildings.
- 6. Requisitions and receives supplies and equipment, and maintains necessary inventories with assistance from head custodian.
- 7. Assumes responsibility for the general security of the building (24 hours per day)
- 8. Assumes responsibility for the general fire safety of the building (24 hours per day)
- 9. Performs emergency repair as in broken windows and/or cleaning services as necessary.
- 10. Opens buildings and classrooms before each school day.
- 11. Monitors and maintains gymnasium and concession areas during home games.
- 12. Raise and lower flags.
- 13. Establish and implement, with the assistance of the building principals, a preventative maintenance program.
- 14. Attend workshops/seminars related to building maintenance as directed by the building principal.
- 15. Other duties as assigned by the building principal, superintendent, and/or board of education.

Employment Term: Salary and work year established by the board of education.

Evaluation: Performance of this job will be evaluated annually in accordance with the provisions of the board's policy, GCI on evaluation of classified personnel.

Employee: _____ Date: _____

Human Resource Director: _____ Date: _____

Job Goal: To provide safe and efficient transportation so that students may enjoy the fullest possible advantage from the district’s curriculum and extracurricular program.

Reports to: Transportation Director and school administration.

Qualifications:

- Valid Commercial Driver License with required endorsements.
- Meet all state requirements such as Defensive Driving, First-aid and CPR courses.
- Pass Department of Transportation physical every two years and meet additional health and age requirements as designated by the board.
- The board will carry liability insurance on the vehicle, protecting both the driver and the school district.
- The driver is subject to drug and alcohol testing on a random basis.

Physical Requirements/Environment Conditions:

- a. Requires the ability to sit and/or stand for prolonged periods.
- b. Requires the ability to stoop, kneel, crawl, bend, turn, and reach.
- c. Must work in noisy, crowded, stressful environments, with numerous interruptions.
- d. Requires regular attendance and /or physical presence at the job.

Performance Responsibilities:

1. Knowledge of and obeys all traffic laws.
2. Maintains discipline when students are on route bus.
3. Works with sponsor in disciplining students on activity trips.
4. Reports undisciplined students to the principal in charge.
5. Keeps to assigned schedule and follow the prescribed routes.
6. Notifies the proper authority in case of mechanical failure or delays.
7. Discharges and picks up students only at authorized stops.
8. Exercises responsible leadership on daily bus routes and on out-of-district school trips.
9. Drivers may be asked to drive activity trips and will assists sponsor(s) and students at the end of activity trips with an orderly clean up of bus or van.
10. Reports all accidents to the immediate supervisor and proper authorities.
11. Completes all required reports and attends safety meetings and other meetings scheduled by the superintendent or his designated agent.
12. Enforces bus rules and board policies.
13. Regularly fills the bus with fuel and cleans the bus inside and out.

Employment Term: Salary and work year to be established by the board.

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the board’s policy, GCI on evaluation of classified personnel.

Employee: _____ Date: _____

Human Resources Director: _____ Date: _____

Deerfield USD #216 Job Description
Director of Facilities, Transportation, and Maintenance

Reviewed Dec2018

Job Goal: To maintain the physical school plant and grounds in a condition of operating excellence so that full educational use of it may be made at all times. To enable each student, through safe and efficient transportation and maintenance, to take full advantage of the complete range of curriculum and extra-curricular activities offered by the district's schools to provide a safe clean sanitary campus for students, staff, parents, and any visitors. The Assistant Director to this position is to assist the director in all areas of responsibility to see that all duties are accomplished and complete.

Reports to: Superintendent and Building Principals

Qualifications:

1. Ability to read basic operating instructions, manuals, and complete required federal, state and local reports including KSDE requirements.
2. Demonstrate aptitude for successful completion of assigned tasks.
3. Valid Commercial Driver License with required endorsements.
4. Meet all state requirements such as Defensive Driving, First-aid and CPR courses.
5. Pass Department of Transportation physical every two years or as required and meets additional health and age requirements as designated by the board.
6. Demonstrate aptitude for successful completion of the tasks assigned.
7. Mechanic skills and any other skills related to job requirements.
8. Such alternatives to the above qualifications as the superintendent and board may find appropriate and acceptable.

Physical Requirements/Environment Conditions:

- a. Requires regular attendance and/or physical presence at the job.
- b. Requires the ability to sit and/or stand for prolonged periods.
- c. Requires the ability to stoop, kneel, crawl, bend, turn, and reach.
- d. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials and has the ability to lift 60lbs on a regular basis.
- e. Must work in noisy, crowded, stressful environments, with numerous interruptions.

Performance Responsibilities:

- Attends and provides written reports to the Board of Education during scheduled meetings.
- Examines school buildings (interior/exterior) and grounds on a regular basis and performs needed repairs and maintenance. Maintains such records as are required such as fire inspections, boiler inspections, insurance inspections, etc. Grounds will be kept mowed,

watered, fertile, free of weeds, positive curb appeal and free of sprouts.

- Maintain the school grounds and directs outside maintenance as is necessary.
- Establishes and recommends priorities on repair projects.
- Performs general mechanics/ maintenance in remodeling and renovation and on fleet of vehicles/equipment.
- Develops a system for dealing with emergency repair problems with efficiency, as in replaces broken windows, etc.
- Requests Purchase Orders for materials and supplies with administrative approval as needed, and makes recommendations to purchase or update equipment.
- Consults with building principals regarding the establishment of regular preventative maintenance, building needs and ground needs.
- Generally assist in the transportation as needed including driving a bus/van.
- Conforms to all state laws and regulations regarding school transportation, including vehicle maintenance records.
- Maintains safety standards in compliance with state and insurance regulations/inspections and develops a program of preventive safety.
- Trains and supervises all transportation personnel; assists in recruitment, development of any necessary schedules, manages, evaluates; makes recommendations on employment; Documents and facilitates monthly safety meetings to meet state/federal requirements.
- Advises superintendent on road conditions and hazards for decision on school closing during inclement weather and acts as a liaison for the school in regard to road hazards on county and city streets with appropriate officials.
- Direct and supervise the removal of snow and uses injury preventive measures on icy sidewalks and other traffic areas.
- Collaborates with school principals and others responsible for planning special school trips and extracurricular activities to ensure vehicle availability.
- Prepares bus routes for the school district and updates bus schedules regularly.
- Secures and maintains a list of qualified drivers and substitutes.
- Supervises and assists in the maintenance of all school vehicles to meet safety standards.
- Keeps a current inventory of equipment and supplies.
- Conforms to all local, state, and federal requirements/reports for transportation including safety, mileage, drills, audits, etc.
- Supervises and assists to ensure all vehicles are continuously kept clean including the interior and exterior.

Director of Facilities, Transportation, and Maintenance

- Ensures and assists in keeping the shop/bus barn is secured at all times (locked, lights off, etc.).
- Ensures/ and assists in keeping the bus/barn shop picked up, organized and clean at all times.
- Regulates all district watering systems including the district well. Keeps weekly records on the DNR district well and ensures that a seasonal overage does not occur.
- Maintains all district property including district owned property that is located off campus ➤ Any other duty assigned by the superintendent and board.

Employment Terms: Salary and work year to be established by the board.

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the board’s policy, GCI on evaluation of classified personnel.

Employee: _____ Date: _____

Human Resource Director: _____ Date: _____

Job Description – Head Food Service Director

Job Goal: To serve the students attractive and nutritious meals in an atmosphere of efficiency, cleanliness, and warmth in accordance with local and state regulations.

Reports to: Building Principal

Supervises: Food Service Cooks

Qualifications: Demonstrates aptitude for successful performance of the tasks listed.
Health certificate and TB certificates on file in the district office.
Has experience in large-scale food preparation and kitchen management.

Performance Responsibilities:

1. Supervises and instructs kitchen personnel in the proper, safest, and most efficient use of all kitchen equipment.
2. Maintains the highest standards of safety and cleanliness in the kitchen.
3. Checks food shipments into the school, signing invoices only after each order has been verified and submit invoices to the district office.
4. Determines the quantities of each food to be prepared daily.
5. Determines the size of serving to meet the necessary age requirements and serves the meals to please the customers.
6. Prepares food according to a planned and tested menu, uniform recipes, and determines if the finished product is of best quality both in flavor and appearance before it is served.
7. Records all food requisitions from the storeroom, and records all meals served, designating with or without milk.
8. Oversees the locking of the storerooms, and the maintaining of a correct monthly inventory.
9. Orders on a weekly basis all necessary supplies.
10. Reports immediately to the principal any problem or accident occurring in the kitchen or the cafeteria premises.
11. Confers with the vendors and reports to the principal any faulty or inferior quality food, which is received.
12. Supervises the daily cleaning of all kitchen equipment, and the washing and sterilizing of the dishes, silverware, and utensils.
13. Any other duty assigned by the administration or board.
14. Attend professional school lunch meetings when so directed.
15. Requires regular attendance and /or physical presence at the job.

Employment Term: Salary and work year to be established by the board.

Evaluation: Performance of this job will be evaluated annually in accordance with the board’s policy, GCI on evaluation of classified personnel.

Employee: _____

Date: _____

Human Resource Director: _____ Date: _____

Job Description – Food Service Cook

Job Goal: To serve students attractive and nutritious meals in an atmosphere of efficiency, cleanliness, and warmth in accordance with local and state regulations.

Qualification: Demonstrates aptitude for successful performance of the tasks listed.
Health certificate and TB certificates on file in the district office.
Has experience in large-scale food preparation and kitchen management.

Reports to: Head Food Service Director and Building Principal.

Performance Responsibilities:

1. Assist in the preparation and serving of food in a quick and pleasant manner as they are our customers.
2. Assumes responsibility for seeing that, during meal service periods, the supply of foods offered is replenished regularly.
3. Assists in daily clean-up of the kitchen service areas.
4. Performs major cleaning of refrigerators and storerooms at regularly scheduled intervals, as designated by the Food Service Director.
5. Assumes responsibility for storage and disposal of unused foods.
6. Any other duty assigned by the director, the administration and board.
7. Attend professional school lunch meeting when so directed.
8. Requires regular attendance and /or physical presence at the job.

Employment Term:
Salary and work year to be established by the board.

Evaluation:
Performance of this job will be evaluated annually in accordance with provisions of the board’s policy, GCI on evaluation of classified personnel.

Employee: _____ Date: _____

Human Resource Director: _____ Date: _____

Job Description - Certified Health - SCHOOL NURSE

JOB GOALS: To maintain, promote and improve physical, emotional and social health of the schoolage children and youth.
To provide school services for early identification of health problems as necessary to maintain children and youth in school
To promote a healthy, safe school environment
To act as a consultant and resource person in health education

REPORTS TO: Elementary Principal

QUALIFICATIONS:

1. Licensed to practice professional nursing in the State of Kansas.
2. Licensed R.N.
3. One year prior nursing experience
4. Required Kansas State Department of Education school nurse certification
5. Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable

JOB RESPONSIBILITIES:

1. Serves as a health advocate for the student.
2. Develops individualized health plans and nursing care plans with specific goals and interventions delineating school nursing actions unique to student needs.
3. Assists in providing emergency care for students in case of sudden illness or accident during school hours until a lawful custodian assumes responsibility.
4. Assists in providing initial assessment and emergency care for school personnel in case of sudden illness or accident during school hours.
5. Participates in any health related program that is initiated and implemented in 216, to include screenings (vision, hearing and scoliosis) and district wide presentations on health subjects.
6. Counsels with students, parents, and school personnel concerning health needs or health concerns of students.
7. Maintains health records for students and records all pertinent information.
8. Informs parents of medical and/or visual aid through local agencies or organizations, especially for those in need and unable to afford such services.

School Nurse Job Description

Page 2

9. Makes essential recommendations to the principal regarding conditions in any building of the school system which may affect the health of students and school personnel.
10. Assists in prevention and control of communicable diseases.

11. Works with the Kearny County Health Department and all Health Care Providers concerning immunizations and communicable diseases. Cooperates with local physicians, optometrists, and dentists for the welfare of the students and personnel.

12. Takes an active role and cooperates with the Board of Education, school administration and school personnel in establishing and developing a school health program that will meet the needs of students and staff.
13. Encourages, coordinates, and participates in programs of health education through individual student/parent consultation, classroom participation and community health services.
14. Participates as a member of the special education staffing team, assessing and interpreting pupil health status and as indicated plans, provides and monitors related health services.
15. Furnishes monthly and year-end reports of activities to the Elementary Principal.
16. Performs other duties as assigned by the Principal or the Superintendent of Schools.
17. Requires regular attendance and /or physical presence at the job.

TERMS OF EMPLOYMENT: Employment period in accordance with yearly school calendar with salary and benefits determined by the Board of Education.

EVALUATION: Performance will be evaluated by the Elementary Principal in accordance with the Board of Education's policy on staff evaluation.

School Nurse

Date

Human Resource Director

Date

**Job Description - 21st Century Community Learning Center Director
TWIX (Together We Inspire excellence) program**

REPORTS TO: Building level administration/Superintendent

GOAL: To be responsible for the day-to-day administration of the 21st Century Community Learning Center (CCLC) and participate in the hiring, assigning, and supervising staff for the program. The Director is also responsible for developing, implementing, and supervising all programming for the 21st CCLC for student activities. The Director is also responsible for continuing to develop further grant opportunities to sustain the long term operation of the program. Finally the Director is responsible for monitoring the budget for the program from its development through its expenditure.

QUALIFICATIONS:

- Minimum of a Bachelor's Degree or be working towards, certification/degree (preferably in Education)
- Minimum of 2 year experience in a youth service field
- Strong human relations skills
- Strong oral and written communication skills
- Strong organizational skills to maintain accurate record keeping, daily, weekly, and monthly program participation
- Demonstrated skills in leadership and organization
- Ability to handle a fast-paced, intense work environment

RESPONSIBILITIES:

- Meet with community leaders, educators, and other stakeholders to develop the 21st CCLC.
- Evaluate program staff in accordance with the guidelines set forth by KSDE.
- Plan and schedule routine Advisory Group meetings.
- Plan, organize, and coordinate programs consistent with grant stipulations and the goals/objectives of the school district.
- Meet regularly with program staff and provide direction, problem solving and support in an effective and professional manner.
- Ensure that the policies, goals, and objectives of the program are understood and implemented by all staff associated with the program.
- Coordinates all disciplinary actions involving students with staff and keeps the building administration informed of issues.
- Involved in program evaluation and data collection to ensure that the program is meeting the goals and objectives as outlined in the grant.
- Maintain and provide regular reports on data accumulated from program.

21st Century Community Learning Center Director

Page 2

- Communicate with and maintain positive relationships with district administration and teachers, community organizations, agencies, and businesses to develop partnerships and promote the 21st CCLC.
- Provide information on the 21st CCLC to the local community.
- Participate in local, state, regional, and national conference meetings as required by KSDE.
- Arrange and direct professional development/in-service for project staff.
- Assist in follow-up studies and evaluations of 21st CCLC activities, program, and curricula.
- Complete requisitions on a monthly basis to be submitted to the Elementary Principal. Monitor the budget on an on-going basis.
- Attend building/district staff meetings as appropriate.

- Maintain contact with district staff to keep informed of student achievement that must be reflected in the curriculum in order to improve basic skills.
- Develop and coordinate schedules for center activities, tutoring, mentoring, and other community education programs.
- Coordinates activities for the summer and after-school programs.
- Screen potential job applicants, conduct interviews and recommend staff for open positions. Supervise project staff and volunteers.
- Ensure equal accessibility for all participants.
- Support the philosophy, mission, and policies of the school district.
- Seek revenue sources to sustain the 21st CCLC past the five-year grant period.
- Carry out other duties as assigned by building level administration or Superintendent.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

- Requires prolonged sitting or standing.
- Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
- Must work in noisy, crowded, stressful environments, with numerous interruptions.
- Requires regular attendance and /or physical presence at the job.

Employment Term: Salary and work year established by the board of education.

Evaluation: Performance of this job will be evaluated annually in accordance with the provisions of the board's policy, GCI on evaluation of classified personnel.

Employee: _____ Date: _____

Human Resource Director: _____ Date: _____

Job Description- District Liaison for Migrant Education

Job Goal: The District Liaison position will work in concert with the local school district and state ID&R personnel to accomplish the ID&R goals of the State of Kansas. This position will serve to provide leads of all potentially eligible migrant students residing in the assigned school district to state ID&R recruiters. As the state transitions to a statewide identification and recruitment system, the district liaison will be instrumental in maintaining positive communication between eligible MEP families, state recruiters, school personnel and community agencies. This position will be responsible for providing and/or facilitating district services to all qualifying migrant children and/or their families as are necessary to enable migrant children to receive a sound education.

Reports to: Migrant Director

Qualifications:

1. High school diploma or equivalent.
2. Experience in Migrant Education or working with diverse populations.
3. Bilingual, ability to communicate in Spanish preferred or appropriate language for region.
4. Ability to type a variety of letters, forms and documents related to the program.
5. Computer skills (Microsoft).
6. Outstanding oral and written communication skills required.
7. Successful experience working with diverse populations in confidence.
8. Outstanding organizational skills.
9. Experience implementing and maintaining filing systems.

Essential Functions:

- A. To identify, assess and evaluate information received from a variety of sources in determining prospective migrant children and their families for program services.
- B. To disseminate MEP information to potential qualifying families and children and to discuss the MEP program knowledgably.
- C. To give state recruiters referrals of potential qualifying MEP children residing in the local district(s).
- D. To inform students and parents/guardians of available services and act as a liaison with state recruiters, community agencies, and social service agencies to facilitate assistance.
- E. To distribute educational packets to Out-of-School Youth (OSY) as needed.

Job Description- District Liaison for Migrant Education

- F. To provide and/or facilitate district services to all qualifying migrant children and/or their families as are necessary to enable migrant children to receive a sound education.
- G. To participate in MEP training sessions sponsored by the State Department of Education and to remain current of all MEP guidelines and standards.
- H. To fully understand all federal guidelines as they pertain to the eligibility of children and provision of services for the Migrant Education Program.
- I. To fully demonstrate understanding of all forms pertaining to the job and how each form is to be correctly completed.

- J. To work with local district personnel towards achieving the goals of the state in providing applicable services to eligible MEP children.
- K. To contact public and private community agencies associated with serving migrant populations as needed.
- L. To perform district duties as assigned.

Physical Requirements of the Position:

- Job requires the ability to work a flexible schedule.
- Maintain a valid Kansas Driver's License and provide own transportation if necessary.

Terms of Employment:

- The salary and work year will be established by the board of education.

Evaluation:

- ✓ Performance of this job will be evaluated annually in accordance with the provisions of the board's policy of classified personnel.

Employee: _____ Date: _____

Human Resource Director: _____ Date: _____

Deerfield USD #216

Job Description – Coordinator for Family Literacy Programs

Reviewed 08/13

Reports to: Federal Projects Director or Principal/Superintendent of Schools Qualifications:

1. Be certified, with a Bachelor’s of Science Degree, or Bachelor of Arts, or be working towards, certification/degree. Prefers Adult Education or Early Childhood Education.
2. Trained in family literacy through the FILM institute.
3. Has the ability to work collaborative with agencies and individuals.
4. Has the ability to work with families in many cultures and many problems.
5. Maintains confidentiality.

Duties:

1. Hire/Supervise personnel in order to carry out grant requirements. Includes being responsible for Day/Evening classes.
2. Conducts orientation for Family Literacy personnel/families in accordance with grant requirements.
3. Oversee the general operation of the Migrant Family Literacy Program.
4. Supervise the identification of eligible families.
5. Coordinates activities with Head Start, Harvest America, Preschool, Deerfield Kindergarten thru Second Grade, and the FCCLC.
6. Supervises the needs assessment for families and the program.
7. Coordinates the linkage service with the needs of families and the program to available agencies.
8. Supervise, direct, and assist in the instructional program of the families, both adults and children eligible for the program.
9. Supervise/Conducts home visits, according to grant requirements.
10. Completes required grant reports in accordance with grant requirements.
11. Supervises/Publishes monthly newsletters.
12. Complete requirements and maintain the conditions of the Deerfield Migrant Family Literacy Program.
13. Requires regular attendance and /or physical presence at the job.
14. Collect data in a timely manner to share with the FCCLC.

Employment Term: Salary and work year established by the board of education.

Evaluation: Performance of this job will be evaluated annually in accordance with the provisions of the board’s policy, GCI on evaluation of classified personnel.

Employee: _____ Date: _____

Human Resource Director: _____ Date: _____

Deerfield USD #216

Job Description – District Office Secretary/Payroll Clerk

Reviewed 7-17

Reports to: Superintendent and Office Manager Qualifications:

1. Proficiency in typing, error monitoring, editing and computer skills.
2. Working knowledge of basic office procedures and the operation of common office equipment.
3. Ability and understanding necessary to maintain records and reports of the Superintendent or Office Manager.
4. One year of training from a college or vocational school in business or accounting or related experience.

Job Goals: To assist the board of education in supervising an efficient, legal and organized school system. To assure the smooth and efficient operation of the superintendent’s office so that the office’s maximum, positive impact on the education of the children can be realized.

Performance Responsibilities:

1. Coordinates the preparations for school board meetings, and facilitates required notices.
2. Answer central office phone, route all calls.
3. Helps maintains personnel records for certified and classified employees.
4. Maintains application procedures, post advertisements for job openings, and develops and orderly system of the storing applications.
5. Be familiar with budget allocations, assigning purchase orders to consistent line items from approved requisitions.
6. Processes freight as it arrives and distributes the purchases to the requestor.
7. Helps file federal and state reports as required by law and grant allocation payments; collects and stores data for future reference and use.
8. Demonstrates ability to work with others in a positive, productive manner, representing the district favorably.
9. Demonstrates a clear cut sense of direction and purpose in daily activities.
10. Performs accurate payroll procedures and payment of payroll vouchers.
11. Submits monthly, quarterly and annually payroll taxes reports in a timely manner.
12. Requires regular attendance and /or physical presence at the job.
13. Other duties as assigned by the superintendent and board clerk.

Employment Term: Salary and work year to be established by the board annually.

Evaluation: Performance of this job will be evaluated at least once annually in accordance with the provisions of the board’s policy, GCI on evaluation of classified personnel.

Employee: _____ Date: _____

Human Resource Director: _____ Date: _____

Deerfield USD #216

Job Description – Clerk of the Board/Office Manager

Reviewed 08/13

Job Goals: To assist the board of education in supervising an efficient, legal and organized school system. To assure the smooth and efficient operation of the superintendent’s office so that the office’s maximum, positive impact on the education of the children can be realized.

Reports to
& Supervised by: Superintendent and Board of Education

Evaluation: Performance of this job will be evaluated at least once annually in accordance with the provisions of the board’s policy, GCI on evaluation of classified personnel and the evaluation will be completed by the Superintendent with input and review from the Board of Education.

Qualifications: Proficiency in typing, error monitoring, editing and computer skills.
A working knowledge of computer software and management of office procedures.
The ability and knowledge to maintain records and reports of the board of education.
A minimum of a two-year college degree in business or accounting.

Performance Responsibilities:

1. Coordinates the preparations for school board meetings, posts required notices, records minutes of school board meetings and handle all school board correspondence.
2. Answer central office phone, route all calls.
3. Maintains personnel records for certified and classified employees.
4. Maintains personnel leave of absences, sick days, vacation time, etc.
5. Handle budget allocations, record expenditures, maintain balance for each account, checks monthly budget summary.
6. Files federal and state reports as required by law and for grant allocation payments; collects and stores data for future reference and use.
7. Demonstrates ability to work with others in a positive, productive manner, representing the district favorably.
8. Demonstrates a clear cut sense of direction and purpose in daily activities.
9. Assist the treasurer each month in reconciling the bank statements.
10. Performs accurate payroll and supervises accounts payable procedures.
11. Other duties as assigned by the superintendent and board of education.
12. Requires regular attendance and /or physical presence at the job.

Employment Term: The clerk’s salary and work year to be established by the board annually.

Employee: _____ Date: _____

Human Resource Director: _____ Date: _____

Deerfield USD #216

Job Description - Director of Technology

Reports to: Superintendent and Building Principals

Job Goal: The Director of Technology is to provide leadership and assume management responsibility for the direction, coordination, integration and implementation of technology across all school district buildings and departments. The Director of Technology will be responsible for planning, purchasing, installing and maintaining physical technology systems of the District in a condition of excellence enabling full educational use of technology at all times in compliance with local, state, and federal regulations and requirements. We are seeking someone who truly enjoys working with passionate people in an entrepreneurial, fast-paced environment. This is a hands-on position with responsibilities that range from strategic and long range planning and implementation of system-wide technology solutions, to providing one-on-one, and group training and support. Experience working in the education field is important for understanding how technology supports educational outcomes, where technology-funding sources can be accessed, and that a culture of collaboration and creativity can support success.

Desired Qualifications:

- Bachelor's degree in a field appropriate for this position (Management Information Systems, Information Technology, Computer Science, Systems Management, Educational Technology or other equivalent disciplines), preferred.
- Minimum 5 years progressively responsible experience in the development, installation and maintenance of information systems.
- Strong understanding and experience setting up, configuring, and managing network components. Not limited to managed switches, management of multiple vlans on the network, manage an enterprise controller based wireless network with multiple AP's, manage network operating systems.
- Strong understanding and experience working with MS Active Directory, group policies, security groups, and network logon scripting.
- Setup and operational knowledge of Windows 7, Windows 10, Chrome OS, Apple IOS and Microsoft Server. Mac OS X experience/knowledge advantageous.
- Excellent troubleshooting skills - ability to narrow down the cause of an issue and determine a solution.
- Demonstrated ability to communicate with and work well with all levels within an organization specifically working effectively within the culture and processes used in educational organizations.
- Highly organized with strong project management skills, and drive to meet organizational and departmental objectives; ability to manage projects on interrelated time lines.
- Knowledge of classroom technology including Interactive whiteboards, clickers, document cameras, sound systems, projectors, cameras, etc. a strong plus.
- Knowledge of student data systems (i.e. Edustar), a strong plus.
- Basic understanding of HTML and website development and maintenance required within a Google for Education Domain.
- Proven ability to negotiate and work with vendors and consultants.
- Proven ability to work effectively with parent, community and staff on various organization-wide, and Technology Advisory Committees.
- Experience supervising staff.

Job Responsibilities:

1. Attends various events (e.g. meetings, conferences, training sessions, district information sessions, Board Meetings, administrator events) for the purpose of communicating and/or gathering information required to perform the functions of the job.
2. Authorizes permissions and individual access to technology applications or services for the purpose of ensuring proper access to technology systems by staff, students, parents and others consistent with district operating guidelines and regulations.
3. Communicates technology related activities in a timely manner to all stakeholders.
4. Directs the installation of technology systems and tools (e.g. hardware, software, systems, wiring, specialized applications and tools) for the purpose of ensuring the safe, timely and efficient installation of technology equipment and services.
5. Maintains technology equipment and systems (e.g. servers, telephone systems, intercoms, alarms, surveillance cameras, software applications, network) for the purpose of ensuring that systems are functioning properly and effectively in support of district administrative and educational operations.
6. Manages procurement, inventory and surplus of technology equipment, systems and related services for the purpose of ensuring that all technology purchases for goods and/or services are consistent with the district's technology objectives, and that equipment is properly inventoried or surplus consistent with local, district and state regulations.
7. Monitors technology budget and expenditures for the purpose of ensuring that allocations are accurate and expenses are within budget limits and that fiscal practices and Board of Education policies are followed.
8. Oversees functioning of the technology operations of the district for the purpose of ensuring an effective, efficient and safe environment, where technology equipment and applications are utilized appropriately and efficiently to support routine administrative and educational functions of the district.
9. Prepares a wide variety of documents, reports and materials (e.g. reports, policy and procedure documents, emails, memos, correspondence, budget, specifications, plans and drawings, analysis and test results, and cost estimates) for the purpose of providing necessary information to support district operations, including reporting internally and externally to the state or federal agencies, and other entities as required by district, state and/or federal regulations.
10. Researches outside funding opportunities and grants for the purpose of providing additional funding to enhance technology within the district.
11. Supervises assigned technology staff (e.g. hiring recommendations, interviewing, training, evaluations, etc.) for the purpose of maximizing the efficiency of the work force and meeting operational requirements.
12. Supports the implementation of operational and educational technology initiatives (e.g. new systems, educational programs, hardware) for the purpose of assisting with delivery and implementation of initiatives, providing support and assistance to others, providing oversight of projects and/or training and providing information to others to ensure successful implementation.
13. Tests technology applications, tools and programs for the purpose of assessing proposed products, programs or tools to provide feedback for the administrative decision processes, to ensure appropriate acquisition of educational and operational technology solutions and to assist others with these functions.
14. Files E-rate applications, and responsible for USAC record keeping.
15. Other duties as assigned by the principal or superintendent of schools.

PHYSICAL AND ENVIRONMENTAL CONDITIONS: Requires regular attendance and/or physical presence at

the job; occasional prolonged and irregular hours; frequent standing, stooping, bending, kneeling, pushing and pulling; occasional lifting up to 50 pounds; prolonged use of computer and repetitive hand motions; work on-call and after hours.

Employment Terms: Salary and work year to be established by the board of education.

Evaluation: Performance of this job will be evaluated in accordance with the provisions of the board's policy, GCI on evaluation of classified personnel.

Employee: _____ Date: _____

Human Resource Director: _____ Date: _____

Deerfield USD #216

Job Description – Library Media Aide Reports

to: Building Principals

Job Goal: To work with all staff members and students to grow and improve the learning and activities that take place in the library and school.

Qualifications:

- 6. Certification of good health; signed by a licensed physician.
- 7. Minimum of high school diploma or equivalent.
- 8. Pass all background checks.
- 9. Demonstrates punctuality.
- 10. Team player.

Physical Requirements/Environment Conditions:

- F. Requires the ability to sit and/or stand for prolonged periods.
- G. Requires the ability to stoop, kneel, crawl, bend, turn, and reach.
- H. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
- I. Must work in noisy, crowded, stressful environments, with numerous interruptions.
- J. Requires regular attendance and/or physical presence at job.

Performance Responsibilities:

- 15. Checking in and out of books at DES, DMS, and DHS libraries.
- 16. Working with administrators and teachers to create a working library schedule.
- 17. Story time or other supports as needed for Elementary Classrooms.
- 18. Inventory of all library books and supplies.
- 19. Working with administrators, teachers, and students to order library books, magazines, and supplies.
- 20. Remove out of date or unused books and supplies yearly.
- 21. Maintain and checkout any STEAM/Makerspace materials or technologies.
- 22. Help supervise students in the library, between classes, and at school assemblies.
- 23. Scan meals in the cafeteria.
- 24. Help serve second chance breakfast to students.
- 25. Demonstrates an attitude that promotes a positive school climate.
- 26. Takes responsibility for quality of own performance.
- 27. Demonstrate adherence to standard of confidentiality.
- 28. Other duties may be assigned as needed by administrators, with as much notice given as possible.

Employment Term: Salary and work year established by the board of education.

Evaluation: Performance for this job will be evaluated in accordance with the provisions of the board’s policy on evaluation of non-certified personnel.

Employee: _____ Date: _____

Human Resource Director: _____ Date: _____

USD 216 Deerfield

Job Description-Federal Projects Director

Reports to: Superintendent of Schools

Qualifications:

- 1. Be certified, with a Bachelor’s of Science Degree, or Bachelor of Arts, or be working towards, certification/degree, preference for Early Childhood/Child Development Education, parent education, and administration.
- 2. Has the ability to work collaborative with agencies and individuals.
- 3. Has the ability to work with families in many cultures and many problems.
- 4. Maintains confidentiality

Duties:

- 1. Coordinate Federal Projects Programs for Deerfield Schools
 - a. Follow the guidelines for Migrant Family Literacy, Migrant Title One, and Migrant Title One Low Income.
 - b. Follow the guidelines for ESOL and At Risk Program working with teacher for ESL Certification.
- 2. Supervise Childcare for Migrant Family Literacy participants.
- 3. Supervise Family Needs Identification Processes
 - a. Supervise Monthly Group Meetings (in conjunction with Migrant Family Literacy, Migrant Title One, and Migrant Title One Low Income).
- 4. Maintain a resource room for Migrant Participants
- 5. Coordinate Health Services for Migrant children.
- 6. Supervise/Coordinate Staff Training.
- 7. Supervise Translation Services
- 8. Serve Families

Responsible for:

- Planning and carrying out procedures to identify and recruit families;
- Adapting curriculum and parent materials;
- Arranging for and participating in development screening and reporting to parents;
- Planning and conducting parent group meetings;
- Maintaining contacts with community agency personnel;
- Supervising record keeping;
- Correspondence and scheduling;

Employment Term: Salary and work year established by the board of education.

Evaluation: Performance of this job will be evaluated annually in accordance with the provisions of the board’s policy of classified personnel.

Employee: _____ Date: _____

Human Resource Director: _____ Date: _____ **Reviewed**
July 2022 Director of Custodians

Purpose Statement

The job of the Director of Custodians is done for the purpose/s of providing custodial services; ensuring an attractive, sanitary, and safe environment for students, staff, and visitors; performing a variety of special cleaning operations; overseeing the preparation of facilities for classroom activities and campus events; overseeing and supporting assigned custodians in the performance of their assignments; and ensuring that assignments are completed in a safe, proper and timely manner.

This job reports to the Superintendent

Essential Functions

- Assists with snow removal (e.g. shoveling, sweeping, salting, sanding, etc.) for the purpose of ensuring necessary areas are free of snow allowing for safe passing.
- Cleans assigned facilities and/or grounds (e.g. classrooms, offices, gym, restrooms, multipurpose rooms, pools, grounds, etc.) for the purpose of maintaining a sanitary, safe, and attractive environment.
- Conducts a variety of training and drills with students and staff (e.g. fire, intruder, earthquake, health, and safety, etc.) for the purpose of ensuring that emergency procedures are in order, alarm systems are operational, and/or established procedures are effective.
- Coordinates routine and emergency shift schedules and assignments for the purpose of ensuring adequate staffing for site requirements.
- Delivers a variety of items (e.g. supplies, mail, packages, furniture, etc.) for the purpose of distributing materials to the appropriate parties within the site.
- Distributes custodial supplies and equipment for the purpose of disseminating materials to custodial staff and/or storage locations.
- Informs students and other site personnel for the purpose of providing information and direction regarding activities, safety issues, and/or proper maintenance of facilities and/or equipment. Inspects facilities for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, identifying necessary repairs to facilities and/or equipment, etc.
- Maintains supplies and equipment (e.g. cleaning solutions, paper products, vacuums, mops, etc.) for the purpose of ensuring the availability of custodial items required to properly maintain facilities.
- Monitors students and staff in and around work areas (e.g. halls, multipurpose rooms, lunchroom, restrooms, grounds, etc.) for the purpose of preventing injuries and ensuring site safety.

- Oversees facility maintenance activities and assigned custodial personnel for the purpose of ensuring functions are performed efficiently in compliance with site requirements and established standards. Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform job functions.
- Performs minor, job-related, maintenance on custodial equipment, classroom furniture, and fixtures (e.g. change vacuum cleaner belts, bags, etc.) for the purpose of ensuring proper functioning and usability of items.
- Prepares written materials (e.g. supply requisitions, safety inspections, work orders, inventory records, timesheets, etc.) for the purpose of documenting activities and/or relating activities to the administration for action.
- Prepares the site for daily operations (e.g. opening gates, raising flags, sweeping walkways, etc.) for the purpose of ensuring facilities are operational and hazard-free.
- Replenishes classroom and restroom supplies (e.g. paper towels, soap, etc.) for the purpose of ensuring adequate quantities for daily use.
- Requisitions equipment, supplies, and materials for the purpose of maintaining the availability of required items and completing jobs efficiently.
- Responds to inquiries from staff, students, parents, and/or visitors for the purpose of providing information, taking appropriate action, and/or directing to appropriate personnel for resolution.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, vandalism, alarms, etc.) for the purpose of taking appropriate action or notifying appropriate personnel for resolution.
- Secures facilities and grounds (e.g. doors, gates, alarms, lights, etc.) for the purpose of minimizing property damage, equipment loss, and/or potential liability.
- Stocks classroom and restroom supplies (e.g. paper towels, toilet paper, soap, etc.) for the purpose of ensuring adequate quantities for daily use.
- Supports other site maintenance staff (e.g. grounds, trades, etc.) for the purpose of completing site custodial activities.

- Trains assigned personnel for the purpose of developing professional trade and safety awareness skills.
- Transports a variety of tools, equipment, supplies, etc. for the purpose of ensuring the availability of materials required at the job site.

Other Functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit. Can include but not limited to USD 216 Grounds Work, USD 216 Transportation, other facility maintenance that is required.

Job Requirements: Minimum Qualifications

Skills, Knowledge, and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include operating equipment and materials used in industrial maintenance; adhering to safety practices; guiding others, as assigned; implementing minor repairs; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percent's, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include methods of industrial cleaning including floor and carpet; basic tools for minor repairs; and District safety practices and procedures.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; consider a number of factors when using the equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; utilize a variety of types of job-related equipment. Problem-solving is required to identify issues and create action plans.

Problemsolving with data may require independent interpretation; and problem-solving with equipment is moderate to significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; solving problems; working as part of a team; and meeting deadlines and schedules.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; operating within a defined budget. The utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling, and significant fine finger dexterity. Generally, the job requires 10% sitting, 50% walking, and 40% standing. The job is performed under minimal temperature variations and under conditions with some exposure to the risk of injury and/or illness.

Experience: Job-related experience is required.

Education: Targeted; Job-related education with study in job-related area.

Required Testing Certificates and Licenses

Continuing Educ. / Training Maintains Certificates and/or Licenses

Clearances Criminal Background & Medical Clearance

FLSA Status Non-Exempt

Approval Date: July 2022

Salary Grade: Hourly

Employment Term: Salary and work year established by the board of education.

Evaluation: Performance of this job will be evaluated annually in accordance with the provisions of the board's policy of classified personnel.

Employee: _____ Date: _____

Human Resource Director: _____ Date: _____ **Reviewed**

July 2022 Deerfield USD 216

Job Description - Accounts Payable Clerk / District Office Administrative Assistant

Job Goal: To assist in providing a reliable and dependable efficient, legal, and organized district office and school district.

Reports to: Superintendent and Board President

Qualifications:

1. Qualifications as the board may find appropriate and acceptable.
2. College or work experience in business and/or accounting or some other related experience.
3. Ability to understand and maintain records and reports for the school district.
4. Basic working knowledge of office procedures and equipment.
5. Ability to adapt and work with many different people.
6. Strong communication skills both verbal and written.
7. Requires lifting and moving of packages from 10-30 pounds or more.
8. Punctual and reliable.

Responsibilities

- Be familiar with budget allocations, and assigning purchase orders to consistent line items from approved requisitions.
- Submit orders for approved requisitions
- Keep a list of orders made in a folder for the DO Assistant to check against when orders arrive.
- Maintains vendor list for bid proposals
- Maintain W-9 binder with all current vendors
- Performs accurate accounts payable procedures and payment of approved requisitions in a timely manner
- Assists auditors for the purposes of providing support and documentation on internal processes for accounts payable and receivable
- Assists the Superintendent and Board Clerk for the purpose of responding to questions regarding accounts payable and data.
- Maintains financial information, files and records (i.e., copies of paid invoices, checks, documentation, reimbursements, reports, vendor files, receipts, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.

- Processes financial information for the purpose of updating and distributing information, authorizing for action, and/or complying with established accounting practices.
- Researches discrepancies in financial information and/or documentation for the purpose of ensuring accuracy and adhering to established procedures prior to processing.
- Check-in and out credit cards and maintain a credit card list in the district office.
- Print and give all checks to Board Treasurer in a timely manner
- Attend meetings and conferences when requested.
- Maintains confidentiality at all times.
- Self-directed to identify and complete needed tasks.
- Answer Central Office phone and route all calls
- Helps maintain personnel records for certified and classified employees for both the board clerk and Superintendent
- Develop an orderly system for storing applications
- Make all District Orders and compile a folder with all orders in order to check all orders received as they arrive and then distribute the orders to the requestor.
- Be able to lift and carry 10 - 30 pounds at a time
- Receive payments, prepare and make weekly deposits
- Record cell phone payment transactions and help maintain cell phone bills according to board policy as well as communicating with cell phone account holders. Also help in the ordering and distribution of cell phones. Maintain all cell phone files.
- Maintain district office supplies (Ex: drinks, water, plates, silverware, office supplies)
- Check in and out keys and access cards to employees and BOE members. Maintain an accurate list in the district office of who has what.
- Other duties as assigned by the Superintendent, Board Clerk and Board President

Employment Term: Salary and work year to be established by the board.

Evaluation: Performance of this job will be evaluated at least once annually in accordance with the provisions of the board's policy.

Reviewed July 2022

Deerfield USD 216

Job Description - Treasurer of the Board

Job Goal: To relieve the board of all unnecessary concerns with the deposit of district monies.

Reports to: Superintendent and Board President

Qualifications:

1. Qualifications as the board may find appropriate and acceptable.
2. College or work experience in business and/or accounting or some other related experience.
3. Ability to comply with KSA 72-1136; 10-105; 10-1115; and 10-1118.
4. Bondable
5. Ability to adapt and work with many different people.
6. Strong communication skills both verbal and written.
7. Punctual and reliable

Responsibilities

- Verify and create deposits for HS/MS, Elementary, and District Office
- Receipt of all monies belonging to the district
- Deposit monies received in accounts designated by the Superintendent

- Bonded in the amount determined by the board; premium on the bond to be paid by the board.
- Approve payment of requisitions by signature on checks upon written order of designated officials of the board
- Give detailed accounts of monies received and disbursed at least once a month at the regular board meeting and at other times as the board may request.
- Prepare and submit a monthly treasurer's report to the board on the district's fiscal status
- Reconcile the bank statement monthly and verify with the board clerk
- Support and work with board clerk on district financial task
- Perform other tasks as assigned by the Board of Education or Superintendent
- Requires regular attendance and/or physical presence at the job
- Support the USD 216 BOE goals and vision

Employment Term: Salary and work year established by the board of education.

Evaluation: Performance of this job will be evaluated annually in accordance with the provisions of the board's policy of classified personnel.

Employee: _____ Date: _____

Human Resource Director: _____ Date: _____

