

North Border
School District

*Classified Employee
Handbook
&
Guidelines*



2021-2022

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INTRODUCTION

Employees and the North Border School District are engaged in an at-will employment relationship. Either party is free to terminate the relationship at any time, with or without reason/notice. The North Border School District is not bound by any oral promises concerning an employee's length of employment. This handbook serves as a guideline for employees; it shall not be construed to form a contract of employment between the North Border School District and its employees. The North Border School District reserves the unilateral right to change the handbook at any time.

This Handbook is an outline of the basic personnel policies, practices, and procedures in the North Border Schools. It contains general statements of school district policy and it should not be read as including the fine details of each policy nor as forming an express or implied contract or promise that the policies discussed in it will be applied in all cases, nor is it to be interpreted to alter, amend, or extend any of the terms of any written contract of employment existing between the employee and the district. The school district may add to the policies in the manual or revoke or modify them from time to time. Management will try to keep the manual current, but there may be times when policy will change before this material can be revised and published. The letters, which appear in capitalization following some headings, indicate the reference code for policies and procedures contained in the policy manual adopted by the North Border School Board. Board Policy can be accessed through the district's website www.northborder.k12.nd.us.

The District as a service to support staff employees has created this handbook. The handbook can be a useful reference for providing information and answering questions relating to personnel concerns and operations of the district. To quickly and easily locate items of interest, please consult the Table of Contents.

Because of the importance of personnel policies and practices in the conduct of school business, the administration and the School Board will continually review and recommend changes in the school district's personnel policies, its employee benefit programs, and its salary administration programs. Input from employees concerning policies is always welcome and encouraged.

Any employee may recommend a change in policy to the Superintendent. Likewise, matters of importance not covered by the manual should be brought to the attention of the Superintendent in order that new policy or procedure may be formulated if necessary.

Employee Acknowledgement:

The Handbook has been developed for the general guidance of North Border employees and it is the responsibility of the employee to read and understand the information contained in the Handbook. The administration is available to answer any questions concerning the Handbook or any District policies, benefits and/or procedures.

MISSION STATEMENT

The North Border Public Schools primary mission is to educate young people for a satisfying and productive life. The individual differences and unique needs of each student will be considered in the total development of that student. North Border Public Schools will facilitate a desirable balance through a strong academic approach enhanced by special needs programs, elective offerings, health and physical education and co-curricular activities.

The North Border School education program recognizes that learning is a lifelong process. With the cooperation of the home and community, the North Border Schools will provide the students with the means to develop moral and social values to become responsible citizens.

PHILOSOPHY

At North Border Schools, we believe that:

1. The purpose of education is to equip students with the knowledge and skills necessary to become active, informed, and productive members of society. Our public schools have a responsibility to foster the growth of intelligent and informed citizens.
2. All individuals are entitled to equal rights, freedoms, and opportunities regardless of economic, cultural, or intellectual differences. The District is committed to creating and preserving a learning and working environment that promotes tolerance and is free from discrimination and harassment.
3. Only through the study of basic subject matter, history, culture and fine arts will students be prepared for both the practical tasks and complexities of the world. The District will provide all students with opportunities to participate in varied curricular offerings.
4. Education should aid in the development of good character, self-respect and self-worth, and offer opportunities to form satisfying and responsible relationships with other people. The District will offer programs that allow students to practice the skills of family and community living and that promote an appreciation for health and safety.
5. Education must look to the future. The District will offer programs to help equip students with skills that may be demanded by our future society, that help students select appropriate occupations, and that provide opportunities to develop worthwhile leisure time activities. The District will also offer programs that teach money, property, and resource management techniques and conservation practices in order to assist students with planning for the future.
6. Educational experiences should be timed in accordance with students' readiness for them. All district programs will take into account factors such as age, maturity, and readiness.
7. Appropriate discipline helps ensure that the educational program operates efficiently and helps mold students into upstanding citizens. The Board shall develop policies in accordance with law to ensure administrators are equipped to appropriately respond to disciplinary issues.
8. Parents and the community should serve as partners with the school. It takes the combined effort of all members of the community to develop and maintain an educational program that meets the objectives delineated above. District schools will embrace the support and reflect the expectations of the community.

EMPLOYMENT

Administrative Responsibility: All employees will be under the supervision of the respective building principal and the superintendent. The appropriate supervisor will be responsible for the assignment and work scheduling of personnel and will be responsible for providing appropriate training, supervision and evaluation of such personnel.

Work Days: All employees will receive a work agreement with the scheduled work days.

Pay Periods: Pay days are on the 15th and 30th of each month.

Work Hours: An employee's number of hours per day shall be defined on the work agreement unless otherwise determined by the superintendent. Actual starting and ending times will be determined by the supervisor with approval of the superintendent. All classified employees will be required to complete a time sheet for each two or three week period.

Work Week: The work week starts at 12:00 a.m. on Monday and runs through 11:59 p.m. Sunday. The established work week will consist of no more than forty hours.

Work Breaks: Work breaks are provided from work to relax and refresh yourself. If your schedule permits, you **may** be allowed to take up to two paid work breaks of 15 minutes each, one in the forenoon and one in the afternoon. Breaks may not be accumulated if one is not taken, nor can they be used for coming to work late or leaving early.

Meal Periods: Employees are entitled to a meal period. The lunch break will be at least 30 minutes, duty free and unpaid. If employees waive their right to a meal period, it will be considered paid time, and duties may be assigned.

Personnel Separation: All classified employees of the school district are "at-will" employees and, accordingly, may be terminated at any time, with or without cause, upon notice which is reasonable under the circumstances.

Unless an emergency exists, the school district asks employees who voluntarily resign to submit a written notice of resignation not less than two weeks (ten working days) before their expected last day of work in order to leave in good standing.

COMPENSATION AND BENEFITS

COBRA: The federal law, Consolidated Omnibus Budget Reconciliation Act, referred to as "COBRA" allows federal employees and dependents whose medical insurance would otherwise terminate, to continue the same medical coverage for a specific time under certain conditions. Depending on the circumstance, employees and/or their dependents can continue medical coverage for a specified amount of time.

Direct Deposit: The district utilizes direct deposit for all employees. Paychecks will be electronically transferred directly into your account. The employee will receive a pay voucher with the details of gross pay for the period and all withholdings, authorized deductions and the net pay amount credited to the employee's account.

Health Saving Accounts/Flexible Spending Accounts: Health Savings Accounts and Flexible Spending Accounts are available to designate a certain amount of your taxable income on a pre-tax basis to be reimbursed for out-of-pocket medical and dependent care expenses.

Holidays: Holidays will be paid and shall be non-working days. Holidays which fall on Saturday shall be observed on the preceding Friday, and holidays which fall on Sunday shall be observed on the following Monday. The following holidays will be observed: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day. You will not be required to work on the Friday following Thanksgiving or Christmas Eve, but you will not be paid for these days. Employees will only be paid for days that they are scheduled to work. Ex) 9 month employees will not be paid for Memorial Day or Independence Day.

Health Insurance: A health insurance plan will be offered to employees working 12 months. Employees working 9, 10 or 11 months will also be offered a pro-rated health insurance benefit. The pro-rated health insurance benefit will be based on a 30 hour work week and 12 month employment (9 month = 75%, 10 month = 83%, and 11 month 92%). Temporary employees and employees who work less than 30 hours per week will not receive any health benefit.

The health insurance benefit will be for district health insurance premiums only.

Liability Insurance: The school board provides a comprehensive liability policy that covers all employees regardless of classification. This includes full and part-time employees.

LEAVES OF ABSENCE

When separation with an employee occurs during the year, all leaves will be prorated. Unless stated differently in the work agreement the following leave will apply.

Vacation: All full-time (12 month) personnel shall be entitled to paid vacation time. Vacation time may not be carried over from one year to the next. Vacation is earned during the school fiscal year (July 1 to June 30). Vacation days are to be planned and scheduled with your immediate supervisor 10 working days prior to the scheduled start date.

All full-time (12 month) classified personnel shall be entitled to one week (five days) of paid vacation during their first year of employment.

Two weeks (ten days) of paid vacation will be provided after a full year of employment. Three weeks (fifteen days) of paid vacation will be provided after eight or more years of continuous service.

Personal Leave: All 9 and 10 month employees shall be entitled to four (4) personal leave days per year cumulative to five (5) days. Reasonable administrative restrictions may apply.

Sick Leave: All classified employees shall be entitled to ten (10) sick leave days per year cumulative to thirty (30) days. Unused sick leave over the thirty (30) days shall be reimbursed at \$15.00 per day at the end of each contract year. Cumulative sick leave can

only be used with verification from a doctor or with administrative approval. Five days of sick leave may be used for illness of the employee or his/her immediate family. A doctor's certificate may be requested at any time, at the discretion of the administration. Doctor's appointments will be treated as sick leave.

A total of five (5) of the sick leave days can be used for the following:

1. Death of spouse, child, mother, father, mother-in-law, father-in-law, sister, sister-in-law, brother, brother-in-law, daughter-in-law, son-in-law, grandchild, grandfather, grandmother, niece, nephew, aunt, or uncle. This applies to either side of the family.
2. Serious illness or surgery resulting in hospitalization within the employee's immediate family including spouse, child, mother, father, mother-in-law, father-in-law, sister, sister-in-law, brother, brother-in-law, daughter-in-law, son-in-law, or grandchild.
3. Serious accident resulting in hospitalization within the employee's immediate family including spouse, child, mother, father, mother-in-law, father-in-law, sister, sister-in-law, brother, brother-in-law, daughter-in-law, son-in-law, or grandchild.
4. Illness, accident, or surgery of spouse, parent or child.

In catastrophic situations involving self or immediate family, the superintendent may grant additional days provided the teacher has first utilized personal leave and has sick days available.

Leave Without Pay: Leave without pay is discouraged. When leave without pay is necessary, it will be granted at the discretion of the Superintendent.

Jury Duty & Witness Duty: The District excuses employees for Jury/Witness duties as required by state law. Employees have the choice to receive paid/unpaid leave. If an employee chooses paid leave they must forfeit jury compensation to the District.

Military Leave: Military leave shall be granted pursuant to current state and federal law.

Family and Medical Leave Act: Eligible employees may use unpaid family and medical leave, guaranteed by the Family and Medical Leave Act, for up to a combined total of 12 weeks each year, beginning August 1 and ending July 31, of the next year.

Other available and applicable paid vacation, personal, sick, or other paid leave will be substituted for family and medical leave necessitated by birth, adoption/foster care placement family member's serious health condition, an employees' own serious health condition, qualifying exigency, or to care for covered service member in accordance with law.

Leave of Absence: Authorization of leave shall be made in accordance with specific leave procedures. All absences shall be accounted for under an appropriate leave policy.

OVERTIME AND COMPENSATORY TIME

All classified employees shall be considered subject to the minimum wage and overtime provisions of state and federal law unless specifically shown to be exempt. Overtime shall be calculated on **hours worked** per week.

Overtime Restrictions

Classified employees are restricted from working more than 40 hours a week or the hours designated on the work agreement without prior permission from the Superintendent. Classified employees who work more than 40 hours a week or the hours designated on the work agreement without authorization are subject to disciplinary action up to and including discharge.

The Superintendent shall determine whether it is necessary for classified employees to work overtime hours. Exceptions to this requirement in emergency situations may be made by the building principal. Classified employees shall be required to perform all overtime hours assigned to them. Supervisors are charged with ensuring that employees do not work overtime hours except as assigned. Failure to enforce this requirement may result in discipline of the supervisor.

Recordkeeping

Accurate records shall be kept of hours worked by all classified employees. The Superintendent shall institute a system of recordkeeping.

Compensation

Overtime hours will be compensated in accordance with the Fair Labor Standards Act and the North Dakota Department of Labor Regulations.

Employees will be reimbursed with overtime compensation in accordance with law for all overtime worked unless the District and employee agree to compensatory time in lieu of overtime pay. Employees shall be notified of this arrangement before performance of overtime work.

If an employee is employed for two or more different positions which have different rates of pay, the District will pay the employee overtime compensation based upon the weighted hourly rate or may enter into an agreement with the employee before the work is performed to pay the overtime at the overtime rate of pay for the actual work performed after the first 40 hours of work in that work week.

Payroll Deductions: Payroll deductions are made for all mandatory deductions, such as, federal income tax, state income tax, and FICA. Payroll deductions on a voluntary basis can be made for approved items.

Retirement Contributions: All full-time employees are required to join the North Dakota Public Employees Retirement System. The district and employees will contribute to the program.

Social Security-Medicare: The school district shall pay the matching social security benefit.

Unemployment Insurance: Employees who meet the eligibility requirements under unemployment regulations are covered by unemployment insurance. Unemployment compensation benefits are not available during periods of scheduled breaks in the work calendar.

Voluntary Work: The provisions of the Fair Labor Standards Act prohibit the performance of work-related activities on a voluntary basis by hourly paid employees. No hourly paid employee may “volunteer” as an unpaid worker for any job-related activity for the district.

Withholding Forms: All employees of the district must have a W-4 on file before being paid. The most current W-4 on file is used to determine withholding for federal and state income tax.

Workforce Safety & Insurance: The North Border School District furnishes workforce safety insurance coverage for all employees. Workforce safety insurance is intended to provide medical care and pay for lost time resulting from injuries on the job and those illnesses caused by the employee’s work.

Employees must report any accident to their supervisor as well as the business manager immediately. Employees should also report a near miss or close call, which occurred to them or they witnessed. Reports must be made on all accidents, not just those resulting in an injury.

Employees who are reimbursed by Workforce Safety & Insurance for days absent from work cannot have sick leave payments or any other district provided insurance exceed their regular earnings. When an employee has a loss time claim and received workers compensation reimbursement, the employee must send a copy of the workers compensation check to payroll. Credit to the employee’s sick leave account will be calculated by dividing the amount the workers compensation check by the employee’s hourly rate.

If an employee received more than the regularly scheduled earnings, the district will deduct the overage in the next pay period.

RELATED BOARD POLICIES AND GUIDELINES

Equal Opportunity Employer: North Border School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, age, disability or non-disqualifying handicap in its education programs/activities and employment practices. The North Border School District seeks to provide access to all its programs for those interested persons who might have a variety of handicapping conditions. This includes those with impaired vision and hearing loss. Furthermore, North Border assures that the district and its employees will not retaliate against any persons who file a complaint regarding these or any other OCR enforced statutes regarding discrimination and/or treatment. Additionally, the School District will discipline any individual who retaliates or takes adverse action against any person who reports alleged discrimination and/or harassment or who testifies, assists, or participates in any investigation relating to a discrimination and/or harassment complaint. For information regarding Title IX compliance, or if you have concerns and/or need information regarding the existence and location of services, activities, and facilities that are accessible, please contact the Superintendent at (701) 549-3751.

Notification of Asbestos Containing Materials

The North Border School District, being aware and concerned about the health and safety of its patrons, students, and employees, has a program of monitoring and responding to the following hazard as defined by the Environmental Protection Agency, and State and Local Departments of Health.

An AHERA Asbestos Management Plan has been prepared for the school district and has been approved by the North Dakota State Health Department. Superintendent Mr. Brian Wolf is the contact person for any questions and the Management Plan is on file in the school and available for inspection during regular school hours.

AAC NONDISCRIMINATION & ANTI-HARASSMENT POLICY

The North Border School District is committed to maintaining a learning and working environment free from discrimination and harassment in all employment and educational programs, activities, and facilities. The District prohibits discrimination and harassment based on a student and/or employee's race, color, religion, gender, national origin, ancestry, disability, age, or other class protected by law.

ACBB SIGNIFICANT CONTAGIOUS DISEASES

No person shall be denied admission as a student, a contract as an independent contractor, or employment solely because they have or they are perceived to have a significant contagious disease. The District prohibits harassment and/or discrimination against an individual diagnosed as having a significant contagious disease on district property, including, but not limited to, district buildings, vehicles, school events, and computer networks. Complaints alleging harassment/discrimination based on a significant contagious disease shall be handled in accordance with the district's Harassment and Discrimination Grievance Procedure.

ACDA ACCEPTABLE USE

Users are provided access to the network to assist them in the performance of their jobs. All users have a responsibility to use district resources and the internet in a professional, lawful and ethical manner.

ACEA BULLYING

No teacher, administrator, volunteer, contractor, or other employee of the District shall permit, condone, engage in, or tolerate bullying.

As used in this policy:

1. "Bullying" means:
 - a. Conduct that occurs in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:
 1. Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
 2. Places the student in actual and reasonable fear of harm;
 3. Places the student in actual and reasonable fear of damage to property of the student; or
 4. Substantially disrupts the orderly operation of the public school; or
 - b. Conduct that is received by a student while the student is in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:
 1. Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
 2. Places the student in actual and reasonable fear of harm;
 3. Places the student in actual and reasonable fear of damage to property of the student; or
 4. Substantially disrupts the orderly operation of the public school.
2. "Conduct" includes the use of technology or other electronic media.

BCBA PUBLIC PARTICIPATION AT BOARD MEETINGS

Meetings of the Board are conducted for the purpose of carrying on the business of the schools, and therefore are not public meetings but meetings held in public. Although there is no legal requirement that the public be given an opportunity to speak at board meetings, it will be the policy of this board to afford that opportunity in accordance with established procedures.

DBA RECRUITMENT, HIRING & BACKGROUND CHECKS FOR CLASSIFIED PERSONNEL

State law requires that new classified employees are subject to state and federal criminal history record checks as a condition of employment.

DDAE SICK BANK

The sick leave bank is created to provide participants with paid sick leave in the event of a medical emergency as defined in the policy.

DEAA ALCOHOL AND DRUG FREE WORKPLACE

The District prohibits employees from unlawfully manufacturing, distributing, dispensing, possessing or using a controlled substance or alcohol on district property and grounds, in any vehicle belonging to the District, and at any school related activity.

DEBA CONFIDENTIALITY

District employees and service providers must follow confidentiality requirements under Family Education Rights and Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA).

DEBF EMPLOYEE SPEECH

Speech made as a school district employee is not constitutionally protected. The District requires that when staff are acting in their official capacity as school district employees, they shall use sound judgment when making statements pursuant to their official responsibilities. When school district employees make statements as a private citizen about matters of public concern, the District may take disciplinary action if such statements substantially disrupt the educational environment.

DHBA PROFESSIONAL DEVELOPMENT PLAN

The Superintendent shall develop a professional development plan that contains all the components required by law. Professional development activities may include inservice workshops, a professional library, short-term professional leave, and assistance from consultants. All professional development activities shall be within District budgetary perimeters.

DI PERSONNEL RECORDS

The Superintendent shall keep a personnel folder for each employee, licensed and classified. The Business Manager shall maintain records required for payroll purposes, for record keeping under the Fair Standards Act, and other laws pertaining to payroll record keeping.

DI-BR PERSONNEL RECORDS REVIEW PROCEDURES

Personnel records subject to open records laws shall be available during school hours for review by members of the public.

FF STUDENT CONDUCT & DISCIPLINE

Prohibited Disciplinary Actions

The Board recognizes that reasonable physical force may occasionally be necessary to guard the safety and well-being of students or employees or to deliver a student to an administrator's office; however, the use of corporal punishment, defined as the willful infliction

of physical pain on a student, is not allowed in the North Border School District. Corporal punishment does not include action taken by an employee for self-defense, protection of persons or property, obtaining possession of a weapon or other dangerous object, to quell a verbal disturbance, for the preservation of order, or pain or discomfort caused by athletic competition or recreational activities voluntarily engaged in by a student.

Cell Phones: Employees shall not have cell phones on during assigned work time.

Confidentiality: District employees and service providers must follow confidentiality requirements under Family Education Rights and Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA).

Conflict of Interest: No employee of the Board shall engage in or have a financial interest in any activity that directly or indirectly conflicts or raises a reasonable question of conflict with his duties and responsibilities in the school system.

Copyrighted Material & Intellectual Property: The district shall abide by the provisions of copyright law, including Fair Use Standards. The district prohibits illegal duplication in any form. Copyright materials, whether they are print or non-print; published on-line; or in the form of software, music, or another digital medium shall not be duplicated.

Dress Code: The School Board feels that the physical appearance presented before students is important. Therefore, all personnel are expected to be well groomed, hair neat and clean, and appropriately dressed for their assignment.

Nepotism: No individual shall be hired if the employment would create a direct supervisor-subordinate relationship with an immediate family member who is also an employee.

An exception may be made upon the unanimous approval of the Board declaring the exception.

Outside Employment: Full time staff shall not carry on, concurrently with their district assignment, any private business or undertaking, attention to which affects the time or quality of their work or which casts discredit upon or creates embarrassment for the District. Employees shall not at any time engage in any employment that would interfere with their effectiveness in performing their regular assigned duties. Employees shall not engage in other employment or in any private business during the hours necessary to fulfill appropriate assigned duties.

Patron Complaints about Personnel: Complaints should be resolved at the lowest possible level of authority. Therefore, patrons with complaints about personnel are encouraged to first discuss the complaint with the employee involved. If the complaint cannot be satisfactorily resolved at that level, the complaint shall be directed to the principal or supervisor directly responsible for the supervision of that employee.

Supervision of Students: It is the intention of the School Board that students shall not be left unsupervised at any time. Supervision is to be provided in the classroom, corridors, study halls, restrooms, locker rooms, playground, lunchroom, vehicles, and excursions away from

school premises. Supervision is normally provided by certified staff; however, responsible adult volunteers and/or aides may be utilized.

Volunteers and aides assigned to supervision duties shall have the same authority as certified staff members. However, discipline problems should be referred to a teacher or administrator.

Volunteers and aides shall not be used in an instructional capacity except as guest lecturers or when under the direct supervision of a licensed staff member.

Tobacco Free School & Workplaces: The district shall comply with all applicable tobacco prohibitions contained in state and federal laws. Smoking in district buildings, district owned vehicles, and at activity events, whether indoor or outdoor is prohibited.

North Border School District

Position:	Office Secretary
Reports to:	Building Principal
Evaluation:	A performance review will be conducted annually.
Job Goal:	Work efficiently with a service-orientated attitude to assure the smooth and efficient operation of the school office.

Performance Responsibilities:

- Communicate with the public, using discretion and judgment, answering questions or directing individuals to the appropriate administrator or other staff who will answer questions and address concerns.
- Politely and pleasantly receive all incoming calls and refer such calls to the appropriate party, if available.
- Keep appropriate supplies of office items in inventory and available to staff.
- Prepare, copy, and distribute school district communications to include daily announcements, report cards, calendars, letters, memos, menus, schedules, programs, reports, and other items as required by the administrative staff.
- Assist with the management of data in the STARS and PowerSchool programs and prepare official reports as required.
- Maintain a secure record keeping and filing system for manual and electronic documents, reports, student records, meal programs, and other school programs.
- Prepare cash boxes and count and receipt money in proper accounts from athletic events, meal accounts, clothing purchases, fines, and other fees.
- Request records and complete paperwork necessary to enroll new students and distribute school records efficiently to withdraw students.
- Sort and distribute incoming mail and handle outgoing mail.
- Manage paperwork and direct substitute teachers to the appropriate areas.
- Perform and organize a wide variety of clerical duties for administration, teachers, and support staff in an efficient manner.
- Understand and apply district policies, procedures, and school rules.
- Maintain confidentiality of personnel and student matters.
- Administer first aid, medication, and attempt to contact parents of absent students.
- Handle stressful situations and constant interruptions in a calm manner.
- Perform other duties as assigned by the administration.

North Border School District

Position:	Technology Coordinator
Reports to:	Building Principal
Evaluation:	A performance review will be conducted annually.
Job Goal:	To maintain the efficient operations of computers and other educational technology and to provide support to staff using technology to enhance classroom instruction.

Performance Responsibilities:

- Assist students and teachers to complement classroom instruction with various software applications and the use of computer technology.
- Assess hardware and software malfunctions and determine appropriate actions needed to maintain efficient computer and network operations.
- Administer computer-based tests to students and prepare reports as directed.
- Maintain computer hardware, software, and other technology equipment.
- Assist with the use and management of the district website, e-mail system, E-Rate, Alert Now, and Power School as directed.
- Maintain an updated inventory of computer hardware, licensed software, and other technology equipment.
- Provide technical support to students and staff as needed for daily classroom instruction and school operations.
- Participate in in-service training programs as directed.
- Perform other duties as assigned by the administration.

North Border School District

Position:	Head Custodian
Reports to:	Building Principal
Evaluation:	A performance review will be conducted annually.
Supervises:	Custodial Staff
Job Goal:	Provide leadership of the building custodial staff and perform a variety of tasks involving the general care of the building and grounds; including cleaning and maintenance. Primary responsibility is to ensure students and staff have a safe, attractive, comfortable, clean, and efficient place in which to learn, work, play, and develop.

Performance Responsibilities:

- Provide leadership, supervision, work assignments, and work schedules to building custodians.
- Inspect the building, grounds, and equipment routinely to ensure that the site is suitable for safe operations, maintained in an attractive and clean condition, and to identify necessary repairs.
- Inventory, maintain, and order custodial supplies for the building.
- Maintain files for manuals, warranties, records of regular maintenance of equipment, and other documents related to building equipment and maintenance.
- Perform preventative maintenance and minor repairs of all custodial equipment, buildings and grounds when possible and identify issues that need to be resolved by an outside contractor.
- Administrative services such as mail pick-up/delivery, setting up and removing and equipment for special school events, clean up/sanitation of areas involving sick students, receiving school/ kitchen supplies and/or equipment, maintain security and safety of building, and respond to immediate safety and/or operational concerns.
- Monitor the completion of daily and periodic cleaning duties and assist custodians as time allows.
- Monitor and assist with grounds care including mowing, care of trees/shrubs, trimming, snow/ice removal, and minor repairs to playground equipment.
- Perform other duties as assigned by the administration.

North Border School District

Position:	Custodian
Reports to:	Head Custodian/Building Principal
Evaluation:	A performance review will be conducted annually.
Job Goal:	Complete work assignments under the direction of the head custodian to ensure students and staff have a safe, attractive, clean, comfortable, and efficient place in which to play, learn, and work.

Performance Responsibilities:

- Daily cleaning of classrooms, offices, hallways, stairwells, bathrooms, locker rooms, entrances, and gymnasium.
- Periodic scheduled cleaning of storage areas, kitchen facilities, lounge, boiler room, and furnace room.
- Periodic scheduled cleaning of light fixtures, walls, windows, furnishings, appliances, and floors.
- Administrative services such as setting up and removing equipment for special school events, clean up and sanitation of areas involving sick students, and receiving school/kitchen supplies and/or equipment.
- Replace various items (lights, paper towels, toilet paper, etc.) as needed daily.
- Deliver various items (supplies, furniture, boxes, et.) to the appropriate personnel.
- Paint classrooms, hallways, restrooms, and offices to maintain an attractive facility.
- Prepare facility for daily operations (doors, lights, etc.) and secure facility for safety.
- Attend to grounds care including mowing, trimming, care of trees/shrubs, snow/ice removal, and minor repairs to playground equipment as needed.
- Perform other duties as assigned by Head Custodian or administration.

North Border School District

Position:	Head Cook
Reports to:	Building Principal
Supervises:	Kitchen Staff
Evaluation:	A performance review will be conducted annually.
Job Goal:	To manages the foodservice program according to District policies and federal/state requirements. To provides leadership, support, and guidance to ensure that food quality standards, inventory levels, food safety guidelines, and customer service expectations are met.

Performance Responsibilities:

- Supervise and assist in the preparation, cooking, and serving of food for students and adults in the breakfast and lunch programs.
- Plan menu following state and federal guidelines for meal requirements.
- Order appropriate quantities of food and supplies, assure for proper storage, and use cost controls to stay within budget.
- Receive and unpack food and supplies. Check goods received against requisitions and invoices.
- Maintain inventory of food and supplies.
- Ensure that sanitary and safe conditions are maintained in the kitchen and food service area.
- Prepare records and reports required by State and Federal programs.
- Maintain required records including food production, inventory, income/expense, meal counts and personnel records.
- Follow procedures to protect confidential information about students who qualify for free or reduced meal prices.
- Oversee the card scanning system.
- Perform other duties as assigned by the administration.

North Border School District

Position:	Assistant Cook/Dishwasher
Reports to:	Head Cook and Building Principal
Evaluation:	A performance review will be conducted annually.
Job Goal:	To prepare food, serve meals to children, and assist in kitchen sanitation and safety procedures following state and federal guidelines.

Performance Responsibilities:

- Assist in food preparation and service as assigned.
- Wash dishes.
- Perform daily and periodic cleaning as assigned.
- Operate foodservice equipment.
- Interact positively with children and staff.
- Clean and maintain foodservice equipment and facility.
- Receive and unpack food and supplies.
- Assist in menu planning, purchasing, recordkeeping and other functions.
- Perform other duties as assigned by the Head Cook or administration.

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Position:	Paraprofessional
Reports to:	Classroom Teacher assigned and/or Building Principal
Evaluation:	A performance review will be conducted.
Job Goal:	To support children academically, socially, and behaviorally, and assist the classroom teacher with supervision, clerical duties, and instruction.

Performance Responsibilities:

- Work with individual students or small groups of students to reinforce learning of materials or skills initially introduced by certified staff, supervise testing, or monitor work completion during study hall time.
- Perform clerical tasks and instructional duties as assigned by the certified staff.
- Supervise students in the lunchroom, hallway, playground, and on field trips.
- Assist with critical daily activities such as classroom transition times, mealtimes, toileting, and clothing routines when applicable to student assignment.
- Serve as a resource person to substitute teachers, RTI or IEP team members as requested.
- Demonstrate ethical behavior and confidentiality of information about students in the school environment and community.
- Participate in in-service training programs as directed.
- Maintain accurate and up-to-date records, documentation, and data collection as directed.
- Performs other such duties as assigned by certified staff or administration.

My signature below certifies that I have received and understand the contents of 2021-2022 Classified Employee Handbook.

Print name

Signature

Date