

HANDBOOK FOR ADMINISTRATORS

July 1, 2015 – June 30, 2018

Programs

Salary

Job Descriptions

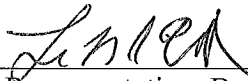
Board Approved May 14, 2015

Introduction

This administrator compensation plan is adopted pursuant to the Administrative Compensation Act, otherwise known as P.L. 438, No. 93 of 1984, as amended, (24 P.S. SS 11-1164) for all certificated and non-certificated administrative personnel.

Certificated administrative positions covered by this document include: Principals, Assistant Principals, Special Education Administrator and School Psychologist. Non-certificated administrative positions include: Supervisor of Buildings and Grounds, and Confidential Secretaries in District Office.

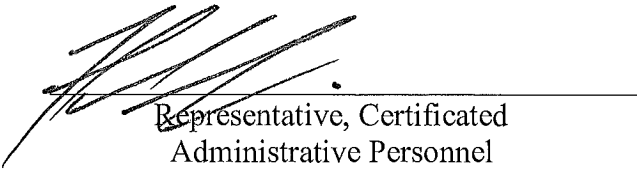
The administrative compensation plan has been developed as a result of the mutual consideration of representatives of the Board of Education and administrative personnel having met at reasonable times and places to confer in good faith with respect to wages, hours, and other terms and conditions of employment and becomes effective July 1, 2015 and ending June 30, 2018.



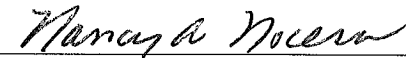
Representative, Board of Education



Representative, Board of Education



Representative, Certificated
Administrative Personnel

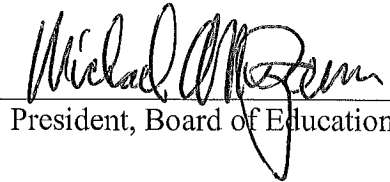


Representative, Non-Certificated
Administrative Personnel

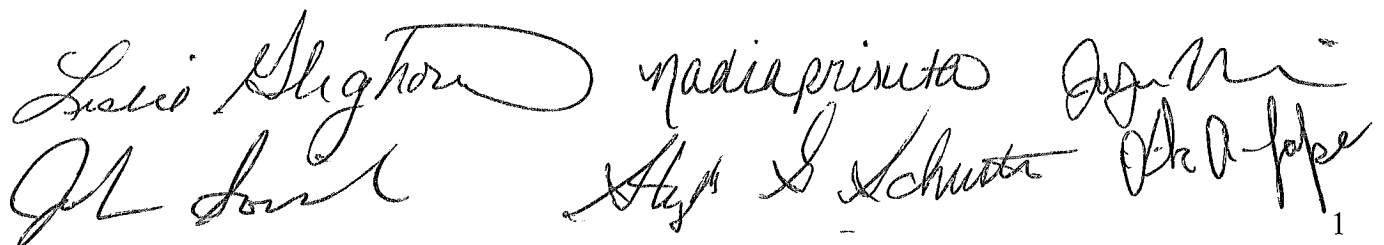
ADOPTED AND APPROVED BY THE BOARD OF EDUCATION AT AN OFFICIAL MEETING
HELD ON THE 14th DAY OF MAY, 2015.



Secretary, Board of Education



President, Board of Education



II. CLASSIFICATION

This Administrative Compensation Plan covers the following employee positions:

1. Class A Employees

- a. Sr./Jr. High School Principal
- b. Sr./Jr. High School Assistant Principals
- c. Elementary/Middle School Principals
- d. School Psychologist
- e. Director of Special Education
- f. Supervisor of Buildings & Grounds

2. Class B Employees

- a. Confidential Secretaries

II. WELFARE AND SUPPLEMENTAL BENEFITS APPLICABLE TO CLASS A AND B EMPLOYEES

1. Hospitalization

A. The District will continue to provide each eligible full-time employee, and his/her eligible dependents, with group managed care health insurance as provided by Allegheny County School Health Insurance Consortium (“ACSHIC”) under such rules, regulations, terms and provisions as now or hereafter determined by the ACSHIC’s Trustees. Each employee shall have the option of choosing, during an annual open enrollment period, either the ACSHIC Highmark Keystone Blue Health Maintenance Organization Plan (ACSHIC Keystone Blue HMO) or the ACSHIC Highmark Preferred Provider Organization (ACSHIC PPO Blue Plan). In the event that the ACSHIC Highmark Keystone Blue HMO or ACSHIC Highmark PPO Blue Plans are no longer offered, the employees shall have the right to elect, through open enrollment, a comparable replacement plan or plans as determined by the Consortium.

B. District employed couples will have only one family plan; provided, however, that in the event that any member of the family reaches the lifetime maximum, the District will immediately place another family plan into effect to the extent it is permissible under insurance carrier rules and at a cost not to exceed the family rate at the time of second policy issuance. Any costs above the family rate would be paid solely by the employee.

C. 1. Husband and Wife employees utilizing the Waiver of Health Care Coverage Plan offered by the District as of July 1, 2012 may continue to enroll in the Waiver Plan on an annual basis in lieu of enrollment in the medical insurance program provided both spouses are employed by the District and remain eligible for the Waiver Plan. Any and all other husband and wife employees, whether married to another teacher or administrative staff member, will be precluded from participation in the Waiver of Health Care Coverage Plan.

2. Administrative personnel utilizing the Waiver of Health Care Coverage Plan offered by the District will receive, in lieu of enrollment in the medical insurance program, \$2,400. This sum will be paid in installments on the following dates: 8/30- \$400, 11/30 -\$600, 2/28 - \$600, 5/30 - \$800.

D. Employee premium contributions for the term of the agreement are as follows:

HMO-Monthly Contributions	2015-16	2016-17	2017-18
Individual	\$10	\$10	\$10
Parent/Child	\$10	\$10	\$10
Parent/Children	\$10	\$10	\$10
Husband/Wife	\$10	\$10	\$10
Family	\$10	\$10	\$10

PPO-Monthly Contributions	2015-16	2016-17	2017-18
Individual	\$25	\$25	\$25
Parent/Child	\$30	\$30	\$35
Parent/Children	\$30	\$30	\$35
Husband/Wife	\$40	\$40	\$45
Family	\$45	\$45	\$45

2. Group Dental Care Insurance:

As of July 1, 2006, the District will provide eligible employees and their dependants with Delta Dental's Preferred Dental Plan. Both Plans include 100% coverage for the basic dental care and 80% coverage for periodontics. The employer will provide 100% of the premium per month for each employee for an individual or family plan.

The dental care program will include 100% coverage for oral surgery, 80% coverage for major restorative, 80% for prosthodontics (with denture relining), and 50% coverage for orthodontics. Orthodontics is a benefit for dependent children to age 19 with a separate maximum of \$2,000 lifetime per patient. Payment under the Program is limited to a maximum of \$2,000 per person for all services rendered in any calendar year. The selection of the insurer is the responsibility of the employer.

3. Vision Care Insurance:

A group vision care insurance plan will be provided for each employee and dependents equal to or better than the Vision Service Plan D with coverage for oversize lenses, anti-reflective coating, and a frame allowance of \$30 and an allowance of \$125 for elective contacts.

4. Severance Pay

The employer will provide a retirement bonus in the form of \$30.00 per day for all sick leave days earned and accrued but not used as of the last day of employment. The employee is eligible for this payment if:

a. He or she is applying for retirement from the Pennsylvania School Employees Retirement System. Sick leave benefits will also be made on the same basis if ~~a~~ the administrator retires from PSERS due to a disability. Doctor's certification of the individual's inability to return to work shall be required by the Board.

b. The individual's last five years of service have been in the Ellwood City Area School District.

c. In the event the employee terminates his/her employment with the District for any reason, other than retirement through the Pennsylvania School Employees Retirement System, the employee shall not be eligible for any payment under this Section and shall not be entitled to payment for accumulated sick days. The employee shall not be eligible for any payment for accumulated sick days if the employee retires during a pending proceeding to terminate for any reason set forth in section 1122 of the school code. Termination does not mean suspension for non-disciplinary reasons such as furlough for reduction in force measures.

d. The employee will receive any supplemental retirement benefits for which he/she is eligible under this Agreement (including any monetary incentive and sick day reimbursement) pursuant to the following guidelines:

(1) The full amount of the supplemental retirement benefit shall be made directly to an administrator's 403(b) account established with the PSEA endorsed provider per the current teacher Agreement.

(2) Payments cannot exceed the maximum 403 (b) limit as set by law in any given calendar year. Any excess amount shall be paid directly to the employee.

(3) All deposits will be non-elective, employer contributions to a 403(b) with no cash option.

(4) Payments will be made in their entirety at the same time as the employee's final salary check.

5. Use of Private Automobile for School Purposes:

The employer shall provide mileage reimbursement at the allowable IRS rate for the duration of this contract for the use of privately owned automobiles. It will in turn be necessary for those driving regularly on school business to file a certificate of insurance in the Business Office before reimbursement will be paid. Management shall have the right to adopt a policy governing employee use of privately owned automobiles for the purpose of driving on school business.

6. Flexible Spending Plan:

The District will make available to all members of the administrative group unit a Section 125 Flexible Spending Program for Medical and Dependent Care Expenses and Premiums, beginning

no later than the effective date of this Agreement. Such plan shall be in compliance with Section 125 of the IRS Code. The Medical Maximum shall be maximum permitted by I.R.S. regulations annually; the Dependent Care Maximum shall be the maximum permitted by IRS regulation. The choice of the third party administrator is at the discretion of the district. The District shall incur any administrative fee.

7. Leave of Absence:

A. Personal Illness:

- 1) Absence without loss of salary shall be allowed for a period not to exceed ten (10) days because of personal illness or injury during each year, as long as the injury does not take place while employed by someone other than the school district. The unused sick leave allowance at the end of the year will accumulate to the credit of the employee.
- 2) Absence without loss of salary will be paid for such days of sick leave as may accumulate from year to year.
- 3) If an administrative employee is quarantined because of illness in the immediate household, days of absence shall be considered as days of absence for personal illness.
- 4) Credit will be given new Class A employees for days of sick leave accumulated during the five years immediately prior to employment by the Ellwood City Area School District. The number of days will be calculated on the basis of the Pennsylvania Sick Leave Program and is not to exceed 50 days.

B. Death in the Family:

1. Absence without loss of salary shall be allowed for a period not to exceed five (5) calendar days within an eight calendar day period commencing with the date of death for the death of husband, wife, child, father, mother, parent-in-law, brother, sister, grandparent or grandchild, son-in-law, daughter-in-law, or upon the death of any person who resided permanently within the employee's household.
2. Absence without loss of salary shall be allowed for a period not to exceed two (2) calendar days to attend a funeral of an aunt, uncle, nephew, niece, brother-in-law, sister-in-law, or first cousin.
3. These leaves are in addition to those described under Personal Illness.
4. In order to attend a funeral which requires travel, one (1) extra day will be provided for distances of 300-599 miles and two (2) extra days will be provided for distances of 600 or more.

C. Illness in the Immediate Family:

Whenever it is necessary for a salaried employee to be absent on account of the illness of a member of the immediate family (members of the immediate family are those defined in B-1 above) the employee will be allowed half pay for a number of days not to exceed five (5) in any school year, such days not be cumulative from year to year; provided, further that this employee shall furnish a certificate from a physician or other practitioner indicating that this illness was of such a nature as to require the presence of the employee.

D. Personal/Emergency Leave:

Personal/emergency leave will be provided as needed with prior approval of the superintendent of schools.

E. Jury Duty:

Whenever a salaried employee has served on jury duty he or she shall receive on a daily basis the difference between his wage as a juror and that as an employee of the district if the latter is the greater.

F. Child Care Leave:

The child care leave policy adopted by the Board of Education which is consistent with E.E.O.C., Pennsylvania Labor Relations Commissions and other regulatory agency guidelines will apply to certificated administrative personnel.

G. Sabbatical Leave:

Sabbatical leaves for eligible administrative employees as provided in the Public School Code of the Commonwealth of Pennsylvania and local district policy applies to certificated administrative personnel.

H. Subpoenas:

The district shall provide released time to any employee subpoenaed by any court or commission, which subpoena would require the person so subpoenaed, to testify or to give evidence as to any school related matter.

8. Medical Examinations:

Tine tests, mantoux tests or immunizations necessary as a condition of employment shall be provided at the expense of the employer.

**III. WELFARE AND SUPPLEMENTAL BENEFITS
APPLICABLE TO CLASS A EMPLOYEES**

1. Life Insurance:

- a. Group life insurance with accidental death and dismemberment coverage will be provided for each administrative team member at the expense of the school district. The face amount of the group life insurance will be based as follows: Annual salary multiplied by 1.5.
- b. Administrators will be permitted to purchase additional insurance beyond that provided by the school district at their own cost through payroll deduction up to the limits established by the insurance carrier.

2. Tuition Reimbursement:

- a. Certificated administrative personnel will be reimbursed by the Board of Education for graduate level college credits taken beyond those needed for certification at the rate of 75% for courses completed with a "B" grade or better to a maximum of 60 credits, provided however that for any course for which an employee was registered prior to July 1, 2015, reimbursement shall be grandfathered under the prior Administrative Compensation Plan at the rate of 100%.
The intent of this provision is to encourage members of the administrative/supervisory staff to keep abreast of trends in school administration and supervision and to up-grade their personal and job skills to enable them to better perform their function. Prior approval of the Superintendent of Schools is necessary and it is expected that courses will be in the area of education or related areas.
- b. In the event an employee's employment with the District is terminated, for any reason, within thirty six (36) months of receipt of tuition reimbursement, the employee shall be required to pay back to the District 100% of the tuition reimbursement.
- c. Certified administrative personnel will be reimbursed by the Board of Education for all costs associated with the Act 45 mandated Pennsylvania Inspired Leadership Program.

3. Professional Meetings:

The Board of Education encourages administrative/supervisory personnel to participate in professional meetings, seminars, workshops, and conventions. Reimbursement will be made for expenses actually incurred for attendance at any of the above professional activities. The following guidelines shall apply to attendance:

- a. Prior approval of superintendent.
- b. Meeting shall be related to the current assignment.
- c. Upon return an itemized statement of expenses filed on proper forms

4. Professional Dues Reimbursement:

Reimbursement will be provided annually for professional membership dues in associations related to position responsibilities with the approval of the Superintendent of Schools to a maximum of seven hundred fifty(\$750.00) dollars.

5. Vacations:

Administrative employees with 11-month contracts will receive twenty (20) vacation days on July 1 of each year. Employees will be permitted ten (10) vacation days to be carried over

from fiscal year to fiscal year to a maximum of thirty (30) in any given year. School administrators can use a maximum of five (5) of those vacation days anytime while school is in session with prior approval from the superintendent. Vacation days used during the school year cannot be used during in-service days or the first and last ten (10) days of school. Upon termination of employment for any reason, administrative employees shall not be entitled to any payment for accrued and unused vacation days.

IV. WELFARE AND SUPPLEMENTAL BENEFITS APPLICABLE TO CLASS B EMPLOYEES

1. Life Insurance:

- a. Group life insurance with accidental death and dismemberment coverage will be provided for each employee at the expense of the school district. The face amount of the group life insurance shall be the sum of \$50,000.00
- b. Employees will be permitted to purchase additional insurance beyond that provided by the school district at their own cost through payroll deduction up to the limits established by the insurance carrier.

2. Vacations

Class B employees who have a service credit of one (1) year shall be entitled to vacation with pay as follows:

<u>Years of Service</u>	<u>Days Vacation</u>
a. One (1) through five (5) years	10 days
b. Six (6) through ten (10) years	15 days
c. Eleven (11) years and over	15 days plus one (1) day for each year beyond ten (10) years to a maximum of 20 days

V. TERMS AND CONDITIONS OF EMPLOYMENT FOR CLASS A AND B EMPLOYEES

1. Length of Work Day:

a. Class A Employees

It is generally expected that administrative personnel maintain regular office hours. Administrative personnel who plan to be away from their building, or out of the district for an extended period of time, should alert the Superintendent of Schools of that anticipated absence

b. Class B Employees

The Work Day during the school year shall be eight (8) hours per day between the hours of 7:00 a.m. to 4:00 p.m. or such times as when school is in session, as assigned by the

employee's immediate supervisor. During the summer months, the Work Day shall be six (6) hours per day between the hours of 8:00 a.m. and 3:00 p.m. as assigned by the employee's immediate supervisor.

2. Length of Work Year:

The length of work year is described in the approved job descriptions. Generally the work year is twelve (12) months including any applicable vacation time.

3. Personnel Files:

All personnel shall have access to their central administrative office personnel file consistent with the established district policy relating to the privacy of personnel files.

4. Employees are subject to random drug testing under the provisions of the following policy:

<p>1. Purpose</p>	<p>This policy is adopted in accordance with the Anti-Drug Abuse Act as amended, the Pennsylvania Public School Code, and in particular, section 527, to supplement the existing policies, rules and directives of the Ellwood City Area School District (the "District") relating to the use and abuse of drugs and alcohol, for the protection of the health, safety and welfare of the students, employees and property of the District. The District is committed to creating and maintaining a drug and alcohol free workplace and educational environment. The District recognizes that alcohol abuse and drug use pose a significant threat to achieving this goal. This policy will allow the District to pursue programs and activities aimed at education and preventing drug and alcohol abuse in the work place, alerting employees addicted to drugs or alcohol of treatment programs and imposing sanctions on employees that violate the District's strict standard of conduct under this policy.</p>
<p>2. Covered Persons</p>	<p>This policy applies to any full-time and part-time employee of the District, whether professional or non-professional, and including any administrator and supervisor; any person performing work on school property on behalf of a contractor or subcontractor of the District; any volunteer, coach or activity sponsor and any</p>

<p>3. Applicability</p>	<p>applicant for employment with the District.</p> <p>This policy shall apply to any Covered Person during all work hours; while at any school function or school sponsored event, whether on school property or otherwise; while at any event on behalf of the District; while on any school property and/or while in any District owned or leased vehicle.</p>
<p>4. Prohibited Behavior</p>	<p>A violation of this policy shall include, but not be limited to:</p> <ol style="list-style-type: none"> 1) Having measurable amounts of drugs in his/her system; 2) Possessing drug paraphernalia as defined by Pennsylvania Statutes or from using, possessing, consuming, manufacturing, purchasing, selling, distributing; or otherwise transferring alcohol or drugs; attempting to do the same or offering for sale or distribution alcohol or drugs.; 3) Reporting to work or working with the odor of alcohol or alcoholic beverage on his/her person or clothing or with drugs or alcohol in his/her possession; and 4) No prescription drugs shall be brought to the work place by an employee other than the employee for whom it is prescribed. An employee may be required to provide documentation to verify prescription was legally prescribed. All information relating thereto shall be kept confidential.
<p>5. Penalties</p>	<p>If an employee violates this policy, following written notification from the District alleging a violation of the policy, the employee shall be suspended from employment with pay until final adjudication of the violation can take place. A hearing before the Board shall be scheduled within 45 days following the date of written notification. The Board shall consider all facts and circumstances concerning the employee's alleged violation and including the employee's employment history. The Administration shall present to the Board all relevant facts and circumstances which are material to the alleged violation to the Board for consideration. The final adjudication and disposition shall be made by the Board in its discretion,</p>

6. Testing

which can include termination from employment, subject to any grievance procedure contained in any applicable collective bargaining agreement.

If an applicant violates this policy, the offer of employment shall be withdrawn and the applicant may not reapply to the District.

If a volunteer, coach or activity sponsor violates this policy, such person shall be immediately removed from his/her position as a volunteer, coach or activity sponsor without further hearing before the Board.

In order to insure a drug and alcohol free workplace, the District requires drug and/or alcohol testing in the following situations:

Pre-placement

Random

Reasonable Suspicion/For Cause

Post Work Related Accident/Incident

Return to Duty

All tests administered under this policy shall be a Panel 10 (or laboratory equivalent) urine drug screen to be analyzed by a SAMHSA certified laboratory. All specimens will be collected as a split sample consisting of sample bottles A and B. All tests results shall be reviewed by a certified Medical Review Officer (MRO). Before being reported to the MRO as a positive or excessive result, the certified laboratory will have completed and initial screen as well as a confirmation test on the sample. In reviewing the tests, the MRO will communicate positive or excessive test results to the employee and examine alternate medical explanations for the results. It is the responsibility of the employee to communicate to the MRO any properly used and obtained prescription drugs which the employee is taking or has recently taken. Failure by the employee to comply with the requests of the MRO in a timely manner will subject the employee to the same penalties as a positive test result. The MRO shall be employed or contracted by the vendor conducting the aforementioned drug and alcohol testing and subject to approval by the District. In the event the MRO certifies a positive or excessive test result, an employee who contests such result may request that the Employee's sample B be tested by another SAMHSA certified laboratory at the sole expense of the employee. The request for retesting shall be made through the MRO and must be made within 72 hours of

the MRO's certification of a positive or excessive result. If the results of the analysis of sample B prove to be negative, the employee shall be reimbursed the cost of said analysis.

Random Testing shall occur at the expense of the District on a quarterly basis. The random selection process shall be performed by the drug testing vendor according to their established procedure and subsequently provided to the designated representative of the District. Twenty percent (20%) of the persons covered by this policy shall be tested per year.

Return to Duty Testing will be conducted on an employee following a leave or absence from work of 30 consecutive days or more, excluding days in which school is not in session.

Alcohol testing administered under this policy shall be either a blood alcohol or breath alcohol test. If the employee's test results indicate an alcohol level of less than .02%, the test result will be considered as negative and no disciplinary action will result. If the employee's test results indicate an alcohol level equal to or greater than .02%, the test result will be considered positive.

Any applicant for employment with the District shall be subject to drug and alcohol testing after a conditional offer of employment has been made but prior to commencement of that employment and performing any duties on behalf of the District.

Any employee who has not been terminated from employment following an initial violation of this policy shall be subject to and shall at any time, at the request of the District, submit to random drug or alcohol tests for a period of one year following the date of adjudication of having violated this policy. The employee may be tested at such times and such frequency that will be determined by the District.

Any employee may be required to submit to an alcohol and/or controlled substance test when an individual in a supervisory capacity over that employee has reasonable suspicion that the employee has violated this policy and/or is using or has used alcohol or a controlled substance in

<p>7. Conviction</p>	<p>violation of the terms and conditions of this policy. A member of the Bargaining Unit will be permitted to participate in the supervisor training that will be conducted to prepare supervisors to effectively perform their role within the scope of the policy.</p> <p>The determination that reasonable suspicion exists to require an employee to undergo testing must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the employee.</p> <p>Reasonable suspicion testing may be based upon, among other things: observable phenomena, such as direct observation of drug use or possession and/or the physical symptoms of being impaired or under the influence of drugs; abnormal or erratic conduct or behavior arrest or conviction of a drug related offense or the identification of the employee as the focus of a criminal investigation into drug possession, use or trafficking; evidence obtained at any time that the employee has, in any manner, altered, substituted or tampered with a previous drug test or specimen.</p> <p>An employee will be subject to the same penalties and discipline of a positive test if he/she refuses the test, adulterates or dilutes the specimen, substitutes the specimen with that from another person, will not sign the required forms or otherwise refuses to cooperate in the testing process in such a way that prevents completion of the test.</p> <p>All required testing under this policy will be paid for by the District.</p> <p>Notwithstanding the above, any employee convicted of any of the following offenses, regardless of the location where the offense occurred, shall be immediately suspended from employment without pay pending a hearing before the Board, and thereafter terminated from employment in accordance with this policy and the Pennsylvania School Code:</p> <p>Delivery of a Controlled Substance; Possession of a Controlled Substance; Any felony under the Controlled Substance Drug, Device</p>
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<p>8. Awareness Program</p> <p>9. Authorization for the Release of Medical Testing Information.</p>	<p>and Cosmetic Act; Any drug or drug-related offense; and Driving Under the Influence.</p> <p>Under this policy, a conviction does not include the acceptance into an Accelerated Disposition Program. Any employee convicted of any of the above enumerated offenses shall notify the District in writing within five (5) days of the date of conviction.</p> <p>The District may maintain a Drug Free/Alcohol Free Awareness Program for its employees which shall explain but not be limited to: the dangers of drug/alcohol abuse in the workplace; the District's policy of maintaining a drug free/alcohol free workplace; the availability of drug/alcohol counseling; rehabilitation and employee assistance programs; the penalties that may be imposed upon employees for drug/alcohol abuse violations.</p> <p>Upon requests of the District and following reasonable suspicion as set forth herein or at any time this policy shall apply to an employee, as a condition of employment, the employee consents to the release of any and all test results and/or other medical information as it pertains to drug or alcohol abuse. If required, the employee shall execute any and all authorizations or consent forms releasing test results or other records pertinent to the test, as required by the testing facility, hospital or physician, to the District to be considered and utilized in connection with the terms and conditions of this policy. The results of all individual drug and alcohol tests shall be considered confidential and be kept in a secure location with controlled access through the Superintendent's Office or his designee. Test results and related information will be disclosed and released only to:</p> <p>a licensed physician designated and hired by the independent testing facility, authorized representatives of the District to include the Superintendent or his designee on a need-to-know basis as required by law, regulation or pursuant to an order of court of competent jurisdiction.</p> <p>An employee who is the subject of a drug or alcohol</p>
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<p>10. Confidentiality</p> <p>11. Definitions</p>	<p>test to the extent permitted by law, upon written request on a form supplied by the District, shall have access to any records related to such employee's drug and/or alcohol test results.</p> <p>All information received by the District through any assistance or rehabilitation program shall be maintained as confidential and shall not be disclosed except as needed to enforce this policy and in accordance with all applicable laws.</p> <p>Employee – shall be defined as any District employee and any contractor or subcontractor performing work on school(s) premises.</p> <p>Drugs/Controlled Substance – shall mean illegal drugs, alcohol, misuse of prescription and/or over-the-counter medications, a controlled substance as defined in The Controlled Substance, Drug, Device, and Cosmetic Act, Pennsylvania Public School Code, and the Drug Free Schools and Community Act, as amended.</p> <p>Drug Free Workplace – shall be defined as a site for the performance of work done in connection with a specific grant or contract, including but not limited to, any school building or any school premises; any school owned vehicle or any school approved vehicle used to transport students to and from school or school activities; off-school property during any school-sponsored activities, events or function where students are under the jurisdiction of the District at which employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, use of a controlled substance; or being at work under the influence of a drug or alcohol.</p> <p>Prescription Drug – shall be defined as any drug or controlled substance issued pursuant to a prescription or prescription order, as defined under the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act.</p> <p>Criminal Drug Statute – shall be defined as a criminal statute involving the manufacture, distribution, dispensation, use or possession of any controlled substance.</p> <p>Conviction – shall be defined as finding of guilt, including a plea of nolo contendere, or imposition of sentence, or</p>
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<p>P.L. 100-690 SC 527</p>	<p>both by a judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.</p> <p>An employee convicted of delivery or possession of a controlled substance with the intent to deliver shall be terminated from his/her employment with the District.</p> <p>Authorization/Consent Form – shall be provided by the District to the employee and shall be utilized by the District for the sole purposes of the employee’s violation of the District-wide Drug and Alcohol Abuse Policy.</p>
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**VI. VACANCIES, PROMOTIONS, AND TRANSFERS
FOR CLASS A EMPLOYEES**

1. In the event of administrative vacancies in the school district, written notice will be given to members of the administrative staff. While it is recognized that the legal right and responsibility to fill vacant positions, to make promotions and transfers lies with the Board of Education, due consideration shall first be given to employees within the district who meet the qualifications. Vacancies shall be filled in the Board’s sole discretion on the basis of competency, experience, and qualifications of the applicant, length of service in the school district, and other relevant factors. As used herein, the term “due consideration” shall mean an opportunity to apply for a position, but shall not be interpreted or construed as guaranteeing selection to or placement in the vacancy.

2. Requests may be made by a member of the administrative staff for a transfer to a different position or building and shall be filed in writing with the Superintendent of Schools. The administrator shall state reasons for seeking building or position transfer and list qualifications. Such requests shall receive careful consideration by the Superintendent of Schools and the Board of Education. Involuntary transfers will be made only in case of an emergency or to prevent undue disruption of the instructional program; at which time the Board shall notify the affected administrator in writing, setting forth reasons for such transfer, after due notice and an opportunity for a hearing.

3. Administrative staff personnel whose positions as administrators are ~~terminated~~ abolished shall be given the opportunity to return to other administrative, supervisory, or staff positions in the district for which they can qualify by professional training and certification if they have established tenure within the school system.

4. In the creation of new positions, the Board will review with the administrative staff the creation of new administrative positions and, following determination of job description, will receive for a ten day period applications from interested certificated staff members.

VII. COMPLAINT PROCEDURE FOR CLASS A AND B EMPLOYEES

DEFINITION: Complaints shall mean an allegation of inequity experienced by an administrator or group of administrators. A written complaint shall be presented only by or on behalf of the administrator or group of administrators directly concerned with the complaint.

Complaints are classified into three kinds:

- a. Alleged unfair or inequitable treatment by reason of an action or condition contrary to established policy governing or affecting administrators.
- b. A dispute concerning the interpretation or application of a state statute or the rules of the Board of Education.
- c. An alleged violation, misinterpretation, or inequitable application of any provision of this document.

Step I. A sincere attempt should be made to resolve any difference by oral interview between the complainant and his immediate supervisor before the difference becomes formalized as a complaint.

Step II. If a dispute is not resolved at Step I a complaint is forwarded in writing to the Superintendent within ten days following the occurrence of the act, or discovery of the condition, which is the basis of the complaint. If two or more administrators have the same complaint, a joint complaint may be presented and processed as a single complaint at this and succeeding steps. Upon receipt of the complaint, the Superintendent shall arrange for a conference within ten days and notify the administrator or administrators involved in the complaint. The Superintendent shall present his decision and reasons therefore in writing to the administrator or administrators within ten days following the conference.

Step III. If agreement has not been reached through the careful consideration of the Superintendent and the administrator or administrators, the complaint may be presented, within seven days from receipt of the Superintendent's decision, to the Board of Education by the administrator or administrators for review. A written response will be presented by the Board of Education within seven days of the review.

All complaints shall be processed confidentially. Neither party shall review or make any statements concerning the complaint to any person not a party of the complaint while the complaint is being processed.

VIII. OTHER BENEFITS FOR CLASS A AND B EMPLOYEES

1. Liability Insurance:

Liability insurance is carried by the Board and protects the Board and employees against suits due to errors and omission, damage because of bodily injury, and property damage.

2. Sick Leave Bonus:

A one time only sick leave bonus will be provided annually payable on July 15 as shown below:

<u>DAYS ABSENT</u>	<u>BONUS</u>
0-1-2	\$300
3	\$200
4	\$100

3. Other Benefits:

New or additional fringe benefits provided members of the teaching bargaining unit will also be provided employees covered hereunder.

IX. BOARD OF EDUCATION RIGHTS

Nothing contained in this document shall be interpreted or as changing any of the Board's rights under the Public School Code of 1949, as amended. Further, nothing contained herein shall be interpreted or construed as continued expectation of employment for the Term of this Agreement in any Administrative Employee covered hereunder. This Agreement shall supersede any prior Agreement between the District and Administrative Employees covered hereunder.

ADMINISTRATIVE SALARY SCHEDULE

CLASS A EMPLOYEES

	2015-2016	2016-2017	2017-2018
Frank Keally	\$93,927	\$93,927	\$93,927
Christine Gibson	\$104,950	\$104,950	\$104,950
Leslie Gleghorn	\$88,357	\$88,357	\$88,357
Nadia Prisuta	\$75,000	\$75,000	\$75,000
Kirk Lape	\$101,750	\$ 101,750	\$101,750
Jacki Macioce	\$59,697	\$59,697	\$59,697
John Sovich	\$98,497	\$98,497	\$98,497
Non Certificated Personnel			
Steve Shuster	\$73,880	\$73,880	\$73,880

2. Bonuses

During the term of this Agreement, the employees covered hereunder shall be eligible to receive a bonus based upon the results of each individual employee's performance evaluation as follows:

<u>Performance Evaluation Result</u>	<u>Bonus</u>
Proficient	1% of the annual base salary
Distinguished	1.5% of the annual base salary

Any employee who does not receive a Proficient or Distinguished evaluation shall not be entitled to any bonus. Any bonus under this section shall be paid on the next regularly scheduled pay date immediately following completion of his/her Performance Evaluation.

3. Longevity Increments:

Additional increments of \$100 each shall be added to the preceding schedules after 5, 10, 15, 20, 25 and 30 years of continuous service in the Ellwood City Area School District.

SALARY SCHEDULE
CLASS B EMPLOYEES

Nancy Nocera	\$47,177	\$47,177	\$47,177
Kristen Carsele	\$34,870	\$34,870	\$34,870

2. Bonuses

During the term of this Agreement, the employees covered hereunder shall be eligible to receive a bonus based upon the results of each individual employee's performance evaluation as follows:

<u>Performance Evaluation Result</u>	<u>Bonus</u>
Satisfactory	1% of the annual base salary
Distinguished	1.5% of the annual base salary

Any employee who does not receive a Proficient or Distinguished evaluation shall not be entitled to any bonus. Any bonus under this section shall be paid on the next regularly scheduled pay date immediately following completion of his/her Performance Evaluation.

3. Longevity Increments:

Additional increments of \$100 each shall be added to the preceding schedules after 5, 10, 15, 20, 25 and 30 years of continuous service in the Ellwood City Area School District.

JOB DESCRIPTIONS

- 2.04 Junior-Senior High School Principal
- 2.05 Assistant Junior-Senior High School Principal
- 2.07 Elementary Principal(s)
- 2.06 Special Education Administrator
- 2.08 School Psychologist
- 2.11 Supervisor of Buildings & Grounds
- 4.10 Maintenance Foreman
- 4.11 Confidential Secretary to the Superintendent
- 4.12 Confidential Secretary to the Assistant Superintendent and Supervisor of Building and Grounds

POSITION GUIDE: JUNIOR/SENIOR HIGH SCHOOL PRINCIPAL

QUALIFICATIONS:

1. Five (5) years successful teaching experience at secondary level
2. Previous position as assistant principal
3. Masters Degree in Administration
4. Knowledge of student information systems
5. Knowledge of student and educators' law
6. Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)
7. Current Act 34, Act 151 and FBI Clearances as required by the laws of Pennsylvania; any other clearances that may be required by law.
8. Such alternatives to the above qualifications as the Board may find acceptable and reasonable

PHYSICAL
DEMANDS:

1. Able to mostly stand and walk throughout the work area.
2. Able to raise or lower objects from one level to another.
3. Able to push or pull objects as needed.
4. Able to carry objects (up to 20 lbs.) in arms or by other appropriate means.
5. Able to use hands and arms to reach and pick up objects.
6. Able to see clearly with or without corrective lenses.
7. Able to perceive speech or nature of sounds in the air in person and on the telephone.
8. Able to move around work area.
9. Able to coordinate eyes, hands and fingers rapidly.
10. Able to work with others in a courteous and cooperative manner.
11. Able to walk moderate distances inside and outside of facilities and able to climb steps.
12. Able to travel inside or outside the District as necessary for work related tasks.
13. Able to withstand changes in environmental conditions inside the work facility, and adapt to

these changes.

WORK RELATED
DEMANDS:

1. Able to communicate effectively both orally and in written form.
2. Able to effectively deal with many types of situations and personalities.
3. Able to effectively deal with deadlines and stressful situations.
4. Able to perform repetitive tasks.
5. Able to make appropriate judgments as they pertain to the responsibilities of the position.
6. Able to provide leadership
7. Must possess supervisory skills (approximately employees 75 direct/ indirect)

REPORTS TO: Superintendent

JOB GOAL: Plan, direct, and supervise student services including activities, behavior, attendance, guidance, health, food, and education. Prepare the annual schedule for assignment of students.

1. Plan, direct and oversee the secondary curriculum and instruction programs and materials supported by current research to include regular, summer school, drivers, and adult education programs; complete required reports.
2. Assist with the collective bargaining process to include advising, implementing and addressing grievances in accordance with the agreements.
3. Oversee the employment of building personnel to include supervision, classroom observation, evaluation, orientation, staff development and mentoring of building professional and paraprofessional personnel.
4. Assist with the use and oversight of assigned funds to include budget preparation, recommendation of purchases, monitoring activity accounts, and preparing and submitting personnel and payroll reports to the Business Office.
5. Plan and coordinate a public relations program to include the preparation of information to be disseminated to the media, special reports and communications for either specific or general distribution; develop positive relationships through communication efforts with district stakeholders.
6. Facilitate meetings with department heads to coordinate interdisciplinary functions; plan and direct procedures for control of pupil behavior and discipline.
7. Supervise the interscholastic athletic program and communicate with competing schools; serve as district representative in the Midwestern Athletic Conference, Tri-County Athletic Conference, and WPIAL and PIAA.
8. Oversee the federally subsidized free lunch program.
9. Serve as district attendance officer for grades 7-12; direct procedures regarding pupil attendance and accounting, early dismissals, tardiness and truancy; approve field trip requests.
10. Provide leadership to personnel working in cafeteria supervisory positions.
11. Oversee the safety and administration of the school plant; conduct mandated fire and storm emergency evacuations.
12. Develop annual schedule for the deployment and utilization of the Junior/Senior High School; provide administrative coverage during school sponsored public activities.
13. Oversee secondary special education services; consult with Assistant to the Superintendent in the planning of programs for guidance, psychological services, special education, and health services.

14. Plan, direct and oversee the adult education and summer school programs; coordinate home bound instruction.
15. Schedule substitutes for professional, paraprofessional and non-professional personnel in the Junior/Senior High School.
16. Attend, participate and prepare, or assist in the preparation of, the agenda for faculty meetings and In-service/Act 80 programs.
17. Provide leadership for the implementation of the Strategic Plan.
18. Collaborate with staff to develop a Master Schedule for the district's students and teachers; delegate responsibility to appropriate individuals and maintain a system to monitor and assure that goals and timelines are being met.
19. Advise on matters pertaining to textbook selection, final examinations and use of teaching materials; requisition, inventory and allocate supplies, equipment and instructional materials and supervise incoming supplies for packing slips and budget alignment.
20. Oversee the implementation and observance of Board policies and regulations for student and academic affairs; direct preparation of reports, records, class schedules, lists and all other paperwork required or appropriate to the school's administration.
21. At the discretion of the Superintendent, attend monthly committee and/or school board meetings.
22. Perform other duties as assigned by the Superintendent.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. The employee in this position will be required to follow any other instructions and to perform any other duties requested by his or her administrator(s) and/or supervisor(s).

POSITION GUIDE: ASSISTANT JR-SR HIGH SCHOOL PRINCIPAL, ACTIVITIES,
TRANSPORTATION, DISCIPLINE GRADES 7-10

QUALIFICATIONS:

1. Five (5) years teaching experience
2. Masters Degree in Administration
3. Principal's Certificate
4. Knowledge of school law
5. Knowledge of computer applications
6. Knowledge of student information system
7. Knowledge of district's Policy/Procedure Manual
8. Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)
9. Current Act 34, Act 151 and FBI Clearances as required by the laws of Pennsylvania; any other clearances that may be required by law.
10. Such alternatives to the above qualifications as the Board may find acceptable and reasonable

PHYSICAL
DEMANDS:

1. Able to mostly stand and walk throughout the work area.
2. Able to raise or lower objects from one level to another.
3. Able to push or pull objects as needed.
4. Able to carry objects (up to 20 lbs.) in arms or by other appropriate means.
5. Able to use hands and arms to reach and pick up objects.
6. Able to see clearly with or without corrective lenses.
7. Able to perceive speech or nature of sounds in the air in person and on the telephone.
8. Able to move around work area.
9. Able to coordinate eyes, hands and fingers rapidly.
10. Able to work with others in a courteous and cooperative manner.
11. Able to walk moderate distances inside and outside of facilities and able to climb steps.
12. Able to travel inside or outside the District as necessary for work related tasks.
13. Able to withstand changes in environmental conditions inside the work facility, and adapt to

these changes.

WORK RELATED
DEMANDS:

1. Able to communicate effectively both orally and in written form.
2. Able to effectively deal with many types of situations and personalities.
3. Able to effectively deal with deadlines and stressful situations.
4. Able to perform repetitive tasks.
5. Able to make appropriate judgments as they pertain to the responsibilities of the position.
6. Able to provide leadership
7. Must possess supervisory skills (approximately employees 25 direct/ 50 indirect)

REPORTS TO: Principal

JOB GOAL: Plan, direct, and supervise the instructional program and professional staff personnel. Provide administrative oversight to student activity programs, the transportation program, and disciplinary programs as assigned. Perform the duties of the Principal in his/her absence.

1. Develop and refine the instructional programs of the school.
2. Assist in student course selections and scheduling.
3. Assist the high school principal in the selection of professional and para-professional personnel.
4. Supervise, evaluate and observe the work of professional and para-professional staff.
5. Assist the high school principal with the development of recommendations for selection, promotion, retention or dismissal of professional and para-professional staff.
6. Monitor students in the areas of the cafeteria, halls, lobby, and during athletic and activity events; carry out discipline policies and procedures as needed.
7. Assist with the secondary activities, clubs and programs; collaborate with the high school principal in monitoring evening activities.
8. Coordinate student attendance or behavior with the Health and Guidance Office or Psychological Services; in cooperation with the high school principal, administer the program for disciplinary action.
9. Supervise student detention and/or in-school/Saturday suspension programs.
10. Participate in and organize varying committees for professional development activities.
11. Assist the high school principal in formulating district in-service days/ Act 80 days.
12. Serve as the district Attendance Officer for grades 7-12.
13. Implement a system for referral of students from classroom teacher to Guidance or Administrator.
14. Assist the high school principal with requisitions, inventories and allocation of supplies, equipment and instructional material as needed; advise on matters pertaining to textbook selection, final examinations and the use of teaching materials.
15. Distribute instructional materials, supplies and equipment as necessary.
16. Complete the annual Safe Schools Report.
17. At the discretion of the Superintendent or Board of Education, attend monthly committee and/or school board meetings.
18. Assist with transportation assignments for secondary students.
19. Perform other duties as assigned by the Principal.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. The employee in this position will be required to follow any other instructions and to perform any other duties requested by his or her administrator(s) and/or supervisor(s).

Ellwood City Area School District

POSITION GUIDE: ASSISTANT JR-SR HIGH SCHOOL PRINCIPAL/ COORDINATOR OF CURRICULUM & CYBER/DISTANCE

EDUCATION PROGRAMS & DISCIPLINE GRADES 11-12

QUALIFICATIONS:

1. Five (5) years teaching experience
2. Masters Degree in Administration
3. Principal's Certificate
4. Knowledge of school law
5. Knowledge of computer applications
6. Knowledge of student information system
7. Knowledge of district's Policy/Procedure Manual
8. Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)
9. Current Act 34, Act 151 and FBI Clearances as required by the laws of Pennsylvania; any other clearances that may be required by law.
10. Such alternatives to the above qualifications as the Board may find acceptable and reasonable

PHYSICAL DEMANDS:

1. Able to mostly stand and walk throughout the work area.
2. Able to raise or lower objects from one level to another.
3. Able to push or pull objects as needed.
4. Able to carry objects (up to 20 lbs.) in arms or by other appropriate means.
5. Able to use hands and arms to reach and pick up objects.
6. Able to see clearly with or without corrective lenses.
7. Able to perceive speech or nature of sounds in the air in person and on the telephone.
8. Able to move around work area.
9. Able to coordinate eyes, hands and fingers rapidly.

10. Able to work with others in a courteous and cooperative manner.
11. Able to walk moderate distances inside and outside of facilities and able to climb steps.
12. Able to travel inside or outside the District as necessary for work related tasks.
13. Able to withstand changes in environmental conditions inside the work facility, and adapt to these changes.

**WORK RELATED
DEMANDS:**

1. Able to communicate effectively both orally and in written form.
2. Able to effectively deal with many types of situations and personalities.
3. Able to effectively deal with deadlines and stressful situations.
4. Able to perform repetitive tasks.
5. Able to make appropriate judgments as they pertain to the responsibilities of the position.
6. Able to provide leadership
7. Must possess supervisory skills (approximately employees 25 direct/ 50 indirect)

REPORTS TO: Principal

JOB GOAL: Under the administrative direction of the High School Principal, Plan, direct, and supervise the secondary instructional program and professional staff personnel. Provide support in other areas as needed. Perform the duties of the Principal in his/her absence.

1. Develop, evaluate and refine the instructional programs of the school; coordinate, write and evaluate courses of study (course of planned instruction), textbooks and or curriculum guides for all content area.
2. Distribute instructional materials, supplies and equipment as necessary.
3. Assist in student course selections and scheduling.
4. Assist the high school principal in the selection of professional and para-professional personnel.
5. Supervise, evaluate and observe the work of professional and para-professional staff.
6. Assist the high school principal with the development of recommendations for selection, promotion, retention or dismissal of professional and para-professional staff.
7. Monitor students in the areas of the cafeteria, halls, lobby, and during athletic and activity events; carry out discipline policies and procedures as needed.
8. Assist with the secondary activities, clubs and programs; collaborate with the high school principal in monitoring evening activities.
9. Coordinate student attendance or behavior with the Health and Guidance Office or Psychological Services; in cooperation with the high school principal, administer the program for disciplinary action.
10. Oversee student detention and/or suspension programs.
11. Participate in and organize varying committees for professional development activities.
12. Assist the high school principal in formulating district in-service days / Act 80.
13. Plan, develop, implement and coordinate the District Cyber Services and Distance Education Programs.
14. Implement a system for referrals of students from classroom teacher to Guidance or Administrator.

15. Assist the high school principal with requisitions, inventories and allocate supplies, equipment and instructional material as needed; advise on matters pertaining to textbook selection, final examinations and the use of teaching materials.
16. At the discretion of the Superintendent, attend monthly committee and/or school board meetings.
17. Assist with transportation assignments for secondary students.
18. Perform other duties as assigned by the Principal.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. The employee in this position will be required to follow any other instructions and to perform any other duties requested by his or her administrator(s) and/or supervisor(s).

POSITION GUIDE: ELEMENTARY PRINCIPAL – K-2

QUALIFICATIONS:

1. Five (5) years teaching experience
2. Assistant Principal experience preferred
3. Masters Degree
4. Principal's Certificate
5. Knowledge of Special Education regulations
6. Knowledge of District policies
7. Knowledge of school law
8. Knowledge of district's Policy/Procedure Manual
9. Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)
10. Current Act 34, Act 151 and FBI Clearances as required by the laws of Pennsylvania; any other clearances that may be required by law.
11. Such alternatives to the above qualifications as the Board may find acceptable and reasonable

PHYSICAL DEMANDS:

1. Able to mostly stand and walk throughout the work area.
2. Able to raise or lower objects from one level to another.
3. Able to push or pull objects as needed.
4. Able to carry objects (up to 20 lbs.) in arms or by other appropriate means.
5. Able to use hands and arms to reach and pick up objects.
6. Able to see clearly with or without corrective lenses.
7. Able to perceive speech or nature of sounds in the air in person and on the telephone.
8. Able to move around work area.
9. Able to coordinate eyes, hands and fingers rapidly.
10. Able to work with others in a courteous and cooperative manner.

11. Able to walk moderate distances inside and outside of facilities and able to climb steps.
12. Able to travel inside or outside the District as necessary for work related tasks.
13. Able to withstand changes in environmental conditions inside the work facility, and adapt to these changes.

WORK RELATED

DEMANDS:

1. Able to communicate effectively both orally and in written form.
2. Able to effectively deal with many types of situations and personalities.
3. Able to effectively deal with deadlines and stressful situations.
4. Able to perform repetitive tasks.
5. Able to make appropriate judgments as they pertain to the responsibilities of the position.
6. Able to provide leadership
7. Must possess supervisory skills (approximately employees 53 direct/ indirect)

REPORTS TO: Superintendent

JOB GOAL: Plan and direct students and staff members toward academic growth.

1. In cooperation with the Assistant to the Superintendent, support, provide and schedule professional development opportunities for elementary staff in assigned buildings.
2. Provide general supervision in the planning of student activity programs; coordinate planning of programs for guidance, psychological services, and special education and health services with the Assistant to the Superintendent.
3. Serve as the building Attendance Officer directing procedures regarding pupil performance attendance and accounting, early dismissal, tardiness and truancy; approve field trip requests.
4. Direct the subsidized free and reduced lunch program and consult with Cafeteria Manager in planning the satellite lunch program; supervise non-professional personnel for cafeteria or lunchroom supervision.
5. Assist in the selection, acquisition and allocation of instructional materials, supplies and equipment.
6. Under the supervision of the Assistant to the Superintendent, coordinate, direct and monitor Title I responsibilities and submit necessary related reports.
7. Provide proper discipline to students when necessary.
8. Plan, direct and supervise the summer school program; coordinate home-bound instruction.
9. Supervise the program of student insurance and student pictures.
10. Under the supervision of the Assistant to the Superintendent, coordinate busing of all regular and special education students.
11. Develop and coordinate teaching schedules for art, music, physical education, computer and literacy skills; supervise, monitor and evaluate the effectiveness of programs and resources used by teachers.
12. Conduct required classroom observations and evaluations of classroom teachers and other professional and paraprofessional personnel.
13. Consult with the Superintendent for selection of professional and paraprofessional personnel; submit recommendations to the Superintendent regarding promotions, retention, transfers or dismissal of staff.

14. Implement collective bargaining agreements covering employees; attend collective bargaining activities in an advisory capacity as requested by the Superintendent or Board of Education.
15. Provide opportunities and leadership in order to mobilize staff to evaluate, review and revise the instructional program; evaluate the implementation and effectiveness of the curriculum.
16. Plan student interventions for non-proficient students.
17. Consult with Superintendent in the preparation of the annual budget; prepare and submit personnel and payroll reports to the business office.
18. Plan and coordinate a public relations program working cooperatively with school-community groups, social and welfare agencies, other educational agencies, civic and business groups; prepare information to be disseminated to the media.
19. Direct procedures for reporting pupil progress to parents and serve as liaison to parent/teacher organizations; supervise PTO sponsored field trips.
20. Conduct mandated fire drills and storm evacuations.
21. Perform other duties as assigned by the Superintendent.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. The employee in this position will be required to follow any other instructions and to perform any other duties requested by his or her administrator(s) and/or supervisor(s).

POSITION GUIDE: ELEMENTARY PRINCIPAL – 3-6

QUALIFICATIONS:

1. Five (5) years teaching experience
2. Assistant Principal experience preferred
3. Masters Degree
4. Principal's Certificate
5. Knowledge of Special Education regulations
6. Knowledge of District policies
7. Knowledge of school law
8. Knowledge of district's Policy/Procedure Manual
9. Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)
10. Current Act 34, Act 151 and FBI Clearances as required by the laws of Pennsylvania; any other clearances that may be required by law.
11. Such alternatives to the above qualifications as the Board may find acceptable and reasonable

PHYSICAL DEMANDS:

1. Able to mostly stand and walk throughout the work area.
2. Able to raise or lower objects from one level to another.
3. Able to push or pull objects as needed.
4. Able to carry objects (up to 20 lbs.) in arms or by other appropriate means.
5. Able to use hands and arms to reach and pick up objects.
6. Able to see clearly with or without corrective lenses.
7. Able to perceive speech or nature of sounds in the air in person and on the telephone.
8. Able to move around work area.
9. Able to coordinate eyes, hands and fingers rapidly.

10. Able to work with others in a courteous and cooperative manner.
11. Able to walk moderate distances inside and outside of facilities and able to climb steps.
12. Able to travel inside or outside the District as necessary for work related tasks.
13. Able to withstand changes in environmental conditions inside the work facility, and adapt to these changes.

WORK RELATED
DEMANDS:

1. Able to communicate effectively both orally and in written form.
2. Able to effectively deal with many types of situations and personalities.
3. Able to effectively deal with deadlines and stressful situations.
4. Able to perform repetitive tasks.
5. Able to make appropriate judgments as they pertain to the responsibilities of the position.
6. Able to provide leadership
7. Must possess supervisory skills (approximately employees 53 direct/ indirect)

REPORTS TO: Superintendent

JOB GOAL: Plan and direct students and staff members toward academic growth.

1. In cooperation with the Assistant to the Superintendent, support, provide and schedule professional development opportunities for elementary staff in assigned buildings.
2. Provide general supervision in the planning of student activity programs; coordinate planning of programs for guidance, psychological services, and special education and health services with the Assistant to the Superintendent.
3. Serve as the building Attendance Officer directing procedures regarding pupil performance attendance and accounting, early dismissal, tardiness and truancy; approve field trip requests.
4. Direct the subsidized free and reduced lunch program and consult with Cafeteria Manager in planning the satellite lunch program; supervise non-professional personnel for cafeteria or lunchroom supervision.
5. Assist in the selection, acquisition and allocation of instructional materials, supplies and equipment.
6. Under the supervision of the Assistant to the Superintendent, coordinate, direct and monitor Title I responsibilities and submit necessary related reports.
7. Provide proper discipline to students when necessary.
8. Plan, direct and supervise the summer school program; coordinate home-bound instruction.
9. Supervise the program of student insurance and student pictures.
10. Under the supervision of the Assistant to the Superintendent, coordinate busing of all regular and special education students.
11. Develop and coordinate teaching schedules for art, music, physical education, computer and literacy skills; supervise, monitor and evaluate the effectiveness of programs and resources used by teachers.
12. Conduct required classroom observations and evaluations of classroom teachers and other professional and paraprofessional personnel.

13. Consult with the Superintendent for selection of professional and paraprofessional personnel; submit recommendations to the Superintendent regarding promotions, retention, transfers or dismissal of staff.
14. Implement collective bargaining agreements covering employees; attend collective bargaining activities in an advisory capacity as requested by the Superintendent or Board of Education.
15. Provide opportunities and leadership in order to mobilize staff to evaluate, review and revise the instructional program; evaluate the implementation and effectiveness of the curriculum.
16. Plan student interventions for non-proficient students.
17. Consult with Superintendent in the preparation of the annual budget; prepare and submit personnel and payroll reports to the business office.
18. Plan and coordinate a public relations program working cooperatively with school-community groups, social and welfare agencies, other educational agencies, civic and business groups; prepare information to be disseminated to the media.
19. Direct procedures for reporting pupil progress to parents and serve as liaison to parent/teacher organizations; supervise PTO sponsored field trips.
20. Conduct mandated fire drills and storm evacuations.
21. Perform other duties as assigned by the Superintendent

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. The employee in this position will be required to follow any other instructions and to perform any other duties requested by his or her administrator(s) and/or supervisor(s).

Position Guide: **SPECIAL EDUCATION ADMINISTRATOR**

GENERAL STATEMENT

UNDER THE SUPERVISION OF THE ASSISTANT TO THE SUPERINTENDENT, THE SPECIAL EDUCATION ADMINISTRATOR WILL PROVIDE LEADERSHIP IN THE SMOOTH OPERATION OF SPECIAL EDUCATION PROGRAMS AND SERVICES PROVIDED BY THE DISTRICT. ACTIVITIES INCLUDE LEADERSHIP IN THE AREAS OF CLIMATE, BUILDING COMMUNITY SUPPORT, CURRICULUM, PROGRAM MANAGEMENT, PROFESSIONAL DEVELOPMENT, RESOURCE ALLOCATION AND RESEARCH.

ESSENTIAL FUNCTIONS

- A. Administer all District programs for children with disabilities and identified Gifted Students.
 - 1. Become knowledgeable about the developments and trends in Special Education, Instructional Management and Administration.
 - 2. Prepare monthly, quarterly and annual reports including Special Education Plan, School Board Reports, Annual Reports, PDE required data and Special Education Billing,
 - 3. Provide Information related to due process procedures and IDEA requirements to administrators, faculty and patrons.
 - 4. Consult with teachers to determine instructional materials and supplies needed for the program.
 - 5. Collaborate with school and District level curriculum committees to develop plans and program recommendations for the inclusion of exceptional students.
 - 6. Assists with observations of Special Education Teachers in conjunction with the building principals.

- B. Provide consultation to special and regular education personnel in the District.
 - 1. Visit special and regular education classrooms to observe effectiveness of the

- instructional program.
- a. Determine whether instruction corresponds to goals and objectives of the student's Individualized Education Program (IEP) or Gifted Individualized Education Program (GIEP) and the District's curriculum standards.
 - b. Determine if materials, equipment and other supports are available and are adequately and properly used.
 - c. Confer with teachers to provide technical assistance for improvement of instructional skills and behavior management.
2. Consult with teaching staff to assure that specific needs of the student are met.
 3. Consult with teachers about appropriate and adequate materials.
- C. Designate appropriate professionals responsible for appraisal, programming and implementation activities as specified by state guidelines.
1. Assure that appropriate personnel are available for all due process and instructional activities, including related services personnel.
- D. Initiate and administer programs to locate, identify and evaluate students thought to be exceptional
1. Design and implement Child Find activities in accordance with State and Federal guidelines.
 2. Arrange timely evaluation of students suspected of having exceptionalities.
- E. Monitor operation of District programs for children with exceptionalities to ensure operation in accordance with State approved policies, procedures and guidelines.
1. Become informed in the specifics of the State and Federal approved policies, procedures and guidelines.
 2. Implement the self-monitoring process specified by the Department of Education.
- F. Provide consultative assistance to regular education teachers serving students with disabilities
1. Contact teachers who have students with disabilities in regular education classes.
 - a. Identify any student with a known disability to the teacher.
 - b. Provide information and assistance with needed modifications, accommodations or adaptations as specified on the student's IEP.
- G. Maintain information on and liaison with other public and private agencies and individuals who provide services to students with exceptionalities in the District.
1. Maintain information files that identify and describe agencies and individuals who provide services to students with disabilities.
 2. Make such information available to persons planning programs and providing services to students with disabilities.

3. Make such information available to parents and patrons.
- H. Develop and monitor contacts with other districts, public and private agencies and individuals who are providing services to students with exceptionalities in the District.
1. Organize a contact committee of representatives of other agencies.
 - a. Meet at least annually to share information and concerns.
 - b. Establish and maintain telephone and e-mail consultation, as needed.
- I. Assist the Assistant to the Superintendent in developing and recommending the District's Special Education Plan and Budget to the Superintendent.
1. Develop and recommend to the Superintendent a plan for Special Education to be included in the District's Strategic Plan.
 2. Develop and recommend a budget for Special Education to the Superintendent.
- J. Develop and administer the District's comprehensive system of personnel development for Special Education.
1. Identify needs.
 2. Work with the Assistant to the Superintendent to determine staff development activities to meet identified needs.
 3. Arrange and implement staff development programs as needed.
- K. Serve as a liaison with Midwestern Intermediate Unit IV in matters concerning education of children with exceptionalities.
1. Provide information to the MIU IV as required.
 2. Disseminate information provided by MIU IV, PATTAN and PDE.
 3. Attend Special Education Contact Meetings.
- L. Serve as a liaison with parent and professional organizations.
1. Maintain close contact with parents of identified Special Education and Gifted students.
 2. Receive from and provide information to parents and professional organizations.
- M. Serve on the District Leadership Team.
- N. Coordinates transportation for special education students.
- O. Facilitate and monitor ACCESS budget.
- P. Any other duties as assigned by the Assistant to the Superintendent.

EDUCATION AND CERTIFICATION

- Masters Degree in Education
- Supervisor of Special Education Certificate or
- Elementary and Secondary Principal Certificates with experience as Psychologist or Special Education Teacher

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to express oneself clearly in oral and written form.
- Ability in the area of communication and interpersonal skills.
- Ability to influence, motivate and train others.
- Ability to establish and maintain effective working relationships with administrators, staff, students, parents, State and local agencies and community leaders.
- Ability to remain composed, think clearly and react effectively to handle a crisis or stressful situation.
- Ability to adapt to change (flexibility).
- Ability to monitor compliance with policies and procedures and address all noncompliance issues.
- Ability to allocate the resources.
- Ability to monitor compliance with policies and procedures and address all noncompliance issues.
- Ability to allocate the resources/services needed in the IEP process in the role of LEA to ensure FAPE is provided.
- Knowledge of subject area, child development, adolescent development, awareness of student needs and differences and child motor skill development.
- Knowledge of discipline strategies, community demographics, school policies, State laws and mandates and Strategic Planning process.
- Knowledge of teaching models, conferencing, mentoring, peer coaching, learning styles, inclusion, cooperating learning, special education regulations and NCTM standards.
- Knowledge of process writing and State standards.
- Knowledge of Computer Assisted Instruction and Computer Technology.
- Leadership, organizational and strategic planning skills, decision making, problem solving skills, professional integrity, self control, resiliency, sense of humor and patience are required.

PHYSICAL/MENTAL DEMANDS

- Work is sometimes technical in nature and requires the ability to operate all currently used business and media technology.
- Work is physically demanding and requires the ability to work long, irregular hours, often evenings and week-ends, and to travel from time to time.
- Work is emotionally demanding and requires the ability to meet deadlines, handle crisis situations and at times, irate and emotional parents and/or students.
- (Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)

TERMS OF EMPLOYMENT: Eleven (11) months work year as established by the Board of Education.

SALARY CLASSIFICATION: As provided in Act 93 Administrative Salary Plan.

EVALUATION: Performance evaluated annually in accordance with Board Policy on Evaluation of Professional Personnel.

REPORTS TO: Assistant to the Superintendent

APPROVED: Board of Education: Date: June 10, 2010

Revised: _____

POSITION GUIDE: SCHOOL PSYCHOLOGIST
QUALIFICATIONS:

1. Minimum of one (1) year supervised internship necessary.
2. Prefer prior experience as School Psychologist
3. Ed.S, Ph.D. or Psy.D in School Psychology necessary
4. PA Certification in School Psychology required
5. Nationally Certified School Psychologist credential preferred
6. Supervisory Certificate preferred
7. Knowledge of computer based IEP writing System preferred
8. Knowledge of IDEIA 2004
9. Knowledge of Chapter 14, 15 & 16 PDE regulations
10. Strongly prefer knowledge of the mental health field, particularly of social service that may benefit the District's students
11. Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)
12. Current Act 34, Act 151 and FBI Clearances as required by the laws of Pennsylvania; any other clearances that may be required by law.
13. Strongly prefer knowledge of the mental health field particularly of social services agencies that may benefit District students
14. Such alternatives to the above qualifications as the Board may find acceptable and reasonable

PHYSICAL DEMANDS:

1. Able to mostly sit in the work area.
2. Able to raise or lower objects from one level to another.
3. Able to push or pull objects as needed.
4. Able to carry objects (up to 20 lbs.) in arms or by other appropriate means
5. Able to use hands and arms to reach and pick up objects.
6. Able to see clearly with or without corrective lenses.
7. Able to perceive speech or nature of sounds in the air in person and on the telephone.

8. Able to move around work area.
9. Able to coordinate eyes, hands and fingers rapidly.
10. Able to work with others in a courteous and cooperative manner.
11. Able to walk moderate distances inside and outside of facilities and able to climb steps.
12. Able to travel inside or outside the District as necessary for work related tasks.
13. Able to withstand changes in environmental conditions inside the work facility, and adapt to these changes.

WORK RELATED DEMANDS:

1. Able to communicate effectively both orally and in written form.
2. Able to effectively deal with many types of situations and personalities.
3. Able to effectively deal with deadlines and stressful situations.
4. Able to perform repetitive tasks.
5. Able to make appropriate judgments as they pertain to the responsibilities of the position.
6. Able to provide leadership
7. Must possess supervisory skills (approximately employees 21 indirect)

REPORTS TO : Assistant to the Superintendent

JOB GOAL: Plan, develop and maintain a program of individual psychological testing and psychological services as outlined by State (Ch. 14) and Federal (IDEA) regulations.

1. Consult with staff personnel concerning the needs of individual students with behavioral disabilities; provide behavioral management services as needed.
2. Present the District's psychological services program to the community; enlist and consult with outside resources.
3. Serve as consultant on mental health topics for instructors in the school health program.
4. Develop and maintain a program related to student suicide intervention and prevention.
5. Serve on the Individual Education Plan team for out of district placements and for initial placements and formal re-evaluations.
6. Attends Multi-Disciplinary Education, Individual Education Plan, and manifestation determination meetings and functions as Local Education Agency representative for special education, gifted and chapter 15 (504) students.
7. Conduct formal evaluations for all students who are to be tested for Special Education services and for formal and informal re-evaluations as needed.
8. Oversee the collection, dissemination and security of Special Education Records; maintain case records on all referred students.
9. Assess difficulties of referred students through appropriate psychological testing and diagnostic practices including responsibility for screening permission, staffing Multi-Disciplinary Education, Individual Education Plan/team meetings and placement.
10. Conduct psychological evaluation and placement of new students moving into the District with special needs.
11. Assist in updating and supervising the maintenance of the computerized Individual Education Plan program.
12. Administer, correct, score and record psychological testing; interpret psychological test scores for teachers and parents and recommend placement or treatment programs.

13. Assist in identifying behavior eligible and exceptional children with psychological problems within the school.
14. Arrange and coordinate psychiatric staffing and pre-placement observations for students identified for placement in the programs for the serious and emotionally disturbed.
15. Monitors the re-evaluations developed by the teachers to ensure compliance to state regulations.
16. Assist the Special Education Administrator in preparing, submitting and monitoring annual special education, speech therapist and school psychological services budgets.
17. Communicate and cooperate with other staff members in planning instructional goals, objectives and methods in order to adapt instruction for identified students.
18. Acts as the liaison between the school and interagency meetings such as CASSP, Transition Council, Cordero Cases, Juvenile Probation, CYS and others as needed.
19. Collaborate with personnel of community health and social welfare agencies; coordinate Assistive Technology in the district.
20. Assist the Special Education Administrator in the development of informational materials, handbooks, and manuals for special education services including the District's special education procedures manual.
21. Participate in planning and presenting subject related programs involving lectures, discussions and uses audio visual teaching aids to make presentations to staff members who have students requiring therapeutic remedial behavior modification or mental health issues.
22. Counsels students, either individually or in a group setting, when adjustment or academic problems arise.
23. Serves on District committees (RTI, ESAP, SAP, Crisis) and participates in professional development programs.
24. Responsible for collection, dissemination and security of Special Education Records.
25. Perform other duties as assigned by the Assistant to the Superintendent or Special Education Administrator.
26. Prepares and works on publications, brochures, website students or District.
27. Consults with the District's Administrative Staff and counselors regularly regarding student behavior, academics and placements.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. The employee in this position will be required to follow any other instructions and to perform any other duties requested by his or her administrator(s) and/or supervisor(s).

TERMS OF EMPLOYMENT:	Ten (10) month work year as established by the Board of Education.
SALARY CLASSIFICATION:	As provided in Act 93 Administrative Salary Plan.
EVALUATION:	Performance evaluated annually in accordance with Board Policy on Evaluation of Professional Personnel.
REPORTS TO:	Assistant to the Superintendent

APPROVED:

Board of Education: July 15, 2010

POSITION GUIDE: SUPERVISOR OF BUILDINGS & GROUNDS

QUALIFICATIONS:

1. Five (5) years experience as a maintenance worker or supervisor
2. Physical facilities experience
3. Knowledge of basic principles of construction and maintenance necessary
4. High School Diploma required
5. Post-graduate education desirable; bachelor's degree preferable
6. Supervisory skills in business, industry, or governmental agency preferred
7. Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)
8. Current Act 34, Act 151 and FBI Clearances as required by the laws of Pennsylvania; any other clearances that may be required by law.
9. Such alternatives to the above qualifications as the Board may find acceptable and reasonable

PHYSICAL DEMANDS:

1. Able to stand, sit or move about the work area.
2. Able to raise or lower objects from one level to another.
3. Able to push or pull objects as needed.
4. Able to carry objects (up to 20 lbs.) in arms or by other appropriate means.
5. Able to use hands and arms to reach and pick up objects.
6. Able to see clearly with or without corrective lenses.
7. Able to perceive speech or nature of sounds in the air in person and on the telephone.
8. Able to move around work area.
9. Able to coordinate eyes, hands and fingers rapidly.
10. Able to work with others in a courteous and cooperative manner.
11. Able to walk moderate distances inside and outside of facilities and able to climb steps.
12. Able to travel inside or outside the District as necessary for work related tasks.
13. Able to withstand changes in environmental conditions inside and outside the work facility, and adapt to these changes.

WORK RELATED DEMANDS:

1. Able to communicate effectively both orally and in written form.
2. Able to effectively deal with many types of situations and personalities.
3. Able to effectively deal with deadlines and stressful situations.
4. Able to perform repetitive tasks.
5. Able to make appropriate judgments as they pertain to the responsibilities of the position.
6. Able to provide leadership
7. Must possess supervisory skills (approximately employees 20 direct/5 indirect)

REPORTS TO: Superintendent

JOB GOAL: Oversee the maintenance and repair of the school district's buildings and grounds. Supervise and evaluate custodial staff and maintenance foreman. Assist the maintenance foreman with evaluation of maintenance workers

1. Oversee the repairs and maintenance of the district's buildings and grounds.
2. Assist in the recruitment, employment, assignment, evaluation, transfer, promotion, demotion, or dismissal of custodial-maintenance personnel.
3. Organize and implement an orientation program on the proper operation and maintenance of school facilities for departmental personnel.
4. Maintain necessary departmental records as required.
5. Schedule work assignments; define areas of responsibility for departmental personnel.
6. Coordinate vacation schedules for custodial-maintenance personnel.
7. Assist in the development of the budget for operation and maintenance and for capital outlay.
8. Recommend and process requisitions for purchase of necessary equipment and supplies.
9. Organize and implement a program of preventive maintenance.
10. Conduct periodic inspections of all school properties to ensure that high standards of safety, cleanliness, workmanship, and security are maintained.
11. Prepare and implement necessary security procedures for district properties.
12. Supervise and inspect renovation work performed by outside contractors; verify satisfactory completion of all such contracts.
13. Direct the maintenance, storage, and use of all school district vehicles.
14. Assist in the preparation of specifications and cost estimates for contracted services or maintenance-custodial equipment purchases.
15. Maintain inventory control for custodial-maintenance supplies, materials, and equipment.
16. Process employee grievances as indicated in the existing employee collective bargaining agreement.
17. Maintain current knowledge of latest trends, developments, and products in the area of maintenance and repairs.
18. Attend required Asbestos Abatement Contractor/Supervisor Refresher Training Course annually.
19. Perform other duties as assigned by the Superintendent

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. The employee in this position will be required to follow any other instructions and to perform any other duties requested by his or her administrator(s) and/or supervisor(s).

POSITION GUIDE: SUPERINTENDENT'S CONFIDENTIAL SECRETARY

QUALIFICATIONS:

1. Five (5) years related experience
2. High School diploma required
3. Skills in Microsoft Word, Excel and PageMaker
4. Knowledge of current contract and requirements for teachers' permanent and Instructional II level certifications
5. Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)
6. Current Act 34, Act 151 and FBI Clearances as required by the laws of Pennsylvania; any other clearances that may be required by law.
7. Such alternatives to the above qualifications as the Board may find acceptable and reasonable

PHYSICAL DEMANDS:

1. Able to mostly sit in the work area.
2. Able to raise or lower objects from one level to another.
3. Able to push or pull objects as needed.
4. Able to carry objects (up to 20 lbs.) in arms or by other appropriate means.
5. Able to use hands and arms to reach and pick up objects.
6. Able to use fingers to pick, feel and grasp objects
7. Able to see clearly with or without corrective lenses.
8. Able to perceive speech or nature of sounds in the air in person and on the telephone.
9. Able to move around work area.
10. Able to coordinate eyes, hands and fingers rapidly.
11. Able to work with others in a courteous and cooperative manner.
12. Able to walk moderate distances inside and outside of facilities and able to climb steps.
13. Able to travel inside or outside the District as necessary for work related tasks.
14. Able to withstand changes in environmental conditions inside the work facility, and adapt to these changes.

WORK RELATED DEMANDS:

1. Able to communicate effectively both orally and in written form.
2. Able to effectively deal with many types of situations and personalities.
3. Able to effectively deal with deadlines and stressful situations.
4. Able to perform repetitive tasks.
5. Able to make appropriate judgments as they pertain to the responsibilities of the position.

REPORTS TO: Superintendent

JOB GOAL: Assist the Superintendent and maintain an efficient office; serve as a liaison between the Superintendent, teachers, Board of Directors, community, parents and members of the staff.

1. Coordinate with the Board Secretary the preparation of the Committee of the whole and the regular board meeting for the Board of Directors; maintain records of the meetings for the Board Minute Books and distribute highlights to the staff.
2. Prepare and send letters to new employees, coaches, activity sponsors, and mentors after each district board meeting.
3. Serve as Notary Public for the District.
4. Prepare necessary paperwork for new staff members; maintain the personnel records and files for District employees including salary information.
5. Prepare final copy of finished contracts for professional and nonprofessional employees.
6. Prepare samples and final copy of yearly school calendar for submission to the Board; furnish a copy of the calendar to Superintendents of Lawrence County; maintain the Board Room calendar.
7. Coordinate building and facility requests with the Assistant Principal and Athletic Director and submit for Board approval; type contracts and submit billings for same.
8. Register substitutes for professional and non-professional employees for Board approval.
9. Prepare and submit state reports requiring the Superintendent's signature.
10. Maintain professional records for teachers requiring tenure and Instructional II Certification.
11. Maintain data base of professional and non professional employees.
12. Prepare postings for job positions for non-professional employees.
13. Prepare a monthly enrollment sheet of elementary and secondary students.
14. Prepare and record tuition reimbursement forms for teachers.
15. Design brochures and transparencies as needed by the Superintendent.
16. Maintain records of Determination of District of Residence of students in facilities or institutions; compiles all PIMS information for staff.
17. Complete the district annual attendance reports; coordinate individual reports and the non-resident attendance report.
18. Perform other duties as assigned by the Superintendent.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. The employee in this position will be required to follow any other instructions and to perform any other duties requested by his or her administrator(s) and/or supervisor(s).

POSITION GUIDE: CONFIDENTIAL SECRETARY TO ASSISTANT TO THE SUPERINTENDENT
& SUPERVISOR OF BUILDINGS AND GROUNDS

QUALIFICATIONS:

1. Three (3) to five (5) years related experience
2. High school diploma
3. Must have computer knowledge including Microsoft Office
4. Knowledge of the requirements for Act 48 Professional Development
5. Past experience as a district building clerk and/or secretary helpful
6. Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)
7. Current Act 34, Act 151 and FBI Clearances as required by the laws of Pennsylvania; any other clearances that may be required by law.
8. Such alternatives to the above qualifications as the Board may find acceptable and reasonable.

PHYSICAL
DEMANDS:

1. Able to sit for an extended period of time.
2. Able to raise or lower objects from one level to another.
3. Able to push or pull objects as needed.
4. Able to carry objects (up to 20 lbs.) in arms or by other appropriate means.
5. Able to use hands and arms to reach and pick up objects.
6. Able to use fingers to pick, feel and grasp objects
7. Able to see clearly with or without corrective lenses.
8. Able to perceive speech or nature of sounds in the air in person and on the telephone.
9. Able to move around work area.
10. Able to coordinate eyes, hands and fingers rapidly.
11. Able to work with others in a courteous and cooperative manner.
12. Able to walk moderate distances inside and outside of facilities and able to climb steps.
13. Able to travel inside or outside the District as necessary for work related tasks.
14. Able to withstand changes in environmental conditions inside the work facility, and adapt to these changes.

WORK RELATED
DEMANDS:

1. Excellent typing skills
2. Able to communicate effectively both orally and in written form.

3. Able to maintain confidentiality
4. Able to effectively deal with many types of situations and personalities.
5. Able to effectively deal with deadlines and stressful situations.
6. Able to perform repetitive tasks.
7. Able to make appropriate judgments as they pertain to the responsibilities of the position.

REPORTS TO: Assistant to Superintendent/ Supervisor of Buildings & Grounds

JOB GOAL: Perform office duties in the District Office as a receptionist, providing assistance in daily office procedures and responsibilities. Coordinate an organized, cordial and professional operation of the District business office while maintaining confidentiality.

1. Type and prepare correspondence for the Assistant to the Superintendent and the Supervisor of Buildings and Grounds.
2. Operate the postage machine for district mailings.
3. Maintain the petty cash account.
4. Prepare and submit required state reports as directed.
5. Maintain the filing system for paper applications submitted for professional and non-professional positions.
6. Maintain records/files of Act 48 hours for teachers; submit Act 48 hours to Pennsylvania Department of Education.
7. Answer telephones for supervisors and relay accurate messages.
8. Order materials and supplies for the office and/or the supervisors.
9. Assist the secretary to the superintendent as needed for copying materials and preparing the set-up for Board meetings.
10. Prepare the District Newsletter and its publication twice per school year.
11. Submit approved and/or revised district policies to Pennsylvania School Boards Association.
12. Maintain current computer discs holding the District Policy Book; distribute approved/revised policies to administrators in keeping their District Policy Book current.
13. Conduct workshop/conference registrations; coordinate with the Accounts Payable Clerk for issuing and mailing checks for events.
14. Provide assistance to the Assistant to the Superintendent in maintaining records of federal program funds.
15. Sort and distribute the daily mail for the Superintendent's Office.
16. Distribute Home Schooling information; maintain the necessary data on Home School enrollment.
17. Perform other duties as assigned by the Assistant to the Superintendent or the Supervisor of Buildings and Grounds.
18. Utilizing the Districts Student Information System, maintain all student registration records, register all students to the school District, withdraw all students from the District, maintain all outside placements of students, coordinate Child Accounting along with the Business Manager and Assistant to the Superintendent.

19. Coordinate the Pennsylvania Information Management System (PIMS). Conduct uploads and download reports for analysis. Maintain all records for PIMS and future audits.
20. Using the District Transportation Software, coordinate with the transportation provider student transportation along with the Assistant to the Superintendent.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. The employee in this position will be required to follow any other instructions and to perform any other duties requested by his or her administrator(s) and/or supervisor(s).