



HANDBOOK

For

CLASSIFIED PERSONNEL

Board Approved
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Introduction

The Monson-Sultana Joint Union Elementary School District (MSJUESD) is governed by a five member Board of Trustees. The Superintendent/Principal is responsible for the overall administration of the school in accordance with state and federal law and the implementation of District policies. We are pleased to have you as a member of our team and hope that you find that the satisfaction gained from doing your job matches the effort you put into your work.

This Classified Employee Handbook has been written to provide information and guidance to Monson-Sultana's classified employees. The District expressly reserves the right to change, add or delete any of the provisions in this handbook at any time. Moreover, given the reality of a complex, ever-evolving organization, the information in this handbook is not all-inclusive. The Classified Handbook is not a contract. This handbook is provided to assist employees in dealing with the day-to-day operations of the school. ***It is crucial that all employees read the handbook thoroughly and become familiar with its contents. You will be responsible for enforcing and following the policies contained in this handbook.***

It is likely that as events occur over the course of the school year that additions to the handbook will become necessary. It is also likely that many of the policies and procedures that are set forth in the handbook will change over time. Pay particular attention to the wording of policies. Statements such as "employees must", "employees are required to", or "employees will" indicate actions that are mandatory. This is a quick reference guide. As with all things, when you have questions or concerns you should always check with the superintendent/principal.

Employee Expectations

All employees are expected to demonstrate a professional, cooperative, knowledgeable and courteous demeanor in all interactions with students, parents, colleagues and members of the community. Work attire should reflect the professional responsibilities of an employee's position, exhibiting concern for safety, hygiene, neatness, cleanliness and projecting positive role models for students enrolled at Monson-Sultana School.

At a minimum, it is expected that all employees will follow general and specific work and employment guidelines, carry out instructions and directions appropriately issued by supervisors or administrators and perform job responsibilities in a satisfactory manner. Employees are expected to be regular in attendance, arriving on time and adhering to designated starting and ending times for work, breaks, lunch, prep periods, etc. Employees are advised that supplies, equipment and services (including Internet access and fax machines) are for professional use. Excessive use of supplies, services or equipment for personal reasons are not allowed. Inappropriate use of equipment, supplies or services including electronic access may result in disciplinary action.

Employees will;

1. Provide a safe, orderly, and caring environment conducive to learning.
2. Put student and staff safety above all else.
3. Be on time getting to school, getting to meetings, and getting to assigned student supervision duty.
4. Treat students, staff, and parents with dignity and respect at all times. At no time should employees use excessively loud voices, sarcasm, profanity, or name calling toward students.
5. Utilize common sense and good judgment. Employees will not put their hands on students except to prevent imminent injury. Under no circumstances should employees engage in horseplay or rough-housing with students.
6. Maintain a positive attitude. Negative attitudes create a caustic school environment and create barriers to student achievement.
7. Follow all state and federal laws in addition to school and district policies.

Employee Notifications

The policies/legal mandates presented in the **Employee Notification** section (pages 17 through 32) represent only those that are state mandated notifications. A complete set of District policies is available with a link located on the District's website (www.msschool.org). All employees must sign the Annual Notification Checklist and Acknowledgment (Page 17) and return it to the Business Manager no later than September 1 of each year.

Employment Responsibilities

Each classified position represents a service that is important in carrying out the program of public education in this district. The community expects much from its public employees in return for adequate salaries and responsible conditions of employment.

The first responsibility of any employee is to do well in the position to which he/she has been assigned. The safety and health of students are affected by the condition of the buildings, grounds, and equipment. The Governing Board believes that since classified employees are working in an educational environment and many are working closely with students they should conduct themselves in a manner that will serve as a good example to youth.

Public education is a cooperative venture involving the services of many people. The district functions best when there is a spirit of cooperation among all employees when the employees have confidence in and respect for rights and responsibilities of others.

Each employee should seek to learn as much as possible about the total program of the schools, for he/she will be called upon frequently to answer questions about the schools and to interpret the school program to the community.

Accidents

All accidents will be reported immediately to the nurse and secretary. Accident report forms are located in the nurse's office. Fill out the Accident Report immediately after the accident. The nurse/health services aide will submit all accident reports to the principal who will determine what if any further action is necessary.

Anti-Harassment and Sexual Harassment Policy

Monson-Sultana School seeks to promote a workplace and educational environment that is free from discrimination and harassment, whether based on race, color, gender, age, religion, creed, national origin, ancestry, sexual orientation, marital status or disability. The district will not tolerate harassing conduct that affects employment or educational conditions, that interferes unreasonably with an individual's work performance or that creates an intimidating, hostile or offensive work or school environment. Further, any retaliation against an individual who has complained about harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated.

Harassment consists of unwelcome conduct, whether verbal or physical, that is based on a characteristic protected by law. Harassment includes, but is not limited to, display or circulation of written materials or pictures that are degrading to a person or group described above; or verbal abuse or insults about, directed at, or made in the presence of an individual or group described above. Sexual harassment means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when submission to or rejection of such advances, requests or conduct are made either explicitly or implicitly a term or condition of employment, academic standing, school-related opportunities or as a basis for employment decisions or such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's academic or work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment. All reports of

harassment, sexual or otherwise, will be investigated promptly in a confidential manner and disciplinary action taken as appropriate.

Attendance

If you must be absent from school/work for any reason, it is your responsibility to call your immediate supervisor and Rosemary no later than 7:45 a.m. (earlier if you have duties that require a substitute such as crossing guard, bus driver, etc.). You must ask Rosemary to add your name to the list of employees out for that day on the white board in the staff room. If you know in advance that you will be out, write your name on the board and put the day(s) which you will be absent.

Bus Driver's License

The district will reimburse bus drivers the cost of their bus driver's license once every four (4) years.

Cellular Phone Use

Employees will not use cellular phones to talk or send text messages during class time (for Instructional Assistants) or while directly supervising students. The use of cell phones during break time, lunch, prep periods, etc. is authorized.

Child Abuse Reporting

The California Child Abuse Reporting Law is found in Penal Code Sections 11165-11174.3. As a "Mandated Reporter" all teachers must become familiar with the reporting requirements as they are set forth in the Penal Code (PC). Under this law, when the victim is a child (a person under the age of 18), the following types of abuse ***MUST BE REPORTED***:

- a. Physical injury inflicted by other than accidental means.
- b. Sexual abuse which includes sexual assault, and providing pornography to minors.
- c. Willful cruelty or unjustified punishment.
- d. Unlawful corporal punishment or injury resulting in a traumatic condition.
- e. Neglect of a child to include acts of omission harming or threatening a child's health.

CPS Reporting Forms may be found online on the "MS Staff Shared Folder". **Print and complete the form before calling CPS. Be sure to record the name of the person you speak to on the form.** Submit form to the office after completing the reporting of the incident.

The report must be made to the county welfare department by phone immediately (1-800-331-1585) and a written report must be submitted within 36 hours and then mailed to:

Child Welfare Services
1066 N. Alta Ave.
Dinuba, CA 93279

Liability for failure to report by a Mandated Reporter is a misdemeanor punishable by up to 6 months in jail and/or a \$1000 fine. **Educators risk losing their credential for failing to report as well as the possibility of being found civilly liable for damages if the child is further victimized. Contact the principal for assistance with reporting or when in doubt.** Board Policy 5141.4(a) sets forth District Policy on Child Abuse Reporting.

All classified employees are responsible for completing the Keenan Safe Schools training on child abuse reporting within 30 school days of the first day of school. You should print out the certificate for the training and turn it in to the Superintendent/Principal for signature.

Confidentiality

As an employee of Monson-Sultana School, you may have access to confidential, protected or privileged information. It is expected that employees will protect others' rights to privacy by not releasing such information to unauthorized individuals. Treat all school documents (discipline referrals, attendance and absentee sheets, report cards, progress reports, court orders, etc.) as confidential. At no time should these be documents be accessible to students or unauthorized personnel. Secure all school related documents in a locking drawer or cabinet when not in use. Remember to turn your computer off when you are not in the area to prohibit students or other unauthorized personnel from accessing files. Failure to do so may result in disciplinary action up to and including termination of employment. You can also be held liable in civil court for the unauthorized disclosure of confidential information in your possession.

Confiscating Items from Students

The following 2 paragraphs appear in the District Handbook for students and parents:

Bringing Inappropriate Things to School (Education Code 48900 Section K)

There are some things which a student must not bring to school because they are dangerous to the student or other students, or they interfere with the rights of others to learn. Some examples of things that must not be brought to school are personal electronic devices such as iPods, video games, pagers, and MP3 players. Other items not allowed in school include: toys, games, water balloons, fireworks, lighters, matches, medications, laser pointers, or any other item determined to be dangerous or disruptive to the educational environment by the Principal. Inappropriate items will be confiscated and turned over to the Principal. Depending upon the seriousness of the offense, detention and citation procedures will apply. The school district is not responsible for the loss of personal items brought to school.

Cell Phone Use by Students (Education Code 48900 Section K)

Ringling or vibrating cell phones can disrupt classes and distract students who should be involved in the lesson at hand. Cell phones can be used for text messaging and could be used to cheat on tests or other classroom work. Most cell phones have cameras that can be used to take photos of exams or inappropriate and unauthorized photos of other students. Cell phone use by students will not be allowed during school hours. Students are allowed to use the telephone in the office in the event of an emergency (see "Telephone" on page 23). Parents who allow their child to carry a cell phone to school must take responsibility for ensuring that their child keeps the phone turned off and out of view at all times. School staff that sees a student with a cell phone in hand will confiscate the phone and take it to the office where it will be kept until a parent comes to meet with the Principal. Depending upon the seriousness of the offense, detention and citation procedures will apply. The school district is not responsible for the loss of personal items brought to school.

District policy is clear on what can and cannot be brought to school by students. However, it leaves what action to take when a student violates this policy up to the site principal. Here is how staff members are expected to correctly handle situations requiring confiscation of personal property;

- All dangerous items must be confiscated and the office contacted immediately.
- If a student has a cell phone, portable electronic game, or other item that you feel is not dangerous and they have it out during class time, **you should first warn them to put it away and then on the 2nd offense confiscate the item.** If the student refuses to turn the item over to you, contact an administrator or send the student to the office. **HOWEVER**, once you confiscate the item, you must take every precaution to protect the item from being lost, stolen, or damaged. Failure to protect the personal property of another which you have confiscated makes you responsible for the item. If you are not willing to accept this responsibility, **DO NOT CONFISCATE THE ITEM.** It is recommended that you place the item in a desk or file cabinet drawer that can be locked until you can turn it into the office. Take the item to the office (do not send it via another student) as soon as possible and it will be locked away in an envelope or box with the student's name on it until a parent can come to the office to pick it up.
- Teachers should address this in their classroom rules and procedures.

COVID-19

As the 2021-2022 school year commences, the COVID-19 pandemic continues to evolve and impact our daily practices in our schools. The District is responsible for following updated guidelines from the California Department of Health (CDPH), CAL OSHA, and Tulare County Health and Human Service (TCHHS). These guidelines are continually changing. When guidelines are updated, the District is responsible for following these guidelines for the safety and well being of all students and staff. The District will communicate with employee groups as changes occur. Employees are expected to follow all safety and health guidelines. Failure to do so could result in disciplinary action. Should any employee have any exposure to COVID-19, contract COVID-19, or encounter any other COVID-19 related issue, they need to contact their immediate supervisor as soon as possible to ensure all precautions are taken to avoid the spread to other staff, students, or the public. Should you have any questions, please contact the school nurse or the Superintendent.

Dress and Grooming

Teachers are expected to set an example for our students. At the minimum, teachers and staff should adhere to the student dress code. The Governing Board believes that since teachers serve as role models, they should maintain professional standards of dress and grooming. Just as overall attitude and instructional competency contribute to a productive learning environment, so do appropriate dress and grooming.

The Board encourages staff during school hours to wear clothing that demonstrates their high regard for education and presents an image consistent with their job responsibilities. Teachers may wear blue jeans on Fridays or district designated days only, unless approval is given in advance by the principal. Fingernails should be reasonable, appropriate in length, and should not present a safety issue.

Email Etiquette

All users of District email are expected to exercise good judgment and professionalism in the content and tone of their email messages. Email messages sent through Monson-Sultana School are public documents and should not be used to convey confidential information. By law, all information sent via District email is considered public information. Court rulings have determined that employees should not expect information sent via District email to be private or confidential in nature.

Evaluations

The basic purpose of evaluating employees is promoting better job performance. Evaluation is one of the key methods by which the administration provides leadership to the school. It is important that both the employee and the evaluator understand the purpose of evaluation. It should be perceived as a positive process. Performance evaluation serves to highlight employees' strengths as well as their areas in need of improvement. All classified employees will be evaluated at a minimum of once per year. Probationary employees will be evaluated on a semi-annual basis.

Any classified employee who receives a recommendation of "Retained with Conditions" on an evaluation will be considered to be on probation until their next evaluation. While on probation, the employee will be evaluated twice per year until their performance either improves to an "Employee to be Retained" overall rating or until they are referred to the Board for dismissal if performance does not improve.

During the probationary period the evaluator may assign such training that he/she feels will assist the employee in addressing their areas of needed improvement. See the appendix for a copy of the Classified Evaluation Form.

Fingerprints/Criminal Clearance

Prior to employment, all new employees are subject to fingerprint clearance through the Department of Justice (DOJ). Final

approval of employment will not be granted and the employee may not begin work until clearance from the DOJ has been received, except in an emergency. If the employee is granted approval to begin work prior to receipt of DOJ clearance and the subsequent DOJ report indicates unsuitable criminal history, the offer of employment will be withdrawn and the Probationary employee will be dismissed.

Grievance/Complaints/Grievance Procedures

The Governing Board recognizes that provisions for dealing with grievances are an essential part of good personnel administration.

A "grievance" must be based upon an alleged violation of a specific provision of the employee agreement. "Complaints" from employed personnel regarding alleged misapplication of policies, rules, regulations, and procedures outside the scope of an employee agreement will be dealt with as provided by such policies, rules, regulations, and procedures.

The Board expects the Superintendent to establish procedures for dealing promptly and equitably with complaints which may be resolved quickly without resorting to more formal grievance procedures.

Specific procedures shall be established for individuals to appeal their problems to the Board if redress is not obtained through established channels.

Grievance-Definition: A "grievance" is a formal written allegation by a grievant that the grievant has been adversely affected by a violation of the specific provisions of the employee agreement.

Complaints-Definition: A "complaint" shall be defined as an alleged misapplication of the district's policies and/or regulations. Procedures for a complaint are established by the administration and provide a route of appeal through channels to the Governing Board, if necessary.

Step I - Informal Resolution

Every effort shall be made to resolve complaints and disagreements on an informal level. The employee must first attempt to resolve the complaint through a discussion with his/her immediate administrator supervisor or at a requested conference. The formal complaint procedure should not be initiated unless attempts at resolving the complaint at the informal level have been exhausted.

Step II - Formal Procedure

If the informal efforts to resolve the complaint fail, the employee shall file a formal written complaint. The formal complaint shall be submitted to the principal and within the district prescribed time limits. The appropriate district administrator shall communicate his/her decision in writing to the parties involved within five (5) working days of receiving the formal written complaint.

Step III - Superintendent Appeal

Within five (5) working days from receipt of the decision by the principal in Step II, the complainant may appeal, in writing, to the Superintendent or designee. Within fifteen (15) working days, the Superintendent or designee shall investigate the complaint and communicate his/her decision, in writing accompanied by supporting reasons for the decision, to the person(s) involved.

Step IV - Governing Board Appeal

Within ten (10) working days of receipt of the decision from the Superintendent or designee, the complainant may appeal to the Governing Board. All materials relative to the complaint shall be submitted to the Board within twenty (20) working days. The Board shall review the complaint at the next scheduled Board meeting after having received the appeal and related materials. The Board may elect to hold a hearing on the complaint or allow the decision of the Superintendent or designee to prevail. In either event, the determination of the Board shall be final and binding on all parties.

General Provisions

1. Any complaint not appealed to the next step of the procedure within the prescribed time limits shall be considered settled on the basis of the response given in the preceding step.
2. Time allowances set forth in this Complaint Resolution Procedure may be extended by mutual consent of the complainant and the Superintendent.
3. Should the processing of any complaint require that an employee be absent from his/her regular assignment, it shall be without loss of pay or benefits.
4. No reprisals of any kind shall be taken by or against any participant in the Complaint Resolution Procedure by reason of such participation.
5. All documents, communications and records dealing with the processing of a complaint will be filed separately from the personnel files of the participants.
6. All parties of the complaint will make available to other parties involved, all pertinent information in their possession and control and not privileged under the law which is relevant to the issues raised by the complaint. (cf. 4119.1/4219.1 - Civil and Legal Rights)

Health Insurance

Except as set forth below, the district agrees to provide health insurance coverage under the district's existing base insurance plan, or such equivalent plans as the district may select, for any full-time (8 hour) employees who elect such coverage. Payment of any additional portion of any premium required to provide such employees or for such employee, and upon receipt by district or proper authorization, such payment shall be accomplished by payroll deduction. Eligibility and benefits shall be set forth in the insurance plans. Payment of premiums for the insurance benefits plan shall be the sole and complete responsibility of the individual employee when such employee is on an approved unpaid leave of absence.

An employee who resigns his/her position to accept another position within the field of education will continue to have insurance coverage from the time of resignation until his/her insurance takes effect at the new position, or for a period not to exceed two (2) months from the date of the last working day with the district.

All employees not covered under the District's base benefit package are eligible for coverage under the SISC Bronze Plan.

Holidays

Classified employees receive holidays designated by law or in their contracts. Holidays falling within the employee's vacation period do not count as vacation days. The following holidays are recognized for 2016-2017 school year:

Independence Day (July 4) – (12 month employees)
Labor Day
Veteran's Day
Thanksgiving Day
Day after Thanksgiving
Half Day Christmas Eve – (12 month employees)
Christmas Day
Half Day New Year's Eve – (12 month employees)
New Year's Day
Martin Luther King Day
Lincoln's Birthday
President's Day
Good Friday (Friday before Easter)
Memorial Day

If any of the foregoing holidays fall on a Saturday, the preceding Friday shall be observed as a holiday. If any of the foregoing holidays fall on a Sunday, the Monday following shall be observed as a holiday.

Jury/Legal Duties

Full-time and part-time personnel will be granted leave with pay for court appearances as a juror or witness (Education Code 44036). Any jury or witness fees received by the employee, minus the amount for necessary mileage one way, and other expenses connected with the court appearance, shall be returned to the school district.

Leaves

The Governing Board shall provide for employee absences as authorized by law and Board policy. The Board recognizes the following justifiable reasons of absence.

1. Personal sickness or injury, pregnancy, jury duty, military service or emergencies beyond control.
2. Family illness, bereavement, and other personal reasons.
3. Personal business leave (2 days).
4. Non-grievance leave (3 days).

Bereavement

Any employee of the school district is entitled to a leave of absence of up to three (3) days, or five (5) days if out-of-state travel is required, because of the death of any member of the employee's immediate family. No deduction will be made from the salary of the employee, nor will such leave be deducted from any other leave to which the employee is entitled. For purposes of this regulation a member of the immediate family shall be understood to mean the mother, father, grandmother, grandfather, or a grandchild of the employee or of the spouse of the employee, or the spouse, son, son-in-law, daughter, daughter-in-law, brother or sister of the employee, or any relative living in the immediate household of the employee.

Additional leave may be granted under personal leave provisions of the request of the employee if the employee is eligible for such leave. The Superintendent may grant additional leave on an unpaid leave basis of up to five (5) days at his/her discretion.

Catastrophic Leave Program

When a catastrophic illness or injury incapacitates an employee or a member of his/her family for an extended period of time, fellow employees may donate accrued vacation and sick leave credits to that employee under the specific requirements of the district's catastrophic leave program. Donations made under this leave program shall be strictly voluntary.

Court Appearance Other Than Jury Duty

Whenever the employee is subpoenaed as a witness in a case involving the school district, he/she may have time for appearance in court without loss of pay. No salary will be paid in cases where an employee is a voluntary witness appearing in his own interest, except as provided under provisions for use of sick leave under personal emergencies. No salary deductions shall be

made for absences if an employee is under a subpoena in a court case in which he/she is not an interested party or a voluntary witness.

Emergency Leave

The Board reserves the right to specify within the limits of statute and judicial precedent, the manner of proof of personal necessity, the type of situations in which such leave will be permitted and the total number of sick days which may be used in any school year for personal necessity leave.

Family and Medical Leave Act (FMLA)

The FMLA is a federal law that lets covered employees take extended time away from work, to handle certain family or medical needs. A covered employer must provide eligible employees with a maximum of twelve weeks of leave. The leave may be unpaid, but it may be combined with accrued paid leave (such as vacation or sick leave).

An *eligible employee* (see "FMLA Eligibility" below) may take leave:

- For the birth, adoption, or placement of a child;
- To care for a spouse, minor, or incompetent child, or parent who has a "serious health condition" (more on this below);
- To handle the employee's own serious health condition that makes him or her unable to work.

A "serious health condition" is defined as an illness, injury, impairment, or condition that involves:

- Hospital care;
- Absence from work, plus continuing treatment;
- Pregnancy;
- Treatment for a chronic condition;

FMLA Eligibility

Not every employer is required to provide its employees with family or medical leave. Federal law states that an employer is required to provide employees with leave if the employer employed fifty or more employees in twenty or more weeks in the current or prior calendar year.

When the total number of employees in the District is fewer than 50, the District reserves the right to deny such a request based upon one or more of the following circumstances; the educational needs of the school prohibit approving the request; an inability to find a highly qualified substitute; a determination that payment of the employee's health benefits during unpaid family medical leave will result in a net loss of revenue to the District.

Industrial Accident or Illness Leave

When a classified employee is absent from his/her duties because of an industrial accident or illness, the following rules shall apply:

1. Allowable leave for any single accident or illness shall be sixty (60) days in any one fiscal year.
2. Allowable leave shall not accumulate from year to year.
3. Industrial accident or illness leave shall start on the first day of absence.
4. Payment for wages lost on any day shall not, when added to an award granted the employee under the workers' compensation laws of this state, exceed the normal wage for the day.
5. Industrial accident or illness leave shall be reduced by one day for each day of authorized absence, regardless of a compensation award made under workers' compensation.
6. When an industrial accident or illness leave occurs at a time when the full sixty (60) days overlaps into the next fiscal year, the employee is entitled to only that amount remaining at the end of the fiscal year, in which the injury or illness occurred, for the same illness or injury. Upon expiration of allowable leave for an industrial accident or illness leave, the employee shall use personal illness and injury leave as provided by Education Code 45191. If the employee continues to receive workers' compensation, he/she shall be entitled to use only as much of his/her accumulated or available sick leave, accumulated compensating time, vacation or other available leave as, when added to the employee's workers' compensation award, will provide for a full day's wage or salary.
7. When available paid leave has been exhausted, the employee shall be so notified in writing and shall be offered an opportunity to request additional leave.
8. When all available leaves of absence, paid or unpaid, have been exhausted and if the employee is not medically able to assume the duties of his/her position, the employee shall, if not placed in another position, be placed on a re-employment list for a period of thirty-nine (39) months. When available, during the 39 month period, the employee shall be employed in a vacant position in the class of the employee's previous assignment over all other available candidates except for a re-employment list established because of lack of work or lack of funds, in which case the employee shall be listed in accordance with appropriate seniority regulations.
9. During any paid leave of absence, the employee shall endorse to the district the workers' compensation checks received on account of his/her industrial accident or illness. In those cases, the district will issue appropriate salary warrants for payment of the employee's salary, and shall deduct normal retirement and other authorized contributions.
10. Any employee receiving benefits under this section shall, during periods of injury or illness, remain within the State of California unless the Governing Board authorizes travel outside the state.

Long-Term Leaves

The Board may grant long-term leaves of absence in accordance with administrative regulations. Sabbatical leaves shall be strictly governed by the Education Code and Board Policy.

Maternity Leave

Leave for maternity purposes may be taken in one of the following three ways:

1. A leave of absence for maternity purpose (Maternity Leave).
2. Sick leave for maternity purposes.
3. Combining maternity leave and sick leave for maternity purposes.

Whichever option is chosen by the employee, the following rules shall apply:

1. Maternity leave is provided for female employees who choose to be absent from their duties because of pregnancy or convalescence following childbirth.
2. The employee shall give notice of pregnancy to her principal and/or the district office, together with the expected due date, and a physician's certificate verifying the pregnancy. This shall be done as soon as possible.
3. The employee shall, at the earliest date possible, in no event later than four weeks prior to the

actual commencement of maternity leave, advise her principal and/or the district office of the date on which she will commence maternity leave. She shall not continue to work beyond such date. She may commence maternity leave at an earlier date only if she becomes physically incapable of performing her duties, when certified by her physician.

4. An employee who has commenced maternity leave shall not return to her duties until after her delivery or the pregnancy is otherwise terminated. She shall submit a notice of intent to return four weeks prior to resuming her position, request an extension of leave, or submit a resignation if not returning. She may return to her duties as soon after delivery or termination of pregnancy as she can provide a written statement, signed by her physician certifying that she is physically and mentally able to return to full-time employment. Maternity leave for a prior pregnancy shall not be resumed after having returned to full-time employment.

Non-grievance Leave

Non-grievance Leave will be deducted from the employee's allowable sick leave. Three days are allowed per year. Non-grievance leave shall be granted when 24 hours or more notice has been given. An employee shall notify his/her supervisor in writing with sufficient time to secure a substitute. This leave shall not be taken the first and/or last days of the school year, **nor the day before or after a 3 day weekend**. Not more than one person should be granted leave at a time. Consideration shall be given for a hardship on other employees, on days of special events or activities before approval is granted.

Nonpaid Leave

Classified employees may be granted a personal business leave without pay, upon recommendation of the Superintendent and approval of the Board (Education Code 44962). Each case is to be evaluated on its own individual basis. No leaves of absence to try at a new business with job guarantee if it fails. A full day's pay shall be deducted for each day of absence. Except in extreme emergencies, requests for such leave shall be made to the Superintendent thirty (30) days prior to the leave. The Board and the district shall not be liable for payment of any compensation or damages for the death or injury occurred while the employee is on leave of absence.

Notifications

Employees shall notify their supervisor of their need to be absent as soon as such need is known (a minimum of 3 days notice will be given whenever possible), so that substitute services may be secured. This notification shall include an estimate of the expected duration of absence. If the absence becomes longer than estimated, the employee shall again notify the district of the need for a substitute. If the duration of absence is unknown or becomes shorter than estimated, the employee shall notify the district of his/her intent to return by at least 4 p.m. of the working day preceding the day he/she returns.

When available paid leave has been exhausted, the employee shall be notified in writing and shall be offered an opportunity to request additional leave. (Education Code 45195)

Personal Business Leave

Personal business leave will be deducted from the employee's allowable sick leave (two days allowed per year). Personal business leave shall be granted for emergencies and events which may occur, serious in nature, which under the circumstances the employee cannot reasonably be expected to disregard, and which require the attention of the employee during his/her assigned hours of service. Two common uses of Personal Business Leave would be to attend funerals (where Bereavement Leave would not apply) and to attend weddings of family or close family friends. Other examples are IRS Audit, court appearances, burglary and accident.

An employee shall notify his/her supervisor in writing with sufficient time to secure a substitute, except in the case of an

emergency.

Personal Illness and Injury Leave

Each full-time employee is entitled to twelve (12) days' personal illness or injury leave of absence per fiscal year, with full pay. Full-time employees who serve less than a full fiscal year shall be granted a prorated share of the twelve (12) days' leave, and part-time employees shall be granted comparable sick leave in proportion to the time employed. (Education Code 45191) Credit for sick leave does not have to be accrued before an employee takes a sick leave. Such leave may be taken at any time during the year. However, new employees shall not be entitled to more than six (6) days of sick leave until they have completed six (6) months of active service with the district. Unused days of sick leave shall be accumulated from year to year without limitation.

The Governing Board shall establish regulations requiring proof of illness or injuries reported by employees and specifying procedures by which such verification shall be made. (Education Code 45191)

Upon request, employees who terminate their service to the district may have their accumulated sick leave transferred to their next district of employment. (Education Code 45202)

After any absence in excess of three days, due to illness or injury, the employee shall verify the absence by submitting a completed and signed doctor's verification of absence to the superintendent.

The district may additionally require written verification by the employee's doctor or practitioner for any absence due to illness or injury. Such verification shall be required whenever an employee's absence record shows chronic absenteeism or a pattern of absences immediately before or after weekends and/or holidays or whenever clear evidence indicates that an absence is not related to illness or injury. Chronic absenteeism may be indicated when an employee has exhausted his/her entire twelve-day sick leave benefit during three or more of the past five years.

At its expense the district may require an employee to visit a physician selected by the district in order to receive a report on the nature and severity of an illness or injury. If the report concludes that the employee's condition does not warrant continued absence, the Superintendent or designee, after giving notice to the employee, may deny further leave.

Before returning to work, an employee who has been absent for surgery, hospitalization, injuries related to accidents or extended medical treatment will be asked to submit a letter from his/her doctor stating that he/she is able to return and stipulating any recommended restrictions or limitations. The district may, at district expense, require the opinion of a physician chosen by the district.

Return to Service

An employee shall be deemed to have recovered from an industrial accident or illness, and thereby able to return to work at such time as he/she and his/her physician agree that there has been such a recovery. The Board's report of an industrial accident or illness shall be kept on file by the District.

Use of Sick Leave for Personal Necessity

Education Code, Section 44981-- Under this section the employee may use at his/her election, in cases of personal necessity, a leave of absence up to seven (consistent with Ed Code) days per school year which shall be deducted from his/her regular accumulated sick leave for the following reasons.

1. Death or serious illness of a member of his immediate family. Serious illness is defined in situations where the employee is needed to take care of a member of the immediate family who is in need of assistance, or cases where the employee needs to take a member of the immediate family to a doctor on an emergency basis.

2. Accident involving his/her person or property or the property of a member of his/her immediate family.
3. Appearance in court as a litigant or as a witness under an official order.
4. Personal medical appointments that have been made and are pre-approved.

The "immediate family" means the mother, father, husband, wife, son, daughter, brother, sister, mother-in-law, father-in-law, grandchildren of the employee, grandmother/grandfather, of the employee or the spouse, and son-in-law, daughter-in-law, of the employee or any relative living in the immediate household. All requests for this personal emergency leave must be submitted to the Superintendent/Principal in writing stating the number of days to be deducted from the regular accumulated sick leave and proof, either by a legal document or other proof, that the leave requested fits with the policy above. No such accumulated leave in excess of seven days may be used in any school for the purposes of personal necessity leave.

When a classified employee is on sick leave that exceeds the accumulated number of days of sick leave of the employee, the amount deducted from the salary due him or her for any of the time spent on sick leave shall not exceed the amount that is actually paid to the substitute employee who filled the position during the employee's absence. For extended illnesses or injuries, the daily rate of substitute pay shall be paid for up to 30 consecutive days. After the 30 day period, the Long-Term substitute pay will be initiated.

LEAVE REQUEST EXPLANATION TABLE

Type of Leave	Annual Entitlement	Deducted From	Examples of Authorized Uses
Sick Leave	*TBD by Position	Sick Leave	When YOU are sick or recovering from a medical procedure.
Personal Necessity Leave	7 days	Sick Leave	Death or serious illness of a family member. Medical and dental appointments for yourself or immediate family members. Driving an immediate family member to a medical procedure, caring for a child with chicken-pox, attending the birth and/or providing care following the birth of a grandchild would all fall under this type of leave.
Personal Business Leave	2 days	Sick Leave	Circumstances an employee cannot reasonably be expected to ignore. Common uses are, IRS audit, court appearances, robbery, and accident. Funerals (where Bereavement Leave would not apply), weddings and graduations during work hours or which require travel.
Non-Grievance Leave	3 days	Sick Leave	No explanation required. Prior approval (minimum 24 hour notice) required.
Bereavement Leave	3 days for in-state 5 days for out-of-state	No deduction	For circumstances involving immediate family members (mother, father, grandmother, grandfather, grandchild, spouse, son, son-in-law, daughter, daughter-in-law, brother or sister of the employee, or any relative living in the immediate household of the employee.
Jury Duty	As determined by the court	No deduction	Summoned to appear by court.

Overtime Pay/Compensatory Time Off

It is the intent of the district to provide enough classified personnel to handle the average workload within the district. It is accepted that extra work may be necessary during various peak lead periods or in the case of unexpected emergencies. It is the intent of the district, consistent with the request of an employee, to provide compensatory time off for overtime work to the extent that cash payment is not required by the Federal Fair Labor Standards Act.

For purposes of this policy, overtime shall be considered any time worked over a forty (40) hour week and shall be compensated at time-and-one-half (in money or compensatory time off.) In all cases, all overtime beyond 60 hours in a given year (40) overtime hours shall be compensated in cash.

Classified employees are permitted to accumulate compensatory time ("Comp Time"), based upon a one-hour-worked, one-hour-earned standard for hours worked beyond the Regular Work Day (for on-campus work only unless attending school approved training or job related functions off campus).

Employees may accumulate a maximum amount of Comp Time equal to 1.5 times the hours worked in a day (i.e., an 8 hour employee may accumulate a maximum of 12 hours of comp time based on $1.5 \times 8 \text{ hours} = 12 \text{ hours}$). For 7 hour employees the maximum number of comp time is based on $1.5 \times 7 \text{ hours} = 10.5 \text{ hours}$. For 6 hour employees the maximum accumulated comp time is $1.5 \times 6 \text{ hours} = 9 \text{ hours}$.

All Comp Time must be pre-approved by the Superintendent (except in emergencies), documented and on file with the Business Manager. A comp time approval sheet needs to be completed ahead of performing comp duties. Accumulated Comp Time may be used in lieu of Non-Grievance Days or Personal Days with pre-approval from the Superintendent or Business Manager. Comp Time shall not be used in conjunction with vacation days, holidays, sick days or non-duty days. Comp Time cannot be carried over from the end of one school year to the beginning of the next school year, nor can it be paid out in salary. Any comp time not used prior to June 30th will be lost.

Salary Placement

If a classified employee has completed one year of like experience in a regular, paid position and can provide verification of this experience, the employee will be advanced one step on the salary schedule. The maximum number of steps that a new employee may advance due to previous experience will be 3, regardless of the number of years of experience. Verification shall be a letter from the previous employer on its letterhead indicating beginning and ending dates of employment and the title of the position held. An employee has 3 calendar months from the date of hire to submit this information to the Business Manager and the advancement on the salary schedule shall be retroactive to the date of hire.

Salary Schedule

Classified personnel employed during the first half of the calendar year (January 1 to June 30) remain on the first step of the salary schedule until July 1 of the following calendar year. Those employed during the second half of the calendar year (July 1 to December 31) shall advance to the second step of the salary schedule on July 1 of the following calendar year.

Unemployment Insurance

Every regularly employed classified school employee shall be covered for unemployment insurance.

Vacation

Classified employees on the regular classified salary schedule who are employed full-time are allowed vacation with pay each

year according to terms established by employee agreement(s) or the current regulations established by the district. Less than one year's service merits vacation in proportion to the time served. Part-time employees on a regular contract merit vacation which is prorated according to the time served. Part-time employees working on an intermittent basis are not entitled to vacation time. The term of employment to be used for determining vacation time shall be based on the time served by the employee.

Twelve-month employees shall take their vacation time during the summer months or non-school operating time. Time of vacation is to be arranged with the Superintendent and their supervisor. Maintenance Operations and Transportation and Technology department employees get one week vacation while school is in session with preapproval of the Superintendent. Employees will receive one week of vacation after the completion of the first year. Two weeks after the completion of the second year. Three weeks after the completion of the tenth (10th) year. Four weeks after the completion of the fifteenth (15th) year. Six weeks after the completion of the thirtieth (30th) year. Vacation time shall not be accumulated from one fiscal year to another.

**MONSON-SULTANA JOINT UNION ELEMENTARY SCHOOL DISTRICT
ANNUAL EMPLOYEE NOTIFICATION
CHECKLIST AND ACKNOWLEDGEMENT**

Step 1: Read and familiarize yourself with the documents found in the Employee Notifications section of your employee handbook. Board Policies on the topics below can be found in the Employee Notifications section of the handbook:

- Bullying
- Child Abuse Reporting Requirements (Mandated Reporting)
- Drug & Alcohol Free Workplace
- Sexual Harassment Information Sheet
- Employee Use of Technology Policy
- Title IX Policy
- Uniform Complaint Procedure Brochure 2019-2020
- W C Notice to Employees

Step 2: Read and sign the following employee acknowledgement.

Employee Acknowledgment

The information contained in this memo and on the MSJUESD website outlines important information about the Monson-Sultana Jt. Union Elementary School District; I understand that I should consult the Business department regarding any questions I may have. I also understand that I can download forms from the MSJUESD website. Since the information referred to in this memo is subject to change, I acknowledge that revisions to the policies may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Superintendent of Monson-Sultana Joint Union Elementary School District has the ability to adopt any revisions to the policies in this handout.

Furthermore, I acknowledge that this handout is neither a contract nor a legal document.

I acknowledge the following:

I have received the information listed above by accessing the MSJUESD website and/or have obtained a printed copy, I have read and reviewed all the information listed above, and I understand that it is my responsibility to comply with the policies and any revisions made to them.

Printed Name: _____

Position Title: _____

Signature: _____

Date: _____

Monson-Sultana Jt Un ESD | AR 5131.2 Students

Bullying

Examples of Prohibited Conduct

Bullying is an aggressive behavior that involves a real or perceived imbalance of power between individuals with the intent to cause emotional or physical harm. Bullying can be physical, verbal, or social/relational and may involve a single severe act or repetition or potential repetition of a deliberate act. Bullying includes, but is not limited to, any act described in Education Code 48900(r).

Cyberbullying includes the electronic creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images. Cyberbullying also includes breaking into another person's electronic account or assuming that person's online identity in order to damage that person's reputation.

(cf. 5145.2 - Freedom of Speech/Expression)

(cf. 6163.4 - Student Use of Technology)

Examples of the types of conduct that may constitute bullying and are prohibited by the district include, but are not limited to:

1. **Physical bullying:** An act that inflicts harm upon a person's body or possessions, such as hitting, kicking, pinching, spitting, tripping, pushing, taking or breaking someone's possessions, or making cruel or rude hand gestures
2. **Verbal bullying:** An act that includes saying or writing hurtful things, such as teasing, name-calling, inappropriate sexual comments, taunting, or threats to cause harm
3. **Social/relational bullying:** An act that harms a person's reputation or relationships, such as leaving a person out of an activity on purpose, influencing others not to be friends with someone, spreading rumors, or embarrassing someone in public
4. **Cyberbullying:** An act such as sending demeaning or hateful text messages or emails, spreading rumors by email or by posting on social networking sites, or posting or sharing embarrassing photos, videos, web site, or fake profiles

Measures to Prevent Bullying

The Superintendent or designee shall implement measures to prevent bullying in district schools, including, but not limited to, the following:

1. Ensuring that each school establishes clear rules for student conduct and implements strategies to promote a positive, collaborative school climate

(cf. 5131 - Conduct)

(cf. 5137 - Positive School Climate)

2. Providing information to students, through student handbooks, district and school web sites and social media, and other age-appropriate means, about district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for engaging in bullying
3. Encouraging students to notify school staff when they are being bullied or when they suspect that another student is being bullied, and providing means by which students may report threats or incidents confidentially

and anonymously

4. Conducting an assessment of bullying incidents at each school and, if necessary, increasing supervision and security in areas where bullying most often occurs, such as playgrounds, hallways, restrooms, and cafeterias

5. Annually notifying district employees that, pursuant to Education Code 234.1, any school staff who witnesses an act of bullying against a student has a responsibility to immediately intervene to stop the incident when it is safe to do so

Staff Development

The Superintendent or designee shall annually make available to all certificated staff and to other employees who have regular interaction with students the California Department of Education (CDE) online training module on the dynamics of bullying and cyberbullying, including the identification of bullying and cyberbullying and the implementation of strategies to address bullying. (Education Code 32283.5)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The Superintendent or designee shall provide training to teachers and other school staff to raise their awareness about the legal obligation of the district and its employees to prevent discrimination, harassment, intimidation, and bullying of district students. Such training shall be designed to provide staff with the skills to:

1. Discuss the diversity of the student body and school community, including their varying immigration experiences
2. Discuss bullying prevention strategies with students, and teach students to recognize the behavior and characteristics of bullying perpetrators and victims
3. Identify the signs of bullying or harassing behavior
4. Take immediate corrective action when bullying is observed
5. Report incidents to the appropriate authorities, including law enforcement in instances of criminal behavior

Information and Resources

The Superintendent or designee shall post on the district's web site, in a prominent location and in a manner that is easily accessible to students and parents/guardians, information on bullying and harassment prevention which includes the following: (Education Code 234.6)

1. The district's policy on student suicide prevention, including a reference to the policy's age appropriateness for students in grades K-6

(cf. 5141.52 - Suicide Prevention)

2. The definition of sex discrimination and harassment as described in Education Code 230, including the rights set forth in Education Code 221.8

3. Title IX information included on the district's web site pursuant to Education Code 221.61, and a link to the Title IX information included on CDE's web site pursuant to Education Code 221.6

4. District policies on student sexual harassment, prevention and response to hate violence, discrimination, harassment, intimidation, bullying, and cyberbullying

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

5. A section on social media bullying that includes all of the references described in Education Code 234.6 as possible forums for social media

6. A link to statewide resources, including community-based organizations, compiled by CDE pursuant to Education Code 234.5.

7. Any additional information the Superintendent or designee deems important for preventing bullying and harassment

(cf. 1113 - District and School Web Sites)

Student Instruction

As appropriate, the district shall provide students with instruction, in the classroom or other educational settings, that promotes social-emotional learning, effective communication and conflict resolution skills, character development, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6142.94 - History-Social Science Instruction)

The district shall also educate students about the negative impact of bullying, discrimination, intimidation, and harassment based on actual or perceived immigration status, religious beliefs and customs, or any other individual bias or prejudice.

Students should be taught the difference between appropriate and inappropriate behaviors, how to advocate for themselves, how to help another student who is being bullied, and when to seek assistance from a trusted adult. As role models for students, staff shall be expected to demonstrate effective problem-solving and anger management skills.

To discourage cyberbullying, teachers may advise students to be cautious about sharing passwords, personal data, or private photos online and to consider the consequences of making negative comments about others online.

Reporting and Filing of Complaints

Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance officer, or any other available school employee.

When a report of bullying is submitted, the principal or a district compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with AR 1312.3 - Uniform Complaint Procedures. The student who is the alleged victim of the bullying shall be given an opportunity to describe the incident, identify witnesses who may have relevant information, and provide other evidence of bullying.

(cf. 1312.3 - Uniform Complaint Procedures)

Within one business day of receiving such a report, a staff member shall notify the principal of the report, whether or not a uniform complaint is filed. In addition, any school employee who observes an incident of bullying involving a student shall, within one business day, report such observation to the principal or a district compliance officer, whether or not the alleged victim files a complaint.

Within two business days of receiving a report of bullying, the principal shall notify the district compliance officer identified in AR 1312.3.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated. When a student uses a social networking site or service to bully or harass another student, the Superintendent or designee may file a request with the networking site or service to suspend the privileges of the student and to have the material removed.

Discipline/Corrective Actions

Corrective actions for a student who commits an act of bullying of any type may include counseling, behavioral intervention and education, and, if the behavior is severe or pervasive as defined in Education Code 48900, may include suspension or expulsion in accordance with district policies and regulations.

(cf. 5116.2 - Involuntary Student Transfers)

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

(cf. 6159.4 - Behavioral Interventions for Special Education Students)

When appropriate based on the severity or pervasiveness of the bullying, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators and may contact law enforcement.

Support Services

The Superintendent, principal, or principal's designee may refer a victim, witness, perpetrator, or other student affected by an act of bullying to a school counselor, school psychologist, social worker, child welfare attendance personnel, school nurse, or other school support service personnel for case management, counseling, and/or participation in a restorative justice program as appropriate. (Education Code 48900.9)

(cf. 6164.2 - Guidance/Counseling Services)

If any student involved in bullying exhibits warning signs of suicidal thought or intention or of intent to harm another person, the Superintendent or designee shall, as appropriate, implement district intervention protocols which may include, but are not limited to, referral to district or community mental health services, other health professionals, and/or law enforcement.

Regulation MONSON-SULTANA JOINT UNION ESD

approved: February 4, 2020 Dinuba, California

CHILD ABUSE PREVENTION AND REPORTING

Child Abuse Prevention

The Governing Board recognizes the district's responsibility to educate students about the dangers of child abuse so that they will acquire the skills and techniques needed to identify unsafe situations and to react appropriately and promptly.

The district's instructional program shall include age-appropriate and culturally sensitive child abuse prevention curriculum. This curriculum shall explain students' right to live free of abuse, inform them of available support resources, and teach them how to obtain help and disclose incidents of abuse. The curriculum also shall include training in self-protection techniques.

(cf 6143 - Courses of Study)

The Superintendent/Principal or designee shall seek to incorporate community resources into the district's child abuse prevention programs. To the extent feasible, the Superintendent/Principal or designee shall use these community resources to provide parents/guardians with instruction in parenting skills and child abuse prevention.

(cf 1020 - Youth Services)

Child Abuse Reporting

The Board recognizes that child abuse has severe consequences and that the district has a responsibility to protect students by facilitating the prompt reporting of known and suspected incidents of child abuse. The Superintendent/Principal or designee shall establish procedures for the identification and reporting of such incidents in accordance with law.

(cf 0450 - Comprehensive Safety Plan)

Employees who are mandated reporters, as defined by law and administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect. Mandated reporters shall not investigate any suspected incidents but rather shall cooperate with agencies responsible for investigating and prosecuting cases of child abuse and neglect. The Superintendent/Principal or designee shall provide training regarding the reporting duties of mandated reporters.

In the event that training is not provided to mandated reporters, the Superintendent/Principal or designee shall report to the California Department of Education the reasons that such training is not provided. (Penal Code 11165.7)

Legal Reference: (see next page)

CHILD ABUSE PREVENTION AND REPORTING

Legal Reference:

EDUCATION CODE

32280-32288 Comprehensive school safety plans

33308.1 Guidelines on procedure for filing child abuse complaints

44690-44691 Stal/development in the detection of child abuse and neglect

44807 Duty concerning conduct of students

48906 Notification when student released to peace officer

48987 Dissemination of reporting guidelines to parents

4900 J Prohibition of corporal punishment

5 J 220.5 Parenting skills education

PENAL CODE

152.3 Duty to report murder, rape, or lewd or lascivious act

273a Willful cruelty or unjustifiable punishment of child; endangering life or health

288 Definition of lewd or lascivious act requiring reporting

J 1164-11174.4 Child Abuse and Neglect Reporting Act

WELFARE AND INSTITUTIONS CODE

15630-15637 Dependent adult abuse reporting

CODE OF REGULATIONS, TITLE 5

4650 Filing complaints with CDE, special education students

Management Resources:

Policy

CDE LEGAL ADVISORIES

0514.93 Guidelines for parents to report suspected child abuse

WEB SITES

California Attorney General :r Office, Crime and Violence Prevention Center: <http://safestate.org>

California Department of Education, S4 Schools: <http://Wtwv.cde.ca.gov/fs/ss>

California Department of Social Services, Children and Family Services Division:

<http://www.childsworld.ca.gov>

Us. Department of Health and Human Services, National Clearinghouse on Child Abuse and Neglect

Information: <http://nccanch.Clcfhhs.gov>

CHILD ABUSE PREVENTION AND REPORTING

Definitions

Child abuse or neglect includes the following: (Penal Code 11165.5, 11165.6)

1. A physical injury or death inflicted by other than accidental means on a child by another person
2. Sexual abuse of a child, including sexual assault or sexual exploitation, as defined in Penal Code 11165.1
3. Neglect of a child as defined in Penal Code 11165.2
4. Willful harming or injuring of a child or the endangering of the person or health of a child as defined in Penal Code 11165.3
5. Unlawful corporal punishment or injury as defined in Penal Code 11165.4 *Child abuse or neglect* does not include:
 1. A mutual affray between minors (Penal Code 11165.6)
 2. An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his/her employment (Penal Code 11165.6)

(*cf* 3515.3 - District Police/Security Department)

3. An injury resulting from the exercise by a teacher, vice principal, principal, or other certificated employee of the same degree of physical control over a student that a parent/guardian would be privileged to exercise, not exceeding the amount of physical control reasonably necessary to maintain order, protect property, protect the health and safety of students, or maintain proper and appropriate conditions conducive to learning (Education Code 44807)

4. An injury caused by a school employee's use of force that is reasonable and necessary to quell a disturbance threatening physical injury to persons or damage to property, to protect himself/herself, or to obtain weapons or other dangerous objects within the control of the student (Education Code 49001)

(*cf* 5144 - Discipline)

5. Physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily engaged in by the student (Education Code 49001)

AR S141.4(b)

Mandated reporters include, but are not limited to, teachers; instructional aides; teacher's aides or assistants; classified employees; certificated pupil personnel employees; administrative officers or supervisors of child attendance; administrators and employees of a licensed day care facility; Head Start teachers; district police or security officers; licensed nurses or health care providers; and administrators, presenters, and counselors of a child abuse prevention program. (Penal Code 11165.7)

Reasonable suspicion means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience, to suspect child abuse or neglect.

However, *reasonable suspicion* does not require certainty that child abuse or neglect has occurred nor does it require a specific medical indication of child abuse or neglect. (Penal Code 11166)

Reportable Offenses

A mandated reporter shall make a report using the procedures provided below whenever, in his/her professional capacity or within the scope of his/her employment, he/she has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. (Penal Code 11166) Any mandated reporter who has knowledge of or who reasonably suspects that a child is suffering serious emotional damage or is at a substantial risk of suffering serious emotional damage, based on evidence of severe anxiety, depression, withdrawal, or untoward aggressive behavior toward self or others, may make a report to the appropriate agency. (Penal Code 11166.05, 11167)

Any district employee who reasonably believes that he/she has observed the commission of a murder, rape, or lewd or lascivious act by use of force, violence, duress, menace, or fear of immediate and unlawful bodily injury against a victim who is a child under age 14 shall notify a peace officer. (Penal Code 152.3,288)

Responsibility for Reporting

The reporting duties of mandated reporters are individual and cannot be delegated to another person. (Penal Code 11166) When two or more mandated reporters jointly have knowledge of a known or suspected instance of child abuse or neglect, the report may be made by a member of the team selected by mutual agreement and a single report may be made and signed by the selected member of the reporting team. Any member who has knowledge that the member designated to report has failed to do so shall thereafter make the report. (Penal Code 11166)

No supervisor or administrator shall impede or inhibit a mandated reporter from making a report. (Penal Code 11166) Any person not identified as a mandated reporter who has knowledge of or observes a child whom he/she knows or reasonably suspects has been a victim of child abuse or neglect may report the known or suspected instance of child abuse or neglect to the appropriate agency. (Penal Code 11166)

Reporting Procedures

1. Initial Telephone Report

Immediately or as soon as practicable after knowing or observing suspected child abuse or neglect, a mandated reporter shall make an initial report by telephone to any police department (excluding a school district police/security department), sheriff's department, county probation department if designated by the county to receive such reports, or county welfare department. (Penal Code 11165.9, 11166)

Child Protective Services

P.O. Box 671
Visalia, CA 93279
(800) 331-1585

When the initial telephone report is made, the mandated reporter shall note the name of the official contacted, the date and time contacted, and any instructions or advice received.

2. Written Report

Within 36 hours of knowing or observing the information concerning the incident, the mandated reporter shall then prepare and either send, fax, or electronically submit to the appropriate agency a written follow-up report, which includes a completed Department of Justice form (SS 8572). (Penal Code 11166, 11168) The Department of Justice form may be obtained from the district office or other appropriate agencies, such as the county probation or welfare department or the police or sheriff's department. Reports of suspected child abuse or neglect shall include, if known: (Penal Code 11167) AR 5141 A(d)

CHILD ABUSE PREVENTION AND REPORTING

- a. The name, business address, and telephone number of the person making the report and the capacity that makes the person a mandated reporter
- b. The child's name and address, present location, and, where applicable, school, grade, and class
- c. The names, addresses, and telephone numbers of the child's parents/guardians
- d. The name, address, telephone number, and other relevant personal information about the person who might have abused or neglected the child
- e. The information that gave rise to the reasonable suspicion of child abuse or neglect and the source(s) of that information

The mandated reporter shall make a report even if some of this information is not known or is uncertain to him/her. (Penal Code 11167)

The mandated reporter may give to an investigator from an agency investigating the case, including a licensing agency, any information relevant to an incident of child abuse or neglect or to a report made for serious emotional damage pursuant to Penal Code 11166.05. (Penal Code 11167)

3. Internal Reporting

The mandated reporter shall not be required to disclose his/her identity to his/her supervisor, the principal, or the Superintendent or designee. (Penal Code 11166) However, employees reporting child abuse or neglect to an appropriate agency are encouraged, but not required, to notify the principal as soon as possible after the initial telephone report to the appropriate agency. When so notified, the principal shall inform the Superintendent or designee.

The principal so notified shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law, Board policy, and administrative regulation. At the mandated reporter's request, the principal may assist in completing and filing the necessary forms. Reporting the information to an employer, supervisor, principal, school counselor, coworker, or other person shall not be a substitute for making a mandated report to the appropriate agency. (Penal Code 11166)

Training

Training of mandated reporters shall include identification and mandated reporting of child abuse and neglect. (Penal Code 11165.7) Training shall also include guidance in the appropriate discipline of students, physical contact with students, and maintenance of ethical relationships with students to avoid actions that may be misinterpreted as child abuse.

(ef 4119.2114219.2114319.21- Professional Standards)

(ef 4131 - Staff Development)

(ef 4231-Staff Development)

(ef 4331 - Staff Development)
(ef 5145.7 - Sexual Harassment)

Victim Interviews by Social Services

Whenever a representative from the Department of Social Services or another government agency investigating suspected child abuse or neglect deems it necessary, a suspected victim may be interviewed during school hours, on school premises, concerning a report of suspected child abuse or neglect that occurred within the child's home or out-of-home care facility. The child shall be given the choice of being interviewed in private or in the presence of any adult school employee or volunteer aide selected by the child. (Penal Code 11174.3) A staff member or volunteer aide selected by a child may decline to be present at the interview. If the selected person accepts, the principal or designee shall inform him/her of the following requirements: (Penal Code 11174.3)

1. The purpose of the selected person's presence at the interview is to lend support to the child and enable him/her to be as comfortable as possible.
2. The selected person shall not participate in the interview.
3. The selected person shall not discuss the facts or circumstances of the case with the child.
4. The selected person is subject to the confidentiality requirements of the Child Abuse and Neglect Reporting Act, a violation of which is punishable as specified in Penal Code 11167.5.

If a staff member agrees to be present, the interview shall be held at a time during school hours when it does not involve an expense to the school. (Penal Code 11174.3)

Release of Child to Peace Officer

When a child is released to a peace officer and taken into custody as a victim of suspected child abuse or neglect, the Superintendent or designee and/or principal shall not notify the parent/guardian, but rather shall provide the peace officer with the address and telephone number of the child's parent/guardian. It is the responsibility of the peace officer or agent to notify the parent/guardian of the situation. (Education Code 48906)

(cf J 45. J1 - Questioning and Apprehension by Law Enforcement)

Parent/Guardian Complaints

Upon request, the Superintendent or designee shall provide parents/guardians with a copy of this administrative regulation which contains procedures for reporting suspected child abuse occurring at a school site to appropriate agencies. For parents/guardians whose primary language is not English, such procedures shall be in their primary language and, when communicating orally regarding those procedures, an interpreter shall be provided.

To file a complaint against a district employee or other person suspected of child abuse or neglect at a school site, parents/guardians may file a report by telephone, in person, or in writing with any appropriate agency identified above under "Reporting Procedures." If a parent/guardian makes a complaint about an employee to any other employee, the employee receiving the information shall notify the parent/guardian of procedures for filing a complaint with the appropriate agency. The employee also is obligated pursuant to Penal Code 11166 to file a report himself/herself using the procedures described above for mandated reporters.

(cf J 3 J 2. J - Complaints Concerning District Employees)

In addition, if the child is enrolled in special education, a separate complaint may be filed with the California Department of Education pursuant to 5 CCR 4650.

(cf J 312.3 - Uniform Complaint Procedures)

Notifications

The Superintendent or designee shall provide to all new employees who are mandated reporters a statement that informs them of their status as mandated reporters, their reporting obligations under Penal Code 11166, and their confidentiality rights under Penal Code 11167. The district also shall provide these new employees with a copy of Penal Code 11165.7, 11166, and 11167. (Penal Code 11165.7, 11166.5)

Before beginning employment, any person who will be a mandated reporter by virtue of his/her position shall sign a statement indicating that he/she has knowledge of the reporting obligations under Penal Code 11166 and will comply with those provisions. The signed statement shall be retained by the Superintendent or designee. (Penal Code 11166.5)

(cf 4112.9/4212.9/4312.9 - Employee Notifications)

Employees who work with dependent adults shall be notified of legal responsibilities and reporting procedures pursuant to Welfare and Institutions Code 15630-15637. The Superintendent or designee also shall notify all employees that:

1. A mandated reporter who reports a known or suspected instance of child abuse or neglect shall not be held civilly or criminally liable for making a report and this immunity shall apply even if the mandated reporter acquired the knowledge or reasonable suspicion of child abuse or neglect outside of his/her professional capacity or outside the scope of his/her employment. Any other person making a report shall not incur civil or criminal liability unless it can be proven that he/she knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11172)

2. If a mandated reporter fails to report an incident of known or reasonably suspected child abuse or neglect, he/she may be guilty of a crime punishable by a fine and/or imprisonment. (Penal Code 11166)

3. No employee shall be subject to any sanction by the district for making a report. (Penal Code 11166)

DRUG AND ALCOHOL-FREE WORKPLACE

The Governing Board believes that the maintenance of a drug- and alcohol-free workplace is essential to staff and student safety and to help ensure a productive and safe work and learning environment.

(cf 4112.41/4212.41/4312.41 - Employee Drug Testing)

(cf 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers)

An employee shall not unlawfully manufacture, distribute, dispense, possess, or use any controlled substance in the workplace. (Government Code 8355; 41 USC 701)

Employees are prohibited from being under the influence of controlled substances or alcohol while on duty. For purposes of this policy, *on duty* means while an employee is on duty during both instructional and non-instructional time in the classroom or workplace, at extracurricular or co-curricular activities, or while transporting students or otherwise supervising them. *Under the influence* means that the employee's capabilities are adversely or negatively affected, impaired, or diminished to an extent that impacts the employee's ability to safely and effectively perform his/her job.

(cf 4032 - Reasonable Accommodation)

The Superintendent or designee shall notify employees of the district's prohibition against drug use and the actions that will be taken for violation of such prohibition. (Government Code 8355; 41 USC 701)

An employee shall abide by the terms of this policy and shall notify the district, within five days, of his/her conviction for violation in the workplace of any criminal drug statute.

(Government Code 8355; 41 USC 701)

The Superintendent or designee shall notify the appropriate federal granting or contracting agency within 10 days after receiving notification, from an employee or otherwise, of any conviction for a violation occurring in the workplace. (41 USC 701)

In accordance with law and the district's collective bargaining agreements, the Superintendent or designee shall take appropriate disciplinary action, up to and including termination, against an employee for violating the terms of this policy and/or shall require the employee to satisfactorily participate in and complete a drug assistance or rehabilitation program approved by a federal, state, or local public health or law enforcement agency or other appropriate agency.

(cf 4112 - Appointment and Conditions of Employment)

(cf 4117.4 - Dismissal)

(cf 4118 - Suspension/Disciplinary Action)

(cf 4212 - Appointment and Conditions of Employment)

(cf 4218 - Dismissal/Suspension/Disciplinary Action)

Drug-Free Awareness Program

The Superintendent or designee shall establish a drug-free awareness program to inform employees about: (Government Code 8355; 41 USC 701)

1. The dangers of drug abuse in the workplace
2. The district's policy of maintaining a drug-free workplace
3. Available drug counseling, rehabilitation, and employee assistance programs

(cf 4159/4259/4359 - Employee Assistance Programs)

4. The penalties that may be imposed on employees for drug abuse violations occurring in the workplace.

Legal Reference:

EDUCATION CODE

440 II Controlled substance offense

44425 Conviction of controlled substance offenses as grounds for revocation of credential

44836 Employment of certificated persons convicted of controlled substance offenses

44940 Compulsory leave of absence for certificated persons

44940.5 Procedures when employees are placed on compulsory leave of absence

45123 Employment after conviction of controlled substance offense

45304 Compulsory leave of absence for classified persons

GOVERNMENT CODE

8350-8357 Drug-free workplace

UNITED STATES CODE. TITLE 20

7111-7117 Safe and Drug Free Schools and Communities Act

UNITED STATES CODE, TITLE 21

812 Schedule of controlled substances

UNITED STATES CODE. TITLE 41

701-707 Drug-Free Workplace Act

CODE OF FEDERAL REGULATIONS, TITLE 21

1308.01-1308.49 Schedule of controlled substances

COURT DECISIONS

Cahoon v. Governing Board of Ventura USD. (2009) 171 Cal.App.4th 381

Ross v. Raging Wire Telecommunications, Inc., (2008) 42 Cal.4th 920

Management Resources:

Policy

WEB SITES

California Department of Alcohol and Drug Programs: <http://w.vw.adp.ca.gov>

SEXUAL HARASSMENT

BP 4119.11(a)

4219.11

4319.11

The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation.

(cf 0410- Nondiscrimination in District Programs and Activities)

(cf 4030 - Nondiscrimination in Employment)

The Superintendent/Principal or designee shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment, including but not limited to:

1. Providing training to employees in accordance with law and administrative regulation

2. Publicizing and disseminating the district's sexual harassment policy to staff

(cf 4112.9/4212.9/4312.9 - Employee Notifications)

3. Ensuring prompt, thorough, and fair investigation of complaints

4. Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments. All complaints and allegations of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or to take other subsequent necessary actions.

Any district employee or job applicant who feels that he/she has been sexually harassed or who has knowledge of any incident of sexual harassment by or against another employee, a job applicant or a student, shall immediately report the incident to his/her supervisor, the principal, district administrator or Superintendent/Principal.

A supervisor, principal or other district administrator who receives a harassment complaint shall promptly notify the Superintendent/Principal or designee. Complaints of sexual harassment shall be filed in accordance with AR 4031 –

Complaints

Concerning Discrimination in Employment. An employee may bypass his/her supervisor in filing a complaint where the supervisor is the subject of the complaint.

(cf 4031 - Complaints Concerning Discrimination in Employment)

Any district employee who engages or participates in sexual harassment or who aids, abets, incites, compels, or coerces another to commit sexual harassment against a district employee, job applicant, or student is in violation of this policy and is subject to disciplinary action, up to and including dismissal.

(cf 4117.4 - Dismissal)

(cf 4118 - Suspension/Disciplinary Action)

(cf 4218 - Dismissal/Suspension/Disciplinary Action)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

GOVERNMENT CODE

12900-12996 Fair Employment and Housing Act, especially:

12940 Prohibited discrimination

12950.1 Sexual harassment training

LABOR CODE

1101 Political activities of employees
 1102.1 Discrimination: sexual orientation
 CODE OF REGULATIONS, TITLE 2
 7287.8 Retaliation
 7288.0 Sexual harassment training and education
 CODE OF REGULATIONS, TITLE 5
 4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance
 UNITED STATES CODE, TITLE 42
 2000d-2000d-7 Title V/, Civil Rights Act of 1964
 2000e-2000e-17 Title V/, Civil Rights Act of 1964, as amended
 2000h-2-2000h-6 Title IX 1972 Education Act Amendments
 CODE OF FEDERAL REGULATIONS, TITLE 34
 106.9 Dissemination of policy
 COURT DECISIONS
 Department of Health Services v. Superior Court of California, (2003) 31 Cal.4th 1026
 Faragher v. City of Boca Raton, (1998) 118 S.Ct. 2275
 Burlington Industries v. Ellreth. (1998) 118 S.O. 2257
 Gebser v. Lago Vista Independent School District, (1998) 118 S. Ct. 1989
 Oncale v. Sundowner Offshore Servo Inc., (1998) 118 S.O. 998
 Meritor Savings Bank. FSB v. Vinson et al., (1986) 447 Us. 57
 Management Resources:
 Policy
 OFFICE OF CIVIL RIGHTS AND NATIONAL ASSOCIATION OF ATTORNEYS GENERAL
 Protecting Students from Harassment and Hate Crime, January, 1999
 WEB SITES
 California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>
 Equal Employment Opportunity Commission: <http://www.eeoc.gov>
 Us. Department of Education, Office of Civil Rights: <http://www.edgovlofficesIOCR>

SEXUAL HARASSMENT

Definitions

AR 4119.11(a)

4219.11

4319.11

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the work or educational setting when: (Education Code 212.5; 5 CCR 4916)

1. Submission to the conduct is made explicitly or implicitly a term or condition of the individual's employment.
2. Submission to or rejection of such conduct by the individual is used as the basis for an employment decision affecting him/her.
3. The conduct has the purpose or effect of having a negative impact upon the individual's work or has the purpose or effect of creating an intimidating, hostile, or offensive work environment. The conduct is sufficiently severe, persistent, pervasive, or objectively offensive so as to create a hostile or abusive working environment or to limit the individual's ability to participate in or benefit from an education program or activity.
4. Submission to or rejection of the conduct by the other individual is used as the basis for any decision affecting him/her regarding benefits, services, honors, programs, or activities available at or through the district. Other examples of actions that might constitute sexual harassment, whether committed by a supervisor, a co-worker, or a non-employee, in the work or educational setting, include, but are not limited to:

1. Unwelcome verbal conduct such as sexual flirtations or propositions; graphic comments about an individual's body; overly personal conversations or pressure for sexual activity; sexual jokes or stories; unwelcome sexual slurs, epithets, threats, innuendoes, derogatory comments, sexually degrading descriptions, or the spreading of sexual rumors
 2. Unwelcome visual conduct such as drawings, pictures, graffiti, or gestures; sexually explicit emails; displaying sexually suggestive objects
 3. Unwelcome physical conduct such as massaging, grabbing, fondling, stroking, or brushing the body; touching an individual's body or clothes in a sexual way; cornering, blocking, leaning over, or impeding normal movements
- Prohibited sexual harassment* may also include any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

Training

AR 4119.1 1 (b)

4219.11

4319.11

Every two years, the Superintendent or designee shall ensure that supervisory employees receive at least two hours of classroom or other effective interactive training and education regarding sexual harassment. All newly hired or promoted supervisory employees shall receive training within six months of their assumption of the supervisory position. (Government Code 12950.1)

The district's training and education program for supervisory employees shall include information and practical guidance regarding the federal and state laws on the prohibition against and the prevention and correction of sexual harassment, and the remedies available to the victims of sexual harassment in employment. The training shall also include all of the content specified in 2 CCR 7288.0 and practical examples aimed at instructing supervisors in the prevention of harassment, discrimination, and retaliation. (Government Code 12950.1; 2CCR 7288.0)

In addition, the Superintendent or designee shall ensure that all employees receive periodic training regarding the district's sexual harassment policy, particularly the procedures for filing complaints and employees' duty to use the district's complaint procedures.

Notifications

A copy of the Board policy and this administrative regulation shall: (Education Code 231.5)

1. Be displayed in a prominent location in the main administrative building, district office, or other area of the school where notices of district rules, regulations, procedures, and standards of conduct are posted
2. Be provided to each faculty member, all members of the administrative staff, and all members of the support staff at the beginning of the first quarter or semester of the school year or whenever a new employee is hired
(cf 4112.9/4212.9/4312.9 - *Employee Notifications*)
3. Appear in any school or district publication that sets forth the schools or district's comprehensive rules, regulations, procedures, and standards of conduct.

EMPLOYEE USE OF TECHNOLOGY

Online/Internet Services: User Obligations and Responsibilities

Employees are authorized to use district equipment to access the Internet or other online services in accordance with Board policy, the district's Acceptable Use Agreement, and the user obligations and responsibilities specified below.

1. The employee in whose name an online services account is issued is responsible for its proper use at all times. Employees shall keep account information, home addresses, and telephone numbers private. They shall use the system only under the account number to which they have been assigned.
2. Employees shall use the system safely, responsibly, and primarily for work-related purposes.
3. Employees shall not access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs
(cf 4030 - Nondiscrimination in Employment)
(cf 4031 - Complaints Concerning Discrimination in Employment)
(cf 4119.11/4219.11/4319.11-Sexual Harassment)
4. Employees shall not use the system to promote unethical practices or any activity prohibited by law, Board policy, or administrative regulations.
(cf 4119.25/4219.25/4319.25 - Political Activities a/Employees)
5. Employees shall not use the system to engage in commercial or other for-profit activities without permission of the Superintendent/Principal or designee.
6. Copyrighted material shall be posted online only in accordance with applicable copyright laws.
(cf 6/62.6 - Use o/Copyrighted Material-)
7. Employees shall not attempt to interfere with other users' ability to send or receive email, nor shall they attempt to read, delete, copy, modify, or forge other users' email.
8. Employees shall not develop any classroom or work-related web sites, blogs, forums, or similar online communications representing the district or using district equipment or resources without permission of the Superintendent/Principal or designee. Such sites shall be subject to rules and guidelines established for district online publishing activities including, but not limited to, copyright laws, privacy rights, and prohibitions against obscene, libelous, and slanderous content. Because of the unfiltered nature of blogs, any such site shall include a disclaimer that the district is not responsible for the content of the messages. The district retains the right to delete material on any such online communications.
(cf III3 - District and School Web Sites)
9. Users shall report any security problem or misuse of the services to the Superintendent/Principal or designee.

Legal Reference:

EDUCATION CODE

51870-51874 Education technology

52270-52272 Education technology and professional development grants

52295.10-52295.55 Implementation of Enhancing Education through Technology grant program

GOVERNMENT CODE

3543.1 Rights of employee organizations

PENAL CODE

502 Computer crimes, remedies

632 Eavesdropping on or recording confidential communications

VEHICLE CODE

23123 Wireless telephones in vehicles

23123.5 Mobile communication devices; text messaging while driving

23125 Wireless telephones in school buses

UNITED STATES CODE, TITLE 20

6751-6777 Enhancing Education through Technology Act, Title II, Part D, especially:

6777 Internet safety

UNITED STATES CODE. TITLE 47

254 Universal service discounts (E-rate)

CODE OF FEDERAL REGULATIONS. TITLE 47

54.520 Internet safety policy and technology protection measures, E-rate discounts

Management Resources:

Policy

WEBSITES

CSBA: <http://www.csba.org>

American Liberty Association: <http://www.ala.org>
California Department of Education: <http://www.cde.ca.gov>
Federal Communications Commission: <http://www.fcc.gov>
U.S. Department of Education: <http://www.ed.gov>

AU Personnel BP 4040(a)

EMPLOYEE USE OF TECHNOLOGY

The Governing Board recognizes that technological resources can enhance employee performance by offering effective tools to assist in providing a quality instructional program, facilitating communications with parents/guardians, students, and the community, supplying district and school operations, and improving access to and exchange of information. The Board expects all employees to learn to use the available technological resources that will assist them in the performance of their job responsibilities. As needed, employees shall receive professional development in the appropriate use of these resources.

(cf 0440 - District Technology Plan)

(cf 1113 - District and School Web Sites)

(cf 4032 - Reasonable Accommodation)

(cf 4131 - Staff Development)

(cf 4231 - Staff Development)

(cf 4331 - Staff Development)

(cf 6163.4 - Student Use of Technology)

Employees shall be responsible for the appropriate use of technology and shall use the district's technological resources primarily for purposes related to their employment.

(cf 419.25/4219.25/4319.25 - Political Activities of Employees)

Employees shall be notified that computer files and electronic communications, including email and voice mail, are not private. Technological resources shall not be used to transmit confidential information about students, employees, or district operations without authority.

(cf 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

(cf 5125 - Student Records)

(cf 5125.1 - Release of)

Online/Internet Services

The Superintendent/Principal or designee shall ensure that all district computers with Internet access have a technology protection measure that prevents access to visual depictions that are obscene or child pornography and that the operation of such measures is enforced. The Superintendent/Principal or designee may disable the technology protection measure during use by an adult to enable access for bona fide research or other lawful purpose.

(20 USC 6777; 47 USC 254)

To ensure proper use, the Superintendent/Principal or designee may monitor employee usage of technological resources, including the accessing of email and stored files. Monitoring may occur at any time without advance notice or consent. When passwords are used, they must be known to the Superintendent/Principal or designee so that he/she may have system access.

The Superintendent/Principal or designee shall establish administrative regulations and an Acceptable Use Agreement which outline employee obligations and responsibilities related to the use of district technology. He/she also may establish guidelines and limits on the use of technological resources. Inappropriate use may result in a

cancellation of the employee's user privileges, disciplinary action, and/or legal action in accordance with law, Board policy, and administrative regulation.

(cf 4118 - Suspension/Disciplinary Action)

(cf 4218 - Action)

The Superintendent/Principal or designee shall provide copies of related policies, regulations, and guidelines to all employees who use the district's technological resources. Employees shall be required to acknowledge in writing that they have read and understood the district's Acceptable Use Agreement.

(cf 4112.914212.914312.9 - Employee Notifications)

Use of Cellular Phone or Mobile Communications Device

An employee shall not use a cellular phone or other mobile communications device for personal business while on duty, except in emergency situations and/or during scheduled work breaks. Any employee that uses a cell phone or mobile communications device in violation of law, Board policy, or administrative regulation shall be subject to discipline and may be reflected to law enforcement officials as appropriate.

(cf 3513.1 - Cellular Phone Reimbursement)

(cf 3542 - School Bus Driver~)

(cf 4156.314256.314356.3 - Employee Property Reimbursement)

Legal Reference: (see next page)

Community Relations AR 1312.3(a)

UNIFORM COMPLAINT PROCEDURES

Except as the Governing Board may otherwise specifically provide in other Board policies, the uniform complaint procedures shall be used only to investigate and resolve complaints alleging violations of federal or state laws or regulations governing specific educational programs, the prohibition against requiring students to pay fees, deposits, or other charges for participating in educational activities, and unlawful discrimination, harassment, intimidation, or bullying, as specified in accompanying Board policy.

(cf 1312.1 - Complaints Concerning District Employees)

(cf 1312.2 - Complaints Concerning Instructional Materials)

(cf 1312.4 - Williams Uniform Complaint Procedures)

(cf 4031 - Complaints Concerning Discrimination in Employment)

The district's uniform complaint procedures policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning uniform complaint procedures shall be translated into that language. (Education Code 234.1,48985)

(cf 5145.6 - Parental Notifications)

Compliance Officers

The following compliance officer(s) shall receive and investigate complaints and shall ensure district compliance with law:

Superintendent/Principal

PO Box 25

Sultana, CA 93666

(559) 591-1634

The Superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Designated employees may have access to legal counsel as determined by the Superintendent or designee.

(cf 9124 -Attorney)

Notifications

The Superintendent or designee shall annually provide written notification of the district's uniform complaint procedures to students, employees, parents/guardians, the district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties. (Education Code 262.3, 49013; 5 CCR 4622)

(ef 0420 - School Plans/Site Councils)

(cf 1220 - Citizen Advisory/)' Committees)

(cf 3260 - Fees and Charges)

(ef 4112.9/4212.9/4312.9 - Employee Notifications)

(ef 5145.6 - Parental Notificatio115)

The notice shall:

1. Identify the person(s), position(s), or unites) responsible for receiving complaints
2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal discrimination laws, if applicable
3. Advise the complainant of the appeal process, including, if applicable, the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies
4. Include statements that:
 - a. The district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs.
 - b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.
 - c. A complaint alleging unlawful discrimination, harassment, intimidation, or bullying must be filed not later than six months from the date it occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying.
 - d. The complainant has a right to appeal the district's decision to the CDE by filing a written appeal within 15 calendar days of receiving the district's decision.
 - e. The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district's decision.
 - f. Copies of the district's uniform complaint procedures are available free of charge.

Procedures

All complaints shall be investigated and resolved within 60 calendar days of the district's receipt of the complaint. (5 CCR 4631) Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with 5 CCR 4631 and 4633. All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

Step 1: Filing of Complaint

Any individual, public agency, or organization may file a written complaint of the district's alleged noncompliance with federal or state laws or regulations governing educational programs. (5 CCR 4630) A complaint concerning unlawful discrimination, harassment, intimidation, or bullying may be filed only by a person who alleges that he/she personally suffered unlawful discrimination, harassment, intimidation, or bullying or by a person who believes that an individual or

any specific class of individuals has been subjected to it. The complaint shall be initiated no later than six months from the date when the alleged discrimination, harassment, intimidation, or bullying occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying.

However, upon written request by the complainant, the Superintendent or designee may extend the filing period for up to 90 calendar days. (5 CCR 4630) A complaint alleging noncompliance with the law regarding the prohibition against requiring students to pay student fees, deposits, and charges may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance. (Education Code 49013).

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint. (5 CCR 4600)

Step 2: Investigation of Complaint

Within 10 calendar days of receiving the complaint, the compliance officer shall provide the complainant and/or his/her representative an opportunity to present the complaint and any evidence, or information leading to evidence, to support the allegations in the complaint. The compliance officer also shall collect all documents and interview all witnesses with information pertinent to the complaint.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. (5 CCR 4631)

In accordance with law, the district shall provide the investigator with access to records and other information related to the allegation in the complaint and shall not in any way obstruct the investigation. Failure or refusal of the district to cooperate in the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

Step 3: Response

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in Step #4 below, within 60 calendar days of the district's receipt of the complaint. (5 CCR 4631)

Step 4: Final Written Decision

The district's decision shall be in writing and sent to the complainant. (5 CCR 4631) The district's decision shall be written in English and, when required by Education Code 48985, in the complainant's primary language. For all complaints, the decision shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered
2. The conclusion(s) of law
3. Disposition of the complaint
4. Rationale for such disposition
5. Corrective actions, if any are warranted
6. Notice of the complainant's right to appeal the district's decision within 15 calendar days to the CDE and procedures to be followed for initiating such an appeal

Civil Law Remedies

A complainant may pursue available civil law remedies outside of the district's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

For complaints alleging discrimination, harassment, intimidation, and bullying based on state law, a complainant shall wait until 60 calendar days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies, provided the district has appropriately and in a timely manner apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622. The moratorium does not apply to injunctive relief and to discrimination complaints based on federal law. (Education Code 262.3)

Legal Reference:

EDUCATION CODE

1240 County superintendent of schools, duties

17592.72 Urgent or emergency repairs, School Facility Emergency Repair Account

33126 School accountability report card

35186 Williams uniform complaint procedure

35292.5 Restrooms, maintenance and cleanliness

37254 Supplemental instruction based unfair to pass exit exam by end of grade 12

48985 Notice to parents in language other than English

60119 Hearing on sufficiency of instructional materials

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures, especially:

notice to employees

If a work injury occurs

California law guarantees certain benefits to employees who are injured or become ill because of their jobs.

Any job related injury or illness is covered. Types of injuries and illnesses covered include, but may not be limited to, strains, sprains, cuts, cumulative or repetitive fractures, illnesses and aggravations. Some injuries from voluntary, off duty, recreational, social or athletic activity may not be covered. Check with your supervisor or claims administrator if you have questions.

All work related injuries must be reported to your supervisor or employee representative immediately. If you wait too long, you may lose your right to benefits. Your employer is required to provide you a claim form within one working day after learning about your injury.

It is illegal for your employer to punish or fire you for having a work injury or illness, for filing a claim, or testifying in another person's workers' compensation case. If proven, you may receive lost wages, job reinstatement, increased benefits, and costs and expenses up to limits set by the state.

Workers' Compensation Benefits include

MEDICAL CARE - All medical treatment - without a deductible or dollar limit. Within one working day after you file a claim form, treatment must be authorized, consistent with the applicable treating guidelines, for your alleged injury up to ten thousand dollars (\$10,000) until the claim has been accepted or rejected. Costs are paid directly by the claim administrator, so you should never see a bill. For dates of injury on or after 1/1/04 there is a limit on some medical treatment.

You may be eligible to treat with your personal physician should you become injured on the job. If eligible, you must notify your employer *in writing before* you are injured. If you have questions please contact your employer who is required to provide written information regarding workers' compensation benefits to all new employees.

MEDICAL PROVIDER NETWORKS - Your employer may be using an MPN, which is a selected network of healthcare providers to provide treatment to workers injured on the job. If you have predesignated a personal physician prior to your work injury, then you may receive treatment from your predesignated doctor or medical group. If you have not predesignated and your employer is using an MPN, you are free to choose an appropriate provider from the MPN list which will be your primary treating physician. This is the doctor with overall responsibility for treating your injury or illness. If you are treating with a non-MPN doctor for an existing injury, you may be required to change to a doctor within the MPN.

PAYMENT FOR LOST WAGES - If you're temporarily disabled by a job injury or illness, you'll receive tax-free income, subject to state limits, until your doctor says you are able to return to work. Payments are two-thirds of your average weekly pay, up to a maximum set by state law. Payments aren't made for the first three days unless you're hospitalized as an inpatient or unable to work more than 14 days.

If the injury or illness results in permanent disability, additional payments will be made after recovery. If the injury results in death, benefits will be paid to surviving dependents.

SUPPLEMENTAL JOB DISPLACEMENT BENEFIT - You may be entitled to a Supplemental Job Displacement Voucher, if your employer is not able to return you to work within 30 days after temporary disability ends. SJDB is a non-transferrable voucher payable to a state approved school.

In the event of a work injury

1. Be sure first aid is given.
2. If emergency medical treatment is needed call 911.
3. See that the injured employee is taken to a doctor or hospital, if necessary.
4. Report all injuries immediately to your supervisor or _____ at _____
Employer Representative Phone Number
5. Contact your employer representative or claim administrator if you have questions about workers' compensation. You may also contact an Information and Assistance Officer at the State Division of Workers' Compensation at 559-445-5355 _____
6. Hear recorded information and a list of local offices by calling toll-free 800 736-7401 or visit www.dir.ca.gov.

Claims Administered by:

Claims Administrator: Keenan & Associates
Address: P.O. Box 2707
City, State, Zip Code: Torrance, CA. 90509
Phone Number: 800-343-0694
Carrier/Self Insured: Self-Insured
Policy expiration date: 06/30/17
MPN Toll Free Number: (888) 626-1737
MPN Website: www.harborsys.com/Keenan
MPN Effective Date: 01/09/15
MPN Identification #: 2358
MPN's Address: PO Box 54770 Irvine, CA. 92619-4770

Emergency numbers:

Ambulance: 911
Fire Department: 911
Police: 911
Hospital: 911
Physician: _____

If this policy has expired contact the labor commissioner (213) 620-6630.

Anyone who knowingly files or assists in the filing of a false workers' compensation claim may be fined up to \$150,000 and sent to prison for up to five years. (Insurance Code Section 1871.4)

Your employer may not be liable for the payment of workers' compensation benefits for any injury that arises from your voluntary participation in any **off-duty, recreational, social, or athletic activity** that is not part of your work-related duties.

Monson-Sultana Joint Union Elementary School District

*Chris Meyer, Superintendent/Principal
P.O. Box 25
Sultana, California 93666
(559) 591-1634 - Fax (559) 591-0717*

Monson-Sultana JUESD participates in a Medical Provider Network (MPN). This MPN is called Prime Advantage and was implemented July 1, 2005. Unless you pre-designate a physician or medical group, your work injuries will be treated by providers within the Prime Advantage MPN.

More information about the MPN can be found on the workers' compensation poster or by asking us.

Sincerely,



Chris Meyer
Superintendent/Principal

Board of Trustees

Jeff Belknap

Robert Cepeda

Bette George

Delbert Quintana

Lynn Simmons

Monson-Sultana Jt. Union Elem.

workers' compensation: Pre-Designation of Personal Physician

If you have health insurance and you are injured on the job you have the right to be treated immediately by your personal physician (M.D., D.O), or medical group, if you notify your employer, in writing, prior to the injury. Per Labor Code 4600 to qualify as the your predesignated, personal physician, the physician must agree, in writing, to treat you for a work related injury, must have previously directed your medical care and must retain your medical history and records. Your predesignated physician must be a family practitioner, general practitioner, board certified or board eligible internist, obstetrician-gynecologist or pediatrician. Your "personal physician" may be a medical group if it is a single corporation or partnership composed of licensed doctors or medicine or osteopathy, which operates an integrated multi-specialty medical group providing comprehensive medical services predominantly for non-occupational illnesses and injuries.

This is an optional form that can be used to notify your employer of your personal physician. You may choose to use another form, as long as you notify your employer, in writing, prior to being injured on the job and provide written verification that your personal physician meets the above requirements and agrees to be predesignated. Otherwise, you will be treated by one of your employers' designated workers' compensation medical providers.

EMPLOYEE NAME & ADDRESS:

I acknowledge receipt of this form and elect **not** to predesignate my personal physician at this time. I understand that I will receive medical treatment from my employers' medical provider. I understand that, at any time in the future, I can change my mind and provide written notification of my personal physician. I understand that the written notification must be on file prior to an industrial injury.

Employee Signature: _____ Date: _____

If I am injured on the job, I wish to be treated by my personal physician*:

Name of Physician or Medical Group _____ Phone Number _____

Address _____

*This physician is my personal primary care physician who has previously directed my medical care and retains my medical history and records.

Name of Insurance Company, Plan, or Fund providing health coverage for nonoccupational injuries or illnesses:

Employee Signature: _____ Date: _____

A Personal Physician must be willing to be predesignated and treat you for a workers' compensation injury. The remainder of this form is to be completed by your physician and returned to your Employer.

PERSONAL PHYSICIAN ACKNOWLEDGEMENT

Per Labor Code 4600 to qualify you must meet the criteria outlined above. You are not required to sign this form, however, if you or your designated employee, does not sign, other documentation of the physicians' agreement to be predesignated will be required pursuant to Title 8, California Code of Regulations, section 9780.1(a)(3).

PERSONAL PHYSICIAN OR MEDICAL GROUP NAME: _____

I agree to treat the above named employee in the event of an industrial accident or injury. I meet the criteria outlined above. I agree to adhere to the Administrative Director's Rules and Regulations, Section 9785, regarding the duties of the employee-designated physician.

(Physician or Designated Employee of the Physician or Medical Group)

Date

Please return completed form to:

Monson-Sultana Jt. Union Elem., PO Box 25, Sultana, CA 93666

SALARY SCHEDULES

**Monson-Sultana Joint Union Elementary
2021-2022 Classified Salary Schedule**

Step	1	2	3	4	5	6	7	8	9	10
Instructional Assistant	\$16,444	\$16,885	\$17,227	\$17,771	\$18,115	\$18,660	\$19,007	\$19,554	\$20,003	\$20,554
Library Technician	\$16,444	\$16,885	\$17,227	\$17,771	\$18,115	\$18,660	\$19,007	\$19,554	\$20,003	\$20,554
Technology Assistant	\$20,115	\$20,666	\$21,117	\$21,669	\$22,224	\$22,811	\$23,366	\$23,995	\$24,555	\$25,166
Office Clerk/Receptionist	\$16,444	\$16,885	\$17,227	\$17,771	\$18,115	\$18,660	\$19,007	\$19,554	\$20,003	\$20,554
Health Services Aide	\$20,077	\$20,577	\$21,088	\$21,611	\$22,166	\$22,771	\$23,288	\$23,855	\$24,466	\$25,077
Cook I/Cafeteria Clerk	\$16,444	\$16,885	\$17,227	\$17,771	\$18,115	\$18,660	\$19,007	\$19,554	\$20,003	\$20,554
Food Service Assistant	\$15,338	\$15,777	\$16,166	\$16,566	\$16,977	\$17,411	\$17,844	\$18,288	\$18,755	\$19,222
HVAC/grounds/Bus Driver /with Bus License	\$ 4,281	\$ 4,388	\$ 4,497	\$ 4,609	\$ 4,726	\$ 4,843	\$ 4,964	\$ 5,089	\$ 5,216	\$ 5,347
HVAC/grounds/Bus Driver /without Bus License	\$ 3,993	\$ 3,993	\$ 3,993	\$ 3,993	\$ 3,993	\$ 3,993	\$ 3,993	\$ 3,993	\$ 3,993	\$ 3,993
Grounds/Maintenance	\$ 3,456	\$ 3,543	\$ 3,632	\$ 3,721	\$ 3,814	\$ 3,910	\$ 4,008	\$ 4,109	\$ 4,212	\$ 4,317
Bus Driver/Custodian (8 hr)	\$ 3,319	\$ 3,402	\$ 3,488	\$ 3,573	\$ 3,664	\$ 3,754	\$ 3,849	\$ 3,946	\$ 4,044	\$ 4,145
Bus Driver/Custodian (7.5 hr)	\$ 3,112	\$ 3,190	\$ 3,270	\$ 3,350	\$ 3,436	\$ 3,521	\$ 3,608	\$ 3,700	\$ 3,791	\$ 3,886
Bus Driver	\$19,144	\$19,633	\$20,122	\$20,622	\$21,144	\$21,677	\$22,211	\$22,766	\$23,333	\$23,922
Custodian	\$14,400	\$14,335	\$14,771	\$15,088	\$15,445	\$15,844	\$16,244	\$16,655	\$17,077	\$17,499
Substitute Rates:										
Bus Driver	\$19,144									
Cook	\$16,444									
Custodian	\$14,400									
Food Service Assistant	\$15,338									
Instructional	\$16,444									
Asst.										
Student	\$14,400									

* Effective January 1, 2021 Minimum Wage

Board Approved June xx, 2021

0 % Percentage Increase

Longevity Pay:

\$25 per month upon the completion of the 10th year of service

\$50 per month upon the completion of the 15th year of service

****The District will process salary payments in accordance with the Tulare County Office of Education's Uniform Salary Payment Schedule****

**Monson-Sultana Joint Union Elementary
2021-22 Confidential Management Salary Schedule**

Step	1	2	3	4	5	6	7	8	9	10
Business Manager 260 days 8 hours per day	\$6,421	\$6,552	\$6,686	\$6,823	\$6,962	\$7,103	\$7,250	\$7,399	\$7,544	\$7,696
Food Service Director 221 days * 8 hours per day	\$3,685	\$3,778	\$3,953	\$4,052	\$4,153	\$4,257	\$4,362	\$4,472	\$4,585	\$5,083
	\$23.02	\$23.60	\$24.19	\$24.78	\$25.40	\$26.04	\$26.69	\$27.36	\$28.05	\$28.75
MOT Director 260 days 8 hours per day	\$4,361	\$4,470	\$4,583	\$4,695	\$4,814	\$4,933	\$5,057	\$5,183	\$5,313	\$5,787
Director of Technology 260 days 8 hours per day	\$4,025	\$4,126	\$4,229	\$4,335	\$4,443	\$4,555	\$4,668	\$4,785	\$4,905	\$5,027
	\$23.23	\$23.80	\$24.40	\$25.00	\$25.64	\$26.28	\$26.93	\$27.60	\$28.29	\$29.00

0 % Percentage Increase

Longevity Pay:

\$25 per month upon the completion of the 10th year of service

\$50 per month upon the completion of the 15th year of service

\$100 per month upon the completion of the 30th year of service

* Includes Vacation and Holiday Day Pay

****The District will process salary payments in accordance with the Tulare County Office of Education's Uniform Salary Payment Schedule****

Board Approved: June xx, 2021

**Monson-Sultana Joint Union Elementary
2021-2022 Classified Confidential Salary Schedule**

Step	1	2	3	4	5	6	7	8	9	10
Administrative Asst. 260 days 8 hours per day	\$4,674	\$4,790	\$4,911	\$5,034	\$5,159	\$5,288	\$5,421	\$5,555	\$5,694	\$5,836

0 % Percentage Increase

Longevity Pay:

- \$25 per month upon the completion of the 10th year of service
- \$50 per month upon the completion of the 15th year of service
- \$100 per month upon the completion of the 30th year of service

The District will process salary payments in accordance with the Tulare County Office of Education's Uniform Salary Payment Schedule
Board Approved: June xx, 2021

JOB DESCRIPTIONS

MONSON-SULTANA JOINT UNION ELEMENTARY SCHOOL DISTRICT

Position Job Description

<u>TITLE:</u>	<u>ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT/PRINCIPAL (CONFIDENTIAL)</u>			
<u>REPORTS TO:</u>	Superintendent/Principal	<u>DEPARTMENT:</u>	Confidential Management	
<u>CLASSIFICATION:</u>	Confidential Management	<u>HOURS PER DAY:</u>	8	<u>WORK YEAR:</u> 12
month <u>SALARY:</u>	Per Salary Schedule			

BASIC FUNCTION:

Under direction, to serve as Secretary to the Superintendent/Principal; to relieve the Superintendent/Principal of administrative and office details; to perform complex and responsible secretarial and clerical duties; and to do related work as required.

CLEARANCES/CERTIFICATE REQUIREMENTS:

- Criminal Justice Fingerprint/Background Clearance
- Valid/current CPR certification.
- Possession of a valid Class C California Driver's License

ESSENTIAL JOB FUNCTIONS:

- acts as confidential secretary to the superintendent/principal;
- coordinates and performs work required in the preparation of the Board of Education agendas;
- prepares report of minutes for review and editing by administrators;
- maintains the official records of Board minutes;
- attends to administrative details on special matters assigned by the superintendent/principal;
- gathers data and completes research projects, as assigned;
- works with other offices and agencies, coordinating specific activities and ensuring that such have been accomplished;
- receives telephone calls and visitors for the superintendent/principal and translates when required;
- obtains, interprets, and gives out information to various parties and news media concerning office and district functions, policies and procedures;
- maintains the superintendent's/principal's calendar, schedules appointments, arranges group meetings, and transmits confidential or controversial information;
- assists in the preparation of regular and special reports for state and county offices, for administrators, and for public agencies;
- assists with providing families with information regarding local public assistance agencies, medical and counseling services, insurance, and health care referrals;
- independently answers a variety of inquiries from administrators, employees, and parents;
- maintains a variety of records and files;
- prepares minutes for Board meetings; composes difficult correspondence independently on a variety of matters;
- receives, reads, routes and responds to superintendent's/principal's mail;
- operates a variety of office machines;
- oversees the work of classified assistants, as assigned;
- Performs other related duties as required.
- CALPADS data entry and coordination.

EDUCATION AND EXPERIENCE:

Education:

- Equivalent to completion of two years of college level course work in secretarial science or a related area.

Experience:

- Responsible secretarial experience may be substituted for the required education requirement on a year-for-year basis, up to two years.

SKILLS, KNOWLEDGE AND ABILITIES:

Skills:

- interpret and apply districts' policies, laws, rules, and regulations, and State Education Code requirements;
- deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise, tact, and firmness;
- file accurately alphabetically, numerically and chronologically;
- work cooperatively with those contacted in the course of work;
- Utilize school database and attendance tracking software.

Knowledge of:

- functions, policies, rules, and regulations of the district;
- secretarial practices and procedures;
- office procedures and equipment including filing systems, receptionist and telephone techniques, letter and report writing, and operation of various machines;
- correct English usage, spelling, grammar, and punctuation;
- personnel practices; public relations;
- Office management; records management.

Ability to:

- perform difficult and responsible clerical work requiring independent judgment, speed, and accuracy;
- read and comprehend educational materials;
- understand and carry out oral and written directions;
- analyze data and make decisions on procedural matters without immediate supervision
- carry out broad district policies;
- prepare verbal and written reports for the Superintendent and/or Board;
- establish and maintain cooperative working relationships;
- Perform other duties as assigned by the Superintendent.

WORKING CONDITIONS:

Environment:

- Persons performing service in this position classification must expect to work overtime at regular intervals when necessary, working under the pressure of deadlines.
- The manual dexterity and coordination sufficient to operate office equipment and the ability to sit and/or stand for extended periods of time is also essential to this position.

Physical Demands:

- Physical, mental, and emotional stamina to perform the duties and responsibilities of the position.
- Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.
- Manual dexterity sufficient to write, use the telephone, computer, calculator, and office machines at required speed and accuracy.
- Vision sufficient to read handwritten and printed materials, and the display screen of various office equipment and machines.
- Hearing sufficient to communicate in person and hold telephone conversations in normal range (60 decibels).
- Physical agility to sit, stand, kneel, walk, push/pull, squat, twist, turn, bend, stoop, and reach overhead.
- Physical stamina sufficient to sustain light physical labor for up to 8 hours per day, and to sit and/or stand for long periods of time, and to respond to emergency situations.
- Physical strength sufficient to lift materials/supplies up to 40 pounds, and to occasionally lift 80 pounds or more with assistance.

MONSON-SULTANA JOINT UNION ELEMENTARY SCHOOL DISTRICT

Position Job Description

<u>TITLE:</u>	BUSINESS MANAGER		
<u>REPORTS TO:</u>	Superintendent	<u>DEPARTMENT:</u>	Confidential Management
<u>CLASSIFICATION:</u>	Confidential Management	<u>HOURS PER DAY:</u>	8
<u>WORK YEAR:</u>	12 month	<u>SALARY:</u>	Per Salary Schedule

BASIC FUNCTION:

The Business Manager is responsible for the development and maintenance of sound business systems and procedures for accounting, budgeting, legislation and services of supply. The Business Manager manages and directs all Business Office functions, including accounting, budget, payroll, maintenance, and food service programs and purchasing. The Business Manager must have an in-depth ability to use budget preparation as a management tool, including multi-year planning financial forecasting, and cash flow projection. The Business Manager must also possess strong interpersonal skills and the ability to communicate the complexities of school finance in an understandable manner throughout the school community.

QUALIFICATION REQUIREMENTS:

- Fingerprinting and Criminal Record Check must be obtained
- Must possess (at all times during employment) a valid California Driver's License.

ESSENTIAL JOB FUNCTIONS:

- Apply the principles, practices and techniques of governmental accounting;
- Apply the principles of budgetary preparation and control;
- Assemble and analyze data and make appropriate recommendations;
- Plan, organize, and coordinate the work of others;
- Develop and install new, and revise existing, methods and procedures;
- Establish and maintain cooperative relationships with those contacted.
- Appropriately maintain the confidentiality of payroll and financial transactions.
- Preparing and maintaining accurate records and utilizing pertinent software applications.

EDUCATION AND EXPERIENCE:

Education:

- A Bachelor's degree or equivalent training in business, public administration, educational administration, or accounting.
- Three to five years of increasingly responsible professional experience in a school business support operations, income/expenditure budgets, and personnel supervision, preferably in a public school district. Operation of standard office equipment.

Experience:

- Three to five years of increasingly responsible professional experience in a school business support operations, income/expenditure budgets, and personnel supervision, preferably in a public school district. Operation of standard office equipment.

MAJOR RESPONSIBILITIES AND DUTIES:

- Review and evaluate the organizational structure of business services to ensure the goals of the district are being accomplished
- Plan, organize, and administer the district business activities including payroll, retirement, accounts payable, accounts receivable, general ledger, encumbrances, financial reports, federal, state, and local special fund accounting, school properties, including annual audits and inventories.
- Ensure all proper financial reports are compiled and submitted as required to state and county office officials in order to conduct the financial and attendance accounting of the district
- Prepare and administer the District's budget under the direction of the Superintendent. Provide Superintendent with assistance for negotiations.
- Develop and supervise proper accounting procedures and internal audit for all district funds. Ensure all record keeping and reporting is in accordance with appropriate regulations, policies, and guidelines and maintain accurate financial records.
- Keep current with education laws and practices relating to finance.
- Coordinate and manage matters related to the external auditing of all fiscal aspects of programs.
- Provide reports regularly on the status of school site budgets.
- Serve as resource the management team in the collective bargaining process.
- Attends Governing Board meetings. Prepare reports that are deemed necessary for the information of the Superintendent and/or the Board.
- Administer risk management program, including property liability, worker's compensation, unemployment, health, student accident and other insurance carried by the District.
- Coordinate with District staff and consulting agencies for mandated costs reimbursement and E-rate related projects.
- Manage school facilities funds and reporting required for school construction.
- Perform other appropriate duties as assigned by the Superintendent.

WORK ENVIRONMENT:

Environment:

- Office and conference room
- Computer work for long hours
- Must work collegially with school office staff and other personnel

Physical Demands:

- Physical, mental, and emotional stamina to perform the duties and responsibilities of the position.
- Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.
- Manual dexterity sufficient to write, use the telephone, computer, calculator, and office machines at required speed and accuracy.
- Vision sufficient to read handwritten and printed materials, and the display screen of various office equipment and machines.
- Hearing sufficient to communicate in person and hold telephone conversations in normal range (60 decibels).
- Physical agility to sit, stand, kneel, walk, push/pull, squat, twist, turn, bend, stoop, and reach overhead.
- Physical stamina sufficient to sustain light physical labor for up to 6.5 hours per day, and to sit and/or stand for long periods of time, and to respond to emergency situations.
- Physical strength sufficient to lift materials/supplies up to 40 pounds, and to occasionally lift 80 pounds or more with assistance.

MONSON-SULTANA JOINT UNION ELEMENTARY SCHOOL DISTRICT

Position Job Description

<u>TITLE:</u>	CAFETERIA CLERK/COOK I & II		
<u>REPORTS TO:</u>	Food Service Director	<u>DEPARTMENT:</u>	Food Service
<u>CLASSIFICATION:</u>	Classified	<u>HOURS PER DAY:</u>	As assigned
<u>WORK YEAR:</u>	181 days	<u>SALARY:</u>	Per Salary
Schedule			

BASIC FUNCTION:

Under the direction of the Food Service Director, serve food in a school cafeteria, clean kitchen equipment and utensils, maintain cafeteria and perform related duties as assigned.

CLEARANCES/CERTIFICATE REQUIREMENTS:

- Criminal Justice Fingerprint/Background Clearance

ESSENTIAL JOB FUNCTIONS:

- Maintain and clean assigned work area and assist in the cleaning and sanitation of all kitchen facilities.
- Perform food preparation.
- Process paperwork for daily lunch counts.
- Assist in receiving and storing food and food products.
- Set up foods for serving.
- Serve food to students and staff.
- Participates in the preparation of state reimbursement forms.
- Perform other duties as assigned.
- Work positively with students, staff, and parents.

EDUCATION AND EXPERIENCE:

Education:

- A high School diploma or equivalent is preferred.

Experience:

- Food service experience (school food service experience preferred).

SKILLS, KNOWLEDGE AND ABILITIES:

Skills:

- Adhering to safety practices; operating equipment used in commercial food preparation; operating standard office equipment; performing accounting procedures; planning and managing projects; preparing and maintaining accurate records; and using pertinent software applications.

Knowledge of:

- County Health regulations, accounting/bookkeeping principles; concepts of grammar and punctuation; health standards and hazards; quantity cooking; safety practices and procedures; and employer-employee relations.

Ability to:

- Flexibility is required to work with others in a variety of circumstances; operate equipment using a variety of standardized methods. Utilize job-related equipment. In working with others, problem solving is required to analyze issues and create action plans; adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; managing and working as part of a team; and working with frequent interruptions.

WORKING CONDITIONS:

Environment:

- Duties primarily take place indoors in the school cafeteria
- Exposure to industrial food service machinery and equipment
- Exposure to noise levels up to 100dB
- Exposure to heat temperature variations, and items that are hot.

Physical Demands:

- Physical, mental, and emotional stamina to perform the duties and responsibilities of the position.
- Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.
- Manual dexterity sufficient to write, use the telephone, food service machines/equipment at required speed and accuracy.
- Vision sufficient to read handwritten and printed materials, and the display screen of various equipment and machines.
- Hearing sufficient to communicate in person and hold telephone conversations in normal range (60 decibels).
- Physical agility to sit, stand, kneel, walk, push/pull, squat, twist, turn, bend, stoop, and reach overhead.
- Physical stamina sufficient to sustain light physical labor for up to 7 hours per day, and to sit and/or stand for long periods of time, and to respond to emergency situations.
- Physical strength sufficient to lift materials/supplies up to 40 pounds, and to occasionally lift 80 pounds or more with assistance.

MONSON-SULTANA JOINT UNION ELEMENTARY SCHOOL DISTRICT

Position Job Description

<u>TITLE:</u>	OFFICE CLERK/RECEPTIONIST		
<u>REPORTS TO:</u>	Superintendent/Principal	<u>DEPARTMENT:</u>	Administration/Office
<u>CLASSIFICATION:</u>	Classified	<u>HOURS PER DAY:</u>	7
<u>WORK YEAR:</u>	11 months	<u>SALARY:</u>	Per Salary Schedule

BASIC FUNCTION:

Under the general supervision of the Superintendent/Principal or designee, perform and coordinate varied and secretarial and clerical functions such as maintaining accurate student database records, maintaining accurate student attendance records, providing clerical support to the school site, providing basic first aid, communicating various information regarding school activities and/or in response to requests, and providing for timely and accurate distribution of information to staff, students, and parents.

CLEARANCES/CERTIFICATE REQUIREMENTS:

- Fingerprinting and Criminal Record Check must be obtained
- Valid Class C California Driver's License

ESSENTIAL JOB FUNCTIONS:

- Receive and greet visitors and refer them to the proper parties;
- Initiate and receive a variety of telephone calls and provide information to parents, students, staff members, and the public;
- Perform a wide variety of clerical work, including typing, reviewing, proofreading, filing and recording of data on records;
- Take and transmit messages for staff and students;
- Keep reception area/front office neat;
- Perform clerical work requiring knowledge of policies and procedures of the office;
- Operate a variety of standard office machines including computer;
- Collect, assemble, bind, and staple reproduced materials;
- Assist with ordering and maintaining supplies;
- Maintenance of student records (cum folders, grade, and test score posting, etc);
- Maintaining student attendance records, assist in verifying reasons for absence, admit tardy students to class, monitor student sign out log and verify adult authorization to remove students from school;
- Establish and maintain a variety of files and records which contain confidential material;
- Assist in maintaining appropriate student behavior in an office setting;
- Administer first aid, dispense medication, and seek assistance as needed;
- Act as an interpreter during meetings with parents;
- Act as a "Safe Schools" monitor checking that visitors who come on campus check in and out accordingly;
- Assist and support site secretary in all duties and functions in the office as directed;
- Enroll new students and enter all required student data/information into AERIES database.
- Request student files, prepare and release transfer documents, and maintain records of such requests.
- Perform other related work as required.

EDUCATION AND EXPERIENCE:

Education:

- High School diploma or equivalency

Experience:

- One year of experience in the operation of standard office equipment, preparing and maintaining accurate records and utilizing pertinent software applications

SKILLS, KNOWLEDGE AND ABILITIES:

Skills:

- Interact with students, staff, and the community in a professional and tactful manner.
- Perform general clerical work of average difficulty with speed and accuracy;
- Follow written and oral instructions;
- Possess effective communication skills;
- Work cooperatively with others;

Knowledge of:

- Write legibly;
- Speak Spanish (read and write preferred)
- Speak clearly and effectively;

Ability to:

- Hear and understand speech at normal levels.
- Work under pressure of deadlines.
- Participate in job-related training both locally and statewide when required.
- Sit and stand for extended periods of time;

WORKING CONDITIONS:

Environment:

- School setting. Predominantly indoor office work environment
- Exposure to students/staff.

Physical Demands:

- Physical, mental, and emotional stamina to perform the duties and responsibilities of the position.
- Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.
- Manual dexterity sufficient to write, use the telephone, computer, calculator, and office machines at required speed and accuracy.
- Vision sufficient to read handwritten and printed materials, and the display screen of various office equipment and machines.
- Hearing sufficient to communicate in person and hold telephone conversations in normal range (60 decibels).
- Physical agility to sit, stand, kneel, walk, push/pull, squat, twist, turn, bend, stoop, and reach overhead.
- Physical stamina sufficient to sustain light physical labor for up to 7 hours per day, and to sit and/or stand for long periods of time, and to respond to emergency situations.
- Physical strength sufficient to lift materials/supplies up to 40 pounds, and to occasionally lift greater weights with assistance.

MONSON-SULTANA JOINT UNION ELEMENTARY SCHOOL DISTRICT

Position Job Description

TITLE: COMPUTER LAB TECHNICIAN

REPORTS TO: Director of Technology & Superintendent

DEPARTMENT: Curriculum & Instruction

CLASSIFICATION: Classified

HOURS PER DAY: 8

WORK YEAR: 11 month w/2 furlough weeks

SALARY: Per Salary Schedule

BASIC FUNCTION:

Under general supervision of the Technology Director and school principal, supervises, operates, and maintains the School Computer Lab. Assists teachers in lab related activities, does related clerical work and performs other related duties as may be assigned. Seeing to the proper operation of the Computer Lab as well as supervising students, and basic maintenance of lab equipment.

CLEARANCES/CERTIFICATE REQUIREMENTS:

- Criminal Justice Fingerprint/Background Clearance
- Valid/current CPR certification.
- Possession of a valid Class C California Driver's License

ESSENTIAL JOB FUNCTIONS:

- Assists in providing training in basic Internet access and browsing for students
- Facilitates Children's Internet Privacy Act Compliance
- Provides supplementary instructional assistance to individuals or groups of students using computer equipment and software; answers questions; loads, restores and restarts programs as needed; assists students in utilizing computer equipment and supplemental instructional materials for projects
- Troubleshoots computers, printers, and other data equipment for supplemental intervention classes and English Language Development classes
- Repairs and maintains the supplemental computers and associated hardware with the Technology Department
- Supervises the lab when used by students and teachers
- Coordinates repairs and other computer lab equipment
- Student supervision (such as yard duty, bus duty, etc.) as delegated by the Principal or designee
- Maintains work areas in a clean and orderly condition
- Performs a variety of clerical duties including maintaining records of computer programs used, schedules, student progress, software programs, and related student information system tasks as assigned
- Assists teachers in instructing students in the proper care and operation of computers.
- Assists teachers in instructing students in the basic understanding of software packages.
- Maintains a written class schedule for the computer lab.
- Performs other job-related tasks as required.
- Performs other duties as assigned.

EDUCATION AND EXPERIENCE:

Education:

- A high school diploma or equivalent.

Experience:

- In operating and maintaining, entry-level repairs of software and computer hardware

SKILLS, KNOWLEDGE AND ABILITIES:

Skills:

- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Operation of computers and other related technological equipment
- Operation, adjustment and minor maintenance of computers and related equipment.
- Demonstrate skills with Microsoft Windows
- Diagnose and repair minor computer problems

Knowledge of:

- Basic Internet research procedures, including use of web browsers, e-mail, and other related programs.
- Specialized knowledge in using computers and other technology.
- Lab procedures and practices
- Enthusiasm for and interest in technology
- Requirements of maintaining work areas in a safe, clean and orderly condition.

Ability to:

- Operate computers and other related technological equipment
- Communicate with and understand the needs of pupils and teachers
- Work with and direct pupils
- Work harmoniously with other employees
- Follow written and oral directions
- Work independently with little direction
- Observe and control student behavior according to approved policies and procedures
- Monitor student activities
- Sit or stand for extended periods of time
- Bend, kneel or crouch

WORKING CONDITIONS:

Environment:

- Classroom or lab environment
- Outdoor supervision of students in all weather conditions

Physical Demands:

- Physical, mental, and emotional stamina to perform the duties and responsibilities of the position.
- Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.
- Manual dexterity sufficient to write, use the telephone, computer, calculator, and office machines at required speed and accuracy.
- Vision sufficient to read handwritten and printed materials, and the display screen of various office equipment and machines.
- Hearing sufficient to communicate in person and hold telephone conversations in normal range (60 decibels).
- Physical agility to sit, stand, kneel, walk, push/pull, squat, twist, turn, bend, stoop, and reach overhead.
- Physical stamina sufficient to sustain light physical labor for up to 6.5 hours per day, and to sit and/or stand for long periods of time, and to respond to emergency situations.
- Physical strength sufficient to lift materials/supplies up to 40 pounds, and to occasionally lift 80 pounds or more with assistance.

MONSON-SULTANA JOINT UNION ELEMENTARY SCHOOL DISTRICT

Position Job Description

<u>TITLE:</u>	TECHNOLOGY ASSISTANT CATEGORICAL PROGRAMS		
<u>REPORTS TO:</u>	Director of Technology	<u>DEPARTMENT:</u>	Technology
<u>CLASSIFICATION:</u>	Classified	<u>HOURS PER DAY:</u>	8
<u>WORK YEAR:</u>	12 month	<u>SALARY:</u>	Per Salary Schedule

BASIC FUNCTION:

Under the supervision of the school site principal and direction of the IT department, maintain school site supplementary technology systems; provide technological targeted assistance for lowest performing student groups. Provide supplementary technical support to school site teachers, and students.

CLEARANCES/CERTIFICATE REQUIREMENTS:

- Criminal Justice Fingerprint/Background Clearance
- Possession of a valid Class C California Driver's License

ESSENTIAL JOB FUNCTIONS:

- Provide supplementary technical support to classroom teachers and students.
- Provide technological assistance for lowest performing student groups.
- Serve as an on-site supplemental resource person for school-site users of technology equipment.
- Maintain the supplementary technology and software for intervention and supplementary English Language Development classes.
- Provide support and training to facilitate the use of data to monitor the learning for RTI Intervention.
- Install, maintain, set up and operate a diverse range of technology equipment including microcomputer systems and peripherals, video technology systems equipment, and audio-visual equipment.
- Troubleshoot common technology equipment problems; maintain the supplementary education equipment, including the replacement of damaged, non-working or missing parts; determine appropriate course of action and communicate with appropriate district-level technology support staff to facilitate service and/or repair.
- Maintain site server(s); add and modify user settings for access to school servers; ensure backup devices are configured and operate properly; perform proper backup procedures as required.
- Load computer software on microcomputers from servers. Assist staff and students in the use, operation, and troubleshooting of operating systems and application software packages. Perform software updates as required.
- Oversee maintenance, security, and proper usage of technology equipment. Communicate school site technology networking concerns and problems to appropriate district-level technology support staff.
- Schedule and coordinate the use of technology equipment on the school campus.
- Keep and maintain an accurate inventory of school-site technology equipment; including the tagging of technology assets.
- Keep and maintain an accurate log of all equipment replacements.
- Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Education:

- High school diploma.
- Supplemented by specialized training in basic computer or a related field.

Experience:

- Two years of responsible work experience in the operation and management of technology systems and equipment preferred.

SKILLS, KNOWLEDGE AND ABILITIES:

Skills:

- Establish and maintain cooperative and effective working relationships with district staff, students, and others contacted in the carrying out of all job functions.

Knowledge of:

- Computer hardware and peripherals such as disk storage devices, monitors, keyboards, CD-ROM, DVD, tape back-up systems and printers.
- Compatible Operating Systems and application software packages.
- Proper use of diagnostic software programs sufficient to facilitate confirmation of correct system.
- Operations and/or software-level repair of computer system operations.
- Safe working methods and procedures.
- Basic record keeping techniques sufficient to keep records of service and inventory control.

Ability to:

- Effectively operate computer systems, associated peripherals and other technology equipment used on school campuses.
- Determine cause of technology equipment failure and take appropriate course of action to facilitate service and/or repair.
- Operate and maintain server(s) in a timely and efficient manner.
- Read, interpret, and apply information and directions found in operation and user's manuals for technology equipment.
- Explain technical problems in a manner understandable by other district personnel.
- Learn and acquire new skills to keep up with advances in the use application of emerging technological advancements.
- Organize time and complete all assigned work efficiently and within scheduled time lines.
- Understand and carry out both oral and written instructions.
- Communicate clearly and concisely both orally and in written format, sufficient to understand direction and communicate relevant technical information to others.
- Adapt to changing priorities.
- Work independently and/or under direct supervision.
- Stand, sit, and walk for extended periods of time.

WORKING CONDITIONS:

Environment:

- Office/classroom environment.
- Computer lab environment with noise levels up to 90 DB.
- Driving a vehicle to conduct work.
- Constant interruptions.

Physical Demands:

- Stand, sit, and walk for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard and peripheral equipment.
- Seeing to view and computer monitor, and read a variety of materials.
- Hearing and speaking to exchange information and make presentations.
- Sitting or standing for extended periods of time.
- Bending at the waist, kneeling or crouching.
- Lifting and carrying moderately heavy objects weighing up to 49 pounds.
- Reaching overhead, above the shoulders and horizontally.

PHYSICAL EFFORT AND WORK ENVIRONMENT

- Physical, mental, and emotional stamina to perform the duties and responsibilities of the position.
- Mental Acuity to collect and interpret data, evaluate, reason, define problems establish facts, draw valid conclusions,

make valid judgments and decisions.

- Manual dexterity sufficient to write, use the telephone, computer, calculator, and office machines at required speed and accuracy.
- Vision sufficient to read handwritten and printed materials, and the display screen of various office equipment and machines.
- Hearing sufficient to communicate in person and hold telephone conversations in normal range (approximately 60 decibels).
- Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distances on the telephone and addressing groups.
- Physical agility to sit, stand, kneel, walk, push/pull, squat, twist, turn, bend, stoop, and to reach overhead.
- Physical stamina sufficient to sustain light to medium physical labor for up to 8 hours, sit and/or walk for prolonged periods of time.
- Physical mobility sufficient to move about the work environment (office, district, school site to site) for sustained periods of time on hard flooring, climb slopes, stairs, ramps, and to respond to emergency situations.
- Physical strength sufficient to periodically lift and/or carry 40 pounds of materials or supplies; occasionally lift 80 or more pounds with assistance.
- Occasionally push and/or pull a variety of tools, equipment, or objects weighting 80 or more pounds.
- Indoor work environment.

MONSON-SULTANA JOINT UNION ELEMENTARY SCHOOL DISTRICT

Position Job Description

<u>TITLE:</u>	CUSTODIAN/BUS DRIVER		
<u>REPORTS TO:</u>	MOT Director	<u>DEPARTMENT:</u>	Maintenance, Operations, Transportation
<u>CLASSIFICATION:</u>	Classified	<u>HOURS PER DAY:</u>	As per payroll worksheet
<u>WORK YEAR:</u>	As Assigned	<u>SALARY:</u>	Per Salary Schedule

BASIC FUNCTION:

The position of Custodian/Bus Driver was established for the purpose of maintaining an attractive, sanitary and safe facility for students, staff and public; providing equipment and furnishings for meetings, classrooms activities, assemblies and special events; minimizing property damage, loss and liability exposure; transporting students over scheduled routes and/or to/from special excursions ensuring vehicle operation is in safe operating condition; and ensuring safety of students during transport, loading and unloading of buses.

CLEARANCES/CERTIFICATE REQUIREMENTS:

- Criminal Justice Fingerprint/Background Clearance
- Valid/current CPR certification.
- Possession of a valid Class C California Driver's License

ESSENTIAL JOB FUNCTIONS:

Custodial

- Cleans assigned facilities for the purpose of maintaining a sanitary, safe, and attractive environment.
- Communicates issues concerning safety and/or proper maintenance of facilities to supervisor.
- Inspects school facilities for the purpose of ensuring that the site is suitable for safe operations, is maintained in an attractive and clean condition, and/or identifying and reporting necessary repairs.
- Maintains supplies and equipment (e.g. cleaning solutions, paper products, power equipment and tools, etc.) for the purpose of ensuring the availability of items required to properly maintain facilities.
- Opens and secures facilities (e.g. opening gates, building access doors, disarming security systems, raising flag, minor repairs, locking doors, turning off lights, etc.) for the purpose of ensuring facilities are operational and safe for occupancy and to minimize property damage, equipment loss, and potential liability to the district.
- Performs routine grounds keeping duties as assigned (e.g. picking up trash and other debris, sweeping/blowing walkways and the main entrance to the school, etc.).
- Performs routine maintenance of buildings and grounds to include painting, and minor repairs to classrooms and office spaces (e.g. doors, locks, playground equipment, furniture, etc.).
- Prepare athletic fields as directed.
- Update marquee monthly.
- Perform related duties as assigned.

Bus Driver

- Observes/follows all applicable motor vehicle codes/laws while operating school bus.

- Maintains vehicles as assigned for the purpose of ensuring safe operations of vehicles (e.g. minor adjustments, checking fluids, cleans interior/exterior surfaces, etc.).
- Drives a bus over designated routes in accordance with time schedules, picking up and discharging students and escorting across streets when necessary in accordance with safety regulations and state law.
- Maintains good order among students on the bus and those waiting at bus stops while treating students in a respectful and appropriate manner.
- Follows all district policies regarding the discipline of students.
- Documents and reports all disciplinary matters to the school principal.
- Attends all required staff development training as directed.

EDUCATION AND EXPERIENCE:

Education:

- Targeted job related education that meets the needs of the district.

Experience:

- Job related experience is desired.

SKILLS, KNOWLEDGE AND ABILITIES:

Skills:

- Specific skill-based competencies required to satisfactorily perform functions of the job include operating equipment used in industrial maintenance including electrical cleaning equipment, common tools, etc.

Knowledge of:

- Knowledge of methods and procedures in the building trades, custodial work, gardening and grounds maintenance. General knowledge of maintenance, repair, and compliance with California Highway Patrol regarding maintenance and operation of school buses and school vehicles.

Ability to:

- The ability to prepare and interpret plans and specifications. Planning, organizing and supervising the work involved in maintaining school buildings and grounds, school buses, school vehicles and other school equipment. Ability to maintain California School Bus Driver's Certificate.

WORKING CONDITIONS:

Environment:

- Indoor and outdoor environment.
- Exposure to weather conditions.
- School bus environment.
- Driving a vehicle to conduct work.
- Frequent interruptions.
- Must be insurable by the District's liability insurance carrier.
- Random drug testing (DOT).

Physical Demands:

- Sitting for extended periods of time when operating a transportation vehicle.
- Hearing and speaking to exchange information.
- Reaching, pulling and pushing to open bus doors.
- Standing and walking for extended periods of time.
- Physical, mental, and emotional stamina to perform the duties and responsibilities of the position.
- Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.
- Manual dexterity sufficient to use equipment used in custodial services and to operate a vehicle.
- Vision sufficient to read handwritten and printed materials.
- Hearing sufficient to communicate in person and hold telephone conversations in normal range (60 decibels).
- Physical agility to sit, stand, kneel, walk, push/pull, squat, twist, turn, bend, stoop, and reach overhead.

- Physical stamina sufficient to sustain light physical labor for up to 8 hours per day, and to sit and/or stand for long periods of time, and to respond to emergency situations.
- Physical strength sufficient to lift materials/supplies up to 40 pounds, and to occasionally lift 80 pounds or more with assistance.

MONSON-SULTANA JOINT UNION ELEMENTARY SCHOOL DISTRICT

Position Job Description

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TITLE: FOOD SERVICE DIRECTOR

REPORTS TO: Superintendent

DEPARTMENT: Food Service

CLASSIFICATION: Confidential Management

HOURS PER DAY: 8

WORK YEAR: 184 days

SALARY: Per Salary Schedule

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Board Approved: August 5, 2014

BASIC FUNCTION:

Under the direction of the Superintendent, the Food Service Director plans, organizes, and directs the activities of the kitchen and cafeteria. The Food Service Director trains, supervises, and evaluates the cafeteria personnel. The Director of Food Service plans, implements, directs and maintains the district's food service programs. The Director of Food Service ensures compliance with all state and federal program mandates and health requirements.

CLEARANCES/CERTIFICATE REQUIREMENTS:

- Criminal Justice Fingerprint/Background Clearance
- Possession of a valid Class C California Driver's License

ESSENTIAL JOB FUNCTIONS:

- Directs and manages the district food service program for the purpose of ensuring effective food service operations, and district compliance with state, federal and/or county regulations and district policies and procedures.
- Inspects food production, storage and serving areas for the purpose of ensuring healthful and sanitary conditions and maintaining compliance with local, state and federal regulations.
- Develops and implements standards for efficient, sanitary and nutritious food service for the purpose of ensuring quality and quantity of food service and preparation.
- Monitors fund balances of assigned programs and related financial activity for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed.
- Researches new products, laws, regulations, etc. for the purpose of recommending purchases, contracts and maintaining district wide services.
- Develops long and short range plans/programs for the purpose of expanding the department program and/or ensuring that district resources are effectively utilized.
- Performs personnel functions (e.g. interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
- Trains and monitors the training of food service employees for the purpose of ensuring an exceptional food service program.
- Supervises assigned personnel for the purpose of ensuring their department and individual performance objectives are met.

- Presents information (e.g. budget overviews, accounting processes, distribution formulas, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Collaborates with others (e.g. district personnel, regulatory agencies, community organizations, etc.) for the purpose of implementing and maintaining services and/or programs.
- Designs nutrition education efforts for the purpose of enhancing learning and health as defined by District health curriculum.
- Researches equipment and facilities for new and renovated schools for the purpose of assuring safe, high quality food and providing flexibility for future needs.
- Plan and manage activities of the school kitchen.
- Plan, prepare, and assist in serving daily meals in large quantities.
- Clean and store cafeteria equipment and food supplies as required and account for lunch purchases and inventories.
- Enforce the kitchen safety program.
- Consult with management team, teachers, and other employees on school cafeteria needs.
- Performs other related duties, as assigned, for the purpose of ensuring an efficient and effective work environment.

EDUCATION AND EXPERIENCE:

Education:

- A high School diploma or equivalent.

Experience:

- Leadership and management abilities.
- Registered dietician preferred.
- Accounting and business skills preferred.
- School food service experience preferred.

SKILLS, KNOWLEDGE AND ABILITIES:

Skills:

- adhering to safety practices; operating equipment used in commercial food preparation;
- operating standard office equipment;
- performing accounting procedures;
- planning and managing projects;
- preparing and maintaining accurate records;
- using pertinent software applications.

Knowledge of:

- principles of effective nutrition planning;
- rules and regulations related to the National School Lunch Program,
- compliance issues regarding USDA accounting procedures,
- County health regulations,
- accounting/bookkeeping principles;
- concepts of grammar and punctuation;
- health standards and hazards;
- quantity cooking;
- safety practices and procedures;
- employer-employee relations and contract administration.

Ability to:

- schedule, gather, collate, and/or classify data;
- flexibility is required to work with others in a variety of circumstances;
- work with data utilizing defined but different processes;
- operate equipment using a variety of standardized methods.
- work with a variety of data;
- utilize job-related equipment.

- problem solving is required to analyze issues and create action plans.
- adapting to changing work priorities;
- maintaining confidentiality;
- meeting deadlines and schedules;
- managing and working as part of a team;

WORKING CONDITIONS:

Environment:

- School food service/cafeteria setting

Physical Demands:

- Physical, mental, and emotional stamina to perform the duties and responsibilities of the position.
- Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.
- Manual dexterity sufficient to write, use the telephone, computer, calculator, and office machines, and food service equipment at required speed and accuracy.
- Vision sufficient to read handwritten and printed materials, and the display screen of various office equipment and machines.
- Hearing sufficient to communicate in person and hold telephone conversations in normal range (60 decibels).
- Physical agility to sit, stand, kneel, walk, push/pull, squat, twist, turn, bend, stoop, and reach overhead.
- Physical stamina sufficient to sustain light physical labor for up to 6.5 hours per day, and to sit and/or stand for long periods of time, and to respond to emergency situations.
- Physical strength sufficient to lift materials/supplies up to 40 pounds, and to occasionally lift 80 pounds or more with assistance.

MONSON-SULTANA JOINT UNION ELEMENTARY SCHOOL DISTRICT

Position Job Description

<u>TITLE:</u>	GROUNDS/MAINTENANCE/BUS DRIVER		
<u>REPORTS TO:</u>	MOT Director	<u>DEPARTMENT:</u>	Maintenance/Operations
<u>CLASSIFICATION:</u>	Classified	<u>HOURS PER DAY:</u>	8
<u>WORK YEAR:</u>	12 months	<u>SALARY:</u>	Per Classified Salary Schedule

BASIC FUNCTION:

Under the supervision of the school site principal and direction of the MOT Director, will lead and participate in the performance of skilled custodial and routine maintenance functions and activities. Will perform general custodial functions in maintaining of school grounds, facility and offices in a clean, safe and secure condition. Does assigned cafeteria work and grounds as needed; and will do other related work as required.

CLEARANCES/CERTIFICATE REQUIREMENTS:

- Criminal Justice Fingerprint/Background Clearance
- Valid/current CPR certification
- Possession of a valid Class C California Driver's License

ESSENTIAL JOB FUNCTIONS:

- Assists in making up original plans for repair and/or remodeling of existing facilities; assists in figuring bills of materials and estimates cost in tie and materials.
- Instructing others in proper use of tools, materials, equipment, or operation; assists in ordering and distribution of maintenance supplies.
- Directs and participates in work projects.
- Drives school bus as assigned; when so assigned, will carry out duties and responsibilities specified for bus drivers.
- Demonstrates interest in the position by participating in workshops pertaining to work assignment.
- Maintains existing equipment.
- Loading and unloading supplies as needed or directed.
- Carry out those duties and responsibilities assigned to Custodian/Bus Driver.
- Perform a wide variety of tasks related to the day to day custodial activities.
- Adhere to policies and procedures in maintaining appropriate student behavior.
- Requisition supplies, materials, and equipment to ensure that an appropriate operational inventory is maintained.
- Set up and arrange the facility for meetings and special events.

- Assist custodial personnel in resolving unusual problems and situations.
- Perform routine facility and equipment maintenance functions, including minor repair, part replacement, and adjustment tasks.
- Inspect heating, ventilation, and water systems to ensure adherence to operational procedures and guidelines.
- Perform ground duties as requested; operate all grounds related equipment.
- Conduct daily safety inspections on playground equipment; maintain equipment and ground under playground equipment as appropriate.
- Make minor repairs and adjustments to plumbing and electrical equipment and apparatus in school buildings.
- Maintain MSDS sheets and "right to know" labeling at assigned sites.
- Attend in-services and safety meetings as assigned.
- Wash windows, walls, tables, desks and benches; polish metal work; clean chalk boards; dust and clean furniture and wood work; sweep, scrub, mop, polish and wax floors; vacuum rugs and carpets; clean restrooms; refill dispensers.
- Pick-up papers and other debris on grounds and walks; sweep walks and water shrubs.
- Perform special custodial work upon request.
- Performs related duties as assigned.

EDUCATION AND EXPERIENCE:

Education:

- A high school diploma or equivalent.
- Courses in architectural drawing and/or general shop preferred.

Experience:

- Two years of responsible experience as general contractor or equivalent.
- Four years custodial experience.
- Advanced training performed demonstrating loading or shipping skills.
- Prior job related experience with increasing levels of responsibilities, preferably in a school and/or institutional setting.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Approved methods of general repair of buildings.
- Existing codes of safe and accepted instruction.
- Plumbing and electrical installations.
- Materials used in general building repair.
- Hand and power tools used in construction work.
- Safe driving practices.
- Basic first aid procedures and methods.
- Provisions of the California Motor Vehicle Code, the Education Code, District and CHP regulations applicable to the operation of vehicles in the transportation of children.
- Interpersonal skills using tact, patience and courtesy.
- Modern cleaning methods and the preferred methods of cleaning and preserving floors, walls and fixtures and surrounding areas.
- Cleaning materials, disinfectants and equipment used in custodial work.
- Safety practices and work methods.
- Basic record-keeping techniques.
- Proper methods of storing equipment, materials and supplies.

Ability to:

- Perform all the tasks within this department.
- Organize, utilize, and supervise maintenance manpower.
- Advise school administration on repairs.
- Read blueprints.
- Operate a school bus over designated routes in accordance with time schedules, picking up and discharging students.
- Perform all functions of a bus driver.

- Recognize equipment malfunctions and take appropriate action.
- Establish and maintain cooperative and effective working relationships with others.
- Understand and follow oral and written directions, read and interpret maps.
- Lift, carry, push and pull heavy objects up to 75 pounds.
- Sit for extended periods of time when operating a transportation vehicle.
- Bend at the waist.
- Communicate effectively with others.
- Plan, train and provide work direction and guidance to assigned custodians at an assigned site.
- Assign and inspect the work of others.
- Work independently with little direction.
- Properly estimate quantity of required custodial supplies and equipment.
- Apply and explain schedules, procedures and use of equipment and supplies used in custodial work
- Use common cleaning equipment and materials in a safe and efficient manner.
- Operate a variety of custodial equipment including a floor stripper, buffer, carpet shampooer, vacuum cleaner and small power hand tools.
- Meet schedules and time lines.
- Obtain and retain a California school bus driver's certificate and all related certificates.
- Work at heights to inspect and replace lights.
- Produce work orders.
- Climb ladders.

WORKING CONDITIONS:

Environment:

- Indoor and outdoor environment.
- Exposure to weather conditions.
- School bus environment.
- Driving a vehicle to conduct work.
- Constant interruptions.
- Must be insurable by the District's liability insurance carrier.
- Random drug testing (DOT).
- Ability to maintain California School Bus Driver's Certificate.

Physical Demands:

- Sitting for extended periods of time when operating a transportation vehicle.
- Lifting moderately heavy objects up to 75 pounds.
- Bending at the waist, kneeling or crouching, stooping.
- Hearing and speaking to exchange information.
- Reaching, pulling and pushing to open bus doors.
- Standing and walking for extended periods of time.

MONSON-SULTANA JOINT UNION ELEMENTARY SCHOOL DISTRICT

Position Job Description

<u>TITLE:</u>	HVAC/GROUNDS/MAINTENANCE/BUS DRIVER		
<u>REPORTS TO:</u>	MOT Director	<u>DEPARTMENT:</u>	Maintenance/Operations
<u>CLASSIFICATION:</u>	Classified	<u>HOURS PER DAY:</u>	8
<u>WORK YEAR:</u>	12 months	<u>SALARY:</u>	Per Classified Salary Schedule

BASIC FUNCTION:

Under the supervision of the Superintendent and the direction of the MOT Director, will lead and participate in the performance of skilled custodial and routine maintenance functions and activities. Providing HVAC services with specific responsibility for identifying repair and/or replacement needs; installing, repairing, maintaining and upgrading HVAC systems and equipment. Perform general custodial functions in maintaining of school grounds, facility and offices in a clean, safe and secure condition. Performs assigned cafeteria work and grounds as needed; Transporting students over scheduled routes and/or to/from special excursions ensuring vehicle operation is in safe operating condition; and ensuring safety of students during transport, loading and unloading of buses. Perform other related work as required and directed.

CLEARANCES/CERTIFICATE REQUIREMENTS:

- Universal EPA Refrigeration Certificate
- California School Bus Driver's Certificate
- Criminal Justice Fingerprint/Background Clearance
- Valid/current CPR certification
- Possession of a valid Class C California Driver's License

ESSENTIAL JOB FUNCTIONS:

- Diagnoses causes of problems and/or failures in heating/air conditioning systems for the purpose of identifying equipment and/or systems repair and/or replacement needs.
- Inspects HVAC systems and their components (e.g. heating units, building exhaust fans, ventilation units, etc.) for the purpose of evaluating condition, identifying necessary repairs and recommending preventive maintenance.
- Performs routine and preventive maintenance as needed for the purpose of ensuring the ongoing functioning of HVAC systems.

- Repairs heating and air conditioning systems and/or components (e.g. pumps, motors, air handlers, fan coils, piping, etc.) for the purpose of ensuring a comfortable work environment.
- Assists in making up original plans for repair and/or remodeling of existing facilities; assists in figuring bills of materials and estimates cost in tie and materials.
- Instructing others in proper use of tools, materials, equipment, or operation; assists in ordering and distribution of maintenance supplies.
- Directs and participates in work projects.
- Drives school bus as assigned; when so assigned, will carry out duties and responsibilities specified for bus drivers.
- Demonstrates interest in the position by participating in workshops pertaining to work assignment.
- Maintains existing equipment.
- Loading and unloading supplies as needed or directed.
- Carry out those duties and responsibilities assigned to Custodian/Bus Driver.
- Perform a wide variety of tasks related to the day to day custodial activities.
- Adhere to policies and procedures in maintaining appropriate student behavior.
- Requisition supplies, materials, and equipment to ensure that an appropriate operational inventory is maintained.
- Set up and arrange the facility for meetings and special events.
- Assist custodial personnel in resolving unusual problems and situations.
- Perform routine facility and equipment maintenance functions, including minor repair, part replacement, and adjustment tasks.
- Inspect heating, ventilation, and water systems to ensure adherence to operational procedures and guidelines.
- Perform ground duties as requested; operate all grounds related equipment.
- Conduct daily safety inspections on playground equipment; maintain equipment and ground under playground equipment as appropriate.
- Make minor repairs and adjustments to plumbing and electrical equipment and apparatus in school buildings.
- Maintain MSDS sheets and "right to know" labeling at assigned sites.
- Attend in-services and safety meetings as assigned.
- Wash windows, walls, tables, desks and benches; polish metal work; clean chalk boards; dust and clean furniture and wood work; sweep, scrub, mop, polish and wax floors; vacuum rugs and carpets; clean restrooms; refill dispensers.
- Pick-up papers and other debris on grounds and walks; sweep walks and water shrubs.
- Perform special custodial work upon request.
- Performs related duties as assigned.

EDUCATION AND EXPERIENCE:

Education:

- A high school diploma or equivalent.
- Courses in architectural drawing and/or general shop preferred.
- EPA Refrigeration certification course.

Experience:

- Two years of experience as HVAC technician.
- Custodial and school bus driving experience preferred but not required.
- Prior job related experience with increasing levels of responsibilities, preferably in a school and/or institutional setting.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Indoor air monitoring equipment and interpret resulting data.
- Air conditioning and heating codes.
- Hazards and safety precautions.
- Refrigerant handling and disposal.
- Approved methods of general repair of buildings.
- Plumbing and electrical installations.
- Materials used in general building repair.
- Hand and power tools used in construction work.
- Safe driving practices.

- Basic first aid procedures and methods.
- Provisions of the California Motor Vehicle Code, the Education Code, District and CHP regulations applicable to the operation of vehicles in the transportation of children.
- Interpersonal skills using tact, patience and courtesy.
- Modern cleaning methods and the preferred methods of cleaning and preserving floors, walls and fixtures and surrounding areas.
- Cleaning materials, disinfectants and equipment used in custodial work.
- Safety practices and work methods.
- Basic record-keeping techniques.
- Proper methods of storing equipment, materials and supplies.

Ability to:

- Perform all the tasks within this department.
 - Advise school administration on repairs.
 - Read blueprints.
 - Operate a school bus over designated routes in accordance with time schedules, picking up and discharging students.
 - Perform all functions of a bus driver.
 - Recognize equipment malfunctions and take appropriate action.
 - Establish and maintain cooperative and effective working relationships with others.
 - Understand and follow oral and written directions, read and interpret maps.
 - Lift, carry, push and pull heavy objects up to 75 pounds.
 - Sit for extended periods of time when operating a vehicle.
- Bend at the waist.
 - Communicate effectively with others.
 - Work independently with little direction.
 - Properly estimate quantity of required custodial supplies and equipment.
 - Apply and explain schedules, procedures and use of equipment and supplies used in custodial work
 - Use common cleaning equipment and materials in a safe and efficient manner.
 - Operate a variety of custodial equipment including a floor stripper, buffer, carpet shampooer, vacuum cleaner and small power hand tools.
 - Meet schedules and time lines.
 - Obtain and retain a California school bus driver's certificate and all related certificates.
 - Work at heights to inspect and replace lights.
 - Produce work orders.
 - Climb ladders.
 - Follow all state and federal laws and guidelines regarding the safe handling, storage, and disposal of all HVAC-related equipment, fluids, and gases.

WORKING CONDITIONS:

Environment:

- Indoor and outdoor environment.
- Exposure to weather conditions.
- Exposure to machinery and equipment that produce high levels of noise.
- School bus environment.
- Frequent interruptions.
- Must be insurable by the District's liability insurance carrier.
- Subject to random drug testing (DOT).

Physical Demands:

- Climbing ladders and working on rooftops.
- Lifting moderately heavy objects up to 75 pounds.
- Bending at the waist, kneeling or crouching, stooping.

- Hearing and speaking to exchange information.
- Reaching, pulling and pushing heavy items.
- Standing and walking for extended periods of time.

MONSON-SULTANA JOINT UNION ELEMENTARY SCHOOL DISTRICT

Position Job Description

<u>TITLE:</u>	HEALTH SERVICES AIDE		
<u>REPORTS TO:</u>	Superintendent	<u>DEPARTMENT:</u>	Office /Administration
<u>CLASSIFICATION:</u>	Classified	<u>HOURS PER DAY:</u>	6.5
<u>WORK YEAR:</u>	181 days	<u>SALARY:</u>	Per Salary Schedule

BASIC FUNCTION:

Under the direction of the Superintendent/Principal, the Health Services Aide conducts a health services program for the evaluation, improvement, and protection of the health of pupils and school personnel in accordance with state law and District policies and procedures.

CLEARANCES/CERTIFICATE REQUIREMENTS:

- Criminal Justice Fingerprint/Background Clearance
- Valid/current CPR certification.
- Possession of a valid Class C California Driver’s License

ESSENTIAL JOB FUNCTIONS:

- Bilingual English/Spanish skills necessary to communicate with students and their parents.
- Conduct medial case findings, screening and referral activities related to health defects of pupils.
- Assist medical and dental personnel with programs conducted at the school.
- Work closely with school personnel and parents of pupils regarding illness, physical defects and potential health problems. Provide health counseling directed toward pursuit of appropriate action.
- Provide health counseling services to pupils with health and related problems.
- Provide emergency care/service for ill and injured pupils while at school.
- Identify safety and health hazards on school site.
- Conduct programs directed toward the control of communicable diseases in the school community.

- Maintain complete health records of all students examined and/or treated. Make reports to the school administration, parents, and medical authorities when the result from any test indicates the necessity therefore.
- Make all types of health reports as required by administration, the County Office of Education, the County Health Department, and the State Department of Education.
- Inform teachers of health problems of students.
- Be on call at all times for emergencies.
- Issue excuses from physical education classes to pupils with authorized excuses.
- Assist with the health components of Federal and State programs.
- Maintain a healthful environment in the office and classrooms.
- Complete and mail all accident reports to the insurance companies and authorization slips to doctors and dentists.
- Monitor and inventory all school medical supplies. Order health and first aid supplies and service first aid kits in classrooms and busses.
- Regularly reviews student immunization and health records and assists families to assure compliance with immunization laws.
- Performs specialized physical health care procedures, including but not limited to gastrostomy and nasogastric feedings, toileting, tracheotomy care, diaper changes, nebulizer treatments, glucagon administration, emergency care in an anaphylactic reaction including administration of the epi-pen.
- Perform other related duties as assigned.

EDUCATION AND EXPERIENCE:

Education:

- Graduation from a California Licensed Vocational Nurse program.
- Knowledge of first aid practices and general knowledge of health services practices.
- An ability to perform health care services in a friendly and compassionate manner and be able to get along well with parents, students, staff, and supervisors.

Experience:

- Minimum of one year experience as a LVN

SKILLS, KNOWLEDGE AND ABILITIES:

Skills:

- Read vital signs such as pulse, temperature, blood pressure and respiration.
- Administer injections and medications as directed.
- Apply dressings, heat packs and ice packs.
- Watching patients closely and report any signs of treatment complications or adverse medication reactions.
- Tend to a patient's comfort, personal hygiene and emotional needs.
- Monitor blood glucose levels for diabetic students.
- Administer insulin or assist in the administration of insulin to diabetic students, including assisting with carbohydrate counting, the calculation of proper insulin dosages, and insuring proper administration techniques.

Knowledge of:

- Knowledge of commonly used drugs and their action
- Computation of dosages
- Preparation of medications
- Principles of administration

Ability to:

- The ability to communicate with both Spanish-speaking and English-speaking students and parents.
- Watching patients closely and report any signs of treatment complications or adverse medication reactions.
- Tend to a patient's comfort, personal hygiene and emotional needs.
- Tend to a patient's comfort, personal hygiene and emotional needs.

WORKING CONDITIONS:

Environment:

- School setting. Predominantly indoor work environment with occasional outdoor assistance to injured students and/or staff
- Exposure to students/staff with physical injuries, body fluids, and potentially contagious illnesses.

Physical Demands:

- Physical, mental, and emotional stamina to perform the duties and responsibilities of the position.
- Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.
- Manual dexterity sufficient to write, use the telephone, computer, calculator, and office machines at required speed and accuracy.
- Vision sufficient to read handwritten and printed materials, and the display screen of various office equipment and machines.
- Hearing sufficient to communicate in person and hold telephone conversations in normal range (60 decibels).
- Physical agility to sit, stand, kneel, walk, push/pull, squat, twist, turn, bend, stoop, and reach overhead.
- Physical stamina sufficient to sustain light physical labor for up to 6.5 hours per day, and to sit and/or stand for long periods of time, and to respond to emergency situations.
- Physical strength sufficient to lift materials/supplies up to 40 pounds, and to occasionally lift 80 pounds or more with assistance.

MONSON-SULTANA JOINT UNION ELEMENTARY SCHOOL DISTRICT

Position Job Description

TITLE: **INSTRUCTIONAL ASSISTANT**

REPORTS TO: Assigned Teacher/Superintendent

CLASSIFICATION: Classified

WORK YEAR: 181 Days

DEPARTMENT: Curriculum/Instruction

HOURS PER DAY: Varies

SALARY: As per salary schedule

Board Approved: October 1, 2013

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist a certificated teacher in providing instruction to individuals or small groups of students; monitor and report student progress; supervise students during recess and lunch periods; perform a variety of activities that promote improved student achievement; work directly with the classroom teacher and students implementing Board approved curriculum and assessments.

ESSENTIAL JOB FUNCTIONS:

- Assist in the presentation of instructional materials and supplemental academic instruction to individuals or small groups of at-risk and/or English Learner (EL) students.
- Reinforcing instruction as directed by the supervisor; assist at risk students in their understanding and comprehension of reading, writing, language arts, science, math and social studies, performing remedial exercises and other basic instruction as required.
- Assist in the preparation of materials for classroom use as directed by the supervisor; organize materials to assist at-risk student learning.
- Assist students by providing a proper role model, emotional support, patience, a friendly attitude and general guidance.
- Serve as liaison between school and parents explaining school policies and procedures.

- Tutor individuals or small groups of at-risk students, reinforcing instruction as directed by the teacher; communicate with students to facilitate instructional process; interpret textbook and homework assignments in subjects such as math, social studies, science, reading and English.
- Observe and appropriately control behavior of students in the classroom and movement of students to various locations on the school campus and during emergency drills.
- Correct and record tests, papers, and homework assignments as directed; prepare homework packets as assigned.
- Perform a variety of clerical duties such as, assembling materials, taking roll, maintaining records and files, duplicating classroom materials and distributing and collecting papers and supplies.
- Prepare and keep a file of instructional materials and assist students and teachers in finding needed instructional materials.
- Operate audio-visual equipment, copier, VCR and computer; set up displays as necessary.
- Arrange bulletin boards, displays, and other visual aids to assist academically at-risk students.
- Report progress regarding student performance and behavior as required; provide input and assist teachers with determining student advancement through established learning programs.
- Assist students with the use of computers, audiovisual aids, and technology.
- Responsible for supervision of students when assigned to the lab.
- Direct group activities of students as assigned; assist in monitoring lunch, playground and other activities as assigned; accompany students to bus stops, restrooms, offices and other locations as assigned.
- Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

- Education: Must be NCLB compliant
- Experience: A minimum of 1 year experience working with children in an educational setting.

JOB REQUIREMENTS:

- SKILLS:
 - The ability to operate a variety of basic office equipment to include copiers, fax machines, scanners, laminating machines, computers, printers, and die-cutting equipment.
- KNOWLEDGE:
 - Basic subjects taught in schools, including arithmetic, grammar, spelling, language and reading; Safe practices in classroom and playground activities; Child guidance principles and practices; Correct English usage, grammar, spelling, punctuation and vocabulary; Interpersonal skills using tact, patience and courtesy; Basic record-keeping techniques.
- ABILITIES:
 - Assist a certificated teacher with assigned instructional activities; assist with instruction and related activities in a classroom or assigned learning environment; communicate and maintain effective relationships with students, parents, staff and the public; perform routine clerical duties in support of classroom activities; print and write legibly; understand and follow oral and written directions; learn procedures, functions and limitations of assigned duties; communicate effectively both orally and in writing

WORK ENVIRONMENT:

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Short periods of standing

CLEARANCES/CERTIFICATES:

Criminal Justice Fingerprint/Background Clearance

MONSON-SULTANA JOINT UNION ELEMENTARY SCHOOL DISTRICT

Position Job Description

TITLE: LIBRARY TECHNICIAN

REPORTS TO: Superintendent

DEPARTMENT: Curriculum & Instruction

CLASSIFICATION: Classified

HOURS PER DAY: 8

WORK YEAR: 181

SALARY: Per Salary Schedule

BASIC FUNCTION:

Directs library users to standard references, organize and maintain periodicals, prepare volumes for binding, handle interlibrary loan requests, perform routine cataloging and coding of library materials and, retrieve information from computer databases. Loans and collects books, periodicals, and other materials. Sort returned books, periodicals, and other items and put them on their designated shelves, in the appropriate files, or in storage areas. Before reshelving returned materials, they look for any damage and try to make repairs.

CLEARANCES/CERTIFICATE REQUIREMENTS:

- Criminal Justice Fingerprint/Background Clearance

ESSENTIAL JOB FUNCTIONS:

- Orders books, periodicals, and other library materials. Reads book reviews; selects books and prepares listing of books for purchase consideration.
- As authorized, selects and maintains the collection of library media and materials.
- Oversees daily operation of library. Determines and communicates check-out procedures. Checks materials in and out; provides assistance to students and teachers in locating materials.
- Follows up overdue materials.

- Shelves books; maintains and updates card catalog and shelf list.
- Schedules class sessions in the library; coordinates other learning activities.
- Monitors student behavior in the library
- Maintains physical appearance of library; picks up litter and straightens chairs. Sets up displays; designs bulletin boards.
- Takes periodic inventory of library books and materials; maintains inventory records. Determines whether books should be repaired or discarded; prepares materials for binding.
- Provides information to staff members, students, parents, and other visitors concerning library materials and services.
- Performs related duties as assigned.

EDUCATION AND EXPERIENCE:

Education:

- NCLB compliant for Instructional Assistant, either by test or university credits.

Experience:

- Minimum of 2 years experience in library operations

SKILLS, KNOWLEDGE AND ABILITIES:

Skills:

- SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions.
- Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications;
- Preparing and maintaining accurate records; use of technology; and record keeping.

Knowledge of:

- Standard library practices;
- Computer and Internet operations; office equipment/software;

Ability to:

- Use job-related equipment;
- Adapt to changes and deal with frequent interruptions;
- Develop and publish library schedules;
- Interact professionally with students and staff.

WORKING CONDITIONS:

Environment:

- Library environment
- Outdoor and/or cafeteria supervision of students in all weather conditions

Physical Demands:

- Physical, mental, and emotional stamina to perform the duties and responsibilities of the position.
- Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.
- Manual dexterity sufficient to write, use the telephone, computer, calculator, and office machines at required speed and accuracy.
- Vision sufficient to read handwritten and printed materials, and the display screen of various office equipment and machines.
- Hearing sufficient to communicate in person and hold telephone conversations in normal range (60 decibels).
- Physical agility to sit, stand, kneel, walk, push/pull, squat, twist, turn, bend, stoop, and reach overhead.
- Physical stamina sufficient to sustain light physical labor for up to 8 hours per day, and to sit and/or stand for long periods of time, and to respond to emergency situations.
- Physical strength sufficient to lift materials/supplies up to 40 pounds, and to occasionally lift more with assistance.

MONSON-SULTANA JOINT UNION ELEMENTARY SCHOOL DISTRICT

Position Job Description

<u>TITLE:</u>	DIRECTOR OF MAINTENANCE, OPERATIONS, AND TRANSPORTATION (MOT)		
<u>REPORTS TO:</u>	Superintendent	<u>DEPARTMENT:</u>	MOT
<u>CLASSIFICATION:</u>	Confidential Management	<u>HOURS PER DAY:</u>	8
<u>WORK YEAR:</u>	12 Months	<u>SALARY:</u>	Per Salary

Schedule

BASIC FUNCTION:

Under the direction of the Superintendent, the Director of Maintenance, Operations and Transportation, is responsible for planning, organizing, directing, coordinating, managing and supervising all maintenance, custodial, grounds, safety/security services, construction management and the transportation of students.

CLEARANCES/CERTIFICATE REQUIREMENTS:

- Criminal Justice Fingerprint/Background Clearance
- Valid/current CPR certification.
- Possession of a valid Class C California Driver's License

ESSENTIAL JOB FUNCTIONS:

- Coordinate the work schedules of all members of the maintenance, grounds and transportation departments.
- Inspect facilities, grounds, district vehicles and school busses to determine needed operational and corrective needs and ensure against safety hazards.
- Manage the preparation of bus routes, pupil loads and safety regarding road conditions.
- Implement and manage the in-service training and safety programs and campaigns relative to the facilities, grounds and transportation.

- Insure the progress and quality of district work projects pertaining to the buildings and grounds.
- Manage the maintenance and repair program for the district's buses and any/all other district vehicles and grounds equipment.
- Perform periodic evaluations of all personnel under his direction and report to the Superintendent in accordance with Board policy.
- Ensure compliance with all mandates with regard to facilities (i.e., OSHA, Williams Settlement, etc.)
- Maintain work-time records for the maintenance, operations and transportation departments.
- Assist in the training of all new employees assigned to the maintenance, operations and transportation department.
- Address concerns and requests for information from parents and others pertaining to the district's pupil transportation, referring to the Superintendent when appropriate.
- Estimate costs of parts, supplies and repairs as needed for the general upkeep of the district facilities, grounds and transportation vehicles.
- Initiate requisitions pertaining to the costs involved in maintaining the district's facilities, equipment, vehicles and busses.
- Serve as a member of the screening committee for maintenance, operations and transportation applicants.
- Attend Board meetings upon request.
- Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Education: A high School diploma or equivalent.

Experience: Leadership and management experience is desirable. One year experience in the maintenance and repair of school buses/diesel engines.

SKILLS, KNOWLEDGE AND ABILITIES:

Skills:

- Prepare financial, operational and statistical reports as required or directed.
- Manages departmental expenditures and ensures prudent fiscal management in the application of assigned funds.
- Assists with oversight of surplus property and sales.
- Manages the assignment and distribution of personnel and provides ongoing reviews of organization structure, staffing and departmental policies and procedures.
- Provides for employee growth through in-service and outside training opportunities.
- Responds to emergency situations and assists with the emergency management program.

Knowledge of:

- Methods, techniques, supplies, materials and equipment utilized in school facility and building maintenance;
- Repair and construction;
- General upkeep and repairs of district vehicles and school busses;
- Laws affecting the maintenance and repair of school buildings, grounds and pupil transportation;
- Basic record/time keeping procedures.
- Knowledge of first aid practices.

Ability to:

- Understand and carry out oral and written directions with minimal accountability controls.
- Prepare and interpret building plans, blueprints, drawings, schematics and other data pertaining to the maintenance, repair and construction of school facilities and equipment.
- Plan, organize and supervise the work involved in maintaining school buildings, grounds and pupil transportation;
- Request and/or estimate costs of school construction, maintenance, grounds upkeep and school buses/vehicles repairs;
- Carry out broad district policies;
- Prepare verbal and written reports for the Superintendent and/or Board;
- Establish and maintain cooperative working relationships;

- Perform other duties as assigned by the Superintendent.

WORKING CONDITIONS:

Environment:

- Persons performing service in this position classification will work in all areas of the school setting, both inside and outside in all weather conditions.

Physical Demands:

- Persons performing service in this position classification will exert 50 to 75 pounds of force frequently to lift, carry, push, pull or otherwise move objects.
- This type of work may involve ascending and descending ladders, scaffolding and will involve walking or standing for extended periods of time.
- The manual dexterity to operate equipment and use hand tools and handle and work with various materials and objects are important aspects of this job.
- Physical, mental, and emotional stamina to perform the duties and responsibilities of the position.
- Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.
- Manual dexterity sufficient to write, use the telephone, computer, calculator, and office machines at required speed and accuracy.
- Vision sufficient to read handwritten and printed materials, and the display screen of various office equipment and machines.
- Hearing sufficient to communicate in person and hold telephone conversations in normal range (60 decibels).
- Physical agility to sit, stand, kneel, walk, push/pull, squat, twist, turn, bend, stoop, and reach overhead.
- Physical stamina sufficient to sustain light physical labor for up to 8 hours per day, and to sit and/or stand for long periods of time, and to respond to emergency situations.

MONSON-SULTANA JOINT UNION ELEMENTARY SCHOOL DISTRICT

Position Job Description

TITLE: DIRECTOR OF TECHNOLOGY

REPORTS TO: Superintendent

CLASSIFICATION: Confidential Management

WORK YEAR: 12 months

Board Approved: December 12, 2017

DEPARTMENT: Technology

HOURS PER DAY: 8

SALARY: Per Salary Schedule

BASIC FUNCTION:

The Technology Director is responsible for planning, coordinating, and implementing the district plan for instructional technology, supporting technology users in the district, consulting on the selection of technology equipment and related materials, and coordinating in service activities in the area of instructional technology.

CLEARANCES/CERTIFICATE REQUIREMENTS:

- Criminal Justice Fingerprint/Background Clearance
- Possession of a valid Class C California Driver's License

ESSENTIAL JOB FUNCTIONS:

- Develops a multi-year district-wide computer/technology plan to include curriculum/instructional implications, technology standards and benchmarks, specific timelines, estimated budgets, personnel, and in-service implications.
- Develop, implement, and oversee districts' local area network. Develop and coordinate the Acceptable Use Policy for technology use by students and staff. Oversee compliance with federal, state, and local regulations as to the acceptable use of educational technology within the district.
- Performs E-rate duties and maintains the effectiveness of the federal E-rate program within the district.

- Evaluate and select technology equipment and related material (network, desktop, peripherals, software, etc).
- Coordinate instructional technology related in services, develop onsite training, design and deliver advanced workshops, and locate training resources outside the school system as needed.
- Prepare technology related grant applications. Coordinate with Superintendent and Business Manager for the effective implementation of technology related grants.
- Develop bid specifications for technology equipment and related materials, and district-wide data networks.
- Determine repair/discard/replace policy for technology equipment.
- Assist in developing strategies for implementing instructional technology across all content areas. Integrate technology tools into the district's administrative routines in an effective manner.
- Provides hardware maintenance and software support for district technology installation. Determine need for outsourcing of repair and maintenance services as needed.
- Supervise technology support staff in providing service to teachers and administrative staff.
- Coordinate district software license acquisitions. Maintain district's inventory of technology related equipment.
- Work with the Superintendent in designing school facilities and renovations for the effective use of current and future technologies.
- Provide district's liaison with county, regional, and state educational technologies. Provide data and compliance assurances as required for technology related programs at all levels.
- Act as the Local Area Network (LAN) Engineer who is responsible for designing and implementing the local area networks in a school environment.
- Coordinate the evaluation of school system networking needs and recommend improvements and modifications to the existing infrastructure. Diagnose and resolve local area network issues.
- Install LANs including network servers, hubs, routers, workstations, printers, and other peripheral devices.
- Install and configure LAN servers for email, Internet, file and Proxy servers.
- Operate and maintain LANs, monitor performance, and perform upgrades to hardware and software as required.
- Maintain documentation regarding network configuration, operating procedures, and service records relating to network hardware and software.
- Attend training and review professional literature to enhance knowledge of trends and developments related to LAN systems.
- Other duties as assigned

EDUCATION AND EXPERIENCE:

Education:

- Bachelor's degree in computer related field or a field associated with information technology preferred.
- AA/AS or technical degree or higher required.
- Strong technical background including hands-on experience with networks, servers, and end-user hardware and software.

Experience:

- Experience in leading the development and support of IT infrastructures, preferably in an educational setting.
- Supervisory experience preferred.
- Experience in leading the development and support of IT infrastructures, preferably in an educational setting.
- Strong technical background including hands-on experience with networks, servers, and end-user hardware and software.

WORKING CONDITIONS:

Environment:

- School setting. Predominantly indoor work environment with occasional outdoor work required.
- Exposure to electronic equipment which represent an electrical shock hazard and noise levels up to 100dB.
- Working at heights of up to 30 feet.

Physical Demands:

- Physical, mental, and emotional stamina to perform the duties and responsibilities of the position.

- Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.
- Manual dexterity sufficient to write, use the telephone, computer, calculator, and office machines at required speed and accuracy.
- Basic hand tool knowledge and experience.
- Vision sufficient to read handwritten and printed materials, and the display screen of various office equipment and machines.
- Hearing sufficient to communicate in person and hold telephone conversations in normal range (60 decibels).
- Physical agility to sit, stand, kneel, walk, push/pull, squat, twist, turn, bend, stoop, and reach overhead.
- Physical stamina sufficient to sustain light physical labor for up to 7 hours per day, and to sit and/or stand for long periods of time, and to respond to emergency situations.
- Physical strength sufficient to lift materials/supplies up to 40 pounds, and to occasionally lift 80 pounds or more with assistance.

**Monson-Sultana Joint Union Elementary School District
Classified Employee Evaluation**

EMPLOYEE:		POSITION:	DATE:
PROBATIONARY EMPLOYEE		PERMANENT EMPLOYEE	
✓ CHECK ONE		✓ CHECK ONE	
5 MONTH REPORT		EVALUATION REPORT (ANNUAL EVALUATION)	
11 MONTH REPORT		OTHER / PERIODIC REPORT AS NEEDED	

RATING KEY	
If 1 or 2 is marked, the supervisor must supply comments in the spaces provided and in the summary section.	
1	UNSATISFACTORY PERFORMANCE
2	NEEDS TO IMPROVE TO MEET DISTRICT EXPECTATIONS
3	MEETS DISTRICT EXPECTATIONS
4	EXCEEDS DISTRICT EXPECTATIONS

PERSONAL QUALIFICATIONS					
	1	2	3	4	COMMENTS
DEPENDABILITY					
COOPERATION					
PROFESSIONALISM					
PUNCTUALITY					
ATTENDANCE					
EFFICIENCY/TIME MANAGEMENT					
ADHERENCE TO POLICIES/PROCEDURES					

JOB SKILL QUALIFICATIONS					
	1	2	3	4	COMMENTS
INITIATIVE					
SKILL KNOWLEDGE					
WORK ATTITUDE					
QUALITY OF WORKMANSHIP					
QUANTITY OF WORKMANSHIP					
RESPONSIBLE WITH EQUIPMENT					

SUMMARY COMMENTS / RECOMMENDATIONS BY EVALUATOR:

PROBATIONARY EMPLOYEE			PERMANENT EMPLOYEE ONLY		
Evaluator Recommendation			Evaluator Recommendation		
✓ CHECK APPLICABLE BOX AT 11 MONTHS*			✓ CHECK APPLICABLE BOX		
YES		RECOMMEND PERMANENT STATUS		EMPLOYEE TO BE RETAINED	
NO				EMPLOYEE TO BE RETAINED WITH CONDITIONS Follow-up Conference Date:	
*Please do not check any boxes on 5 month evaluation.				RECOMMEND DISMISSAL	

Supervisor's Signature **Title** **Date** **Employee's Signature** **Date**

This document will be placed in your personnel file. You may, within five days, submit a written response to be attached. The employee's signature only indicates that this evaluation has been fully discussed. It does not mean the employee agrees with this performance evaluation.