

## **SERIES 500: PERSONNEL**

- 510 Personnel Policies Goals
  - 511 Equal Opportunity Employment
  - 512 Sexual Harassment
- \*520 General Personnel Policies
  - 521.1 Board-Staff Communication
  - 522 Staff Conduct
    - 522.1 Alcohol and Drug-Free Workplace
    - 522.4 Staff Ethics
    - 522.5 Staff Involvement in Political Activities
    - 522.71 Staff Use of Social Media
      - 522.71-Rule, Staff Use of Social Media Procedure
    - 523.1 Staff Physical Examinations
    - 523.5 Health and Wellness (**Policy listed under 458**)
      - 523.5-Rule, Wellness Policy Guidelines (**Rule listed under 458-Rule**)
  - 526 Personnel Records
    - 526-Rule, Personnel Folder
      - 526.1 Employment References and Verification
  - 527 Staff Complaints and Grievances (Professional Staff)
  - 529 New Employee Orientation
    - 529-Rule, Guidelines for Orientation of New Employees
- \*530 Professional Staff Policies
  - 531 Professional Staff Positions
    - 531.1 Athletic Director Job Description
    - 531.2 Cheerleader Advisor Job Description
    - 531.3 Teachers Job Description
    - 531.4 Library Media Coordinator Job Description
    - 531.5 Guidance Counselor Job Description
    - 531.6 Speech/Language Pathologist Job Description
    - 531.7 Reading Specialist Teacher Job Description
    - 531.8 Activities Director Job Description
  - 532 Professional Staff Contracts
    - 532.1 Professional Staff Probation
    - 532.2 Professional Staff Compensation
    - 532.3 Professional Staff Fringe Benefits
      - 532.31 Continuation of Insurance for Staff and Board
    - 532.4 Professional Staff Leaves and Absences
  - 533 Professional Staff Recruiting/Hiring
    - 533.1 Criminal Background Checks
  - 534 Substitute Professional Staff Employment
    - 534-Rule, Substitute Teacher Orientation
- \*535 Professional Staff Assignments and Transfers
  - 535.1 Professional Staff Meetings
  - 535.2 Professional Staff Work Schedules
  - 535.3 Professional Staff Extra Duty Assignments

- 535.4 Open Coaching and Extra Duty Positions
  - 536 Reduction in Professional Staff Work Force
    - \*536.1 Retirement of Professional Staff
      - 536.11 Early Retirement of Professional Staff
    - 536.2 Suspension and Dismissal of Professional Staff Members
      - 536.2-Rule, Suspension/Dismissal Procedures
    - 536.3 Resignation of Professional Staff Members
  - 537 Professional Staff Development Opportunities
    - 537-Rule, Inservice Council Guidelines
  - 538 Professional Staff Evaluation
  - \*539 Miscellaneous Professional Staff Policies
    - 539.1 Outside Employment by Professional Staff
  - \*540 Support Staff Policies
    - 541.1 Special Education Aide Job Description
    - 541.2 Head Custodian Job Description
    - 541.3 Maintenance Job Description
    - 541.4 Associate Bookkeeper Job Description
    - 541.5 Head Cook Job Description
    - 541.6 Cook Job Description
    - 541.7 Administrative Secretary Job Description
    - 541.8 Elementary/High School Job Description
    - 541.9 Middle School Secretary Job Description
- \* identifies general policy category; is not currently represented by policy

### PERSONNEL POLICIES GOALS

The personnel policies of the River Ridge School District are an essential part of the program of public education in the community. Through its personnel policies, the Board wishes to establish conditions that will attract and retain the best qualified personnel for all positions.

All personnel policies shall be in conformance with provisions of the current employee agreement(s) and legal requirements.

LEGAL REF.: Section 111.70 Wisconsin Statutes

CROSS REF.: GREAT Agreement

APPROVED: July 1, 1995

### EQUAL OPPORTUNITY EMPLOYMENT

The River Ridge School District is an equal opportunity employer. Personnel hiring and administration in the District are to be conducted so as not to unlawfully discriminate against applicant or employee on the basis of age, race, religion, sex (including sex-based stereotypes, gender identity, or transgender status), sexual orientation, disability, citizenship status, marital status, pregnancy, national origin, creed, color, political or religious affiliation, ancestry, arrest or conviction record, military service, genetic information, use or nonuse of a lawful product off school premises during nonworking hours, declining to attend a meeting or participate in any communication about religious or political matters, the authorized use of family or medical leave or worker's compensation benefits, or any other reason prohibited by state or federal law. Specific state and federal laws and regulations further define the actions that do, or do not constitute unlawful discrimination, harassment or retaliation with respect to the various protected classes.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship to the District. The District shall also accommodate the religious beliefs or practices of an employee to the extent required by law.

Complaints regarding the interpretation or application of this policy shall be referred to the administrative staff and processed in accordance with established procedures. Notice of this policy and related complaint procedures shall be given in accordance with applicable legal requirements.

## Legal References:

### Wisconsin Statutes

- Section 111.31 [declaration of fair employment policy]  
Section 111.321 [prohibited basis for discrimination]  
Section 111.322 [discriminatory actions prohibited]  
Section 118.195 [discrimination against handicapped teachers]  
Section 118.20 [teacher/administrator discrimination prohibited]

### Federal Laws and Regulations

- Title IX, Education Amendments of 1972 [sex discrimination in employment in educational programs]  
Title VII of the Civil Rights Act of 1964 [*employment discrimination based on race, color, religion, sex and national origin*]  
Section 504 of the Rehabilitation Act of 1973 [employment discrimination based on handicap; reasonable accommodations]  
Age Discrimination Act of 1967 [age discrimination in employment]  
Pregnancy Discrimination Act [pregnancy discrimination in employment]  
Americans with Disabilities Act of 1990 [disability discrimination in employment; reasonable accommodations]  
Genetic Information Nondiscrimination Act of 2008 [employment discrimination based on genetic information]  
Uniformed Services Employment and Reemployment Rights Act (USERRA) [employment discrimination on the basis of military service]  
Immigration and Nationality Act (Title II, Chapter 8, Act 274B) [employment discrimination based on national origin and citizenship status]  
11 U.S.C. §525 [employment discrimination based on certain bankruptcy-related statuses and proceedings]

CROSS REF.: 112-Rule, complaint Procedures (Nondiscrimination)  
GREAT Agreement

APPROVED: July 1, 1995

AMENDED: January 10, 2001, February 14, 2018

512

## RIVER RIDGE SCHOOL DISTRICT EMPLOYEE HARASSMENT POLICY

### I. SCOPE

This policy applies to the conduct of all employees of the River Ridge School District while at school on any school premises, or for conduct while not at school, but at some event which is a school sponsored activity.

For purposes of this policy, a "school sponsored activity" shall include, but not be limited to, school field trips, athletic contests, musical artistic and intellectual events wherein the School District is a participant, no matter where those trips, contests or events are held, including the period of transportation to and from those trips, contests and events and the transportation to and from school.

## II. PURPOSE

The purpose of this policy is to provide, as far as possible, a safe, pleasant and unthreatening atmosphere for working in the River Ridge School District.

## III. DEFINITION OF GENERAL HARASSMENT

Harassment is defined, for purposes of this policy, as conduct of a school district employee whether acting as an individual or as part of a group, directed at another school district employee or group of employees and would include, but not be limited to the following:

- A. Verbal abuse or name-calling, of a demeaning, derogatory or threatening nature.
  
- B. Verbal written or graphic references of a demeaning, derogatory or threatening nature concerning another employee's mental capacity, physical attributes, appearance, grooming, hygiene, clothing, race, religion, sex, family or national origin.
  
- C. Theft, damage or destruction of another's physical property.
  
- D. Physical assault of another employee, or threatening or attempting to do so.
  
- E. Creating an atmosphere which tends to establish a hostile environment for another employee.
  
- F. Engaging in a course of conduct or repeatedly committing acts which harass or intimidate another employee and which serve no legitimate purpose.

## IV. SEXUAL HARASSMENT

It is the policy of the District to maintain a learning and working environment free of any form of sexual harassment or intimidation. Sexual harassment refers to unwelcome sexual advances, requests for sexual favors and other verbal, written, or physical conduct of a sexual nature directed at one person by another person regardless of whether the individuals involved are of the same or opposite gender and regardless of whether or not the conduct is a single instance or is repeated. Prohibited conduct may include:

\* Unwelcome requests or demands for sexual favors. This includes subtle or blatant conduct, including verbal conduct, which requests or demands that a person engage in sexual conduct, pressures another for a date, etc.

\* Verbal abuse or unwelcome kidding of a sexual nature, such as telling "dirty jokes", making comments about body parts, appearance or clothing where such comments go beyond mere courtesy, etc.

\* Unwelcome sexual advances such as patting, pinching, brushing up against, hugging, cornering, kissing, fondling, leering or other similar conduct.

\* Creating a work environment that is intimidating, hostile, abusive or offensive because of deliberate, repeated display of offensive sexually graphic material, circulation of such material, unwelcome conversations, suggestions, requests, demands or physical contacts which are sexually oriented.

These types of conduct constitute sexual harassment when:

a) permitting acquiescence in or submitting to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.

b) permitting acquiescence in, submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or

c) such conduct or the permitting of such conduct has the purpose or effect of unreasonably or substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. Substantial interference or creation of an intimidating, hostile or offensive work environment occurs when conduct is such that a reasonable person under the same circumstances as the employee would consider the conduct sufficiently severe or pervasive to interfere substantially with the person's work performance or to create an intimidating, hostile or offensive work environment.

Any person who believes he/she has been sexually harassed may file a complaint in accordance with established procedures. Employees who report incidents of harassment will NOT be subject to retaliation or reprisals of any kind.

All administrators are responsible for the implementation of this policy and ensuring that employees know and understand this policy. All employees will be held responsible and accountable for engaging in prohibited conduct.

## V. PROCEDURE FOR HANDLING HARASSMENT COMPLAINTS

1. Immediately following an incident of suspected harassment, or within a reasonable period of time not to exceed ten (10) working days, the complainant will file a written complaint of each suspected incident with the Superintendent of the River Ridge School District who is hereby designated the coordinator of the District for complaints of this nature. If the complainant feels that this person will not be fair, impartial or objective, or if the superintendent is the suspected harasser, the complainant may file the complaint with Carol Harris (school bookkeeper) who is hereby designated as the alternate coordinator. In all instances, the superintendent shall be made aware of the complaints filed.

2. The coordinator/alternate will acknowledge in writing the receipt of the complaint within two (2) working days. A complaint file will be established to contain all documents pertinent to the

complaint. The coordinator/alternate will keep the identity of the complainant confidential unless there are compelling reasons to disclose the complainant's identity. Should the coordinator/alternate deem disclosure important, the complainant shall be asked if he/she wants his/her identity disclosed. If the complainant denies this request, the complainant's identity shall be kept confidential. If the coordinator/alternate deems it impossible or impractical to process or investigate the complaint as a result of this decision on the part of the complainant, the coordinator/alternate shall advise the complainant of this fact and the complaint may be dismissed.

3. Informal resolution, where appropriate, is desired. The coordinator/alternate will offer an opportunity to the individuals involved to discuss and possibly resolve the situation. Guidance in handling the situation, mediation or other conflict resolution may be offered and given to both parties by the coordinator/alternate.

4. If, after a reasonable period of time, no informal resolution has been reached, the following formal procedure will be followed:

a) The complaint file will be given to the School Board which will, at its' next regular meeting or at a special meeting, hire or employ an outside, impartial, qualified investigator to investigate the complaint. Said investigator will be given the complaint file within three (3) business days of his/her appointment.

b) Within seven (7) days after receipt of the file, the investigator will review all the pertinent facts and will direct the investigation process conducting interviews with appropriate individuals. Unless the complainant has agreed to disclosure of his or her identity, the provisions of paragraph two (2) shall apply to the investigation.

c) The investigator, with due regard to confidentiality when appropriate, will maintain regular communications with both parties regarding the status of the investigation.

d) After a thorough review of all the information collected, the investigator will conduct a meeting or meetings with each of the parties involved. He/She will direct a solution to the problem if one is found to exist. All parties are expected to comply with the decision. In addition to communicating his or her decision to the parties orally, the investigator will communicate his/her decision to the parties in writing within ninety (90) days of the date of the commencement of the investigation unless an extension has been agreed upon by all the parties. If harassment is found, or a complaint is found to have been filed in bad faith, the investigator may also make a written recommendation to the Board as to whether or not employment discipline is appropriate.

e) If a recommendation for employment discipline is made, the Board may take interim measures, if appropriate, including suspension with pay of the employee involved, pending outcome.

f) After written determination, should the person against whom the complaint is made be unsatisfied, he/she shall follow the appropriate grievance procedure. Should the complainant be

unsatisfied, he/she may appeal the determination to the Board of Education for reconsideration. This appeal must be in writing and filed within ten (10) working days after receipt of the investigator's written determination. All information collected by the investigator and the complaint file will be given to the Board of Education. No person will be permitted to present information to the Board of Education which was not given to the investigator unless good cause is shown. The Board of Education will hear the appeal within thirty (30) days after the receipt of the appeal unless an extension of time is agreed to by all of the parties. An appeal to the Board is deemed to be a waiver by the complainant of any objection to the disclosure of his or her identity. The investigator shall be given notice of the appeal and shall attend the appeal hearing. After presentation of the appeal, the Board shall rule on the appeal in writing and copies of the ruling will be given to the parties and the District Administrator and investigator within ten (10) working days after the hearing.

5. Should the complainant remain unsatisfied after receipt of the ruling of the Board of Education, he/she may wish to exercise his/her additional rights and options available under state and federal antidiscrimination laws. Complainants should also be aware that harassment can, under some circumstances, constitute a crime and that harassment can, under some circumstances, constitute sexual assault. Nothing in the policy is intended to prohibit a complainant from reporting criminal activity to the appropriate authorities.

REFERENCES: EEOC 29 C.F.R. - Part 1604.11

Sec. 703, Title VU, Civil Rights Act of 1964

Wisconsin Statute sections 111.32 and 111.36

APPROVED: July 1, 1995

## Board-Staff Communication

The School Board wishes to maintain open channels of communication between itself and the staff. The basic line of communication will, however, be through the District Administrator.

- Staff Communications to the Board: All communications or reports to the Board or any Board committee from principals, supervisors, teachers, or other staff members will be submitted through the District Administrator. This necessary procedure will not be construed as denying an employee the opportunity to appeal administrative decisions to the Board where a District procedure includes an appeal level that involves the Board.

Complaints or appeals regarding the interpretation, application or violation of provisions of the Teacher Handbook or Support Staff Handbook may be made in accordance with the grievance procedure stated in the handbook. *{Editor's Note: If the grievance procedure included in your district's employee handbook(s) is to be used only for employee grievances related to discipline, termination or workplace safety, then you should revise the last sentence of this paragraph accordingly.}* Appeals regarding other administrative decisions may be made through the established lines of authority/communication as shown on the District Organizational Chart, which is referenced in the Teacher and Support Staff Handbooks. All personnel shall refer matters requiring administrative action to the administrator immediately in charge of the area in which the problem or concern arises. An employee may appeal any decision made by the administrator to the District Administrator. If the District Administrator determines that the matter merits consideration by the Board, the decision may be appealed to the Board through the District Administrator. Responsibility should flow simply and clearly from staff through principals and the District Administrator to the Board.

- Board Communications to Staff: All official Board communications, policies and directives of staff interest and concern will be communicated to staff members through the District Administrator, and the District Administrator will employ all such media as are appropriate to keep staff fully informed of the Board's desires, concerns and actions.
- Communications and Interactions between Individual Staff Members and Individual Board Members: Except where expressly authorized by Board action or by the District Administrator, or necessitated by the legal duties related to positions held by Board officers, individual employees are not expected to engage in work-related tasks directly with, or at the direction of, individual Board members. For this reason, if an individual Board member contacts an employee in connection with the employee's assigned duties and responsibilities, the employee is expected to involve his/her immediate supervisor and the District Administrator in establishing an appropriate response to the Board member's inquiry. In the event an individual employee, notwithstanding expectations concerning the use of established lines of authority, communicates with an individual Board member pursuant to the duties and responsibilities of the employee's position, the individual Board member should contact and work with the District Administrator in resolving and responding to the issue or concern. Each individual employee retains ultimate responsibility for ensuring that

all communications pursuant to his/her assigned duties to the Board and/or to any individual Board member are authorized and follow appropriate procedures.

The Board and school administrators understand that Board members and District employees share a keen interest in the schools and in education generally. Therefore, it is to be expected that individual Board members and individual employees will meet in the community and through social events and functions and informally discuss such matters as educational trends, issues, and innovations. On such occasions, the Board's expectation is that employees and Board members will use sound judgment in ensuring that they are not purposefully undermining the established lines of authority in the District or violating the other expectations established in this policy.

Cross References: Teacher and Support Staff Handbooks  
District Organizational Chart

Approved: March 14, 2018

## STAFF CONDUCT

The District expects its employees to do quality work, maintain confidentiality, work efficiently, and exhibit a professional, courteous and respectful attitude toward other employees, parents, and students.

The District also expects employees to:

1. Comply with all applicable work rules, job descriptions, terms of the *Employee Handbook* and legal obligations; and
2. Comply with the standards of conduct set out in Board policies, the *Employee Handbook*, administrative regulations, and with any other policies, regulations and guidelines that impose duties, requirements or standards attendant to their status as District employees.

Violation of any policies, rules, regulations and guidelines may result in disciplinary action, up to and including discharge. Disciplinary actions shall be carried out in accordance with established District procedures.

Some infractions have implications beyond the employment relationship between the District and an individual employee, and the District may inform local, state, and federal officials of such conduct. Included among the behaviors covered by this policy are violations of applicable law, “immoral conduct” that could result in revocation of an individual’s licensure through the Wisconsin Department of Public Instruction, and any other actions that the District deems pertinent.

### **Legal References:**

#### **Wisconsin Statutes**

Section 115.31 [Staff misconduct reporting; license or permit revocation; reports; investigation]

CROSS REF.: 521.1-Rule, Discipline Procedures for Corporal Punishment Violations  
GREAT Agreement

APPROVED: July 1, 1995

REVISED: February 14, 2018

### **ALCOHOL AND DRUG-FREE WORKPLACE**

The District is committed to providing employees an environment that is drug and alcohol free. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance (including alcohol) by an employee is prohibited on District property at all times. Employees who possess, sell or distribute drugs on or off District property, or who appear for work under the influence of alcohol or drugs (other than prescription drugs taken in accordance with the prescription that does not impair an employee's ability to function or pose a safety hazard) shall be subject to appropriate disciplinary action, up to and including suspension and/or termination from employment, and referral to law enforcement authorities. An employee may also be referred for alcohol or drug counseling, assessment or treatment at the discretion of the employee's supervisor. The employee shall be responsible for all costs associated with such counseling, assessment or treatment program.

It is a violation of District policy for any employee to possess, sell, trade, or offer for sale alcohol or illegal drugs or otherwise engage in the use of alcohol or illegal drugs on the job. It is a violation of District policy for any employee to report to work under the influence of alcohol or illegal drugs. It is a violation of District policy for any employee to use prescription drugs illegally. (However, nothing in this policy precludes the appropriate use of legally prescribed medications.)

Any employee who is convicted for any violation of this policy must notify his/her supervisor within five (5) days of such conviction. Failure to do so may result in termination of employment.

#### **Wisconsin Statutes**

<u>Section 111.35</u>	[use or nonuse of lawful products; exceptions and special cases]
<u>Section 120.13</u>	[school board powers, including broad power to do all things reasonable for the cause of education]
<u>Section 121.02(1)(i)</u>	[safe and healthful facilities]
<u>Section 125.09</u>	[restriction on alcoholic beverages on school grounds]
<u>Chapter 961</u>	[controlled substances laws]

#### **Federal Laws**

Drug-Free Workplace Act of 1988 [drug-free workplace requirements]

Cross References:

Adoption Date: April 6, 2016

## STAFF ETHICS

### A. PROFESSIONAL STAFF

#### Responsibility to the Student and Parent

The first consideration of the teacher is the welfare of the student. The teacher guides the students in their growth toward maturity, preparing them to be socially and economically competent in the school, the home and community, and to be happy as responsible members of society. The teacher recognizes the concern of the parent for the child's development and seeks to share this responsibility and to cooperate with the home for the best interests of each child. The teacher:

1. Deals kindly and justly with every child as an individual without prejudice or partiality.
2. Respects the confidence of the student; information given in confidence should be passed only to authorized persons or agencies that are attempting to aid the student, in accordance with state law.
3. Respects the basic responsibility of parents for their children, seeks to establish friendly and cooperative relationships with the home, and is discreet with information received from parents.
4. Does not use classroom privileges and prestige to promote personal gain, selfish interest, partisan politics, or sectarian religious views.
5. Strives to help students develop sound moral and intellectual foundations.
6. Will show students that American citizenship involves responsibilities as well as privileges.
7. Refrains from using inappropriate language in the presence of students.

#### Responsibility to the Profession

The teacher maintains a constructive and cordial attitude toward associates. The teacher respects the authority attached to each associate's position and extends the recognition due a fellow professional. The teacher helps to improve the status of the profession by developing and maintaining high standards. The teacher is aware of the values of professional organization. The teacher:

1. Endorses the principle that the profession must accept responsibility for the conduct of its members and understands that his/her own conduct will be regarded as representative of the profession.
2. Maintains an attitude and personal appearance which strengthens public respect for the teaching profession and for the school system of which he/she is a part.
3. Adhere to the conditions of a contract until the contract has been terminated by mutual consent, or has otherwise been legally terminated.

4. Exercises his/her right to participate in the democratic processes which determine school policy. Once policy is determined through democratic processes, the teacher is then obligated to support it. The teacher recognizes that the Board which derives its authority from the people it serves, has placed the administration of school policy in the hands of the professional leaders of the school.
5. Conducts school affairs through recognized channels of the school system or the profession.
6. Respects the confidence of fellow teachers.
7. Is considerate and loyal in his/her relationships with fellow teachers; the teacher takes pride in their achievements.
8. Regards criticism of fellow teachers or of a predecessor as unprofessional unless it is constructive and discreet; any criticism or dispute among teachers in the presence of students or laymen is unjustifiable.
9. Reports to duly constituted authority any matters which involve the best interests of the school.
10. Seeks continued professional growth and efficiency.
11. Maintains active membership in professional organizations and works through them to attain the objectives which will advance the status of the profession.
12. Seeks appointments or promotions only on the basis of professional qualifications; the teacher does not apply for a specific position while it is held by a qualified member of the profession.
13. Considers only educational values and qualifications in making suggestions or recommendations regarding school purchases or personal appointments, rejecting compensation or rewards from persons benefited.
14. Requests honest recommendations for themselves; the teacher gives honest recommendations for others.

#### Responsibility to the Public

The teacher holds a position of public trust. The teacher serves as a trustee of the American heritage. The teacher works for the strengthening of education and for the realization of democratic ideals. The teacher:

1. Strives to keep the public informed about and interested in the educational program of the public schools.
2. Performs the duties of citizenship and participates in community activities, within limits imposed by their obligations to their students.

**B. SUPPORT STAFF**

In carrying out their assigned duties, support staff employees shall cooperate with other staff, exercise care in the use of school property, and shall not assume a position of authority over students except in emergency situations.

APPROVED: July 1, 1995

### Staff Involvement in Political Activities

Employees may exercise the rights and privileges of any citizen in matters of a political nature consistent with the following restrictions:

- A. No school employee shall, (1) in the presence of any student, and (2) during hours for which pay is received or while the employee is otherwise acting within the scope of their employment, engage in any activity for the solicitation, election, promotion or defeat of any referendum, candidate for public office, legislation, or political action. When not engaged in the performance of their duties (e.g., during designated break periods) and when no students are present, employees who are at a work location may engage in private conversations with non-students or in other personal activities that address, for example, political topics.
- B. During established hours of employment or while an employee is engaged in his/her official duties, no employee or other person may solicit or receive from any employee any contribution or service for any political purpose, where a “political purpose” includes an act done for the purpose of influencing the election or nomination for election of a person to office. Furthermore, no person may enter any District building, office or facility in order to request, make or receive a contribution from any employee for a political purpose during established hours of employment or while the employee is engaged in official duties.
- C. No school employee shall use in any way the classrooms, buildings, or students for the purpose of solicitation, election, promotion or defeat of any referendum, candidate for public office, legislation, or political action.
- D. No school employee shall make use of school equipment or materials for the purpose of solicitation, election, promotion or defeat of any referendum, candidate for public office, legislation, or political action.

Nothing in this policy is meant to prohibit school employees from providing information in connection with any election, referendum or legislation when authorized by the School Board or District Administrator and consistent with legal limitations on the use of public funds and school District resources. Also, this policy does not apply to use of District facilities by employees for events or activities that are not within their scope of employment and that are held pursuant to the District’s policies regarding facilities use by third parties.

#### Legal References:

##### Wisconsin Statutes

Section 6.76 [time off for voting]

Section 11.1207 [political solicitations by public officials and employees restricted]

Section 12.07 [election restrictions on employers]

Section 19.59 [code of ethics for local government officials, employees and candidates]

Adoption Date: March 14, 2018

## Staff Use of Social Media

The School Board encourages the District's staff to make use of Web 2.0 tools and applications (such as social networks, blogs, wikis, internet-based multi-media applications, collaboration tools, and advanced learning management applications) for the purposes of (1) engaging in professional development and professional collaboration activities; and (2) enhancing student learning and instruction, provided that the use of such tools and applications is consistent with this policy and with such other requirements and expectations as may be established by the Board, the District Administrator, or the District Administrator's designee.

Paramount principles that shall guide all staff members' activities and conduct in connection with the use of Web 2.0 tools and all other electronic media include the following:

- Any time a staff member is participating in a technology-facilitated communication, collaboration, exercise, or other activity in connection with their responsibilities as a school district employee, the employee is expected to conduct him/herself in a courteous and professional manner that is consistent with the District's general rules and expectations for appropriate workplace conduct and acceptable use of technology.
- Maintaining professional boundaries in all forms of technology-facilitated communication with students—including but not limited to the consistent use of a formal, courteous, and professional tone and limiting such communication to exchanges that are within the scope of the employee's job responsibilities—is vital to maintaining appropriate professional relationships with students and to maintaining the community's trust in the schools.
- All District-provided or District-authorized technology tools and applications are provided to further the mission, vision, goals and policies of the District; and, as such, they remain under the ultimate control of the Board and District administration at all times.
- When such tools and applications are used in connection with student learning, they shall be considered an extension of the District's educational curriculum. Employees shall use such tools and applications in connection with and to accomplish their assigned duties and responsibilities, and not as a forum for self-directed personal expression. Employees shall not have an expectation of privacy in connection with their use of any District-related form of electronic media. When "off duty" or when otherwise using technology resources in their private capacities away from the District, employees are held to the same standards in their public use of electronic media (including but not limited to social media) as they are held to in connection with their other off-duty, public conduct. Where there is a sufficient nexus between off-duty conduct and an employee's work-related role and responsibilities, there can be employment-related consequences for off-duty conduct that violates the law, that violates District policy or other work directives, that is harmful to persons in the school community, or that otherwise interferes with the employee's ability to effectively perform his/her job duties. Accordingly, as an example, each employee is responsible for all content appearing on all personal websites and social media accounts maintained or controlled by the employee,

and for establishing and monitoring privacy settings on any personal websites and other electronic accounts that are appropriate for the nature of content provided therein.

- In the event that any employee proposes a use of any electronic media application or tool for instructional purposes that is prohibited by current policy or by current administrative rules, the employee may request a meeting with the District Administrator and Technology Coordinator to consider alternative options or the possibility of pursuing a modification or exemption from the applicable policy or rule to enable an innovative and viable project.

Adoption Date: March 14, 2018

## Staff Use of Social Media Procedure

A. Use of Web 2.0 Tools and Applications for Professional Development and Collaboration

Employees who participate in technology-facilitated professional development or professional collaboration activities that are not connected to a specific intra-District initiative during their work hours shall ensure that they are doing so pursuant to their supervisor's direction, under a personal professional development plan that has been discussed with and approved by the supervisor, or under such other arrangements for advance notice to or approval by the supervisor as are acceptable to the supervisor.

No employee shall hold themselves out as representing the School Board or the District as a whole in any technology-facilitated activity unless they have been expressly assigned that role by their supervisor.

Employees shall at all times follow District policy and state and federal legal requirements regarding student privacy and confidentiality in connection with their participation in any technology-facilitated professional development or professional collaboration activities.

Employees who participate in technology-facilitated professional development or professional collaboration activities shall observe such other expectations and rules as the District Administrator or his/her designee may establish.

B. Use of Web 2.0 Tools and Applications to Communicate with Students in Connection with School District Programs and School-Sponsored Activities

1. The District Administrator or his/her designee shall ensure that information is available to appropriate staff concerning all District-evaluated Web 2.0 and other electronic tools and resources, if any, that have been approved for any of the following purposes related to student instruction or the management and supervision of school-sponsored activities for students:
  - Teacher-specific, class-specific, or activity-specific web pages through the official District website;
  - Learning management software, applications, or systems;
  - Staff blogs tied to the curriculum;
  - Software, applications, or services that enable teacher-monitored, student-to-student electronic collaboration;
  - Any application or software that replicates features found on common third-party social media services or applications, but over which the District retains greater ability to monitor and control (a) who has access to the application or software; and

(b) the nature and content of the communication and the information that is being shared. This administrative rule does not authorize school staff members to establish an account through “mainstream” social media sites (such as Facebook™ or Twitter™) for use in connection with student instruction or the management and supervision of school-sponsored activities for students.

2. For each District-approved electronic tool that may be used by staff in connection with student instruction or the management and supervision of school-sponsored activities, the District Administrator shall oversee the establishment of rules and expectations appropriate to the tool regarding records management (including student records); staff training; monitoring of student use and communications; instruction for students regarding appropriate use of the tool; adherence to copyright laws; identification of appropriate grade levels for the tool; confidentiality obligations; and such other topics as are deemed necessary or prudent (e.g., parent notification, where deemed appropriate).
3. School employees using any District-approved electronic tools (including but not limited to all approved Web 2.0 tools, social media applications, software or technology-facilitated systems) shall use the tools only in the manner and only to the extent approved by District, subject to all additional expectations and rules as the District Administrator or his/her designee may establish, including the following:
  - a. No school employee may establish any website, social media account or other electronic account for any school-related purpose using any third-party service or third-party application that has not been expressly approved by the District for use in connection with student instruction or with the management and supervision of school-sponsored activities.
  - b. No school employee shall communicate with any student using the employee’s personal social media account(s) or personal email address(es). A school employee shall not share with any student any information about the employee’s personal social media account(s) or the employee’s personal email address(es).
  - c. No school employees may accept a “friend” request, or any similar request having the purpose of facilitating communication via electronic media, that has been initiated by or on behalf of any student. Similarly, no school employee may initiate a “friend” request or any similar request to any student.
  - d. No school employee may communicate directly with individual student(s) using any form of electronic media between the hours of 11:00 pm and 6:00 am. This paragraph does not govern informational posts or communications sent to an entire class or other group of students where the employee does not reasonably expect the class or group to view or access the communication at the time it is sent or posted.
  - e. No school employee may communicate with any student using text messaging or any electronic “chat” functionality except in the following circumstances: (1) a “chat” or messaging feature that is built into a District-approved software program or other

- District-approved electronic application, and the messages or “chat” exchanges are logged and may be retrieved or reviewed by the District as needed at a later date; or (2) an employee with supervisory responsibility for students at a location away from District property makes arrangements to communicate with the students under the employee’s supervision via a text messaging or chat feature and the employee further makes arrangements to preserve a copy of those communications (e.g., by including the employee’s District email address in the group distribution list); or (3) an in-class exercise or assessment involves students texting or sending “answers” or polling responses to a teacher or other District employee where the communication is not in the nature of a conversation, provided that the nature of the exercise and the technology to be used has been discussed with the Technology Coordinator in advance.
- f. Any employee’s use of Web 2.0 tools or other electronic resources that involves students sending or posting information or communications that are accessible by a person other than a teacher or other District employee shall require a plan for monitoring student-created information or communications and for presenting an educational component to students, prior to the student’s initial use of the tool or resource, that covers applicable portions of the District’s Internet and on-line safety policy and that addresses appropriate online behavior, including interacting with other individuals through electronic media and cyberbullying awareness and response.
  - g. No school or school employee may require a student to electronically post or publish their work, any personally-identifiable information, or their personal opinions or comments to any social media site or similar electronic application that is accessible to persons other than District employees and other students within the District. Where such “publication” of student work outside of a school-controlled and school-monitored electronic environment is offered as an option in connection with any instructional activity, the teacher shall be clear that such external publication is optional, and the teacher shall provide an alternative means for participating in the exercise or assignment at the request of a student or his/her parent or guardian.
  - h. No school or school employee may require any student to establish an account on any electronic service or application, such as a Facebook™, Twitter™, or YouTube™ account, where (1) the type of account in question has an identifiable and common usage other than use for District purposes; and (2) establishing an account requires the student to provide any personal information. No student under the age of 13 shall be directed to submit any personal information to any third-party website or other electronic application where the information submitted is not under the exclusive ownership and control of the District. This paragraph does not preclude the District from providing accounts to students that enable student access to computer networks, applications or systems that are established and controlled by the District in connection with its educational program.

4. As limited exceptions to the various types of electronic communication between school employees and students that are otherwise prohibited by this administrative rule, the following shall apply:
  - a. An employee may determine that there is a need to engage in otherwise prohibited communication with students via electronic media in order to address an imminent health or safety emergency. The employee may engage in the communication necessary to alleviate the pending emergency, but the employee shall also take steps to immediately report the situation and the nature of the employee's response to an administrator.
  - b. This administrative rule shall not be construed to interfere with or impede an employee's ability to communicate with a student to whom the employee is related, or where a separate and legitimate social relationship or social connection exists between the employee and the student (e.g., the student is the child of the employee's adult friends, or the student participates in the same civic, social or similar type of organization as the employee).

Adoption Date: March 14, 2018

## STAFF PHYSICAL EXAMINATIONS

All employees of the River Ridge School District shall have a physical examination, including tuberculin skin test and/or chest x-ray, upon entering into employment and thereafter as required by law. Additional examinations will be required for food services employees every year thereafter, and for the district administrator according to his/her individual contract. Additional physical examinations for all other employees shall be at intervals determined by the Board.

An employee may be exempt from the physical examination requirement for religious reasons if an affidavit has been filed with the Board claiming such exemption. The Board may, however, require a health examination if there is reasonable cause to believe that such an employee is suffering from an illness detrimental to the health of students. No employee shall be discriminated against by reason of his/her filing of an affidavit.

The district shall pay for required physical examinations at a rate established by the Board.

Certificates of examination shall be placed in the employee's personnel file, along with any recommendations from the employee's physician.

LEGAL REF.: Sections 103.15 Wisconsin Statutes  
118.25  
121.52(3)

CROSS REF.: GREAT Agreement, Article IX

APPROVED: July 1, 1995

## PERSONNEL RECORDS

A personnel file shall be maintained for each District employee. To the extent required by applicable law, employee medical records, including genetic information regarding an employee, shall be maintained separately from an employee's other personnel records.

An employee shall have the right, upon request and consistent with the timelines and content limitations specified in state law, to review the contents of his/her personnel file, while in the presence of the administrator or his/her designee. The employee shall be entitled to have a representative accompany him/her during such review. This examination must be accomplished in the presence of the person officially charged by the District Administrator with custody of those files. The removal of this file from the safekeeping place will be done by the official personnel file custodian. The employee's personnel file or any part of it may not be removed from the visual presence of the official custodian. An employee shall have the right, upon request, to receive copies of documents contained in the personnel file upon payment of the actual cost for making such a copy. An employee shall not have the right to review the contents of or receive copies of the following items:

- Records relating to the investigation of possible criminal offenses committed by that employee.
- Letters of reference for that employee.
- Any portion of a test document, except that the employee may see a cumulative total test score for either a section of the test document or for the entire test document.
- Materials used by the employer for staff management planning, including judgments or recommendations concerning future salary increases and other wage treatments, management bonus plans, promotions and job assignments or other comments or ratings used for the employer's planning purposes.
- Information of a personal nature about a person other than the employee if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy.
- Records relevant to any other pending claim between the employer and the employee which may be discovered in a judicial proceeding.

Personnel records shall be released to third parties only in accordance with relevant law.

### **Legal References:**

#### **Wisconsin Statutes**

Sections 19.31 to 19.37

[Wisconsin Public Records Law]

Section 103.13

[records open to employee]

Section 146.81 – 146.84 [patient health care records]  
Section 165.68 [address confidentiality program]  
Section 252.15 [restrictions on use of HIV test]

**Federal Laws**

Americans with Disabilities Act [nondiscrimination on the basis of disability; employee medical examinations and recordkeeping]  
Health Insurance Portability and Accountability Act (HIPAA) [restrictions on disclosure of personal health information]  
Genetic Information Nondiscrimination Act of 2008 [restrictions on disclosure of genetic information]

CROSS REF.: 524-Rule, Personnel Folder  
GREAT Agreement, Article VI- Sections B, D

APPROVED: July 1, 1995  
REVISED: February 14, 2018

526-Rule

**PERSONNEL FOLDER**

A personnel folder for each employee will be kept in the district administrator's office. New employees will be responsible for seeing that the following information is given to the administrator's secretary for inclusion in the folder:

1. The completed application forms
2. A copy of the appropriate certificate from the Department of Public Instruction (certified staff only)
3. Retirement number
4. Withholding slip
5. Social security number
6. A completed physical examination form
7. Transcripts and references

**EMPLOYMENT REFERENCES AND VERIFICATION**  
(Aiding and Abetting of Sexual Abuse)

*The law requires that schools receiving federal funds adopt policies that prohibit employees and others in the school from providing assistance in obtaining a new job to an employee or others who engaged in sexual misconduct with a minor. The only information or assistance that may be provided is “the routine transmission of administrative and personnel files.” You could verify employment and also release personnel files to the extent allowed under the public records law, **but you would provide no other assistance which would include job references.** Note this applies to all persons in the school, not just central office staff.*

The District shall act in good faith when providing employment references and verification of employment for current and former employees.

Neither the District nor any employee, contractor or agent of the District shall assist another school employee, contractor or agent in obtaining a new position or other employment if he/she or the District has knowledge of, or probable cause to believe that the other employee, contractor or agent engaged in sexual misconduct with a minor or student in violation of the law. This prohibition does not include the routine transmission of administrative and personnel files. In addition, this prohibition does not apply if the information giving rise to probable cause has been properly reported to a law enforcement agency, or any other authorities as required by local, state or federal law, AND at least one of the following conditions applies:

1. The matter has been officially closed or school district officials have been notified by the prosecutor or police after an investigation that there is insufficient information to establish probable cause that the school employee, contractor or agent engaged in sexual misconduct regarding a minor or student in violation of the law; or
2. The school employee, contractor, or agent has been charged with, and acquitted or otherwise exonerated of the alleged misconduct; or
3. The case or investigation remains open and there have been no charges filed against or indictment of the school employee, contractor or agent within four years of the date on which the information was reported to a law enforcement agency.

**Legal References:**

**Wisconsin Statutes**

- [Section 19.36\(10\)](#) [limitations on public access to district records, including certain personnel records such as letters of reference]
- [Section 103.13\(6\)](#) [limitations on employee and former employee access to their own personnel records, including letters of reference]
- [Section 111.322](#) [discriminatory actions prohibited]
- [Section 895.487](#) [civil liability exemption; employment references]

**Federal Law**

[20 U.S.C. 7926](#)

[required policy prohibiting school employees, contractors or agents from aiding and abetting sexual abuse]

**Adoption Date:** May 10, 2017

STAFF COMPLAINTS AND GRIEVANCES  
(Professional Staff)

The Board recognizes the need to provide for the orderly resolution of any complaint or grievance arising out of a purported violation, interpretation or inappropriate application of school district policies or provisions of the current employee agreement(s). Therefore, school employees shall have the right of access to grievance procedures adopted by the district.

Specific grievance procedures for professional staff shall be in accordance with provisions of the current employee agreement.

CROSS REF.: River Ridge School District Employee Handbook, GRIEVANCE PROCEDURE

APPROVED: July 1, 1995

### NEW EMPLOYEE ORIENTATION

The district administrator shall be responsible for setting up appropriate orientation sessions for all new administrative and support staff employees.

The principal or district administrator shall be responsible for setting up appropriate orientation sessions for all new professional staff employees.

The orientation shall attempt to familiarize the employee with general aspects of the community and school district, as well as those specific operational policies and procedures of the school district which affect them.

CROSS REF.: 526-Rule, Guidelines for Orientation of New Employees

APPROVED: July 1, 1995

529-Rule

### GUIDELINES FOR ORIENTATION OF NEW EMPLOYEES

The principal will orient all new professional employees, including substitute teachers. The district administrator will orient all new administrative and support staff employees. Other staff members may be involved to serve as resources in the orientation sessions.

Information regarding the district's policies, rules and procedures will be provided. The following information will be disseminated:

- a. Student handbooks
- b. Faculty handbooks
- c. District organizational chart
- d. Other information as deemed appropriate

In addition, information will be provided regarding any areas of current concern in the district of which, in the judgment of the principal or district administrator, the new employee(s) should be informed.

APPROVED: July 1, 1995

## PROFESSIONAL STAFF POSITIONS

All professional staff members shall possess the proper certification credentials required by the Department of Public Instruction.

Written job descriptions shall be established for professional staff positions which outline job qualifications, duties and responsibilities.

LEGAL REF.: Section 121.02 (1) (a) & (q) Wisconsin Statutes PI 3, Wisconsin Administrative Code PI 8.01(2)(q)

CROSS REF.:533, Professional Staff Recruiting/Hiring

APPROVED: July 1, 1995

531.1

### ATHLETIC DIRECTOR (Job Description)

#### QUALIFICATIONS:

1. Maintain appropriate certification and license as required by the Department of Public Instruction
2. Minimum of BS degree from accredited institution

REPORTS TO: District Administrator and/or Building Principal

SUPERVISES: All athletic staff, both professional and volunteers.

JOB GOAL: To provide each student an opportunity to participate in an extracurricular athletic activity that will foster physical skills, a sense of worth and competence, and knowledge and understanding of the pleasures of sport, and the principles of fair play.

#### PERFORMANCE RESPONSIBILITIES:

The athletic director shall:

1. Organize and administer the overall program of extracurricular athletics, grade 5-12, for the district.
2. Provide leadership in the selection, assignment, and evaluation of athletic coaches and staff members.

3. Foster school-community relations by keeping the community aware of and responsive to the athletic program.
4. Assume responsibility for the organization and scheduling of all interscholastic events.
5. Hire officials, team physicians, event workers, and police officers as required, and assume general responsibility for the proper supervision of home games.
6. Notify transportation director of transportation requirements for away games,
7. Arrange to provide meal reimbursement and/or serving of meals when district policy requires a meal be provided for an away event.
8. Develop and place into operation appropriate rules and regulations governing the conduct of athletic activities.
9. Establish with assistance from the building principal the conduct for participation in each sport, and verify each athlete's conduct and academic eligibility.
10. Prepare and administer the athletic program budget in accordance with school district policy/ procedures.
11. Requisition program supplies and equipment.
12. Supervise all ticket sales and fund raising events of the athletic program, as authorized by the district administrator, and assume responsibility for proper handling of funds.
13. Arrange all details of visiting team's needs, including gymnasium services and field assistance as appropriate.
14. Make arrangements for nonschool use of playing field and facilities.
15. Arrange field and gym practice schedules.
16. Ensure that all athletes have physical examinations prior to the beginning of each season.
17. Administer the insurance program covering school athletes, and assume responsibility for all processing of reports and claims.
18. Keep records of the results of all high school athletic contests, and maintain a record of all award winners, stating the date and type of award, including athletic scholarships.
19. Plan and supervise the annual recognition banquet for high school athletics.
20. Supervise the organization of parent' night.

21. Present budget requests from coaches.
22. Supervise home athletic functions. Hire event manager to cover when the AD is unable to attend.
23. Make sure each coach has a copy of each team member's emergency treatment permission card at all team functions.
24. Arrange Wisconsin Interscholastic Athletic Association (WIAA) tournament series held at school and report to WIAA as to the school's athletic program.
25. Be responsible for crowd control at athletic events.
26. Be responsible for matters of eligibility and other matters of the WIAA affecting school athletic programs and/or students within their jurisdiction.
27. Call radio stations for announcements and cancellations.
28. Work with radio station for live broadcast.
29. Schedule all concessions.
30. Purchase concession supplies.
31. Respect confidentiality of staff and student information.
32. Arrange sports photos.
33. Assign bus chaperone for athletic events.
34. Perform such other professional tasks and assume such responsibilities as may from time to time be assigned by the district administrator and/or building designee.

Terms of Employment: Salary as determined by master agreement between the River Ridge Teachers Association and the Board.

Evaluation: Performance of the job will be evaluated annually by the district administrator in accordance with Board policy.

LEGAL REF.: Section 121.02 (1) (q) Wisconsin Statutes  
PI 8.01 (2) (q), Wisconsin Administrative Code

CROSS REF.: GREAT Agreement  
538, Evaluation of Professional Staff

APPROVED: April 9, 1997  
REVISED: March 15, 2006

CHEERLEADING ADVISOR  
(Job Description)

Qualifications:

1. A Department of Public Instruction (DPI) teaching certificate preferred
2. Knowledge of cheerleading skills, regulations of the Wisconsin Interscholastic Athletic Association (WIAA) and the rules of the sport

Reports To: Athletic Director

Job Goal: To coach, supervise and coordinate the entire cheerleading program.

Performance Responsibilities:

The cheerleading advisor shall:

1. Direct a cheerleading program which will inspire school interest and support.
2. Establish goals and standards and build mutual respect.
3. Organize and supervise effective tryout procedures for squad positions. Supervise the election of captains and other officers and instruct officers about their leadership duties.
4. Schedule, coordinate and/or arrange for adult supervision of all practices and performances.
5. Become knowledgeable about specific cheerleading safety guidelines in order to help ensure participants' safety.
  - a. Obtain parents/guardians signed statement and permission allowing student to participate. Take medical emergency cards to all away events.
  - b. Ensure that participants warm up and stretch prior to all practice sessions, pep rallies, games, competitions and other physical activities.
6. Be able to recognize and instruct good motions, formations, technique and use and timing of proper cheers.
7. Instruct the squads on sportsmanship, crowd control, postermaking, when and when not to cheer and where to perform cheers on fields or courts.
8. Develop a relationship with each squad member and manage interpersonal conflicts and establish proper methods of dealing with conflicts.

9. Keep up to date on new developments and matters related to safety and cheerleading and create new material.

a. Attend camps, clinics or workshops, if possible. Requests for such attendance must be approved by the administration.

10. Facilitate open communication with parents/guardians of participants so they are always informed of practices, games, projects and other activities.

Inform parents of dates of all activities; times of practices; procedure for injuries; behavior expectations; coach's expectations; extracurricular activities code; and Board policies related to the activity.

11. Enforce extracurricular activities code and recommend disciplinary action that would be consistent with Board policy to the principal, when necessary.

12. Keep the athletic director informed of programs and activities.

13. Set up a working budget and apply for funds through the athletic director.

14. Keep a file of all cheerleading information including tryout records, medical reports, rules, regulations, supply companies, reports on activities. The file is to be kept in the athletic director's office.

15. Distribute and collect all uniforms and equipment. Keep a current inventory of property of the program.

16. Periodically write articles for school and local papers to keep the community informed and rally support for sportsmanship and school spirit.

17. Evaluate the program and individuals annually. The evaluation shall be discussed with the athletic director.

18. Abide by the rules of the Wisconsin Interscholastic Athletic Association (WIAA) and Board policy.

19. Perform such other tasks and assume such responsibilities as may from time to time be assigned by the athletic director.

APPROVED: July 1, 1995

TEACHER  
(Job Description)

Qualifications: Maintain appropriate certification and license as required by the Department of Public Instruction.

Reports To: District Administrator/Principal

Job Goal: Participates as a member of a particular grade, academic discipline, or subject area. Performs the following responsibilities:

- (1) Sets goals and objectives;
- (2) Plans teaching activities;
- (3) Conducts learning experiences;
- (4) Manages the classroom;
- (5) Motivates and encourages students;
- (6) Assesses student performance;
- (7) Develops classroom climate;
- (8) Develops positive work relationships;
- (9) Be engaged in school activities.

Job Responsibilities:

The teacher shall:

1. Set goals and objectives. He/she shall develop short-range and long-range goals and objectives for student achievement and behavior and shall seek to achieve overall district and school objectives as appropriate to the age and maturity of the students and the nature of the subject.
2. Plan teaching activities. He/she shall collect and utilize a wide variety of information to aid in guiding the growth and development of individual students; plan, prepare, and/or select meaningful subject matter and related learning experiences appropriate to the accomplishment of pre-determined objectives; and organize materials and activities for effective use.
3. Conduct learning experiences. He/she shall take advantage of teaching procedures and techniques appropriate to the topic and subject under study to present, conduct, and facilitate meaningful learning experiences for students.
4. Manage the classroom. He/she shall follow a consistent, well planned routine familiar to the students; and maintain an atmosphere of respect and courtesy as evidenced by the behavior of both the teacher and the students in accordance with the district discipline policy.
5. Motivate and encourage students. The teacher shall establish goals for students in terms of their abilities and interests; involve the students in planning whenever appropriate; and use a variety of activities to encourage student curiosity, discovery, and creativity.

6. Assess students. The teacher shall assess students continuously in relation to predetermined goals and objectives and effectively communicate results to students and their parents.

Develop a positive classroom climate. The teacher shall create a classroom climate which is conducive to academic, social, and emotional development.

Develop a positive work climate. The teacher shall develop positive working relationships with parents, community members, fellow teachers, administrative and support staff.

Be engaged in school activities. The teacher shall strive to be engaged in school activities (clubs, sports, committees, etc.) whenever possible and appropriate.

Terms of Employment: Salary and length of contract as determined by master agreement between GREAT and the School Board.

Evaluation: Performance of the job will be evaluated every three (3) years by the district administrator in accordance with Board policy.

LEGAL REF.: Sections 118.21 Wisconsin Statutes  
121.02 (l)(q)  
PI 8.01(2)(q), Wisconsin Administrative Code

CROSS REF.: GREAT Agreement  
538, Evaluation of Professional Staff

APPROVED: July 1, 1995  
AMENDED: September 13, 2000

531.4

LIBRARY MEDIA COORDINATOR  
(Job Description)

Qualifications: Maintain appropriate certification and license as required by the Department of Public Instruction.

Reports To: District Administrator

Supervises: Clerical staff, student assistants, and adult volunteers.

Job Goal: To provide all students with a current, balanced collection of books, basic reference materials; texts, periodicals, and audio-visual materials, which depict in an accurate and unbiased way the cultural diversity and pluralistic nature of American Society, and to provide the faculty with media services, resources, and guidance that will assist them in developing their educational programs.

Job Responsibilities:

I. Administrative

The library media coordinator shall:

A. Plan the media center programs for students in grades in K-12. He/she shall:

1. Plan hours of operation.
2. Establish circulation procedures.
3. Schedule classes.
4. Establish rules, disciplinary policies, and attendance procedures.
5. Plan use of resources by students and teachers.
6. Plan a program for teaching library skills.
7. Plan for integration with total educational program.
8. Evaluate the program with representatives of the faculty and student body.
9. Coordinate the writing and implementing of long range plans for the school media centers in the district.
10. Coordinate the revision of all policies, rules, procedures, and guidelines at the regularly stated intervals.

B. Prepare and administer the budget. He/she shall:

1. Authorize orders and payments.
2. Maintain records of expenditures.

C. Supervise audio-visual services. He/she shall:

1. Supervise off-air video and audio taping.
2. Supervise circulation of audio-visual equipment in grades K-6.
3. Plan and supervise a security program for equipment.
4. Arrange for maintenance and repair of audio-video equipment.

5. Select and acquire audio-visual equipment.

D. Supervise public relations activities. He/she shall:

1. Develop bulletin boards and displays.
2. Prepare announcements, brochures, and newspaper publicity.
3. Plan special activities.

E. Plan, design, and arrange school media center.

F. Cooperate with school and local libraries and library systems.

G. Participate in recruiting, hiring, training, and supervision of clerical help, student librarian assistants, audio-visual aides, and volunteers.

## II. Educational

The library media coordinator shall:

A. Provide services, resources, and guidance to students and teachers. He/she shall:

1. Evaluate and select new materials.
2. Evaluate the collection for obsolete materials.
3. Answer reference questions.
4. Supply students and teachers with needed materials and audio-visual equipment.
5. Supervise students.
6. Prepare bibliographies.
7. Prepare individual or group instruction in library skills.
8. Work with individual teachers in planning learning activities.
9. Develop programs to motivate reading, listening, viewing, and communications skills.

B. Create an atmosphere conducive to learning. He/she shall:

1. Teach effective use of library resources.
2. Teach students responsibility in the care of materials, equipment, and environment.

3. Arrange the media center to support a variety of learning activities.

C. Promote professional reading for staff. He/she shall:

1. Read and scan professional journals.
2. Route materials of interest to staff members.
3. Select and organize materials for the professional collection.
4. Keep current with educational trends.
5. Circulate materials for professional growth of teachers.

D. Acquire knowledge of the educational program and of student needs. He/she shall:

1. Become familiar with courses of study.
2. Converse with students to determine interests.
3. Survey faculty and students to determine needed resources.
4. Collaborate with teachers in special projects.

E. Participate in departmental, faculty, curriculum, and special meetings. He/she shall:

1. Attend faculty and department meetings.
2. Serve on committees whose activities directly affect the instructional media program.

### III. Technical

The library media coordinator shall:

A. Acquire and organize materials. He/she shall

1. Order, catalog, and classify materials.
2. Supervise physical preparation of materials.
3. Supervise check-in, stamping, labeling, filing, and other related activities.

B. Supervise withdrawal of obsolete and damaged items. He/she shall:

1. Remove catalog cards.
2. Adjust inventory records.
3. Prepare materials for discard.

C. Plan circulation policies and procedures; this includes directing assistants in charging and discharging materials, writing notices, counting, filing, and keeping circulation records.

D. Maintain records of materials ordered. He/she shall:

1. Keep circulation statistics.
2. Inventory materials and equipment.
3. Compile records of library holdings for annual report

#### IV. Professional

The library media coordinator shall:

A. Participate in professional organizations and activities relating to both education and librarianship.

B. Continue to acquire knowledge through inservice education and academic courses.

Terms of Employment: Salary and work year based on the current schedule and master contract.

Evaluation: Performance of his/her job will be evaluated annually by the district administrator or his/her designee in accordance with the Board's policy on evaluation of professional personnel. Attached is an evaluation form which will be used in conjunction with the District's evaluation procedures.

LEGAL REF.: Section 121.02 (1) (q) Wisconsin Statutes  
PI 8.01 (2) (q), Wisconsin Administrative Code

CROSS REF.: GREAT Agreement  
538, Evaluation of Professional Staff

APPROVED: July 1, 1995

531.5

### GUIDANCE COUNSELOR (Job Description)

#### Qualifications:

1. Maintain appropriate certification and license as required by the Department of Public Instruction.
2. Minimum of MA Degree in Guidance and Counseling.
3. At least 3 years prior teaching experience at the grade level(s) for which counseling assignment is made.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports To: District Administrator

Job Goal: To help students overcome problems that impede learning and to assist them in making educational, occupational, and life plans that hold promise for their personal fulfillment as mature and responsible men and women.

Job Responsibilities:

The guidance counselor shall:

1. Aid students in course and subject selection.
2. Obtain and disseminate occupational information to students and to classes studying occupations.
3. Assist students in evaluating their aptitudes and abilities through the interpretation of individual standardized test scores, and other pertinent data, and work with students in evolving education plans in terms of such evaluation.
4. Work to discover and develop special abilities of students.
5. Work to resolve student's educational handicaps.
6. Orient new students to the school processes and the school's varied learning opportunities. (High School only)
7. Work to prevent students from dropping out of school.
8. Assist students in evaluating career interests and choices.
9. Remain readily available to students to provide counseling that will lead to increased personal growth, self-understanding, and maturity of the student.
10. Work with students on an individual basis in the solution of personal problems related, but not limited to such areas as home and family relations, health and emotional adjustment.
11. Make referrals to appropriate social service agencies when appropriate and/or legally required to do so.
12. Guide students in their participation in school and community activities.
13. Supervise the preparation and processing of college, scholarship, and equipment application.
14. Make recommendations for scholarships.

15. Cooperate with alcohol and other drug abuse (AODA) programs and assist in implementing preventative strategies.
16. Develop and implement appropriate preventative programs in various areas of concern, utilizing instructional materials and methods appropriate for the grade, age, and maturity of the students involved.
17. Assist in the orientation of new faculty members.
18. Provide inservice training in guidance for other faculty and staff members.
19. Confer with parents whenever necessary.
20. Advise faculty and administration on matters of student discipline.
21. Take an active role in interpreting the school's objectives to students, parents, and the community at large.
22. Perform such other professional tasks and assumes responsibility in counseling related areas as may from time be assigned by the district administrator.
23. Maintain active communication with parents and students.
24. Assist in the development and revision of the high school curriculum.
25. Attend special events held to honor student achievement.
26. Maintain permanent student records and student progress records and protect confidentiality, in accordance with state law.
27. Assume responsibility for his/her own professional growth and development through membership and participation in the affairs of professional organizations, through attendance at regional, state, and national meetings and through advanced courses of study.
28. Develop career curriculum for grades 5-8 to be infused into social studies curriculum.
29. Assist students to develop career goals and tentative plan of action.
30. Provide group counseling as needed.
31. Respond to former River Ridge student' needs.
32. Audit records concerning graduation requirements/makeup classes for graduation, promotion, and post high school placement.

33. Create communication/Southwestern Wisconsin Technical College (SWTC) exploratory classes.
34. Coordinate the following student experiences, for example:
  - A. College Fair
  - B. Career Day UW-Platteville
  - C. Teen Conference
  - D. Career Day SWTC
35. Schedule financial aids meeting.
36. Communicate information to parents and students concerning postsecondary opportunities or limitations due to chosen courses.
37. Be knowledgeable of correspondence offerings and supervise when appropriate.
38. Coordinate PSAT, PACT, Aptitude, and ASVAB tests.
39. Make in-class presentations in grades 7-12 (selected).
  - A. Test results
  - B. Career highlights/"hot" areas
  - C. Scholarship/grant opportunities
  - D. Time-lines for college testing
  - E. Post-secondary applications
  - F. Post-secondary requirements
  - G. Financial Aids
  - H. Representative visits
40. Coordinate with Job Opportunities in Business and Schools (JOBS) teacher.
  - A. Students progress/problems
  - B. Permanent file information
41. Perform M-Team follow-up as needed.
42. Schedule and inform students of post-secondary representative visits.
43. Maintain direct communication with Grant County Public Health Nurses.
44. Assure special award applications are reviewed and mailed.
45. Explore/develop mandate DPI guidance curricula and infuse into classrooms.
46. Consider offering "Effective Parenting" programs.

47. Schedule ninth grade orientation night.

48. Schedule seventh grade orientation night.

Terms of Employment: Salary and work year as determined by master agreement between GREAT and the Board.

Evaluation: Performance of the job will be evaluated annually by the district administrator in accordance with Board policy.

LEGAL REF.: Section 121.02(1)(q) Wisconsin Statutes  
PI 8.01(2)(q), Wisconsin Administrative Code

CROSS REF.: GREAT Agreement  
538, Evaluation of Professional Staff

APPROVED: July 1, 1995

531.6

SPEECH/LANGUAGE PATHOLOGIST  
(Job Description)

Qualifications:

1. Maintain appropriate certification and license as required by the Department of Public Instruction.
2. Minimum of Masters Degree.
3. Such alternatives to the above qualifications as the CESA #3 board may think appropriate and acceptable.

Reports To: Building Principal/CESA #3 Supervisor

Job Goal: To diagnose speech/language disorders choosing an appropriate assessment battery to establish this information, set up and implement a therapy program which best meets the individual's needs. The ultimate goal in remediation is to improve communicative abilities so as to function in the work place and community without apparent difficulties.

Job Responsibilities:

1. Follow federal special education guidelines (P.L. 94-142)
2. Evaluation/diagnosis

- 3. Placement
- 4. Remediation

Terms of Employment: 190 day contract. Salary and fringe benefits as determined in master agreement with CESA #3.

Evaluation: Performance in this job will be evaluated by CESA #3 supervisor in accordance with provisions of the CESA #3 Board and School Board policy on evaluation of professional personnel.

LEGAL REF.: Section 121.02 (1) (q) Wisconsin Statutes  
PI 8.01 (2) (q), Wisconsin Administrative Code

CROSS REF: GREAT Agreement  
538, Evaluation of Professional Staff

APPROVED: July 1, 1995.

531.7

### K-12 READING SPECIALIST/TEACHER (Job Description)

Qualifications: 1. Maintain certification and license as required by the Department of Public Instruction (DPI) for elementary teacher and reading specialist. (317)

Reports to: District Administrator

Job Goal: Function as a reading resource - to be the administrative representative with the DPI, staff and Chapter programs and to provide the instruction and learning environment that will enable each student to:

- a. master reading skills appropriate to the age and individual capacity and to
- b. enjoy reading.

Job Responsibilities:

The reading specialist/teacher shall:

1. Identify and diagnose underachieving students in reading in grades kindergarten through 12.
2. Conduct and operate the third grade reading test; assist and evaluate the testing program with the guidance office.
3. Assist the guidance office in organizing and administering the competency based testing program (CBT).

4. Organize the development of a systemwide reading philosophy and curriculum and interpret it to the administration, staff and community.
5. Translate the district reading philosophy with the help of the administration, into a working reading program consistent with the needs of the teachers, students and community.
6. Serve as a liaison to the Chapter I administrator and coordinate instruction with all other reading instruction.
7. Develop performance data annually in cooperation with the guidance office, noting evidence of progress when services are completed.
8. Survey and evaluate the ongoing reading program and make suggestions and recommendations to the administration.
9. Coordinate the eighth grade testing (Iowa Tests of Basic Skills). Develop an instructional program and services directed toward removal of reading deficiencies.
10. Review personnel needs in all phases of the district-wide reading program and develop recommendations for program and personnel needs to the administration.
11. Work with personnel in implementing good reading practices to improve the developmental, corrective and remedial aspects of the program.
12. Aid the administration, guidance and special education teachers in developing and evaluating special instructional programs for special students; recommend appropriate materials assignment for special students.
13. Serve as a member of the Board curriculum and staff curriculum committees.
14. Investigate materials for use in academic areas and recommend purchase to teachers.
15. Develop a budget to carry out the district-wide reading program.
16. Develop reading inservice recommendations to present to the inservice council.
17. Report the district reading achievement test results to the Board annually.
18. Develop and implement the K-12 remedial reading program in conjunction with professional staff.
19. Remain current in the profession and develop recommendations to the administration and Board to insure compliance with state law relating to reading.
20. Perform such other duties as may from time to time be assigned by the district administrator.

Terms of Employment: Salary and length of contract as determined by master agreement between the GREAT Agreement and the Board.

Evaluation: Performance of the job will be evaluated by the administrator in accordance with Board policy.

LEGAL REF.: Sections 118.015 Wisconsin Statutes  
118.21  
121.02 (1) (q)  
PI 8.01 (2) (q), Wisconsin Administrative Code

CROSS REF.: GREAT Agreement  
538, Evaluation of Professional Staff

APPROVED: July 1, 1995

531.8

ACTIVITIES DIRECTOR  
(Job Description)

Qualifications:

1. Minimum of BS degree from accredited institution.
2. Maintain appropriate certification and license as required by the Department of Public Instruction.
3. Three (3) years prior teaching or administrative experience.
4. Such qualifications that the Board may find appropriate and acceptable.

Reports to: Building Administrator and Superintendent

Supervises: All athletic and co-curricular staff: professional, non-school, and volunteer.

Responsibilities:

1. Organize and administer the overall program of extra-curricular athletics and activities for all grade levels.
2. Administer all extra-curricular activities in the District including budget development, scheduling, and supervision.
3. Prepare and administer the extra-curricular program budget.
4. Supervise and administer all student funds accounts.
5. Maintenance and replacement of all athletic and extra-curricular equipment and uniforms.

6. Administer the insurance program covering extra-curricular activities and works with the office on the processing of reports and claims.
7. Receive budget requests from coaches and sponsors.
8. Supervise all ticket sales and fund raising events, as authorized by the Superintendent, and assume responsibility for the proper handling of funds. (New fundraisers are approved by the board.)
9. Organize and schedule all extra-curricular activities.
10. Schedule all school use of facilities.
11. Schedule at least one meeting with all coaches at the beginning of the school year to review all rules, regulations, and polices and at least one meeting with coaches for each season (fall, winter, spring sports).
12. Make arrangements for non-school use of facilities according to district policy.
13. Arrange all details of visiting teams' or groups' needs.
14. Notify transportation director of transportation needs for all away events.
15. Plan and supervise any recognition events.
16. Plan and supervise the organization of parents' night for any sport or activity.
17. Ensure that all athletes have appropriate physical examinations according to prior to the beginning of each season.
18. Make sure each coach has a copy of each team member's emergency treatment permission card at all team functions.
19. Arrange Wisconsin Interscholastic Athletic Association (WIAA) tournament series held at home and report to WIAA as to the school's athletic program.
20. Coordinate supervision of all home events.
21. Hire officials, sports trainer, and/or police officers as required for home events.
22. Evaluation of all athletic coaches and activity advisors as needed.
23. Working with building administrators for the placement and replacement of all athletic coaches and activity advisors.

24. Foster school-community relations by keeping the community aware of and responsive to the activities program.
25. Publicity of extra-curricular activities.
26. Maintain accurate records for students in activities.
27. Develop and implement appropriate rules and regulations governing the conduct of students and staff involved in extra-curricular activities.
28. Annually update any handbooks and codes that apply to athletics and extra-curricular activities.
29. Establish the conduct for participation in each activity and verify each student's conduct and academic eligibility.
30. Annually conduct a parent meeting to explain any and all athletic and activity codes, rules, and regulations.
31. Represent the District at appropriate athletic / extra-curricular meetings.
32. Perform such professional tasks and assume such responsibilities as assigned by the Superintendent and/or Building Administrator.

Terms of Employment:

Salary, benefits, length of contract and work year is to be determined by the Board.

Evaluation:

Performance of this position will be evaluated by the Superintendent and Building Administrator in accordance with Board policy.

LEGAL REFERENCE: Section 121.02 (1) (q) Wisconsin Statutes  
PI 8.01 (2) (q), Wisconsin Administrative Code

CROSS REFERENCE: GREAT Agreement  
538, Evaluation of Professional Staff

APPROVED: August 14, 2002

### PROFESSIONAL STAFF CONTRACTS

Contracts with individual professional staff members shall be in writing and signed by the Board Clerk in accordance with state law. All items included in the individual contract shall be subject to provisions of the current employee agreement with the Great River Education Association of Teachers (GREAT).

The current negotiated agreement between the Board and the GREAT may be placed at the rear of this manual to serve as a reference for the reader. Certain policies in this section give article numbers from the negotiated agreement to further guide readers to the proper section of that document. However, the Board considers its policy manual and any negotiated agreement to be separate and independent documents because of their differing methods of construction. Policies in this section that cite the negotiated agreement are included for reference only and shall be removed if questions ever arise creating a conflict between Board policies and the GREAT negotiated agreement.

LEGAL REF.: Sections 111.70 Wisconsin Statutes  
118.21  
121.01 (1) (a)

CROSS REF.: GREAT Agreement  
533, Professional Staff Recruiting/Hiring

APPROVED: July 1, 1995

532.1

### PROFESSIONAL STAFF PROBATION

Professional staff may be placed on probation in accordance with provisions of the collective bargaining agreement.

CROSS REF.: GREAT Agreement, Article VI - Section E and  
Article XII - Section G

APPROVED: July 1, 1995

532.2

### PROFESSIONAL STAFF COMPENSATION

The Board shall adopt a salary schedule for professional staff members which is in compliance with the agreement between the Great River Education Association of Teachers (GREAT) and the Board.

Professional staff members shall be placed on the salary schedule in accordance with provisions of the current employee agreement. Staff members may receive additional compensation for extra duties or extended contracts in accordance with provisions of the employee agreement.

CROSS REF.: GREAT Agreement, Articles V and XII  
532.3, Professional Staff Fringe Benefits  
535.3, Professional Staff Extra Duty Assignments

APPROVED: July 1, 1995

532.3

### PROFESSIONAL STAFF FRINGE BENEFITS

The Board recognizes that in order to obtain the best available professional staff members it must compete in the fringe benefits offered to the staff.

Fringe benefits for professional staff members shall be in accordance with provisions of the employee agreement.

CROSS REF.: GREAT Agreement, Articles VII and XII  
532.4, Professional Staff Leaves and Absences

APPROVED: July 1, 1995

532.31

### CONTINUATION OF INSURANCE FOR STAFF AND BOARD

Any River Ridge employee who works for the District for five or more continuous years may elect to continue to purchase insurance through the River Ridge insurance plan. Any School Board member who elects to purchase insurance through the River Ridge insurance plan during their term may elect to continue to purchase insurance through the plan. The former employee or School Board member will be responsible for 100% of the cost of this insurance.

APPROVED: September 12, 2001

### PROFESSIONAL STAFF LEAVES AND ABSENCES

Leaves and absences for professional staff members shall be in accordance with provisions of the employee agreement. Professional staff members currently receive the following leave benefits:

- Sick Leave
- Emergency Leave
- Personal Leave

Requests for unpaid leaves of absence shall be presented to the Board for consideration. Leave requests should be made early enough to secure a replacement substitute. Exceptions will be made in emergency situations.

LEGAL REF.: Sections 111.31 - 111.395 Wisconsin Statutes

CROSS REF.: GREAT Agreement, Article VII

534, Substitute Professional Staff Employment

APPROVED: July 1, 1995

### PROFESSIONAL STAFF RECRUITING/HIRING

The Board has the legal responsibility to approve the employment of professional staff members. For purposes of this policy, "professional staff" refers to certified staff members, including but not limited to: teachers, guidance counselors and librarians.

While the hiring responsibility cannot be waived, the Board shall delegate the professional staff recruitment responsibility to the district administrator. All vacancies will be posted to current faculty before public notification. During the summer, posted openings will be sent to staff members who have requested such notification. Vacancy notices shall also be sent to various placement offices.

The district administrator shall review employment applications, interview candidates and select a final candidate for recommendation to the Board. Candidates recommended for employment shall meet all qualifications established by law and by the Board for the type of position for which recommendation is made. Each Board member will receive a list of all candidates who applied for the position.

The principal criteria for consideration of a request for in-house transfer is whether or not the request will result in the best educational program for the school district. The best educational program results from the selection of a staff which is well-balanced in terms of the teachers' experience, general background, area of competence, certification and ability to perform the

position. Based on the above criteria, a final decision will be made by selecting the best candidate from in-district and out-of-district candidates.

Professional staff members shall be hired by a majority vote of the Board, upon recommendation of the district administrator. Should a person be recommended by the district administrator and rejected by the Board, or should the recommended candidate no longer be available for the position, it shall be the duty of the district administrator to make another recommendation.

LEGAL REF.: Sections 118.195 Wisconsin Statutes

118.20

118.24

120.12 (1)

121.02 (1) (a)

CROSS REF.: 511, Equal Opportunity Employment

GREAT Agreement - Article XII, Section P

APPROVED: July 1, 1995

533.1

## CRIMINAL BACKGROUND CHECKS

*This policy is applicable to any individual offered paid or volunteer work with the River Ridge School District*

The District is charged with responsibility for the health, safety, welfare and supervision of children in a variety of settings—including some settings in which students should be considered vulnerable. As part of meeting this significant responsibility, and in consideration of other important factors related to safety and due diligence, pre-employment criminal background checks shall be conducted for all persons recommended for employment in the District, regardless of the category or type of position. No one may begin employment with the District until the criminal background check is completed and verified by the Administrative Assistant to the Superintendent. All offers of employment are contingent upon the results of the criminal background check that are deemed satisfactory to the District.

If the pre-employment criminal background check reveals a conviction or pending charge which the person recommended for employment failed to disclose as required on the District's employment application, the District may refuse to employ the person.

The District shall also conduct criminal background checks and driver record checks as required by law for persons employed or under contract to transport students for the District who do not hold a valid school bus endorsement. A person must be free of any disqualifying driving violations in order to be authorized to transport students. If after the background check and driver record check is conducted the person is convicted of a disqualifying offense, he/she shall be required to inform the District of any motor vehicle accident in which he/she was the driver, any suspension or revocation of operating privileges, and any conviction or operating privilege revocation that would disqualify him/her from providing student transportation. The person shall not be allowed to transport students for the time period specified.

Any current District employee who has been charged with or convicted of a felony shall report that fact to the District's Superintendent without delay. Failure to report under this policy may result in disciplinary action, up to and including termination.

In determining whether to screen an applicant or employee for possible exclusion or other adverse employment action based on pending charges or a criminal conviction, the District will consider the nature of the allegations or the crime/conduct, the time elapsed, and the nature of the job. Before an applicant or employee would be excluded from employment based on pending charges or a criminal conviction, the District will conduct an individualized assessment as follows:

1. The District will notify the individual that he/she has been identified for possible exclusion because of a felony conviction;
2. The District will offer the individual an opportunity to demonstrate that the exclusion should not be applied due to his/her particular circumstances; and
3. The District will consider whether the additional information provided by the individual, if any, warrants an exception to the proposed exclusion based upon a conclusion that applying the proposed exclusion under the specific circumstances would not reflect legitimate job-related concerns, or that applying the conclusion would be otherwise inconsistent with state or federal law. For example, state law prohibits an employer from denying employment to an individual based upon a pending charge or a misdemeanor conviction except where the circumstances of the charge/conviction are substantially related to the circumstances of the job.

The administration shall establish the procedures necessary to obtain the required criminal background checks and carry out the other provisions of this policy.

#### **Legal References:**

##### **Wisconsin Statutes**

- [Section 111.31](#) [fair employment and nondiscrimination]  
[Section 111.321](#) [prohibited bases of employment discrimination]  
[Section 111.335](#) [arrest or conviction record; exceptions and special cases]  
[Section 115.31](#) [staff misconduct reporting to the state superintendent]  
[Section 121.555\(3\)](#) [criminal background check and driver record check requirements related to transporting students]

##### **Federal Law**

- [42 U.S.C. § 2000e et seq.](#) [Title VII of the Civil Rights Act of 1964, as amended – employment discrimination]

##### **Cross References:**

FORM for 533.1 Background Disclosures and Consent for Background Check

**Adoption Date:** December 14, 2016

## SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT

Substitute teachers shall be employed by the River Ridge School District in the absence of the regular teacher.

Teachers are required to contact the administration if they will be absent due to illness. The administration is responsible for locating a substitute teacher. The district administrator shall continually seek to expand the substitute teacher list as necessary, in order to sufficiently meet the district's need for substitute teachers.

When it is not possible to obtain a substitute teacher, teachers may be requested to substitute. Regular teachers used as substitutes shall be compensated in accordance with provisions of the current employee agreement.

The principal shall orient all substitute teachers new to the district, in order to enhance their effectiveness in the classroom.

Directing classroom activities requiring special safety precautions will not be permitted by substitute teachers unless they are qualified to do so. If the substitute teacher is not qualified to direct such an activity, alternate classroom activities shall be arranged.

Rates of compensation for substitute teachers shall be determined by the Board.

LEGAL REF.: Section 120.12(1) Wisconsin Statutes  
CROSS REF.: GREAT Agreement, Article XII - Section N  
APPROVED: July 1, 1995

534-Rule

## SUBSTITUTE TEACHER ORIENTATION

The principal will orient all new substitute teachers. Information regarding the district's policies, rules and procedures will be provided. The following information will be disseminated:

- a. Student handbooks
- b. Faculty handbooks
- c. District organizational chart
- d. Other information as deemed appropriate by the principal

APPROVED: July 1, 1995

### PROFESSIONAL STAFF MEETINGS

The district administrator shall call monthly staff meetings for the entire professional staff in order to provide regular opportunities to receive and understand Board policies, administrative procedures, new or revised state laws and to ensure open lines of communication between staff and administration.

Staff meetings may be held before or after school when situations arise that warrant prompt action.

Supervisory personnel may hold staff meetings in addition to the monthly meetings when the need arises.

CROSS REF.: GREAT Agreement, Article V, Section B

APPROVED: July 1, 1995

### PROFESSIONAL STAFF WORK SCHEDULES

Professional staff members shall be expected to be on duty during the school day and work the assigned class hours as provided for in the current employee agreement.

CROSS REF.: GREAT Agreement, Articles V and XII

APPROVED: July 1, 1995

### PROFESSIONAL STAFF EXTRA DUTY ASSIGNMENTS

Extra duties that make major demands on a teacher's time shall be rewarded with extra compensation. Such duties and their compensation shall be in accordance with provisions of the current employee agreement.

Class and club advisors shall be assigned by the district administrator annually.

Athletic coaches shall be hired by the Board.

Advisors and coaches are expected to attend all the functions of the extracurricular activity for which they are responsible

unless there is a scheduling conflict with another of their assigned professional duties. However, they shall have the authority to place appropriate time limits on such functions.

CROSS REF.: GREAT Agreement

APPROVED: July 1, 1995

535.4

#### OPEN COACHING AND EXTRA DUTY POSITIONS

Open coaching and extra duty positions will be posted to current faculty before public notification. Certified staff will not have the right to bump non-certified staff from positions they currently hold. The River Ridge Board of Education reserves the right to determine the qualifications required for these positions.

Attorney Brownlee recommends that this be part of board policy rather than part of the negotiated master agreement.

APPROVED: April 8, 1998

536

#### REDUCTION IN PROFESSIONAL STAFF WORK FORCE

When deemed necessary by the Board, reductions in the professional staff work force shall be made according to the criteria outlined in the current employee agreement and in accordance with state law.

LEGAL REF.: Section 118.22 Wisconsin Statutes

CROSS REF.: GREAT Agreement, Article XIII

APPROVED: July 1, 1995

536.11

#### EARLY RETIREMENT OF PROFESSIONAL STAFF MEMBERS

Professional staff members may apply for early retirement in accordance with provisions of state law and the current employee agreement.

LEGAL REF.: Subchapter II of Chapter 40 Wisconsin Statutes

CROSS REF.: GREAT Agreement, Article XII - Section T

APPROVED: July 1, 1995

**SUSPENSION AND DISMISSAL OF PROFESSIONAL STAFF**

The district administrator may suspend any employee whenever such action appears necessary in the interest of the proper functioning of the school system. The district administrator shall, at the earliest opportunity, bring the matter before the Board for appropriate action.

If the Board decides to discontinue the services of an employee by dismissal, he/she shall be advised of the reasons therefore, and may be given an opportunity to improve the quality of these services. Any preliminary discussion concerning the competence of the employee shall be held in closed session in accordance with state law. The employee shall be given the opportunity to offer his/her resignation to the board prior to his/her dismissal. Established procedures shall be followed. Termination of employment may be subject to state and federal law and the collective bargaining agreement.

LEGAL REF.: Subchapter IV of Chapter 19 Wisconsin Statutes  
Section 118.22  
GREAT Agreement

CROSS REF.: 536.2-Rule, Suspension/Dismissal Procedures

APPROVED: July 1, 1995

## SUSPENSION/DISMISSAL PROCEDURES

The district administrator may, at any time, file with the Board President a written report recommending the termination of any employee. The report shall set forth the reasons for termination. The President shall call for a special meeting, if necessary, or place the matter on the agenda of the next regular Board meeting.

If the Board determines to consider the termination of the employee's contract, it shall order the Clerk to prepare and furnish to the teacher, in accordance with the statutes, a written notice of its intention, specifying the ground or grounds for such consideration.

If the employee demands a hearing within the limits set by state law, the Board shall set a date for such hearing. The purpose of the hearing is to allow the employee to offer reasons against termination of the contract. Formal procedures will be observed insofar as necessary to expedite the hearing and to give the employee full opportunity to state his/her case and refute the evidence against him/her. Both sides may call witnesses and present any other relevant evidence.

In general testimony shall be presented in the following order:

1. Opening statements, if desired by either side.
2. Introduction of evidence or testimony in support of the employee.
3. Rebuttal testimony in support of the district administrator's recommendation.
4. Further rebuttal by employee if desired.

Either side may make a closing statement subject to such limits of time as the Board may determine.

The Board will endeavor to reach an immediate decision and announce it to the employee at the conclusion of the hearing. The Board may make such decision in closed session.

The effective date suspension shall be not work, or if the vacation, the first terminal vacation.

APPROVED: July 1, 1995

## RESIGNATION OF PROFESSIONAL STAFF MEMBERS

Any person signing a contract with the River Ridge School District does so with the sincere intention of fulfilling the term of said contract.

If an employee wishes to resign, due to unforeseen events, or of professional advancement, he/she shall submit a written statement of resignation to the district administrator, who shall in turn submit the resignation to the Board for action.

A release from contract shall be granted by the Board only upon the hiring of a suitable replacement. A release may be granted without replacement in unusual circumstances.

LEGAL REF.: Section 118.22(2) Wisconsin Statutes

APPROVED: July 1, 1995

## PROFESSIONAL STAFF DEVELOPMENT OPPORTUNITIES

### Inservice Activities

The Board recognizes that education is constantly changing and expects all members of the professional staff to keep abreast of these changes. Development opportunities will be provided to ensure growth and development which will be reflected in increased personal and professional competence. Development opportunities may be provided through district-wide inservice, district-sponsored courses, seminars, workshops, curriculum development and attendance at conferences.

An inservice council shall be formed for the River Ridge School District in order to accomplish the following objectives:

- a. Identify areas in need of improvement;
- b. Develop a program designed to achieve improvement;
- c. Evaluate and revise the program to ensure effectiveness and progress; and
- d. Implement the professional staff inservice program.

Each professional staff member shall submit a recommendation to the district administrator. After a preliminary review of said recommendations, the administrator shall submit the recommendations to the council listing priorities. Each professional staff member shall

participate in and contribute appropriately to accomplishing the short and long-range inservice goals developed by the inservice council.

Necessary funds and time will be made available for the planning, development and implementation of the professional staff inservice program. The school district may contract with outside agencies (CESA 3, colleges or universities) to participate in areas which are considered inservice and which contribute to achieving the inservice goals, providing costs for such services are in the approved budget.

Since the Board feels that inservice programs are an important resource for professional growth, each staff member scheduled to participate in an inservice program shall be expected to attend the entire program unless he/she is excused by the district administrator.

#### Individual Professional Growth

Requests to attend conferences and/or conventions must be cleared with the district administrator in advance of the attendance dates. Mileage, expenses and school days paid will be handled on a one-to-one basis.

LEGAL REF.: Section 121.02(1)(b) Wisconsin Statutes  
PI 8.01(2)(b), Wisconsin Administrative Code

CROSS REF.: 537-Rule, Inservice Council Guidelines  
GREAT Agreement Article VI - Section C

APPROVED: July 1, 1995

## INSERVICE COUNCIL GUIDELINES

### Council Membership

1. To insure efficient operation the council will be limited to five members. Council membership will include
  - a. the K-12 principal;
  - b. three teachers, elected by the faculty of the school he/she represents (one from the elementary, junior high and high school); and
  - c. one special service employee (i.e., guidance counselor, psychologist).
2. The term of each member of the inservice council initially will be for one, two and three year terms as designated by the district administrator. Thereafter, the staggered terms will be for three years to insure continuity and long-range planning.
3. The inservice council will elect its own chairperson. The election shall be held annually the first week in May.
4. Vacancies on the council shall be filled by an election of the faculty they represent.

### Duties of the Council

The council shall:

1. Annually obtain recommendations from each professional staff member by November 1. All recommendations should be turned in to the district administrator no later than October 15 to review and pass on to the committee.
2. Plan the activities, programs and events to be conducted during the "calendar scheduled" inservice days, prior to the start of each school year.
3. Develop an annual inservice plan that outlines the objectives and proposed programs that will meet the needs of the school district and of individual staff members.
4. Annually, in February,
  - a. identify the imperative district inservice needs and project these needs into a long-range plan not to exceed five years;
  - b. develop a budget to recommend to the Board, including consultant fees, inservice materials, travel expenses and other necessary costs of the inservice staff development program for the following year.

5. Present the annual inservice plan and budget to the Board at the regular March meeting.
6. Evaluate the effectiveness of the district's inservice program and submit this evaluation to the Board and the Department of Public Instruction (DPI) each year in May.
7. Establish, when necessary, subcouncils or committees to help fulfill its objectives.
8. Develop a tentative time schedule for inservice council meetings, not to be less than one per month.
9. Prepare the inservice program proposal for the following school year for DPI approval.
10. Ensure that state mandated educational standards and curriculum requirements are met.
11. Develop plans of inservice for interdisciplinary inservice education in reading, safety, career education, health, consumer education and environmental education.
12. Develop a process and establish criteria to evaluate the effectiveness and acceptance of the inservice program determine if the program was relevant to the identified needs.

APPROVED: July 1, 1995

### PROFESSIONAL STAFF EVALUATION

In order to assure a high quality of professional performance and to advance the instructional programs of the River Ridge School District, the Board shall provide for evaluation of all professional staff.

Professional staff evaluations shall be based on written job descriptions and shall be in compliance with provisions of the current employee agreement.

LEGAL REF.: Section 121.02 (1) (q) Wisconsin Statutes  
PI 8.01 (2) (q), Wisconsin Administrative Code

CROSS REF.: GREAT Agreement,  
538-Exhibit (1), Formal Observation Form  
538-Exhibit (2), Pre-Observation Form

APPROVED: July 1, 1995

539.1

### OUTSIDE EMPLOYMENT BY PROFESSIONAL STAFF

Teachers will not be employed by other employers during the term of their contract to the extent that it impairs teaching ability.

APPROVED: July 1, 1995

541.1

### SPECIAL EDUCATION AIDE JOB DESCRIPTION

#### Qualifications:

1. Must pass a physical exam and a TB test.
2. Must have completed a high school diploma.
3. Must be capable of acquiring and maintaining a special education aide license through the Wisconsin Department of Public Instruction.
4. Must have a willingness and ability to work with students that have challenges.
5. Must relate with parents and district staff.
6. Must be able to relate well with students of appropriate grade level assigned.

\*\*Preference will be given to individuals exceeding the above criteria.

Job Responsibilities:

The aide shall:

1. Follow directions prepared by the licensed special teacher.
2. Be under the direct supervision of the special education teacher, district IEP coordinator, building principal, the district superintendent, and the school board.
3. Report to the classroom on schedule.
4. Assist with administering lessons to the students' IEP.
5. Assist with meeting students' academic and behavioral goals.
6. Work one-on-one with small groups of students.
7. Use books, computers, and other instructional materials appropriate for specific lessons.
8. Meet and relate appropriately with students on a scheduled basis.
9. Document academic and behavioral performances of assigned students.
10. Comply with the Collective Bargaining Agreement between the River Ridge Support Staff and River Ridge Board of Education.
11. Perform other duties as assigned by the employee supervisor/or the benefit of students and overall educational program of River Ridge School District.

LEGAL REFERENCE: Section 121.02 (1) (q) Wisconsin Statutes  
PI 8.01 (2) (q), Wisconsin Administrative Code

CROSS REFERENCE: GREAT Agreement  
538, Evaluation of Professional Staff

APPROVED: October 9, 2002

541.2

MAINTENANCE DIRECTOR  
JOB DESCRIPTION

Qualifications:

1. Facilities management experience preferred.
2. Ability to supervise custodial crew and delegate tasks effectively. Supervisory experience preferred.
3. A good general knowledge in one or more of the following preferred: electrical, plumbing, HVAC, mechanical.
4. Minimum of a high school diploma; additional schooling preferred.
5. Able to successfully complete certification programs required for the performance of duties as head custodian.
6. Ability to read basic operating instructions, write reports and emails.
7. Knowledge and understanding of various cleaning chemicals.
8. Ability to reach above and below the waist.
9. Ability to use fingers to pick, feel, and grasp objects.
10. Ability to use both hands for repetitive motion.
11. Ability to bend, twist, kneel, stoop, climb, and crawl.

12. Ability to lift and or carry up to 50 lbs.
13. Ability to stand or walk eighty percent (80%) of the workday.

Performance Responsibilities:

1. Operate and maintain the building heating and ventilation system.
2. Operate and maintain the building electrical and plumbing system.
3. In emergency situations contact appropriate outside firms; heating; electrical, plumbing, etc. qualified to complete necessary repairs that district personnel are unable to complete.
4. Assign the various tasks of the custodial crew, including full-time staff, part-time, substitute and summer custodial workers.
5. Work as a member of a shift.
6. Train new custodial workers.
7. In conjunction with the district administrator provide an ongoing building and grounds inspection program.
8. Develop the vacation and summer maintenance schedule for review by school administration.
9. Order all custodial supplies.
10. Serve as the district's liaison to our asbestos monitoring program with CESA 10.
11. Serve as the district's liaison to contractors involved in building maintenance or construction.
12. Assist the head cook with breakfast and lunch program needs.
13. Assist Administration with maintenance and housekeeping needs.
14. Custodial duties (as needed)
  - a. Vacuuming and cleaning central offices.
  - b. Dust mopping all hallways.
  - c. Check restrooms for cleanliness.
  - d. Cleaning all glass and mirrors.
  - e. Cleaning sinks and drinking fountains.
  - f. Dusting where necessary.
  - g. Daily pickup of litter and recycling in and outside of building.
  - h. Stripping and waxing floors.
  - i. Removing snow.
  - j. Lawn mowing/maintenance
  - k. Unloading equipment and supplies.
  - l. Transporting equipment and supplies between buildings.
  - m. Laundry.
  - n. Painting, plumbing, and electrical not requiring a trades person.
  - o. Be on duty for home events as determined by custodial schedule.
  - p. Check building on alternate weekends.
  - q. Make daily contact with each of the custodians.
  - r. Report to the administration any damage to school property.
  - s. Assist the District Administrator in the completion of program and personnel evaluations.
  - t. Perform such other tasks and assume such responsibilities as may from time to time be assigned by the District Administrator.

Terms of Employment: Twelve month employment with salary and benefits as established by the Board of Education.

Reports To: Building Principal or District Administrator as appropriate.

Evaluation: Job Performance will be evaluated annually by the District Administrator.

LEGAL REFERENCE: Section 121.02 (1) (q) Wisconsin Statutes  
PI 8.01 (2) (q), Wisconsin Administrative Code

CROSS REFERENCE: GREAT Agreement  
538, Evaluation of Professional Staff

APPROVED: November 13, 2002; June 14, 2017

541.3

### MAINTENANCE JOB DESCRIPTION

#### QUALIFICATIONS:

1. Certificate of good health
2. Ability to read basic operating instructions and write reports
3. Demonstrated aptitude for successful completion of tasks assigned
4. Ability to supervise custodial crew and delegate tasks effectively
5. Completion of four years of high school. Preferably will have additional schooling. Be able to successfully complete certification programs required for the performance of duties in the Maintenance position.

REPORTS TO: Building Principal or District Administrator as appropriate.

#### PERFORMANCE RESPONSIBILITIES: The Maintenance Person Shall:

1. Operate and maintain the building heating and ventilation system.
2. Operate and maintain the building electrical and plumbing system.
3. In emergency situations contact appropriate outside firms; heating; electrical, plumbing, etc. qualified to complete necessary repairs that district personnel are unable to complete.
4. Assign the various tasks of the Custodial Crew.
5. Works as a member of a shift.
6. Orders all custodial supplies for the High/Elementary Building.
7. Develop the vacation and summer maintenance schedule and present it to the school administration.
8. In conjunction with the district administrator provide an ongoing building and grounds inspection program.
9. Assist the head cook with hot lunch program needs.
10. Assist the administration with maintenance and housekeeping needs.

#### Daily custodial duties:

1. Vacuuming and cleaning central offices.

2. Dust mopping all hallways.
3. Check restrooms for cleanliness.
4. Cleaning all glass and mirrors.
5. Cleaning sinks and drinking fountains.
6. Dusting where necessary.
7. Daily pickup of litter in and outside of building.

As needed custodial duties:

1. Stripping and waxing floors.
2. Removing snow.
3. Unloading equipment and supplies.
4. Transporting equipment and supplies between buildings.
5. Laundry.
6. Painting, plumbing, and electrical not requiring a trades person.
7. Be on duty for home events as determined by custodial schedule.
8. Check building on alternate weekends.
9. Make daily contact with each of the custodians.
10. Report to the administration any damage to school property.
11. Assist the District Administrator in the completion of program and personnel evaluations.
12. Perform such other tasks and assume such responsibilities as may from time to time be assigned by the District Administrator.

Terms of Employment: Twelve month employment with salary and benefits as established by the Board of Education in Board Policy. This position is part of the collective bargaining agreement between the River Ridge Support Staff and River Ridge School District.

Evaluation: Job Performance will be evaluated annually by the District Administrator.

APPROVED: December 11, 2002

541.4

## ASSOCIATE BOOKKEEPER JOB DESCRIPTION

### QUALIFICATIONS:

1. At least a High School diploma. Preference will be given to a technical college degree with emphasis in bookkeeping, accounting, business English, computer programming, and mathematics.
2. A pleasant telephone and person-to-person personality.
3. Excellent accounting skills, including typing, filing, computer applications, and organizational skills.
4. Demonstrated competence in the use of office machines.
5. Experience as a bookkeeper and/or special schooling for bookkeeper work.

REPORTS TO: Business Manager and Superintendent

**JOB GOAL:** Assures the smooth and efficient operation of the district office.

**SPECIFIC PERFORMANCE RESPONSIBILITIES:**

1. Assists the business manager in maintaining the accounts payable system.
2. Under the supervision of the business manager manages the day to day operation of the district payroll in accordance with accepted accounting procedures, including state and federal guidelines and district policy.
3. Computes and processes semi-monthly payroll with supporting source documents.
4. Assists with the school lunch fund record keeping in compliance with federal and state food service guidelines including filing monthly claims and yearly food service agreement.
5. Assists the district administrator with processing the free and reduced meal applications in accordance with federal guidelines.
6. Assists the business manager with administering the payroll withholding accounts and generating related payroll reports.
7. Distributes paychecks or direct deposit notices to employees on designated pay days.
8. Uses the WUFAR System according to DPI requirements.
9. Assists the business manager with keeping detailed records on salary and benefit packages for each district employee.
10. Maintains good public relations for the school.
11. Answers students, faculty, and visitors questions.
12. Prepares and mails documents at the request of the business manager.
13. Processes deposits for classes, clubs, organizations, and gate receipts.
14. Writes all of pupil activity fund checks.
15. Posts monthly pupil activity transactions.
16. Prepares monthly pupil activity financial statements.
17. Closes pupil activity accounts at fiscal year end.
18. Counts and deposits hot lunch receipts for elementary and high school on a timely basis.
19. Prepares athletic tickets.
20. Sets up cash boxes.
21. Facilitates the smooth communication among staff members through the conveyance of accurate messages or transfer of calls.
22. Prepares and submits monthly work permit reports and remittances to DWD.
23. Keeps confidential information on student accounts and personnel records.
24. Accounts for payments of student fees including meals.
25. Assists in orientating of all new staff.
26. Keeps record of all employee absences: sickness, vacation, emergency, and personal days.
27. Maintains a record of summer addresses of staff.
28. Assists business manager with verification of employment and unemployment compensation records.
29. Distributes materials required from vault or secure box.
30. Helps in the front office during the absence of office secretaries.
31. Assists other clerical employees in maintaining lists of storage items and of the filing system.
32. Prepares for annual audits.

33. Answers auditors' questions during the annual audit.
34. Attends the annual secretarial convention and other fiscal related meetings as necessary.
35. Must have personal auto for banking or school errands.
36. Performs such other tasks and assumes such responsibilities as may from time to time be assigned by the business manager, building principal, or superintendent.

LEGAL REFERENCE: Wisconsin Statutes, Wisconsin Administrative Code

CROSS REFERENCE: Support Staff Agreement currently in force.

Approved: April 20, 2006

541.5

### HEAD COOK JOB DESCRIPTION

#### QUALIFICATIONS:

1. Certificate, license, or commensurate experience.
2. Prefer degree in food service area or 3 or more years experience.
3. Must be able to communicate orders, directions, and goals clearly and effectively.
4. Ability and willingness to work with basic accounting practices.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Business Manager and Superintendent

SUPERVISES: Cafeteria Staff

JOB GOAL: To provide each school child with highly nutritious food in an atmosphere of cleanliness, cheerfulness, and personal caring.

#### PERFORMANCE RESPONSIBILITIES:

1. Administers the department budget with assistance from the district business office.
2. Purchases and maintains an inventory of all foods, supplies and equipment.
3. Standardizes cafeteria accounting procedures in cooperation with the district's business office.
4. Collects lunch and milk money for the student accounts on at least one building site.
5. Keeps accurate records of cash receipts, perpetual inventory, and food production.
6. Works effectively and cooperatively with all community and district groups using the district facilities.
7. Assesses student /family accounts per lunch/milk expenditure. Contacts parents when accounts are low so that each lunch or milk is paid for.
8. Assists with the documentation of family enrollment in the Free and Reduced Lunch Program.
9. Cooperates with audits of cafeteria accounts through approved auditors.

10. Standardizes prices charged for various types of lunches, including the price of milk in cooperation with administration and school board.
11. Plans and supervises the preparation and serving of menus at all schools.
12. Plans and checks all menus for school lunches and special dinners.
13. Standardizes as much as possible the size of portions served as related to lunch type.
14. Administers federally funded lunch and milk programs in cooperation with the administration and school board.
15. Provides assistance and suggestions for the preparation and serving of government surplus food.
16. Inspects school lunch facilities and operations to ensure that standards of diet, cleanliness, health, and safety are being maintained.
17. Visits all lunchrooms and cafeterias as often as possible, checking that high standards of health and safety are maintained, and suggesting possible improvements in operation.
18. Reviews and evaluates all requests and recommendations for purchase of new and replacement equipment.
19. Consults, as needed, with school planners and architects on plans and specifications for new or renovated food preparation centers.
20. Supports administration in regards to personnel policies and evaluation cafeteria employees.
21. Standardizes, with support from administration and school board, personnel policies, levels of cleanliness, health and safety.
22. With administration, interviews, screens, and recommends, the appointment of all cafeteria personnel.
23. Verifies with the business office the food service employees' time cards and payroll records.
24. Checks all bills and purchase orders for accuracy before presenting them to the business manager for payment.
25. Makes all applications for federal subsidies.
26. Is an employee for the district that Wisconsin DPI may contact.
27. Makes application for government surplus food for school cafeteria use, and directs its distribution and transfer.
28. Other duties as may be determined by the Board of Education or its representative District Administrator.

Terms of Employment: 182 days. Salary as negotiated with the River Ridge School District and the River Ridge Support Staff.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Staff.

APPROVED: July 9, 2003

541.6

COOK JOB DESCRIPTION

## QUALIFICATIONS:

1. Certificate, license, or commensurate experience.
2. High school diploma. Preference given to degrees in food service.
3. Prefer two (2) years of full-time or its part-time equivalent paid work experience in the preparation of food on a large scale.
4. Knowledge of FDA requirements. Knowledge of quantity of food preparation, usage and care of institutional equipment necessary in performing duties.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Head Cook, Business Manager, and Superintendent

JOB GOAL: To provide each school child with highly nutritious food in an atmosphere of cleanliness, cheerfulness, and personal caring.

## PERFORMANCE RESPONSIBILITIES:

1. Responsible for preparing food to be consumed by students, staff, and anyone else the district may contract for food preparation in the school setting.
2. Prepare, cook, and serve hot and cold food items to students, faculty, and staff.
3. Food is prepared in accordance with established district menus.
4. The Cook will assist the Head Cook with the planning of menus, complete food requisitions and maintaining of inventory records.
5. When assigned to an educational facility, the cook may be the responsible food service employee in an elementary, middle, or senior high school.
6. Responsible for maintaining high standards of food preparation and cleanliness as established by the Head Cook, state, and federal regulations.
7. The Head Cook, Business Manager, or Superintendent makes assignments as required and relies upon the Cook to carry out the assignments in accordance with established procedures.
8. Able to follow verbal and written instructions of any of the above and do the related work as required.
9. Assists the Head Cook as necessary in the preparation of the reports and records.
10. Assists in the keeping of records such as cash receipts, perpetual inventory, and food production. This includes the plate evaluation.
11. Keeps and submits payroll records to the District Business Manager.
12. Works effectively and cooperatively with all community and district groups using the district facilities.
13. Obtains supplies from storerooms as needed.
14. Prepares main dishes, soups, vegetables, etc. as required. Helps make sandwiches, salads, desserts, roll, etc. as assigned.
15. Confers with Head Cook on the amount to be prepared.
16. Helps in counter set-up and service.
17. Checks and makes appropriate adjustments to temperature, flavor, and texture of food before serving.
18. Checks and replenishes supplies of food between serving lines.
19. Puts away leftovers and confers with Head Cook on their use.

20. Assists in other cleaning activities whenever and wherever needed.
21. Checks menu ahead and lays out frozen foods to defrost or make any other advance preparations needed. Too early preparation, however, must be avoided. Care and careful planning should be taken to insure preparation of sufficient amounts needed but over-production is wasteful.
22. Leaves the kitchen clean and in good order when leaving at the end of a shift and school year.
23. Operates and cares for kitchen equipment requiring attention to safety such as steam kettles and slicers.
24. Carry out assignments in accordance with established procedures and policies.
25. Keeps Head Cook informed of any unusual occurrences that may involve further complications.
26. Participates in any district School Lunch Evaluation program.
27. Performs other duties as may be assigned by the Head Cook, Business Manager, or Superintendent.

Terms of Employment: 182 days. Salary as negotiated with the River Ridge School District and the River Ridge Support Staff

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Staff.

APPROVED: July 9, 2003

541.7

### ADMINISTRATIVE SECRETARY JOB DESCRIPTION

#### QUALIFICATIONS:

1. A minimum of a high school diploma. Preference will be given to candidates with post secondary education with an emphasis in business and/or office management courses.
2. Possess a pleasant telephone and person-to-person personality.
3. Excellent secretarial skills, including typing, filing, computer applications, and organizational skills.
4. Ability to sustain a professional and ethical attitude in the work place.
5. Demonstrated competence in the use of office machines and ability to instruct others.
6. Experience as a secretary and/or special schooling for secretarial work.

REPORTS TO: Superintendent

JOB GOAL: Assures the smooth and efficient operation of the office and duties of the superintendent.

#### SPECIFIC PERFORMANCE RESPONSIBILITIES:

1. Responsible for duties as receptionist answering the phone and greeting people coming into the office.
2. Facilitates the smooth communication among staff members through the conveyance of accurate messages or transfer of calls.
3. Prepares district correspondence.
4. Assists in the preparation of various state and federal reports as required.
5. Prepares agendas, posts agendas, prepares and mails out notices and materials to board members as per practice prior to board meetings.
6. Updates minutes to official minutes book.
7. Prepares, publishes, and mails out the district newsletter per district practice.
8. Updates web pages related to the school district information.
9. Prepares for Annual Meeting by collating and producing related materials and resolutions.
10. Prepares purchase orders according to district purchasing policy and practice.
11. Checks in all district purchases.
12. Prepares all board election materials according to statute.
13. Sends election materials to candidates and municipalities.
14. Distributes notices of elections as per statute, policy, and practice.
15. Supervises the student accident insurance through assurance that forms are completed and claims are followed up.
16. Issues keys to staff and maintains accurate record of key assignments.
17. Prepares and sends out telephone bills to the staff for personal phone calls.
18. Sorts and distributes mail to high school, elementary, and administration.
19. Compiles an accurate inventory of the district's capital items as per GASB.
20. Requisitions office supplies, paper, etc.
21. Develops and issues all bid forms.
22. Prepares and distributes master agreements, salary schedules, and personnel contracts.
23. Posts district job vacancies as per district practice.
24. Processes pre-employment background check and employee contract.
25. Provides documents and information as needed for annual audit and reporting requirement.
26. Makes contact to vendor for copier and other office equipment maintenance.
27. Maintains and updates postage machine.
28. Monitors bulk rate and other postage requirement.
29. Share duties performed by other staff members:
  - a. Answers the telephone.
  - b. Prepares supply of forms as needed.
  - c. Knows how to use and instructs others on use of office equipment.
  - d. Administers medications and cares for sick students as necessary.
  - e. Answer students, faculty, and visitors questions.
  - f. Sells resale items.
  - g. Completes correspondence.
  - h. Assists with printing for individuals or groups as needed.
  - i. Re-admits students to school after being absent.
  - j. Issues passes.
  - k. Copies materials.

- l. Monitors teacher check-out.
  - m. Distributes materials as required from vault.
  - n. Instructs faculty on use of office machines.
  - o. Handles incoming and outgoing mail.
30. Performs such other tasks and assumes such responsibilities as may from time to time be assigned by the business manager, building principal, or superintendent.

LEGAL REFERENCE: Wisconsin Statutes, Wisconsin Administrative Code

CROSS REFERENCE: Support Staff Agreement currently in force.

Approved: April 20, 2006

541.8

### ELEMENTARY AND HIGH SCHOOL SECRETARY JOB DESCRIPTION

#### QUALIFICATIONS:

1. High School diploma. Preference will be given to at least a technical college degree with emphasis in bookkeeping, accounting, business English, computer programming, and mathematics.
2. Possesses a pleasant telephone and person-to-person personality.
3. Demonstrates excellent secretarial skills, including typing, filing, computer applications, and organizational skills.
4. Ability to sustain a professional and ethical attitude in the work place.
5. Demonstrates competence in the use of office machines.
6. Experience as a secretary and/or special schooling for secretarial work.

REPORTS TO: Building Principal and Superintendent

JOB GOAL: Assures the smooth and efficient operation of the school office.

#### SPECIFIC PERFORMANCE RESPONSIBILITIES:

1. Responsible for maintaining accurate student records for attendance, discipline, and academic performance. Daily absentee sheet completed 1<sup>st</sup> hour and sent to teachers as per building practice.
2. Responsible for incoming and outgoing mail.
3. Collects and conveys intra-district mail.
4. Prepares and mails documents at the request of the building principal.
5. Types teacher observations for the principal.
6. End of the year collects the fines and outstanding bills under the principal's supervision.
7. Prepares the High School Course Description Handbook.
8. Assists the principal with any emergencies that may occur (weather related early dismissal, bus problems, fire, student discipline, etc.)
9. Helps with making up and posts the schedule for advisors and concessions.

10. Assists students and parents with enrollment and withdrawal process.
11. Sets up and updates the school's student administrative software.
12. Runs progress reports, quarterly and semester reports.
13. Mails out to parents and guardians the student reports.
14. Runs the grade lists for teachers and administrators.
15. Works with the guidance counselor updating the transcripts.
16. Distributes the Honor Roll to teachers, local media and school newsletter.
17. Collects list of formal names from senior class advisor.
18. Submits typed list to company providing graduation material.
19. Proof reads diplomas for errors when they arrive.
20. Types diploma covers, adds appropriate honor stickers and assemble these for graduation.
21. Assists advisors with preparation for graduation
  - a. Publishes programs for interfaith service and graduation and senior awards banquet
  - b. Sends graduation information to local media
  - c. Helps the Technology Education Dept. frame senior pictures for hall gallery
22. Completes scheduling as per direction of guidance counselor and building principal.
  - a. Does the 1st and 2nd semester master classroom schedules.
  - b. Enter all student schedules in computer, make any changes and run them of for students (1<sup>st</sup> and 2<sup>nd</sup> semesters).
  - c. Enter new students and drop ones that leave. Keep family data updates.
23. Collates with the help of the principal the kindergarten enrollment and calendar at the beginning of the school year.
24. Run labels for transcript cards at the end of the year and take care of entering absences, GPA's, etc, on permanent records.
25. Record class rank, Honor roll, and GPAs.
26. Accurately completes and files with DPI the district pupil enrollment counts. This includes September and January counts, DPI membership audits, and the state's student number system.
27. Run class lists with lockers and family data for teachers, etc.
28. Assists athletic director and advisors with the publication of the event calendar, weekly, monthly, and annually.
29. Enter new classes and change old ones, including new teachers and room assignments.
30. Enter new teachers and room numbers.
31. Enter new 4-K and St. Mary's students.
32. Prepare welcome back packs for all employees.
33. Assign lockers for students and post.
34. Arrange in-service luncheon and snacks for a.m.
35. Sets up picture day for studio contracted for student/staff pictures.
  - a. schedule the times and dates
  - b. mails letters to parents
  - c. distributes packages
  - d. recruits volunteer helper
36. Collect student fees.
37. Print summary labels.
38. Move records up one year for all grades in file.
39. Move graduate files to basement and record box.

40. Responsible for duties as receptionist answering the phone and greeting people coming into the office.
41. Prepares and makes available supply of forms and directories as needed.
42. Facilitates the smooth communication among staff members through the conveyance of accurate messages or transfer of calls.
43. Keeps confidential information on student and personnel records.
44. Conveys lunch counts to the kitchen staff per building practice.
45. Sorts daily mail and puts in teachers' mailboxes.
46. Re-admits students to school after absence.
47. Issues student passes.
48. Monitors teacher check-out.
49. Collects and accounts for payments of student fees including meals. Keeps the cash box secure and locked in the vault at night.
50. Distributes materials required from vault or secure box.
51. Signs for shipments received in the office.
52. Waits on people at the counter:
  - a. Collects lunch money
  - b. Makes change
  - c. Issues room and bus passes
  - d. Monitors student sign-in/out
  - e. Sells resale items
  - f. Distributes supplies to staff members
  - g. Answers student, staff, and visitor questions
53. Prints materials for the district and students as needed. This will include the course description booklet, teacher handbook, activity code booklet, and event programs.
54. Maintains good public relations for the school.
55. Arranges: in-service meals and snacks; Christmas Party; and end-of-year banquet.
56. Helps maintain the working condition of the copier, printer, phone, computer, public address system, and other office equipment. Secretary gives instruction on the proper operation of such equipment.
57. Monitors the radio communications with the school busses.
58. Administers medications and cares for sick students as necessary.
59. Locates and schedules substitute teachers and support staff as needed.
  - a. records dates of staff planned absences
  - b. calls substitutes for covering staff absences
  - c. communicates substitute and staff absences with the business office
  - d. Takes and makes calls outside of the school day and documents time in .25 hour increments.
60. Provides documents and information as needed for annual audit and reporting requirement.
61. Performs such other tasks and assumes such responsibilities as may from time to time be assigned by the building principal, business manager, or superintendent.

LEGAL REFERENCE: Wisconsin Statutes, Wisconsin Administrative Code

CROSS REFERENCE: Support Staff Agreement currently in force.

Approved: April 20, 2006

541.9

**MIDDLE SCHOOL SECRETARY**  
Job Description

**QUALIFICATIONS:**

1. At least a High School diploma. Preference will be given to a technical college degree with emphasis in bookkeeping, accounting, business English, computer programming, and mathematics.
2. A pleasant telephone and person-to-person personality.
3. Good secretarial skills, including typing, filing, computer applications, and organizational skills.
4. Ability to sustain a professional and ethical attitude in the work place.
5. Demonstrated competence in the use of office machines.
6. Experience as a secretary and/or special schooling for secretarial work.

**REPORTS TO:** Building Principal and Superintendent

**JOB GOAL:** Assures the smooth and efficient operation of the school office.

**SPECIFIC PERFORMANCE RESPONSIBILITIES:**

1. Responsible for duties as receptionist answering the phone and greeting people coming into the office.
2. Responsible for maintaining accurate student records for attendance, discipline, and academic performance. Includes daily absentee sheet as per building practice. Process mid-quarter progress reports. Process quarterly report cards. Submit honor roll for school newsletter and to local newspapers.
3. Completes scheduling as per direction of building principal.
4. Helps maintain the working condition of the copier, printer, phone, computer, public address system, and other office equipment. Secretary gives instruction on the proper operation of such equipment.
5. Maintains good public relations for the school.
6. Answering students', faculties', and visitors' questions.
7. Responsible for incoming and outgoing mail.
8. Collects and conveys intra-district mail.
9. Prepares and mails documents at the request of the building principal.
10. Maintains the school web page with updates.
11. Updates student records as per specifications by the Wisconsin Department of Public Instruction. Be knowledgeable on WSLs & ISES information as mandated by the DPI.
12. Provides documents and information as needed for annual audits and reporting requirements.

13. Assists students and parents with enrollment and withdrawal process. Includes requesting and transferring of records for these students.
14. Re-admit students to school after being absent/Check-out students leaving school.
15. Facilitates the smooth communication among staff members through the conveyance of accurate messages or transfer of calls.
16. Assists with the publication of the event calendar, weekly, monthly, and annually.
17. Keeps confidential information on student and personnel records.
18. Assists the athletic director with records and mailings for the Middle School. Collects and maintains WIAA physical cards.
19. Assists athletic director, advisors, and other staff with program publication for events.
20. Conveys lunch counts to the kitchen staff per building practice.
21. Writes pupil activity fund checks.
22. Processes deposits for classes, clubs, and organizations.
23. Posts monthly pupil activity transactions.
24. Prepares monthly pupil activity financial statements.
25. Closes pupil activity accounts at fiscal year end and provide financial information needed for district audit.
26. Counts and deposits hot lunch receipts for middle school on a timely basis.
27. Prepares and operates the food service software that tracks school meal participation. Including point of service meal scanning with knowledge of components of a reimbursable meal. Maintains family accounts. Keeps accounts current with free, reduced, or paid status. Forwards to district office information needed for monthly lunch report.
28. Prepares and makes available supply of forms as needed.
29. Prepares correspondence for the building principal.
30. Issues student passes.
31. Monitors teacher check-out.
32. Collects and accounts for payments of student fees including meals. Keeps the cash box secure and locked in the file at night.
33. Distributes materials required from the supply room.
34. Handles resale items.
35. Signs for shipments received in the office.
36. Collects the fines and outstanding bills at the end of the year.
37. Prints materials for the district and students as needed. This will include event programs and handbooks.
38. Administers medications and cares for sick students as necessary. Maintains individual log of prescription and non-prescription medications distributed to students. Communicates weekly with Grant County Nurse ex: teacher referrals, shot forms, hearing and vision checks.
39. Maintains current certification in first aid, CPR and defibrillator training.
40. Keeps current Birth – 20 census records with parent name, each child's name, age, grade level, school of attendance.
41. Compiles the annual census report.
42. Collates the annual 4K eligibility list for the kindergarten screening every year. Provides mailing labels needed for 4K screening.
43. Prepares back to school information packets for staff.

44. Prepares back to school student forms to homeroom teachers.
45. Assigns student locker numbers.
46. Completes office inventory.
47. Requisitions office supplies.
48. Compiles and delivers daily announcements.
49. Distributes report cards during parent/teacher conferences.
50. Processes student accident insurance forms.
51. Prepares eighth grade diplomas
52. Issues student bus passes.
53. Collects homework for absent students when requested.
54. Assists the principal with coordination of the annual magazine campaign.
55. Distributes the student and school picture information.
56. Performs such other tasks and assumes such responsibilities as may from time to time be assigned by the business manager, building principal, or superintendent.

LEGAL REFERENCE: Wisconsin Statutes, Wisconsin Administrative Code

CROSS REFERENCE: Support Staff Agreement currently in force.

Approved: April 20, 2006