



Delphi Community School Corporation

Classified Handbook

Board Approved February 13, 2023

*****NOTE:** Nothing contained in the Classified Staff Handbook is intended to create, nor be construed as creating an express or implied contract, or guarantee of employment for a definite or indefinite term.

*****NOTE:** This employment is at-will; it can be terminated at any time, with or without cause, and with or without notice, and with or without following any progressive disciplinary procedure.

REQUIRED BACKGROUND CHECK

Any individual seeking classified employment or any paid athletic coaching position with Delphi Community School Corporation is required to submit an Indiana Child Protective Services Background check and a National/Federal Criminal Background check. The National/Federal Criminal Background check will be at the applicant's expense. The results typically take 5-10 business days, and are directed to the Central Office. Once the results are approved, the applicant may then proceed with the employment process.

EQUAL EMPLOYMENT OPPORTUNITY

These guidelines shall be used to ensure that the School Board policy on nondiscrimination is implemented properly and in compliance with Federal and State laws and regulations, particularly Part 104 of Section 504 of the Rehabilitation Act of 1973 (34 CFR) and the Americans with Disabilities Act (ADA).

Notice of the Board's policy on nondiscrimination in employment practices shall be posted throughout the Corporation, published in any Corporation statement regarding the availability of employment, and in any staff handbooks.

When referred to in policy and in these and other administrative guidelines, "disabled person" shall mean any staff member or candidate for employment who meets any of the following criteria established by Federal law:

- A. Has a physical or mental characteristic which substantially limits one (1) or more major life activities;
- B. Has a record of such impairment;
- C. Is regarded as having such an impairment

Significant exclusions are employees or an applicant currently engaged in illegal drug use or whose use of alcohol prevents the person from performing job responsibilities or poses a direct threat to the safety and property of others.

In order to be a qualified individual with a disability, an individual must be able to perform the essential functions of the position. The following is a nonexclusive list of reasons that a job function may be considered essential:

- A. The reason the position exists is to perform that function;
- B. A limited number of employees are available among whom the performance of the job function can be distributed;
- C. The function is highly specialized so that an individual is hired for his/her expertise in performing that function

The following may be considered as evidence in determining whether a particular function is essential:

- A. The employer's judgment as to which functions are essential;
- B. Written job descriptions prepared before advertising or interviewing applicants for the job;
- C. The amount of time spent on the job performing the function;
- D. The consequences of not requiring the incumbent to perform the function;
- E. The work experience of past incumbents in the job;
- F. The current work experience of incumbents in similar jobs

RECRUITING AND HIRING

No candidate for employment shall be required to answer a question regarding a disabling condition and no such candidate will be discriminated against on the basis of a disabling condition unless it is directly related to the essential function of the position for which s/he has applied and cannot be reasonably accommodated. However, this stipulation does not constrain the need to ensure that an applicant is not afflicted with a currently-communicable disease or infection which would constitute a direct threat to staff and students nor to determining if an applicant is an abuser of substances.

All employee medical records are to be filed separately from personnel records and be treated as confidential records.

REASONABLE ACCOMMODATIONS

It is essential that no discrimination occurs in employment, promotion, assignment, or transfer because of a disabling condition. If the person has all of the qualifications required to properly fulfill the job responsibilities, then reasonable efforts must be made to modify existing facilities, the work environment, or working conditions to accommodate a particular disabling condition, providing such accommodation does not seriously diminish the quality of programs or services provided by the Corporation.

With both ADA and Section 504, the Corporation must show that the accommodation would impose undue hardship on its operation. The factors to be considered in determining whether an accommodation imposes undue hardship include the type of operation and the nature and cost of the accommodation needed.

Undue hardship is not limited to financial difficulty. It refers to any accommodation that would be unduly costly, extensive, substantial, disruptive, or that would fundamentally alter the nature of the Corporation.

The EEOC provides a nonexclusive list of defenses to allegations of discrimination pursuant to the ADA in the proposed regulations thereto. This list includes the following:

Charges of disparate treatment: The challenged treatment is justified by a legitimate, nondiscriminatory reason.

Charges of discriminatory application of selection criteria: The selection criteria have been shown to be job-related and consistent with business necessity and performance of the job cannot be accomplished with reasonable accommodation.

Charges of not making reasonable accommodations: The requested or needed accommodation would impose undue hardship on the operation of the business.

Conflict with other Federal law: The challenged action is required by another Federal law.

Specific activities permitted: The alleged discriminatory activity may be specifically permitted. Examples of this defense include:

- Religious entities - may require that all applicants and employees conform to its religious tenets;
- Regulation of alcohol and drugs;
- Drug testing; regulation of smoking;
- Infectious and communicable diseases in food handling positions.

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CLASSIFIED STAFF

Section 100 – Exempt and Non-Exempt Classified Staff Defined

All employees of the Delphi Community Schools, regardless of whether or not you work full or part-time, or are a regular, temporary or special projects employee, are classified as “exempt” or “non-exempt” as defined in the Fair Labor Standards Act. Non-exempt employees are hourly rate employees who are eligible to receive overtime pay for time worked in excess of forty (40) hours in a work week. Exempted employees will be salaried employees. All classified staff will be required to use an automated time and attendance system.

The definition of support service employee shall be the same as the I.C. 20-7.5-1-2(g), “Non-certified” employee, (any school employee whose employment is not dependent upon the holding of a license or permit as provided in I.C. 20-6.1)

Section 110 – Selection of Exempt and Non-Exempt Classified Staff

The Delphi Community School Board of School Trustees will establish, and budget for, classified staff positions in the Delphi Community School system on the basis of need and availability of funds. Employees in these positions are at-will employees. Employees can be dismissed with or without cause at any time.

The Board of School Trustees will officially appoint all employees upon the Superintendent’s recommendation; however, the Superintendent or his designee prior to Board action may make tentative appointments. The Superintendent may suspend, with or without pay, and/or dismiss support service staff from employment.

Section 120 – Probationary Period

All new employees will serve a probationary period of thirty (30) calendar days.

During this period:

- A. Requests for leave without pay shall be at the discretion of the Building Administrator.
- B. Holiday pay shall be granted if the employee worked and was compensated for the regularly scheduled day prior to and the regularly scheduled day following the holiday.
- C. Corporation paid benefits will begin on the first day of the month after employment for all eligible employees.
- D. Miscellaneous days shall not be compensated.
- E. The department head or building principal will track the probationary period and notify the Administration Office of any extensions of this time period and/or when the employee has completed their probationary period.

Upon satisfactory completion of the probationary period, miscellaneous and vacation days shall be prorated for the remainder of the current work year and/or calendar year.

Section 125 – Years of Service

The number of years of service is defined as the number of continuous, consecutive years an employee has rendered compensated service to DCSC. If an employee leaves employment and then returns to DCSC, the years of service will reset to zero. It shall be determined by whole years on January 1st annually. Eligibility for the loyalty increase will be every five (5) years effective January 1st. Example: If an employee rendered 5 years of continuous service on the anniversary of July 1st, the employee will be eligible for any loyalty increase on January 1 for the upcoming year.

Section 130 – Assignment of Exempt and Non-Exempt Classified Staff

Classified staff will be assigned to that position which, in the opinion of the Superintendent, they are best qualified to hold. Classified staff may be transferred from position to position at the discretion of the immediate supervisor with the approval of the Superintendent provided they are qualified by training and experience for said position.

Section 140 – Duties and Responsibilities of Exempt and Non-Exempt Classified Staff

All classified staff of the Delphi Community School Corporation should reference the classified handbook that is located on the Delphi Community Website under “Human Resources.” Additionally staff may find their job description on the Frontline application center where they applied for the position.

Section 200 – Exempt and Non-Exempt Classified Staff Work Day/Work Week/Work Year

The length of the work day shall be determined by the Superintendent after consultation with building level administrators. In no case shall classified staff be required to work in excess of forty (40) hours per week unless paid overtime. Working a forty (40) hour week is required before overtime is paid, if a paid leave day is taken within the specified time period, overtime shall not be paid until the employee has worked the actual forty (40) hours. Unworked, but paid leave time, such as vacation, holidays, jury duty, official closings and bereavement pay is NOT counted toward the forty (40) hours in a work week for purposes of overtime.

Classified staff (other than those positions named as exempt, Section 100) shall be paid for overtime worked according to the salary and wages in effect. Rules and regulations stipulated in the Wage and Hour Act (1985) shall govern the computation of said overtime. In no case shall a classified non-exempt employee be paid overtime unless such work has the prior approval of the building Principal &/or Superintendent. Said employee must actually work the forty (40) hours prior to being paid overtime.

The work week is defined as Sunday at 12:00AM through the following Saturday at 11:59PM.

Automated Time and Attendance System

The purpose of the timekeeping system is to have an accurate and efficient payroll management system. **ALL** Classified Staff are required to utilize the automated time and attendance system. It provides the information that is needed to support an audit of the Delphi Community School Corporation.

This includes the following classified non-exempt personnel:

Building Secretaries, Building Treasurers, Custodial/Maintenance Staff, Cafeteria Staff, Instructional Aides, Media Aides, Computer Support Analyst and others as determined by the Superintendent.

Section 210 – Exempt and Non-Exempt Classified Staff Compensation Wage of Pay

See approved Classified Support Staff Hourly Rates and Salaries for the school year, attached.
See Frequency of Compensation Sec 810

Section 220 – Exempt and Non-Exempt Classified Staff Paid Holidays

- A. Exempt and Non-Exempt Classified Staff are eligible for these paid holidays and shall be paid in accordance with the current daily pay rate:
 - Labor Day
 - Friday after Thanksgiving
- B. Exempt and Non-Exempt Classified Staff who work full-time on a 12-month (260 day) basis are eligible additionally for these paid holidays:

Thanksgiving Day
Christmas Day
New Year's Day
Memorial Day
Independence Day

- C. If a holiday falls on Saturday, it will be observed on Friday. If a holiday falls on Sunday, it will be observed on Monday.
- D. Holiday pay for non-exempt classified staff shall be granted if the employee worked and/or was compensated for the regularly scheduled day prior to and the regularly scheduled day following the holiday.
- E. Exempt and Non-Exempt Classified Staff will not be paid for holidays while on disability (work related or non-work related) or any approved leave of absence.

Section 230 – Payment for Extracurricular Trips

Transportation personnel will be paid an hourly rate as approved by the board for assigned extracurricular trips (i.e. sports events and field trips).

In the event that the transportation employee is also the group sponsor, payment will only be made in the event that the group or club was too large to be transported in an Auxiliary bus (more than 15 passengers) and a regular school bus and driver is needed for transportation of the group.

Section 240 – Exempt and Non-Exempt Classified Staff Benefits

Insurance:

The following Exempt and Non-Exempt Classified Staff who work thirty (30) or more hours a week shall be eligible for health insurance benefits from the corporation:

Building Secretaries	Building Treasurers
Cafeteria Staff	Computer Support Analyst
Custodial/Custodial Maintenance	All Exempt Classified Salaried Staff
All Exempt Classified Salaried Staff	
Instructional Aides/Media Aides <u>(Limited to Medical Insurance Only)</u>	

- A. Life and LTD insurance benefits shall be available to the classified employees named in A (above) who work thirty (30) or more hours a week, excluding
- B. Instructional Aides
- C. Media Aides, Computer Support Analyst
- D. American Fidelity benefits shall be eligible to employees who work thirty (30) or more hours a week and are paid over 18 or 24 pays.
- E. The Negotiated Teacher Agreement shall determine the amount of the Corporation's contribution towards Health Care for eligible employees. The remainder of the cost shall be paid by the eligible employee.

Section 242 – Exempt and Non-Exempt Classified Staff Miscellaneous Days

- A. Exempt and Non-Exempt Classified Staff will earn six (6) miscellaneous days per school year, which may be used for illness or personal business.
- B. After the thirty (30) calendar day probationary period, miscellaneous days will be prorated at ½ day per month until the close of the calendar year at hand. Thereafter, the employee is entitled to be absent from work for a total of six (6) days per year without loss of compensation. Exceptions will be considered under the discretion of the superintendent.

- C. Miscellaneous days shall be accumulated at the rate of six (6) days annually. Employees are required to utilize accumulated miscellaneous days when absent before any unpaid days may be taken. You may carry them over from year to year for extended illness/injury, to a maximum of 175 days. Delphi Community School Corporation may request verification of any sickness by a certified health care provider. Upon departure from employment, if an employee is in good standing and has completed five (5) years of service, any unused miscellaneous days shall be paid at their daily rate up to twenty-five (25) days.
- D. Part-time Non-Exempt Classified Staff shall receive miscellaneous days in accordance with their prorated equivalence, e.g., a four-hour per day employee would receive six (6), four-hour days per year of miscellaneous leave.
- E. All absences must be entered into the Frontline/Aesop system by the employee.

Section 243 – Exempt and Non-Exempt Classified Staff Vacation

- A. Only full-time, twelve (12) month (260 days/year) Exempt and Non-Exempt Classified Staff shall be eligible for a corporation-paid vacation. A new employee must have completed his probationary period in order to be eligible for vacation benefits.
- B. Vacations shall be earned in the following manner:
 - 1. After the probationary period through the first calendar year, vacation shall be prorated up to five (5) working days.
 - 2. Beginning at the second (2nd) year through the tenth (10th) calendar year – ten (10) working days.
 - 3. After ten (10) calendar years – fifteen (15) working days
- C. Unused vacation days shall not accumulate. Days not used are lost.
- D. Upon termination of employment (voluntary or involuntary), earned vacation days shall be compensated on a prorated basis.
- E. Holidays falling during an employee’s scheduled vacation do not count as vacation time.
- F. Please request your vacation as far in advance as possible. Your supervisor’s ability to approve vacation is based on work schedules and the number of people requesting vacations at the same time. If more than one person requests vacation for the same time, the person who requested the dates first will receive preference for the requested time. The Superintendent may identify any “black out” periods, during which no vacation may be approved, for the entire organization or personnel in designated programs or buildings.
- G. A request of five (5) or more consecutive days must be made sixty (60) days in advance.
- H. No more than five (5) consecutive days of vacation are to be used without Superintendent approval.
- I. All absences must be entered into the Frontline/Aesop system by the employee.

Section 300 – Extended Illness

Any Exempt and Non-Exempt Classified Staff absent for more than five (5) consecutive working days because of an extended or serious illness shall, prior to return to service, furnish the Superintendent a statement from a licensed physician indicating that the employee’s health is satisfactory for a return to service with the corporation.

Section 400 – Leave without Pay

Consistent employee attendance is extremely important to the function and programming of the school district. When employees are absent it can cause additional stress for the employees who are present. DCSC recognizes that there may be instances where unpaid leave time needs to be taken to meet the needs of an individual employee. Therefore, any Exempt and Non-Exempt Classified Staff may request a

leave of absence without pay for a valid reason. The following guidelines should be followed when considering the utilization of unpaid time:

- Vacation and personal leave time must be exhausted prior to requisition time off without pay.
- All time off without pay requests must be made in advance on Frontline and approved by the department director and the superintendent.
- Time off without pay requests will be monitored and tracked to measure a pattern of absenteeism which may need to be addressed by the department director or the superintendent.
- Please contact the Administration office for FMLA eligibility.
- Failure to follow the appropriate steps to request the time off without pay may result in termination.

Section 500 – Jury Duty Leave

In case of absence in response to jury duty, an employee will receive base salary minus that paid by the Court.

In case of absence in response to a subpoena connected with an employee’s fulfillment of job related duties, the employee shall receive regular base salary minus the subpoena fee received.

The employee shall submit a copy of verification of payment by the Court to the corporation office for salary adjustments.

Section 600 – Bereavement Leave with Verification to Building Administrator

In the case of death in the immediate family of Classified Staff employee, the employee is entitled to be absent, without loss of compensation, for a period extending not more than five (5) consecutive work days beyond such death, for the purposes of attending the last burial rites and attending to other personal matters of the immediate family member, provided, however, that said burial rites occur while said employee is performing duties as assigned by the Board under a valid work agreement, and that said burial rites do not occur during the time when said employee is absent from assigned duties due to vacation, or leaves of absence, or sick leaves, or leaves for personal business, which may have been previously granted or approved by the Board. (School holidays falling in this period shall be counted as school days.)

“Immediate” family is interpreted as including only parent, brother, sister, child, step child, wife, husband, grandparent, or grandchild, and other relative who, at the time of death, was living as a member of the employee’s household. The Superintendent shall consider special relationships not covered in the above, but falling within its intent.

In the case of death of a mother-in-law, father-in-law, son-in-law, daughter-in-law, sister-in-law, or brother-in-law, aunt or uncle, the employee is entitled to up to three (3) days absence without loss of compensation, provided, however, that the conditions enumerated above shall apply.

One leave day shall be granted for funerals in case of the death of other family members or close friends.

Section 700 – Public Employees Retirement Fund (PERF)

The Board of School Trustees has determined the following Classified Staff positions who work a minimum of 30 hours per week to be eligible for this benefit:

Building Secretaries	Building Treasurers
Cafeteria Staff	Custodial/Maintenance Associate
Administration Office Staff	Corporation Nurse and Building Nurse
Technology Director	Media Aides

Speech Pathologist

The Board of School Trustees shall pay the employer's share for all employees.

Section 800 – Exempt and Non-Exempt Classified Staff Hourly Rate & Salaries

Classified Staff Hourly Rate and Salaries for Exempt and Non-Exempt Classified Staff to commensurate with the work required and positions, will be reviewed and maintained. The Board of School Trustees will review the Classified Staff Hourly Rate and Salaries annually. Periodic adjustments will be made to reflect hiring, terminations and resignations. These employment adjustments will have existing Board Approval.

Section 810 Classified Staff Frequency of Compensation

Delphi Community School Corporation employees are paid every other Friday. If the normal pay date falls on a holiday, the employee will be paid on the first available day as determined by the Federal Reserve. Delphi Community Schools' work week is from 12:00 AM on Sunday through midnight the following Saturday. Delphi Community Schools makes the bi weekly payroll payment through electronic deposit of earnings into the employee's account at a financial institution of employee's choice, which can accommodate such direct electronic transfer or deposit. Therefore, all employees are required to have a designated financial institution for payroll deposits. **IMPORTANT: Notify Administration Office personnel of any banking changes.**

Section 900 – Health Requirements

The Board reserves the right to require physical or psychiatric examinations whenever it deems them necessary at School Corporation's expense. The Board shall determine the physician to administer said exams. The employee shall have a copy of the test results sent to the Superintendent.

Section 1000 – Termination of Employment

- A. All Classified Staff who wish to terminate employment by resignation or retirement shall submit notice in writing to the Superintendent at least two (2) weeks in advance of the effective date.
- B. The Superintendent may suspend, with or without pay, and/or dismiss classified staff from employment.

Section 1100 – Evaluation

- A. The board believes that all Classified staff evaluations should be for the purpose of improving the performance of the employee through constructive criticism and deserved praise.
- B. The Superintendent shall develop a suitable evaluation program for Classified Staff and shall see that suitable records of this process and the results are maintained in the central office.

Section 1200 – Supervision of Classified Staff

- Secretaries and Building Treasurers shall be under the supervision of the Administrator to whom they are assigned.
- Instructional Aides shall be under the supervision of the Administrator to whom they are assigned.
- The School Nurse shall be under the supervision of the Principal and/or Head Nurse.
- The Head Nurse shall be under the supervision of the Superintendent.
- The Director of Technology shall report to the Superintendent.
- Technology assistants shall report to the Principal and/or Director of Technology.
- Maintenance Associates shall be under the supervision of the Director of Operations.
- Head Custodians shall be under the supervision of the Director of Operations/Principal.

- Custodians shall be under the supervision of the Head Custodian and Director of Operations/Principal
- The Food Service Director shall be under the supervision of the Principal/Superintendent.
- The cafeteria workers shall be under the supervision of the Food Service Director/Principal.
- The Director of Operations shall be under the supervision of the Superintendent.
- Transportation personnel shall be under the supervision of the Director of Operations.
- The Service Mechanic shall be under the supervision of the Director of Operations.
- All DCSC personnel will be under the supervision of the Superintendent.

Section 1300 – ELearning, Virtual Learning and Cancellation of School

eLearning, virtual learning and school cancellation: Classified Staff

eLearning and virtual learning days are counted by the Indiana Department of Education (IDOE) as a classroom day for students to fulfill the required days set forth by the IDOE. School cancellation are days that are not counted by the IDOE as a classroom day for students to fulfill the required days set forth by the IDOE and thus, snow cancellation days will be made up within the school year. The following sections explain the requirements for Exempt and Non-Exempt Classified Staff on eLearning, virtual learning and school cancellation days.

School cancellation:

- Cafeteria employees, instructional and media aides, computer support analyst and Nine (9)-month employees should not report to work when school has been canceled because of inclement weather. In the event of a school delay, all cafeteria workers should report at their regularly scheduled time.
- Building secretaries, custodians, transportation director, service mechanic,
- cafeteria building man (if necessary), and central office staff will be required to work if safety permits.
- The Superintendent may call in any employee to deal with an emergency situation.
- Employees who work when school is canceled shall be compensated for the hours worked.

ELearning day

eLearning days will not be made up as a snow day would be. If an eLearning day is called for any reason, classified staff hourly personnel may report to work if they can safely travel to the location and it is approved by the Building Administrator prior to traveling. Personnel may also use paid leave time for an eLearning day. eLearning days will not be made up as snow days are, they will be unpaid day(s) for those classified hourly positions if:

- A). you do not report to work
- B). you do not use a paid leave day
- C). you choose not to use any of the options below:

Instructional Aides will not work on eLearning days; however, they will have the following options for missed income on eLearning days:

- The employee may use a Miscellaneous Day.
- The employee may opt not to be paid.
- The employee may make up missed time by making arrangements with the administrator (up to two additional hours per work day), but the extra time must be during the current payroll period.
- The employee may make up missed time during the month of June.

Cafeteria: The Food Service Director will advise the cafeteria staff to either work or not work on eLearning days.

The Food Service Director will advise the cafeteria staff to either work or not work on eLearning days. Cafeteria staff will have the following options for missed income on eLearning days:

- The employee may use a Miscellaneous Day.
- The employee may opt not to be paid.
- The employee may make up missed time during the month of June.
- The employee may make up missed time by making arrangements with the Food Service Director, but the extra time must be during the current payroll period.

Transportation (route and hourly):

Route Drivers:

Contracted route drivers will not work eLearning days and they will be paid for eLearning Days.

- ISBA attorneys cite IC 20-28-9-15 that implies that bus drivers will be paid. All corporation CDL bus drivers will be treated equally.

Auxiliary Bus Drivers:

Auxiliary Bus Drivers will not work on eLearning days; however, they will have the following options for missed income on eLearning days:

- The employee may use a Miscellaneous Day.
- The employee may opt not to be paid.
- The employee may make up missed time by making arrangements with the administrator (up to two additional hours per work day) but the extra time must be during the current payroll period.
- The employee may make up missed time during the month of June.
- These hours shall be tracked by your department head in order not to exceed the budgeted expenditure for the position.

Computer Support:

The Technology Director will advise the computer technicians to either work or not work on eLearning days. Technicians will have the following options for missed income on eLearning days:

- The employee may use a Miscellaneous Day.
- The employee may opt not to be paid.
- The employee can make up missed time by making arrangements with the Technology Director, but the extra time must be during the current payroll period.
- The employee may make up missed time during the month of June.
- These hours shall be tracked by the Technology Director in order not to exceed the budgeted expenditure for the position.

Custodial Staff:

Nine Month Employees:

- Administrators/Head Custodians will advise nine month custodians to either work or not work on eLearning days and they will have the following options for missed income on eLearning days:
 - The employee may use a Miscellaneous Day.
 - The employee may opt not to be paid.
 - The employee may make up missed time by making arrangements with the administrator, but the extra time must be during the current payroll period.

- The employee may make up missed time during the month of June.
- These hours shall be tracked by your department head in order not to exceed the budgeted expenditure for the position.

Twelve-Month Custodial Employees:

- Administrators will advise twelve-month custodians to either work or not work on eLearning days. Twelve-month custodians will have the following options for missed income on eLearning days:
 - The employee may use a Miscellaneous Day.
 - The employee may use a Vacation Day.
 - The employee may choose not to be paid
 - The employee may make up missed time by making arrangements with the administrator, but the extra time must be during the current payroll period.
 - These hours shall be tracked by your administrator in order not to exceed the budgeted expenditure for the position.

Secretarial Staff

- Administrators will advise secretaries to either work or not work on eLearning days. Secretaries will have the following options for missed income on eLearning days:
 - The employee may use a Miscellaneous Day.
 - The employee may opt not to be paid.
 - The employee may make up missed time by making arrangements with the administrator, but the extra time must be during the current payroll period.
 - The building administrator may authorize home-based work as deemed appropriate. A detailed time sheet must be maintained for SBOA purposes and submitted to the administrator.
 - The employee may utilize previously unscheduled time in the summer to make up hours.
 - The employee may make up missed time during the month of June.
 - These hours shall be tracked by your administrator in order not to exceed the budgeted expenditure for the position.

School Nurse:

- Administrators will advise School Nurses to either work or not work on eLearning days. School Nurses will have the following options for missed income on eLearning days:
 - The employee may use a Miscellaneous Day.
 - The employee may opt not to be paid.
 - The employee may make up missed time by making arrangements with the administrator, but the extra time must be during the current payroll period.
 - The building administrator may authorize home-based work on reports and other state requirements as deemed appropriate. A detailed time sheet must be maintained for SBOA purposes and submitted to the administrator.
 - The employee may utilize previously unscheduled time in the summer to make up hours.
 - The employee may make up missed time during the month of June.
 - Sick Leave days may not be used for a non-illness related absence on eLearning Days.
 - These hours shall be tracked by your department head in order not to exceed the budgeted expenditure for the position.

Each of the options listed above are for the staff member's benefit by extending the opportunity to make up for any lost compensation experienced due to an eLearning day. While these options are available, **they are not mandatory**. Be sure there is clear communication between any of the employment positions above and your Building Administrator or immediate supervisor to schedule or make arrangements to utilize these options.

Virtual Learning Day

If the weather is safe enough for staff to come to school, yet not safe enough for students to attend school due to busing issues (some examples: extreme cold, closure due to illness or fog), then we will have a Virtual Learning Day.

- All Classified Staff are expected to come to work.
 - The instructional aides will facilitate in monitoring staffs' school-aged students doing their virtual work, perform their interventions virtually, assist with data analysis, have data meetings/training with their administration, or perform any duties needed for student success as requested by administration.
 - All secretaries will be expected to be performing their normal duties.
 - Cafeteria staff will work on duties assigned by the Food Service Director.
 - Auxiliary bus drivers will be given duties assigned by the Transportation Director and/or the Bus Maintenance Manager.
 - Custodial staff will be expected to be performing their normal duties.
 - Any classified staff who chooses to not come to work, must place an absence in AESOP/Frontline.
 - Since all virtual days are on a two hour delay schedule, all classified staff may choose to come in at their normal time, choose to make up their time lost by working extended hours during the pay period (time is not to exceed regular hours) or may make up hours during summer school.
 - This does not include staff who choose to take a miscellaneous day or an unpaid day.
 - Any classified staff member that does want to make up the two hours MUST let their administrator know so they can document the time accurately for payroll purposes.
 - These hours shall be tracked by your department head or administration in order not to exceed the budgeted expenditure for the position

Section 1400 – Termination of Benefits

- Life insurance benefits shall terminate at the conclusion of the month in which a classified employee ceases employment with the Delphi Community School Corporation. LTD terminates immediately upon departure.
- Health insurance benefits may continue for qualified Classified Staff after terminating employment with the Delphi Community School Corporation under conditions stipulated by the MASE Insurance Trust including COBRA Continuation Option. Restrictions and limitations apply. See Central Office Benefits Coordinator.

Section 1500 – Substitutes

The corporation shall pay all substitute teachers. In no instance may another employee pay a substitute directly. No representative of the school corporation has the authority to enter into any agreement for employment for any specified period of time with Classified Staff employee.

Substitutes shall be compensated at an hourly/daily rate as established by the Board of School Trustees. The Board shall approve this rate from the Hourly Rate and Salaries; Classified Staff.

Section 1501 – Substitute Bus Driver Pay

Substitute bus drivers shall be compensated at a daily rate based on the individual route they are driving as established by the Board of School Trustees. The Board shall approve this rate from the Hourly Rate and Salaries; Classified Staff.

Section 1600 – Changes to this Handbook

This Handbook is not a contract. It has been prepared to provide you with an outline of our policies, rules and current employee benefits. The policies and benefits described in the Handbook may be discontinued or revised by Delphi Community Schools at any time, in light of experience or changing conditions.

Appendix A: WORKERS COMPENSATION NOTICE

Your employer is required to provide for payment of benefits under the Workers Compensation Act of the State of Indiana.

Any employee who is injured while at work should report the injury immediately to their supervisor, employer, or designated representative.

For more information about rights or procedures under the Indiana Workers Compensation System, call or write:

Workers Compensation Board of Indiana
Ombudsman Division
402 W. Washington St., Rm. W196
Indianapolis, IN 46204
317-232-3808
888-824-2667

Appendix B - CORPORATION OWNED VEHICLES

Corporation Owned Vehicles

It is the policy of the Board of Education to allow employees, who are legally licensed, to use district vehicles in the performance of their assigned duties.

Designated Purposes

District-owned vehicles shall be held and used for designated purposes.

- School buses are designated for transportation of students to and from school or approved school sponsored events.
- Maintenance vehicles are designated for school corporation maintenance purposes.
- Passenger vehicles are designated for use by the District staff for School District business related travel.

Approved Drivers

Only drivers approved by the District shall drive District Vehicles.

Students shall not operate district vehicles.

Employees with unsatisfactory state driving credentials may be prohibited from driving District vehicles. An employee may also be disqualified from operating District vehicles because of a poor driving record notwithstanding the employee has state driving credentials in good standing.

Personal Use of Vehicle

Personal use is defined as use outside of regular operating hours for purposes unrelated to the operator's assignment in the District and is generally prohibited.

All District vehicles should be parked at the district garage after hours unless the designated purpose of the vehicle necessitates that it be parked elsewhere. Personal use does not include use, as directed by the Superintendent or the Transportation Director, by an employee who maintains a District vehicle at the employee's residence in order to respond quickly to emergencies. Additionally, it does include parking a bus at a location selected by the District for convenience in reducing travel distances or time for transporting children to school or other activities.

Any traffic violations committed by a driver while using a District-owned vehicle are the financial responsibility of the driver. The vehicle driver must follow all applicable State of Indiana safety and legal requirements.

Route Drivers - Commercial Driver License

Commercial Driver License (CDL) is required for all route driver positions.

The District will pay the following for route drivers who remain an employee in good standing *** at DCSC to obtain their required CDL license:

- The required physical
- The initial CDL test
 - If the employee must retake any portion of the CDL test the employee will cover the cost

- A signing bonus of \$250 after successful completion of the probationary period.
- *** Any employee who earns an CLD at the cost of the District must remain in good standing with the District for a minimum of a year. If the employee resigns or if terminated prior to a year's employment anniversary then the cost of the CDL test and the signing bonus will be reimbursed to the District. Those costs will be deducted from the employees last two paychecks.

Appendix C - COMPENSATION

Pay Rates:

Pay information is found on the next two pages by job category. Bus drivers, auxiliary bus drivers, and auxiliary bus aides are paid a daily rate based on their mileage. Non-exempt employees are hourly rate employees who are eligible to receive overtime pay for time worked in excess of forty (40) hours in a work week. Exempted employees will be salaried employees. All classified staff will be required to use an automated time and attendance system.

All non-exempt employees are paid an hourly rate.

Loyalty Increase: For employees who are in good standing, for every five years of consecutive services to Delphi Community School Corporation, they will receive a \$.50 pay raise to their hourly rate. The only exception is our bus drivers who are paid daily per route. Bus drivers will receive \$2.80 and auxiliary bus drivers will receive \$1.50 per day loyalty raise to their daily rate. The years must be consecutive. Any employee who leaves employment and then returns will begin at zero years of service. Past years of employment will not be included. All pay raises begin at the start of the calendar year.

<u>Transportation***</u>	Daily	Annually	Pay
Director of Transportation		230 days	Pay Range: \$24.00 - \$40.00/hourly
**Pay Rate of the Director of Transportation fits into the pay range based on years of experience.			
School Bus Drivers	based on mileage	184 days	Pay Range: \$81.60 - \$119.05/daily
Aux. Bus Drivers	based on mileage	184 days	Pay Range: \$65.28-\$110.00/daily
Aux. Bus Aides	based on mileage	184 day	Pay Range: \$40.80 - \$69.00/daily

**All route drivers/aux bus drivers/aux bus aides receive a daily rate based on their mileage.

Mechanic	8 hours	260 days	Pay Range: \$25-\$36/Hourly
**Pay Rate of the Mechanic fits into the pay range based on years of experience.			
Trans/Main Secretary	4 hours	200 days	Pay: \$13.00/Hourly
Substitute Bus Driver			Daily Rate: \$81.60 - \$119.05/daily
Substitute Aux. Bus			Hourly Rate: \$81.60 - \$119.05/daily
Substitute Aux. Aide			Hourly Rate: \$40.80 - \$69.00/daily

ECA drivers Hourly Rate: \$15/hr**

**For ECA trips that are one hour or less a flat rate of \$20.00 will be paid.

Custodial/Maintenance:

Maintenance Director	8 hours	260 days	Pay Range: \$20 - \$35/Hourly
**The Pay Rate of the Maintenance Director fits into the pay range based on years of experience.			
Head Custodian	8 hours	260 days	Pay: \$16/Hourly

Custodial Maintenance/Athletic Facilities Worker

	8 hours	260 days	Pay: \$17/Hourly
12 Month Day Custodian	8 hours	260 days	Pay: \$13/Hourly
12 Month Night Custodian	8 hours	260 days	Pay: \$13/Hourly
9 Month Custodian HS	8 hours	189 days	Pay: \$13/Hourly
9 Month Custodian Elem	8 hours	189 days	Pay: \$13/Hourly
Substitute Custodian			Hourly Rate: \$13/Hourly

Food Services:

Food Service Director	8 hours	220 days	Pay: \$25/Hourly
Assistant Food Service Dir	8 hour	184 days	Pay: 17.50/Hourly
Cafeteria Manager	8 hours	184 days	Pay: \$17.00/Hourly
Cafeteria	4-8 hours	184 days	Pay Range: \$14/Hourly

***Update Rates Board Approved 10-9-23

Technology:

Director of Technology	8 hours	260 days	Pay Range: \$30 - \$45 Hourly
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**The Pay Rate of the Director of Technology fits into the pay range based on years of experience.

Computer Systems Analyst	8 hours	220 days	Pay Range: \$16/Hourly
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Alternative School:

Alternative School Instructor	8.00 hours	184 days	Pay: \$12.50/Hourly
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Central Office Secretarial Positions:

Corporation Treasurer	8 hours	260 days	Pay Range: \$20 -\$30/Hourly
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**The Pay Rate of the Corp Treasurer fits into the pay range based on years of experience.

**Treasurer certification base salary add ons \$2500 for IASBO certification IB specialist
\$5000 for ISABO certification CBO

Assistant Treasurer	8 hours	260 days	Pay Range: \$20 - \$23 Hourly
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**The Pay Rate of the Assistant Treasurer fits into the pay range based on years of experience.

Corporation Secretary	8 hours	260 days	Pay: \$17/Hourly
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Secretarial/Treasurer Positions:

Secretary	8 hours	210 -220 days	Pay: \$13.50/Hourly
Treasurer	8 hours	220 days	Pay: \$15.50/Hourly
Guidance Secretary (HS only)	8 hours	220 days	Pay: \$13.50/Hourly
Athletic Secretary (HS only)	8 hours	220 days	Pay: \$13.50/Hourly

Instructional Aides*:**

Instructional Aide	5.75 - 6.75 hours	184 days	Pay: \$12/Hourly
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***Administration may ask for an increase of the hourly amount and/or hours per day based on the following:

- Bachelor’s degree in Education
- A teacher’s license
- Master’s degree in Education
- Requirements of the position

***The amount cannot exceed other employees with the same level of experience/degree/job requirements.

EL (bilingual) Instructional Aides*:**

EL Instructional aide 5.75 hours 184 days Pay: \$14/Hourly

Speech Language Pathologist Assistant:

Speech Pathologist 7.5 hours 184 days Pay Range: \$25 - \$35/Hourly

**The Pay Rate of the Speech Pathologist fits into the pay range based on years of experience.

Lead PreK Teacher

Lead PreK Teacher 8 hours 184 days Pay: \$14.00/Hourly

Nurses:

Corporation Nurse(Licensed RN) 8 hours 185 days Pay: \$27.50/Hourly

School Nurse(Licensed RN) 8 hours 184 days Pay: \$24.00/Hourly

School Nurse Aide 5.75 hours 184 Pay: \$12.00/Hourly

Substitute Nurse (Licensed RN) Hourly Rate: \$18.00

Substitute Teachers (Daily Rate Change will start in August 2023):

Licensed Substitute Teacher Daily Rate: \$80.00

Licensed Teacher (certified) Daily Rate: \$90.00

Retired Teacher from DCSC (certified) Daily Rate: \$125

Appendix D - JOB DESCRIPTIONS

Transportation

Title:	Transportation Director
Reports To:	Superintendent
Terms of Employment:	230 days
Pay Range:	Pay Range Based on Experience: \$24.00 - \$40.00/Hour

Overall Description:

Under direction, plan, organize, and supervise operations of the Delphi Community School Corporation's bus and van fleet; to participate in annual budget development, and provide and account for materials, equipment and supplies; and to perform related work as assigned.

QUALIFICATIONS:

1. Minimum of high school diploma
2. CDL license required with a bus driver endorsement (preferred, but training provided)
3. Minimum of three years of bus driver experience
4. Experience in a school District Transportation Department
5. Previous Supervisory experience preferred
6. Possesses excellent typing, clerical, and computer skills.
7. Computer proficient in Microsoft Office as well as other relevant technology skills
8. Possesses effective interpersonal and communication skills
9. Ability in prioritizing duties and managing emergent crises
10. Ability to work in a professional manner with school community
11. Works cooperatively with others.
12. Eagerness to learn new job related skills and improve existing job related skills
13. Demonstrates confidentiality in handling information and ability to keep accurate records.
14. Demonstrates initiative and excellent work habits (attendance, punctuality, responsibility)
15. Ability to see areas in need of improvement and then to perform these tasks.
16. Ability to work with people and give direction.
17. Such alternatives to the above qualification as the Board may find appropriate and acceptable.

Performance Responsibilities:

Plans, organizes and supervises the work of school bus drivers, dispatchers and other responsible for safe transportation of students;

1. Assigns work, schedules employee work shifts, overtime, vacation, sick leave coverage and related and reviews and approves time sheets.

2. Assign students to school year and summer school routes and assist drivers in preparing maps, routes, and time schedules.
3. Record and maintain all vehicle information including purchasing, maintenance, records, registrations, license, inspections, insurance, and replacement.
4. Hires, trains (or oversees) employees in work procedures, standards and safety practices, and monitors operations for compliance with safety standards, including classroom training.
5. Schedule and prepare transportation training and drug testing as well as maintain records of drug and alcohol clearinghouse reporting
6. Interviews and recommends selection of job applicants, appraises employee performance, conducts informal counseling on work issues, and prepares documentation and recommends discipline and improvement plans for deficiencies.
7. Maintain all personnel records for bus drivers ensuring they are compliant with physicals, licenses, and certifications.
8. Coordinates with site administrators, program coordinators, and others regarding regular and special population student transportation needs, field trips and extracurricular activities
9. Evaluates, establishes and balances assigned routes.
10. Evaluates regulations and develops operations procedures, standards and programs to ensure safety and compliance of transportation inspection and operations as well as performing bi-annual bus evacuation drills.
11. Assists with preparing the transportation budget and helps maintain and monitor the budget while purchasing supplies and equipment.
12. Drives a school bus over assigned routes in emergency situations
13. Responsible for bus discipline and parental contact regarding student discipline issues on the bus
14. Investigates all bus accidents or near accidents to determine causes and prevent recurrences
15. Meets with district administration to present information and advice on functioning or transportation program and resolves issues
16. Assist bus drivers, administrators, and parents with arrival, dismissal, transportation issues, and investigating concerns and reports to required state and local officials.
17. Communicates with parents/guardians and school personnel about bus route information, road closures, school delays, cancellations, or early dismissals.
18. Maintain data entry, time sheets, payroll information, approval on absences for the transportation department, and all insurance claims.
19. Maintain the transportation policy in coordination with the Delphi Community School Corporation policies and other state and local requirements.
20. Schedule and prepare for state underground tank IDEM audits and fuel equipment inspections.
21. Create Key Scan cards for staff

Transportation

TITLE: School Bus Drivers

QUALIFICATIONS:

1. Hold at least a High School diploma or its equivalent.
2. Must have a valid driver's license with a clean driving record. The corporation will assist with additional requirements.
3. Hold a yellow card, which indicates your completion of the annual safety testing.
4. Maintain a current up-to-date medical physical.
5. Ability to work with students, parents and the community.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO : Director of Operations/Superintendent

SUPERVISES: Students being transported by bus.

JOB GOAL: To provide safe and efficient transportation so that students may enjoy the fullest possible advantage from the district's curriculum and extra-curricular programs.

PERFORMANCE RESPONSIBILITIES:

1. Obeys all traffic laws.
2. Observes all mandatory safety regulations for school buses.
3. Maintains discipline when students are on the bus.
4. Reports undisciplined students to the proper authorities.
5. Keep the assigned bus clean.
6. Keep to the assigned schedule.
7. Checks bus before each operation for mechanical defects
8. Notifies proper authority in case of mechanical failure or lateness.
9. Discharges students only at authorized stops.
10. Exercises responsible leadership when on out-of-district school trips.
11. Transports only authorized students.
12. Reports all accidents and completes required reports.

13. Enforces regulations against smoking, chewing or using tobacco products and eating on the bus.
14. Check oil level regularly.
15. Check tires for proper air regularly.
16. Conduct an average of one school bus evacuation per semester for the school year and fill out the required form.
17. They are to inform the Director of Operations of their absence.
18. Refrain from the use of drugs, tobacco, or alcohol while operating a school bus. Also, not operating a school bus while under the influence of any of these substances.
19. Report any and all injuries to the immediate supervisor, filling out the appropriate forms.
20. Report any and all hazardous situations/areas which are considered to be unsafe to the immediate supervisor, filling out necessary forms.
21. Conform to all rules and regulations of the school and comply with all federal, state, and local laws relating directly or indirectly to the employee's duties.
22. Performs such other tasks and assumes such other responsibilities as the Superintendent/Designee may assign from time to time.
23. Additional duties and requirements may be found in the Transportation Handbook

TERMS OF EMPLOYMENT: 184 days
 Range for daily rate \$81.60 - \$119.05
 Pay Rate determined by daily mileage driven
 Any candidate recommended for hire will be asked to complete
 an expanded criminal history clearance at their cost.

Loyalty Increase: For employees who are in good standing, for every five years of services to Delphi Community School Corporation, they will receive a \$2.80 raise to their daily rate. The years must be consecutive. Any employee who leaves the school corporation and then returns will begin at zero consecutive years of service. All pay raises begin at the start of the calendar year.

Transportation

TITLE: Auxiliary Bus Drivers

QUALIFICATIONS:

1. Hold at least a High School diploma or its equivalent.
2. Must have a valid driver's license with a clean driving record. The corporation will assist with additional requirements.
3. Ability to work with students, parents and the community.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Director of Operations / Superintendent

SUPERVISES: Students being transported by bus.

JOB GOAL: To provide safe and efficient transportation so that students may enjoy the fullest possible advantage from the district's curriculum and extra-curricular programs.

PERFORMANCE RESPONSIBILITIES:

1. Obeys all traffic laws.
2. Observes all mandatory safety regulations for school white buses.
3. Maintains discipline when students are on the bus.
4. Reports undisciplined students to the proper authorities.
5. Keep the assigned bus clean.
6. Keep to the assigned schedule.
7. Check the bus before each operation for mechanical defects.
8. Notifies proper authority in case of mechanical failure or lateness.
9. Discharges students only at authorized stops.
10. Exercises responsible leadership when on out-of-district school trips.
11. Transports only authorized students.
12. Reports all accidents and completes required reports.
13. Enforces regulations against using tobacco products and eating on the bus.
14. Check oil level regularly.

15. Check tires for proper air regularly.
16. Conduct an average of one school bus evacuation per month for the school year and fill out the required form.
17. They are to inform the Director of Operations of their absence.
18. In accordance with the Indiana smoke-free air law, White Bus Drivers will refrain from the use of drugs, tobacco, or alcohol while operating a school bus.
19. Report any and all injuries to the immediate supervisor, filling out the appropriate forms.
20. Report any and all hazardous situations/areas which are considered to be unsafe to the immediate supervisor, filling out necessary forms.
21. Conform to all rules and regulations of the school and comply with all federal, state, and local laws relating directly or indirectly to the employee's duties.
22. Performs such other tasks and assumes such other responsibilities as the Superintendent/Designee may assign from time to time.
23. Additional duties and requirements may be found in the Transportation Handbook

TERMS OF EMPLOYMENT:

184 Days

Range for daily rate \$65.28 - \$110.00

Pay Rate determined by daily mileage driven

Any candidate recommended for hire will be asked to complete
an expanded criminal history clearance at their cost.

Loyalty Increase: For employees who are in good standing, for every five years of services to Delphi Community School Corporation, they will receive a \$1.50 pay raise to their hourly rate. The years must be consecutive. Any employee who leaves the school corporation and then returns will begin at zero consecutive years of service. All pay raises begin at the start of the calendar year.

Transportation

TITLE: Auxiliary Bus Aide

QUALIFICATIONS:

1. Hold at least a High School diploma or its equivalent.
2. Ability to work with students, parents and the community.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO : Director of Operations / Superintendent

SUPERVISES: Students being transported by bus.

JOB GOAL: To provide safe and efficient transportation so that students may enjoy the fullest possible advantage from the district's curriculum and extra-curricular programs.

PERFORMANCE RESPONSIBILITIES:

1. Obeys all traffic laws.
2. Observes all mandatory safety regulations for school white buses.
3. Maintains discipline when students are on the bus.
4. Reports undisciplined students to the proper authorities.
5. Keep the assigned bus clean.
6. Keep to the assigned schedule.
7. Discharges students only at authorized stops.
8. Exercises responsible leadership when on out-of-district school trips.
9. Transports only authorized students.
10. Reports all accidents and completes required reports.
11. Enforces regulations against smoking and eating on the bus.
12. They are to inform the Director of Operations of their absence.
13. In accordance with the Indiana smoke-free air law, White Bus Aides will refrain from the use of drugs, tobacco, or alcohol while operating a school bus.
14. Report any and all injuries to the immediate supervisor, filling out the appropriate forms.

15. Report any and all hazardous situations/areas which are considered to be unsafe to the immediate supervisor, filling out necessary forms.
16. Conform to all rules and regulations of the school and comply with all federal, state, and local laws relating directly or indirectly to the employee's duties.
17. Performs such other tasks and assumes such other responsibilities as the Director of Operations/Superintendent/Designee may assign from time to time.
18. Additional duties and requirements may be found in the Transportation Handbook

TERMS OF EMPLOYMENT:

184 Days

Range for daily rate \$40.80 - \$69.00

Pay Rate determined by daily mileage driven

Loyalty Increase: For employees who are in good standing, for every five years of services to Delphi Community School Corporation, they will receive a \$1.50 pay raise to their hourly rate. The years must be consecutive. Any employee who leaves the school corporation and then returns will begin at zero consecutive years of service. All pay raises begin at the start of the calendar year.

Transportation

TITLE: Mechanic

QUALIFICATIONS:

1. Hold at least a High School diploma or its equivalent.
2. Ability to work with students, parents, and the community.
3. Mechanic ability; being capable of performing major/minor repairs.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Director of Operations / Superintendent

SUPERVISES: Regular bus fleet; as well as extra-curricular fleet (all Corporation Buses, vans, etc.).

JOB GOAL: To provide a smoothly-functioning fleet of buses/vans; and, to keep them in such a state of operating excellence that they present no problems or interruptions to the educational program.

PERFORMANCE RESPONSIBILITIES:

1. Supervises the diagnosing, assigning, and repairing of district fleet equipment.
2. Maintains a current inventory of supplies and equipment.
3. Establishes an efficient and effective system of routing maintenance and preventive care.
4. Sets up and supervises a system for the receipt and issuance of parts and supplies and the keeping of records and inventories.
5. Lays out, supervises, and inspects the work in the overhaul and repair of district equipment.
6. Promotes high standards of safety and good housekeeping methods in all work-connected areas.
7. Routinely checks tires, batteries, lights, oil, power steering fluids, brake fluids, and transmission fluids in all vehicles.
8. Report any and all injuries to the immediate supervisor, filling out the appropriate forms.
9. Report any and all hazardous situations/areas which are considered to be unsafe to the immediate supervisor, filling out necessary forms.
10. Conform to all rules and regulations of the school and comply with all federal, state and local laws relating directly or indirectly to the employee's duties.
11. Performs such other tasks and assumes such other responsibilities as the Superintendent/Designee may assign time to time.

TERMS OF EMPLOYMENT: 260 days

Pay Range: \$25.00 - \$36.00/Hour

**The Pay Rate of the Mechanic fits into the pay range based on years of experience.

Loyalty Increase: For employees who are in good standing, for every five years of services to Delphi Community School Corporation, they will receive a \$.50 pay raise to their hourly rate. The years must be consecutive. Any employee who leaves the school corporation and then returns will begin at zero consecutive years of service. All pay raises begin at the start of the calendar year.

Transportation

TITLE: Transportation & Maintenance Secretary

QUALIFICATIONS:

1. Hold at least a High School Diploma or its equivalent.
2. Hold a Commercial Driver's License (CDL)
3. Hold a yellow card, which indicates your completion of the annual safety testing.
4. Maintain a current up-to-date medical physical.
5. Ability to work with students, parents, and the community.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Director of Operations

SUPERVISES: N/A

JOB GOAL: To assure the smooth and efficient operation of the transportation and maintenance departments and office, by assisting and relieving the Director of Operations, Mechanic and Maintenance Associate personnel of paperwork and administrative duties so that their maximum attention can be given towards bus, building and grounds to best serve the students, staff, and community.

PERFORMANCE RESPONSIBILITIES:

1. Performs the usual office routines and practices associated with a busy, yet productive and smoothly-run office.
2. Maintains such records as shall be required.
3. Receives and routes all incoming calls and mail.
4. Maintains a daily bus driver attendance log, work log, and the records for all employees in the transportation and maintenance department. This includes substitutes, etc. for custodians, bus drivers, etc.
5. Assists the Director of Operations, Mechanic and Maintenance Associates in preparing, filing, and distributing materials and reports, as requested.
6. Maintains records for the transportation and maintenance departments, prepares purchase orders, as requested.
7. Types a variety of material, such as letters, reports, memos, monthly statements, etc., as directed.
8. Maintains a regular filing system, as directed.
9. Prepares purchase orders for transportation and maintenance as needed.

10. Welcomes visitors and arranges for their comfort, and screens unexpected callers in accordance with predetermined policy.
11. Assists in the checking in and distribution of all supplies and equipment to the appropriate building.
12. Assist with bus driver coverage when necessary. Will follow all rules and regulations as defined in the bus driver job description.
13. Report any and all injuries to the immediate supervisor, filling out the appropriate forms.
14. Report any and all hazardous situations/areas which are considered to be unsafe to the immediate supervisor, filling out necessary forms.
15. Conform to all rules and regulations of the school and comply with all federal, state, and local laws relating directly or indirectly to the employee's duties.
16. Performs such other tasks and assumes such other responsibilities as the Superintendent may assign from time to time.

TERMS OF EMPLOYMENT: 200 days
 Pay Rate: \$13.50/Hour

Loyalty Increase: For employees who are in good standing, for every five years of services to Delphi Community School Corporation, they will receive a \$.50 pay raise to their hourly rate. The years must be consecutive. Any employee who leaves the school corporation and then returns will begin at zero consecutive years of service. All pay raises begin at the start of the calendar year.

Transportation

TITLE: Substitute School Bus Drivers

QUALIFICATIONS:

1. Hold at least a High School diploma or its equivalent.
2. Hold a Commercial Driver's License (CDL)
3. Hold a yellow card, which indicates your completion of the annual safety testing.
4. Maintain a current up-to-date medical physical.
5. Ability to work with students, parents and the community.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO : Director of Operations / Superintendent

SUPERVISES: Students being transported by bus.

JOB GOAL: To provide safe and efficient transportation so that students may enjoy the fullest possible advantage from the district's curriculum and extra-curricular programs.

PERFORMANCE RESPONSIBILITIES:

1. Obeys all traffic laws.
2. Observes all mandatory safety regulations for school buses.
3. Maintains discipline when students are on the bus.
4. Reports undisciplined students to the proper authorities.
5. Keep the assigned bus clean.
6. Keep to the assigned schedule.
7. Check the bus before each operation for mechanical defects.
8. Notifies proper authority in case of mechanical failure or lateness.
9. Discharges students only at authorized stops.
10. Exercises responsible leadership when on out-of-district school trips.
11. Transports only authorized students.
12. Reports all accidents and completes required reports.
13. Enforces regulations against smoking and eating on the bus.

14. Check oil level regularly.
15. Check tires for proper air regularly.
16. Conduct an average of one school bus evacuation per semester for the school year and fill out the required form.
17. In accordance with the Indiana smoke-free air law, Substitute Bus Drivers will refrain from the use of drugs, tobacco, or alcohol while operating a school bus.
18. Report any and all injuries to the immediate supervisor, filling out the appropriate forms.
19. Report any and all hazardous situations/areas which are considered to be unsafe to the immediate supervisor, filling out necessary forms.
20. Conform to all rules and regulations of the school and comply with all federal, state, and local laws relating directly or indirectly to the employee's duties.
21. Performs such other tasks and assumes such other responsibilities as the Superintendent/Designee may assign from time to time.
22. Additional duties and requirements may be found in the Transportation Handbook

TERMS OF EMPLOYMENT: Range for daily rate \$81.60 - \$119.05
Pay Rate determined by daily mileage driven

Transportation

TITLE: Substitute Auxiliary Bus Drivers

QUALIFICATIONS:

1. Hold at least a High School diploma or its equivalent.
2. Ability to work with students, parents and the community.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO : Director of Operations / Superintendent

SUPERVISES: Students being transported by bus.

JOB GOAL: To provide safe and efficient transportation so that students may enjoy the fullest possible advantage from the district's curriculum and extra-curricular programs.

PERFORMANCE RESPONSIBILITIES:

1. Obeys all traffic laws.
2. Observes all mandatory safety regulations for school white buses.
3. Maintains discipline when students are on the bus.
4. Reports undisciplined students to the proper authorities.
5. Keep the assigned bus clean.
6. Keep to the assigned schedule.
7. Checks bus before each operation for mechanical defects
8. Notifies proper authority in case of mechanical failure or lateness.
9. Discharges students only at authorized stops.
10. Exercises responsible leadership when on out-of-district school trips.
11. Transports only authorized students.
12. Reports all accidents and completes required reports.
13. Enforces regulations against smoking and eating on the bus.
14. Check oil level regularly.
15. Check tires for proper air regularly.

16. Conduct an average of one school bus evacuation per month for the school year and fill out the required form.
17. In accordance with the Indiana smoke-free air law, Substitute White Bus Drivers will refrain from the use of drugs, tobacco, or alcohol while operating a school bus.
18. Report any and all injuries to the immediate supervisor, filling out the appropriate forms.
19. Report any and all hazardous situations/areas which are considered to be unsafe to the immediate supervisor, filling out necessary forms.
20. Conform to all rules and regulations of the school and comply with all federal, state, and local laws relating directly or indirectly to the employee's duties.
21. Performs such other tasks and assumes such other responsibilities as the Superintendent/Designee may assign from time to time.
22. Additional duties and requirements may be found in the Transportation Handbook

TERMS OF EMPLOYMENT: Range for daily rate \$65.28 - \$110.00
Pay Rate determined by daily mileage driven

Transportation

TITLE: Substitute Auxiliary Bus Aide

QUALIFICATIONS:

1. Hold at least a High School diploma or its equivalent.
2. Ability to work with students, parents and the community.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO : Director of Operations / Superintendent

SUPERVISES: Students being transported by bus.

JOB GOAL: To provide safe and efficient transportation so that students may enjoy the fullest possible advantage from the district's curriculum and extra-curricular programs.

PERFORMANCE RESPONSIBILITIES:

1. Obeys all traffic laws.
2. Observes all mandatory safety regulations for school white buses.
3. Maintains discipline when students are on the bus.
4. Reports undisciplined students to the proper authorities.
5. Keep the assigned bus clean.
6. Keeps to the assigned schedule.
7. Discharges students only at authorized stops.
8. Exercises responsible leadership when on out-of-district school trips.
9. Transports only authorized students.
10. Reports all accidents and completes required reports.
11. Enforces regulations against smoking and eating on the bus.
12. They are to inform the Director of Operations of their absence.
13. Refrain from the use of drugs, tobacco, or alcohol while operating a school bus. Also, no operating a school bus while under the influence of any of these substances.
14. Report any and all injuries to the immediate supervisor, filling out the appropriate forms.
15. Report any and all hazardous situations/areas which are considered to be unsafe to the immediate supervisor, filling out necessary forms.

16. Conform to all rules and regulations of the school and comply with all federal, state, and local laws relating directly or indirectly to the employee's duties.
17. Performs such other tasks and assumes such other responsibilities as the Director of Operations/Superintendent/Designee may assign from time to time.
18. Additional duties and requirements may be found in the Transportation Handbook

TERMS OF EMPLOYMENT: Range for daily rate \$40.80 - \$69.00
Pay Rate determined by daily mileage driven

Custodial/Maintenance

TITLE: Maintenance Director

QUALIFICATIONS:

1. Minimum of high school diploma
2. EPA certification
3. Experience in the maintenance and repair of mechanical equipment.
4. Knowledge and/or experience in electrical, plumbing, HVAC and pneumatic systems/operations.
5. Mechanically inclined, including knowledge and/or experience of electrical, plumbing, and pneumatic systems/operations.
6. Carpentry inclined, including knowledge and/or experience of building procedures and practices; knowledge of codes, etc.
7. Ability to see areas in need of improvement and then to perform these tasks.
8. Ability to work with people and give direction.
9. Such alternatives to the above qualification as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent or Director of Operations

SUPERVISES: Maintenance and Custodial Staff

JOB GOAL: To maintain the physical plant and grounds in a condition of operating excellence so that full educational use of them can be made at all times. This includes responsibility for planning, organizing, and directing the custodial, repair, maintenance, and groundskeeping activities in the school district. The administrative responsibilities of the position are broad in scope and encompass a wide range of departmental activities.

PERFORMANCE RESPONSIBILITIES:

1. Helps in the selection, assignment, scheduling, training, and evaluation of the custodial staff.
2. Plans, oversees, and works with staff members in performing maintenance and repair work, maintaining a high standard of safety, cleanliness, and efficiency.
3. Maintains an inventory and recommends purchase of suitable supplies, tools, and equipment.
4. Performs and monitors all testing of waters, electrical draws, etc. as may be required by the state.
5. Maintains records and monitors HVAC units; scheduling regular maintenance such as lubricating, filter changes, etc.
6. Monitors environmental temperatures in all rooms (within all buildings), and programs systems to within acceptable limits.
7. Inspects all buildings and grounds on a regular basis to maintain high standards of workmanship, cleanliness, safety, and security.
8. Responsible for the maintenance, repair, lubrication, and cleaning of all school equipment.
9. Performs regularly scheduled tasks to keep the corporation in compliance with state and federal laws; such as water samples, boiler repair and cleaning, etc.
10. Establishes appropriate maintenance, grounds keeping, security, and custodial requirements; establishing a comprehensive plan or schedule for the district.

11. Assigns such duties as mowing/snow removal of the grounds to maintain a safe and attractive physical plant.
12. Makes determinations about scope of maintenance and/or repair activities and decides which can be accomplished by in-hour maintenance staff and which are to be contracted out.
13. Inspects work performed by custodial or maintenance employees or private contractors to ensure proper cleaning, maintenance, repair and groundskeeping procedures are being followed, checks for safety and health hazards, and makes recommendations for correction and improvements.
14. Monitors all phases of capital construction projects; acts as liaison between the school district and contractors, or construction managers engaged in providing services to school district properties.
15. Assists the school district administration in the preparation of bid specifications, review of bids and by making recommendations on bids concerning capital and/or maintenance projects.
16. Report any and all injuries to the immediate supervisor, filling out the appropriate forms.
17. Report any and all hazardous situations/areas which are considered to be unsafe to the immediate supervisor, filling out necessary forms.
18. Conform to all rules and regulations of the school and comply with all federal, state, and local laws relating directly or indirectly to the employee's duties.
19. Performs such other tasks and assumes such other responsibilities as the Superintendent may assign from time to time.
20. May be required to attend Board of Education meetings and address the Board regarding school facilities maintenance.

TERMS OF EMPLOYMENT: 260 days

Pay Range Based on Experience: \$20.00 - \$35.00/Hour

Loyalty Increase: For employees who are in good standing, for every five years of services to Delphi Community School Corporation, they will receive a \$.50 pay raise to their hourly rate. The years must be consecutive. Any employee who leaves the school corporation and then returns will begin at zero consecutive years of service. All pay raises begin at the start of the calendar year.

Custodial/Maintenance

TITLE: Head Custodian

QUALIFICATIONS:

1. Mechanically inclined, including knowledge and/or experience of electrical, plumbing, and pneumatic systems/operations.
2. Carpentry inclined, including knowledge and/or experience of building procedures and practices; knowledge of codes, etc.
3. Ability to see areas in need of improvement and then to perform these tasks.
4. Ability to work with people and give direction.
5. Such alternatives to the above qualification as the Board may find appropriate and acceptable.

REPORTS TO: Building Principal/Director of Operations

SUPERVISES: Custodial Staff

JOB GOAL: To maintain the physical building and grounds in a condition of operating excellence so that full educational use of them can be made at all times.

PERFORMANCE RESPONSIBILITIES:

1. Assist with the selection, assignment, scheduling, training, and evaluation of the custodial staff.
2. Assist with planning, overseeing, and working with staff members in performing maintenance and repair work, maintaining a high standard of safety, cleanliness, and efficiency.
3. Assists with the monitoring of time records of all custodial employees in the school and certifies them to the Central Office for salary payments.
4. Assists in maintaining an inventory and recommending the purchase of suitable supplies, tools, and equipment.
5. Assists in performing and monitoring all testing of waters, electrical draws, etc. as may be required by the state.
6. Assists in the complete operations of air handling units, boilers, regularly-scheduled maintenance and such record keeping as may be required.
7. Assists in the inspection of all buildings and grounds on a regular basis to maintain high standards of workmanship, cleanliness, safety, and security.

8. Assists with the responsibility of the maintenance, repair, lubrication, and cleaning of all school equipment.
9. Assists in performing regularly scheduled tasks to keep the corporation in compliance with state and federal laws; such as water samples, boiler repair and cleaning, etc.
10. Assists in establishing appropriate maintenance, grounds keeping, security, and custodial requirements; establishing a comprehensive plan or schedule for the district.
11. Assists in performing such duties as mowing/snow removal of the grounds to maintain a safe and attractive physical plant.
12. Report any and all injuries to the immediate supervisor, filling out the appropriate forms.
13. Report any and all hazardous situations/areas which are considered to be unsafe to the immediate supervisor, filling out necessary forms.
14. Conform to all rules and regulations of the school and comply with all federal, state, and local laws relating directly or indirectly to the employee's duties.
15. Performs such other tasks and assumes such other responsibilities as the Superintendent/Head of Maintenance may assign from time to time.

TERMS OF EMPLOYMENT: 260 days
 Pay Rate: Starting @ \$16/Hourly

Loyalty Increase: For employees who are in good standing, for every five years of services to Delphi Community School Corporation, they will receive a \$.50 pay raise to their hourly rate. The years must be consecutive. Any employee who leaves the school corporation and then returns will begin at zero consecutive years of service. All pay raises begin at the start of the calendar year.

TITLE: Custodial Maintenance/Athletic Facilities Worker

QUALIFICATIONS:

1. Be in good physical condition and capable of performing any task which may be assigned.
2. Working knowledge of cleaning methods, supplies, equipment and safety practices.
3. Ability to perform work independent of direct supervision and to complete assigned tasks on schedule.
4. Ability to work harmoniously with other people
5. Ability to understand and follow written and oral directions, including instructions on labels for the proper mixing and use of cleaning materials.
6. Ability to write legibly on forms and other documents.
7. Ability to perform heavy and demanding physical labor.
8. Ability to maintain consistent and punctual attendance
9. Ability to demonstrate the School Corporations expectaions.
10. Ability to identify unsafe areas/areas in need of repair and report these to the appropriate personnel.
11. Must be willing to accept on the job training.
12. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Athletic Director/Building Principal/Director of Operations

SUPERVISES: N/A

JOB GOAL: Position performing janitorial duties within the Delphi Community School Corporation which includes helping maintain athletic facilities. Occasionally performs minor building maintenance and grounds maintenance tasks. Employees in this position place high priority on appearance, cleanliness and upkeep of school grounds.

PERFORMANCE RESPONSIBILITIES:

1. Cleans and maintains floors, bleacher and stadium seating areas, walls and windows; empties trash and recycling containers; keeps recycle and garbage containers clean inside and out.
2. Cleans and sanitizes restrooms/shower rooms and fixtures. Replaces tissue and restroom supplies. Cleaning of concession stand areas.
3. Responds to and clean up spills and sanitary hazards using appropriate infection control materials and techniques.

4. Daily litter pick-up of grounds, parking lots, ball fields, dugouts, bleachers, and spectator areas
5. Locks and unlocks buildings; secures facilities when not in use by checking for unlocked doors, windows. Reports any unauthorized occupants or suspicious circumstances.
6. Uses hand equipment and power equipment such as broom, mop, squeegee, vacuum, blower as required to clean and maintain facilities; uses ladders as required for assignments.
7. May occasionally perform minor maintenance tasks such as reset circuit breakers, turn off water in emergencies, replace light bulbs and fluorescent tubes (using a ladder) or perform basic facility maintenance functions such as painting and minor carpentry repairs. Refers major facility problems to the Athletic Director or Maintenance Director.
8. Sets up and moves furniture, field and game equipment for special events and returns to the original location when the program has ended.
9. May occasionally make minor repairs to electrical switches, plumbing fixtures, clogged drains, water and ballfield irrigation lines.
10. Assists with preparation and maintenance of sports fields, with direction from Athletic Director and Maintenance Director.
11. May (with manual or power equipment) remove snow or debris from sidewalks, stairs, driveways, parking lots, entryways and grounds

ADDITIONAL WORK PERFORMED:

1. Performs other related duties within the scope of the classification.
2. Custodial duties within School Buildings as requested by the Maintenance Director and Administration.

TERMS OF EMPLOYMENT: 260 days
 Pay Rate: Starting @ \$17.00/Hour

Loyalty Increase: For employees who are in good standing, for every five years of services to Delphi Community School Corporation, they will receive a \$.50 pay raise to their hourly rate. The years must be consecutive. Any employee who leaves the school corporation and then returns will begin at zero consecutive years of service. All pay raises begin at the start of the calendar year.

Custodial/Maintenance

TITLE: 12 Month Day Custodian

QUALIFICATIONS:

1. Be in good physical condition and capable of performing any task which may be assigned.
2. Ability to identify unsafe areas/areas in need of repair and report these to the appropriate personnel.
3. Ability to work with people.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Head Custodian/Building Principal/Director of Operations

SUPERVISES: N/A

JOB GOAL: To maintain a clean and safe physical plant and grounds so that full educational use of them can be made at all times.

PERFORMANCE RESPONSIBILITIES:

1. Unlock all entrances to the building, turn on all lights, open hallway gates, and unlock staff rooms.
2. Put up flags/take flags down.
3. Check and pick up in the cafeteria, lobby, hallways, and restroom areas.
4. Clean and mop necessary areas.
5. Clean and vacuum the necessary areas.
6. Clean drinking fountains, walls, windows, and mirrors in all entrance-ways, restrooms, shower rooms, hallways, lobby and cafeteria.
7. Fill sanitary machines/empty dispensers in restrooms and shower rooms.
8. Fill paper and soap dispensers in restrooms and shower rooms.
9. Assist cafeteria staff during noon-hour; empty garbage containers, take garbage to the dumpster, etc.
10. Replacement of bulbs through-out the building, as needed.
11. Assist in setting up before/tearing down afterwards extra-curricular activities (ball games, etc.)

12. Assist in such duties as mowing/snow removal/trash pick up of the grounds to maintain a safe and attractive physical plant.
13. Report any and all injuries to the immediate supervisor, filling out the appropriate forms.
14. Report any and all hazardous situations/areas which are considered to be unsafe to the immediate supervisor, filling out necessary forms.
15. Conform to all rules and regulations of the school and comply with all federal, state, and local laws relating directly or indirectly to the employee's duties.
16. Performs such other tasks and assumes such other responsibilities as the Director of Operations or Building Principal may assign from time to time.

TERMS OF EMPLOYMENT: 260 days
 Pay Rate: Starting @ \$13.00/Hour

Loyalty Increase: For employees who are in good standing, for every five years of services to Delphi Community School Corporation, they will receive a \$.50 pay raise to their hourly rate. The years must be consecutive. Any employee who leaves the school corporation and then returns will begin at zero consecutive years of service. All pay raises begin at the start of the calendar year.

Custodial/Maintenance

TITLE: 12 Month Night Custodian

QUALIFICATIONS:

1. Be in good physical condition and capable of performing any task which may be assigned.
2. Ability to identify unsafe areas/areas in need of repair and report these to the appropriate personnel.
3. Ability to work with people.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Head Custodian/Building Principal/Director of Operations

SUPERVISES: N/A

JOB GOAL: To maintain a clean and safe physical plant and grounds so that full educational use of them can be made at all times.

PERFORMANCE RESPONSIBILITIES:

1. Lock all entrances to the building, turn off all lights, secure hallway gates, lock staff rooms.
2. Check and pick up in the cafeteria, lobby, hallways, and restroom areas.
3. Clean and mop necessary areas.
6. Clean and vacuum the necessary areas.
6. Clean drinking fountains, walls, windows, and mirrors in all entrance-ways, restrooms, shower rooms, hallways, lobby and cafeteria.
7. Fill sanitary machines/empty dispensers in restrooms and shower rooms.
8. Fill paper and soap dispensers in restrooms and shower rooms.
9. Empty garbage containers, take garbage to the dumpster, etc.
10. Replacement of bulbs through-out the building, as needed.
11. Assist in setting up before/tearing down afterwards extra-curricular activities (ball games, etc.)
12. Assist in such duties as mowing/snow removal/trash pick up of the grounds to maintain a safe and attractive physical plant.

13. Willingness to adapt working schedule and duties to summer, fall, winter and spring breaks for students.
14. Report any and all injuries to the immediate supervisor, filling out the appropriate forms.
15. Report any and all hazardous situations/areas which are considered to be unsafe to the immediate supervisor, filling out necessary forms.
16. Conform to all rules and regulations of the school and comply with all federal, state, and local laws relating directly or indirectly to the employee's duties.
17. Performs such other tasks and assumes such other responsibilities as the Director of Operations or Building Principal may assign from time to time.

TERMS OF EMPLOYMENT: 260 days
 Pay Rate: Starting @ \$13.00/Hour

Loyalty Increase: For employees who are in good standing, for every five years of services to Delphi Community School Corporation, they will receive a \$.50 pay raise to their hourly rate. The years must be consecutive. Any employee who leaves the school corporation and then returns will begin at zero consecutive years of service. All pay raises begin at the start of the calendar year.

Custodial/Maintenance

TITLE: 9 Month Night Custodian/8 Hours

QUALIFICATIONS:

1. Be in good physical condition and capable of performing any task which may be assigned.
2. Ability to identify unsafe areas/areas in need of repair and report these to the appropriate personnel.
3. Ability to work with people.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Head Custodian/Building Principal/Director of Operations

SUPERVISES: N/A

JOB GOAL: To maintain a clean and safe physical plant and grounds so that full educational use of them can be made at all times.

PERFORMANCE RESPONSIBILITIES:

1. Lock all entrances to the building, turn off all lights, secure hallway gates, lock staff rooms.
2. Check and pick up in the cafeteria, lobby, hallways, and restroom areas.
3. Clean and mop necessary areas.
4. Clean and vacuum the necessary areas.
5. Clean drinking fountains, walls, windows, and mirrors in all entrance-ways, restrooms, shower rooms, hallways, lobby and cafeteria.
6. Fill sanitary machines/empty dispensers in restrooms and shower rooms.
7. Fill paper and soap dispensers in restrooms and shower rooms.
8. Empty garbage containers, take garbage to the dumpster, etc.
9. Replacement of bulbs through-out the building, as needed.
10. Assist in setting up before/tearing down afterwards extra-curricular activities (ball games, etc.)
11. Assist in such duties as mowing/snow removal/trash pick up of the grounds to maintain a safe and attractive physical plant.

12. Willingness to adapt working schedule and duties to summer, fall, winter and spring breaks for students.
13. Report any and all injuries to the immediate supervisor, filling out the appropriate forms.
14. Report any and all hazardous situations/areas which are considered to be unsafe to the immediate supervisor, filling out necessary forms.
15. Conform to all rules and regulations of the school and comply with all federal, state, and local laws relating directly or indirectly to the employee's duties.
16. Performs such other tasks and assumes such other responsibilities as the Director of Operations or Building Principal may assign from time to time.

TERMS OF EMPLOYMENT: 189 days/8 hours
 Pay Rate: Starting @ \$13.00/Hour

Loyalty Increase: For employees who are in good standing, for every five years of services to Delphi Community School Corporation, they will receive a \$.50 pay raise to their hourly rate. The years must be consecutive. Any employee who leaves the school corporation and then returns will begin at zero consecutive years of service. All pay raises begin at the start of the calendar year.

Custodial/Maintenance

TITLE: 9 Month Night Custodian/ ~~5-5~~ 6 Hours

QUALIFICATIONS:

1. Be in good physical condition and capable of performing any task which may be assigned.
2. Ability to identify unsafe areas/areas in need of repair and report these to the appropriate personnel.
3. Ability to work with people.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Head Custodian/Building Principal/Director of Operations

SUPERVISES: N/A

JOB GOAL: To maintain a clean and safe physical plant and grounds so that full educational use of them can be made at all times.

PERFORMANCE RESPONSIBILITIES:

1. Lock all entrances to the building, turn off all lights, secure hallway gates, lock staff rooms.
2. Check and pick up in the cafeteria, lobby, hallways, and restroom areas.
3. Clean and mop necessary areas.
4. Clean and vacuum the necessary areas.
5. Clean drinking fountains, walls, windows, and mirrors in all entrance-ways, restrooms, shower rooms, hallways, lobby and cafeteria.
6. Fill sanitary machines/empty dispensers in restrooms and shower rooms.
7. Fill paper and soap dispensers in restrooms and shower rooms.
8. Empty garbage containers, take garbage to the dumpster, etc.
9. Replacement of bulbs through-out the building, as needed.
10. Assist in setting up before/tearing down afterwards extra-curricular activities (ball games, etc.)
11. Assist in such duties as mowing/snow removal/trash pick up of the grounds to maintain a safe and attractive physical plant.

12. Willingness to adapt working schedule and duties to summer, fall, winter and spring breaks for students.
13. Report any and all injuries to the immediate supervisor, filling out the appropriate forms.
14. Report any and all hazardous situations/areas which are considered to be unsafe to the immediate supervisor, filling out necessary forms.
15. Conform to all rules and regulations of the school and comply with all federal, state, and local laws relating directly or indirectly to the employee's duties.
16. Performs such other tasks and assumes such other responsibilities as the Director of Operations or Building Principal may assign from time to time.

TERMS OF EMPLOYMENT: 189 days/5.5 hours
 Pay Range: Starting @ \$13.00/Hour

Loyalty Increase: For employees who are in good standing, for every five years of services to Delphi Community School Corporation, they will receive a \$.50 pay raise to their hourly rate. The years must be consecutive. Any employee who leaves the school corporation and then returns will begin at zero consecutive years of service. All pay raises begin at the start of the calendar year.

Custodial/Maintenance

TITLE: Maintenance Associate

QUALIFICATIONS:

1. Minimum of high school diploma
2. Experience in the maintenance and repair of mechanical equipment.
3. Knowledge and/or experience in electrical, plumbing, HVAC and pneumatic systems/operations.
4. Carpentry knowledge and/or experience of building procedures and practices; knowledge of codes, etc.
5. Ability to see areas in need of improvement and then to perform these tasks.
6. Ability to work with people and give direction.
7. Such alternatives to the above qualification as the Board may find appropriate and acceptable.

REPORTS TO: Director of Operations/Superintendent

SUPERVISES: Custodial Staff with the Maintenance Director

JOB GOAL: To maintain the physical plant and grounds in a condition of operating excellence so that full educational use of them can be made at all times.

PERFORMANCE RESPONSIBILITIES:

1. Assist with planning, overseeing, and working with other custodial staff members in performing maintenance and repair work, maintaining a high standard of safety, cleanliness, and efficiency.
2. Maintains an inventory and recommends purchase of suitable supplies, tools, and equipment.
3. Performs and monitors all testing of waters, electrical draws, etc. as may be required by the state.
4. Acts in the absence of the Bus Mechanic to perform minor bus repairs and provide adequate/safe transportation of students.
5. Maintains records and monitors HVAC units; scheduling regular maintenance such as lubricating, filter changes, etc.
6. Assists in the complete operations of air handling units, boilers, regularly-scheduled maintenance and such record keeping as may be required.

Custodial/Maintenance

TITLE: Substitute Custodian

QUALIFICATIONS:

1. Be in good physical condition and capable of performing any task which may be assigned.
2. Ability to identify unsafe areas/areas in need of repair and report these to the appropriate personnel.
3. Ability to work with people.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Head Custodian/Building Principal/Director of Operations

SUPERVISES: N/A

JOB GOAL: To maintain a clean and safe physical plant and grounds so that full educational use of them can be made at all times.

PERFORMANCE RESPONSIBILITIES:

1. Lock/Unlock all entrances to the building, turn off all lights, secure hallway gates, and lock/unlock staff rooms.
2. Check and pick up in the cafeteria, lobby, hallways, and restroom areas.
3. Clean and mop necessary areas.
4. Clean and vacuum the necessary areas.
5. Clean drinking fountains, walls, windows, and mirrors in all entrance-ways, restrooms, shower rooms, hallways, lobby and cafeteria.
6. Fill sanitary machines/empty dispensers in restrooms and shower rooms.
7. Fill paper and soap dispensers in restrooms and shower rooms.
8. Empty garbage containers, take garbage to the dumpster, etc.
9. Replacement of bulbs through-out the building, as needed.
10. Assist in setting up before/tearing down afterwards extra-curricular activities (ball games, etc.)
11. Assist in such duties as mowing/snow removal/trash pick up of the grounds to maintain a safe and attractive physical plant.

12. Report any and all injuries to the immediate supervisor, filling out the appropriate forms.
13. Report any and all hazardous situations/areas which are considered to be unsafe to the immediate supervisor, filling out necessary forms.
14. Conform to all rules and regulations of the school and comply with all federal, state, and local laws relating directly or indirectly to the employee's duties.
15. Performs such other tasks and assumes such other responsibilities as the Director of Operations or Building Principal may assign from time to time.

TERMS OF EMPLOYMENT: Hourly Rate: \$13.00

Food Services

TITLE: Food Services Director

QUALIFICATIONS:

1. Hold at least a High School diploma or its equivalent.
2. Experience in working with food preparation, ordering and budgeting.
3. Ability to work with students, parents, and the community.
4. Such alternatives as the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Director of Operations / Superintendent

SUPERVISES: All other cafeteria staff

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

PERFORMANCE RESPONSIBILITIES:

1. Interviews, screens, and recommends appointment of all cafeteria personnel.
2. Standardizes personnel policies, levels of cleanliness, health, and safety.
3. Administers personnel policies and evaluates cafeteria cooks and dishwashers.
4. Operates a program of cooperative purchasing of all supplies among cafeterias.
5. Prepares specification and bid conditions for all items requiring such bids by law.
6. Makes application for government surplus food for school cafeteria use, and directs its distribution and transfer.
7. Standardizes cafeteria accounting procedures (record keeping/filing) in cooperation with the district's Central Office.
8. Makes all applications for federal subsidies.
9. Planning of the menus.
10. Reviews and evaluates all requests and recommendations for equipment repairs and replacements.
11. Inspects school lunch facilities and operations to ensure that standards of diet, cleanliness, health, and safety are being maintained.
12. Assists in the preparation and serving of menus in the schools, as time permits.
13. Assists the cooks in maintaining an up to date inventory.
14. Supervise over the cafeteria staff in food storage, preparation, and maintaining a rotated supply stock.

15. Assist in the organization of extra-curricular food programs and fundraisers.
16. Provide food service for outside groups, upon request.
17. Maintain a clean and organized cooler, freezer, and store room.
18. Any time cafeteria staff members are absent, the food service director will secure a substitute and submit the required paperwork. An affidavit will need to be submitted to the Director of Operations/Superintendent within twenty-four hours of their return to work.
19. Report any and all injuries to the immediate supervisor, filling out the appropriate forms.
20. Report any and all hazardous situations/areas which are considered to be unsafe to the immediate supervisor, filling out necessary forms.
21. Conform to all rules and regulations of the school and comply with all federal, state, and local laws relating directly or indirectly to the employee's duties.
22. Performs such other tasks and assumes such other responsibilities as the Director of Operations/Superintendent may assign from time to time.

TERMS OF EMPLOYMENT: 220 Days/8 Hours
Salary
Pay Rate: \$25.00 per hour

Loyalty Increase: For employees who are in good standing, for every five years of services to Delphi Community School Corporation, they will receive a \$.50 pay raise to their hourly rate. The years must be consecutive. Any employee who leaves the school corporation and then returns will begin at zero consecutive years of service. All pay raises begin at the start of the calendar year.

Food Services

TITLE: Assistant Food Services Director

QUALIFICATIONS: Hold at least a High School diploma or its equivalent.
1. Experience in working with food preparation, ordering and budgeting.
2. Ability to work with students, parents, and the community.
3. Such alternatives as the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Food Service Director / Director of Operations

SUPERVISES: All other cafeteria staff

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

PERFORMANCE RESPONSIBILITIES:

1. Interviews, screens, and recommends appointments of all cafeteria personnel.
2. Administers personnel policies and evaluates cafeteria cooks and dishwashers
3. Planning of the Menus.
4. Inspects school lunch facilities and operations to ensure that standards of diet, cleanliness, health, and safety are being maintained.
5. Assists the cook in maintaining an up to date inventory.
6. Assists in the preparation and serving of productions and menus in the schools, as time permits.
7. Supervise over the cafeteria staff in food storage, preparation, and maintaining a rotated supply stock.
8. Assist in the organization of extra curricular food programs and fundraisers.
9. Maintain and help organize freezers, coolers, and storage rooms.
10. Report any and all injuries to the immediate supervisor, filling out the appropriate form.
11. Report any any and all hazardous situations/areas which are considered to be unsafe to the immediate supervisor, filling out necessary forms.
12. Conform to all rules and regulation of the school and comply with all federal, state, and local laws relating directly or indirectly to the employees duties
13. Performs such other tasks and assumes such other responsibilities as the Food Service Director/Building Principal may assign from time to time.

TERMS OF EMPLOYMENT: 184 Days/8 Hours
Salary
Pay Rate: \$15.50 per hour

Loyalty Increase: For employees who are in good standing, for every five years of services to Delphi Community School Corporation, they will receive a \$.50 pay raise to their hourly rate. The years must be consecutive. Any employee who leaves the school corporation and then returns will begin at zero consecutive years of service. All pay raises begin at the start of the calendar year.

Food Services

TITLE: Cafeteria Manager-6-8 Hours

QUALIFICATIONS:

1. Experience in working with food preparation.
2. Ability to work with students, parents, and the community.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Food Service Director / Building Principal

SUPERVISES: All other cafeteria staff in assigned building

JOB GOAL: To serve the students attractive and nutritious meals in an atmosphere of efficiency, cleanliness, and warmth.

PERFORMANCE RESPONSIBILITIES:

1. Maintains the highest standards of safety and cleanliness in the kitchen.
2. Checks food shipments into the school, signing invoices only after each order has been verified.
3. Determines the quantities of each food to be prepared daily.
4. Determines the size of serving to meet both the necessary age and state requirements.
5. Prepares and serves food according to a planned menu and tested, uniform recipes, and determines if the finished product is of best quality both in flavor and appearance before it is served.
6. Records all food requisitions from the storeroom, and records all meals served; designating with/without milk, full price, free, or reduced status.
7. Oversees the stocking of the storeroom, and the maintaining of a correct monthly inventory.
8. Notifies the Food Services Director on a weekly basis of needed supplies.
9. Reports to the Food Service Director any damaged or inferior quality food which is received.
10. Performs the daily cleaning of all kitchen equipment, and the washing and sterilizing of all dishes, silverware and utensils.
11. Assists in maintaining a clean and organized cooler, freezer, and store room.
12. Enters data to maintain a current computerized accounting system of all students and staff enrolled at the building level.
13. Collects and enters daily into the computerized accounting system student and staff monies for breakfasts and lunches.

Food Services

TITLE: Cafeteria Cook, Server, Prep/4-5.75Hours

QUALIFICATIONS:

1. Experience in working with food preparation.
2. Ability to work with students, parents, and the community.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Cafeteria Manager / Building Principal

SUPERVISES: N/A

JOB GOAL: To serve the students attractive and nutritious meals in an atmosphere of efficiency, cleanliness, and warmth.

PERFORMANCE RESPONSIBILITIES:

1. Maintains the highest standards of safety and cleanliness in the kitchen.
2. Assists in checking food shipments into the school.
3. Assists in determining the size of servings to meet both the necessary age and state requirements.
4. Assists in preparing and serving food according to a planned menu and tested, uniform recipes.
5. Assists in serving the students and staff, as time permits.
6. Assists in the daily cleaning of all kitchen equipment, and the washing and sterilizing of all dishes, silverware and utensils.
7. Removes used dishes and assists in the cleaning of counters, tables, carts, and furnishings in both the dining and serving areas.
8. Assists in maintaining a clean and organized cooler, freezer, and store room.
9. Assists in serving and collecting payment of student and staff breakfast, lunch and ala carte purchases.
10. Dishwasher role - Maintains area in a neat and sanitary fashion.
11. Dishwasher role - Operates the dishwashing machine, including soap loading.
12. Dishwasher role - Performs the daily and weekly cleaning of all dishwashing equipment, which includes the washing and sterilizing of all dishes (trays), silverware, and utensils.
13. Report any and all injuries to the immediate supervisor, filling out the appropriate forms.

Food Services

TITLE: Cafeteria Cook, Server, Prep/6-8 Hours

QUALIFICATIONS:

1. Experience in working with food preparation.
2. Ability to work with students, parents, and the community.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Cafeteria Manager / Building Principal

SUPERVISES: N/A

JOB GOAL: To serve the students attractive and nutritious meals in an atmosphere of efficiency, cleanliness, and warmth.

PERFORMANCE RESPONSIBILITIES:

1. Maintains the highest standards of safety and cleanliness in the kitchen.
2. Assists in checking food shipments into the school.
3. Assists in determining the size of servings to meet both the necessary age and state requirements.
4. Assists in preparing and serving food according to a planned menu and tested, uniform recipes.
5. Assists in serving the students and staff, as time permits.
6. Assists in the daily cleaning of all kitchen equipment, and the washing and sterilizing of all dishes, silverware and utensils.
7. Removes used dishes and assists in the cleaning of counters, tables, carts, and furnishings in both the dining and serving areas.
8. Assists in maintaining a clean and organized cooler, freezer, and store room.
9. Assists in serving and collecting payment of student and staff breakfast, lunch and ala carte purchases.
10. Dishwasher role - Maintains the trash and garbage collection area in a neat and sanitary fashion.
11. Dishwasher role - Operates the dishwashing machine, including soap loading.
12. Dishwasher role - Performs the daily and weekly cleaning of all dishwashing equipment, which includes the washing and sterilizing of all dishes (trays), silverware, and utensils.
13. Report any and all injuries to the immediate supervisor, filling out the appropriate forms.

14. Report any and all hazardous situations/areas which are considered to be unsafe to the immediate supervisor, filling out necessary forms.
15. Conform to all rules and regulations of the school and comply with all federal, state, and local laws relating directly or indirectly to the employee's duties.
16. Performs such other tasks and assumes such other responsibilities as the Food Service Director/Building Principal may assign from time to time.

TERMS OF EMPLOYMENT: 184 Days/6-8 Hours
 Pay Rate: \$12.00/Hourly

Loyalty Increase: For employees who are in good standing, for every five years of services to Delphi Community School Corporation, they will receive a \$.50 pay raise to their hourly rate. The years must be consecutive. Any employee who leaves the school corporation and then returns will begin at zero consecutive years of service. All pay raises begin at the start of the calendar year.

Food Services

TITLE: Cafeteria Substitute

QUALIFICATIONS:

1. Experience in working with food preparation.
2. Ability to work with students, parents, and the community.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Head Cook/ Building Principal

SUPERVISES: N/A

JOB GOAL: To serve the students attractive and nutritious meals in an atmosphere of efficiency, cleanliness, and warmth.

PERFORMANCE RESPONSIBILITIES:

1. Maintains the highest standards of safety and cleanliness in the kitchen.
2. Assists in checking food shipments into the school.
3. Assists in determining the size of servings to meet both the necessary age and state requirements.
4. Assists in preparing and serving food according to a planned menu and tested, uniform recipes.
5. Assists in the daily cleaning of all kitchen equipment, and the washing and sterilizing of all dishes, silverware and utensils.
6. Assists in the preparation of food portions and prepares cafeteria counters.
7. Removes used dishes and assists in the cleaning of counters, tables, carts, and furnishings in both the dining and serving areas.
8. Maintains the trash and garbage collection area in a neat and sanitary fashion.
9. Operates the dishwashing machine, including soap loading.
10. Performs the daily and weekly cleaning of all dishwashing equipment, which includes the washing and sterilizing of all dishes (trays), silverware, and utensils.
11. Assists in serving and collecting payment of student and staff breakfast, lunch and ala carte purchases.
12. Report any and all injuries to the immediate supervisor, filling out the appropriate forms.
13. Report any and all hazardous situations/areas which are considered to be unsafe to the immediate supervisor, filling out necessary forms.

14. Conform to all rules and regulations of the school and comply with all federal, state, and local laws relating directly or indirectly to the employee's duties.
15. Performs such other tasks and assumes such other responsibilities as the Food Service Director/Building Principal may assign from time to time.

TERMS OF EMPLOYMENT: Pay Rate: \$12.00/Hourly

Technology

TITLE: Technology Director

QUALIFICATIONS:

1. Minimum of a Bachelor Degree.
2. Prefer classroom instructional experience.
3. Experience as professional development trainer.
4. Demonstrated leadership experience in department, building, or district technology initiatives.
5. Specialized training in computer information systems, educational technology, or related areas.
6. Ability to work with students, parents, and the community.
7. Such alternatives as the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent

SUPERVISES: All other Technology Staff

JOB GOAL: To maintain and upgrade technology within the school district. This includes, but is not limited to, desktops, laptops, servers, telephones, copy machines and printers. Along with the hardware of the school, he/she is also in charge of gaining approval for software purchases. The Director of Technology also is responsible for the training of staff in the use of all hardware/software. Responsible for providing each student with access to technology to help in their success as a student at DCSC.

PERFORMANCE RESPONSIBILITIES:

1. Interviews, screens, and recommends appointment of all technology personnel.
2. Coordinate school-wide instructional technologies services and activities.
3. Oversee Management and Information Technologies services.
4. Revise and implement technology plans incorporating Management & Information Technologies, Instructional Technologies, Collaboration, and Technical Support.
5. Develop and conduct needs assessments to determine professional development needs in areas of technologies.
6. Model use of and coordinate or provide training in use of various instructional and management and information technologies.
7. Model and coach teachers and administrators to effectively use technology tools and resources to systematically collect and analyze student achievement data, interpret results and communicate findings to improve instructional practice and maximize student learning.

8. Provide necessary maintenance and upgrades to software and hardware, corporation wide.
9. Responsible for keeping all technology in a working order with minimal down time.
10. Responsible for maintaining the school corporation websites. This involves communicating press releases and making sure that the information is up to date.
11. Provide a plan/vision for the future with information presented by staff or based on information acquired through research.
12. Responsible for upgrading technology as the need arises, either through current technology becoming obsolete or through purchases made.
13. Responsible for training staff in the use of technology, (hardware or software) and providing support to staff with questions/concerns.
14. Report any and all injuries to the immediate supervisor, filling out the appropriate forms.
15. Report any and all hazardous situations/areas which are considered to be unsafe to the immediate supervisor, filling out necessary forms.
16. Conform to all rules and regulations of the school and comply with all federal, state, and local laws relating directly or indirectly to the employee's duties.
17. Performs such other tasks and assumes such other responsibilities as the Director of Operations/Superintendent may assign from time to time.

TERMS OF EMPLOYMENT: 260 Days/8 Hours

Salary Range: \$30.00-\$45.00/Hourly

**The Pay Rate of the Director of Technology fits into the pay range based on years of experience.

Loyalty Increase: For employees who are in good standing, for every five years of services to Delphi Community School Corporation, they will receive a \$.50 pay raise to their hourly rate. The years must be consecutive. Any employee who leaves the school corporation and then returns will begin at zero consecutive years of service. All pay raises begin at the start of the calendar year.

Technology

TITLE: Computer Systems Analyst

QUALIFICATIONS:

1. Minimum of an Associate Degree or equivalent experience/certification.
2. Experience in department, building, or district technology initiatives.
3. Specialized training in computer information systems, educational technology, or related areas.
4. Ability to work with students, parents, and the community.
5. Such alternatives as the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Director of Technology/Building Principal

SUPERVISES: N/A

JOB GOAL: To assist the Director of Technology in maintaining technology within the school district. This includes, but is not limited to, desktops, laptops, servers, telephones, copy machines and printers. Assist in the training of staff and students in the use of all hardware/software. Responsible for assisting each student with technology to help in their success as a student at DCSC.

PERFORMANCE RESPONSIBILITIES:

1. Assist in school-wide instructional technologies services and activities.
2. Assist with the Management and Information Technologies services.
3. Assist the Director of Technology with incorporating Management & Information Technologies, Instructional Technologies, Collaboration, and Technical Support.
4. Assist with training in use of various instructional and management and information technologies.
5. Assist with coaching teachers to design and implement technology-enhanced learning experiences addressing content standards and student technology standards.
6. Assist with coaching teachers and administrators to effectively use technology tools and resources to systematically collect and analyze student achievement data, interpret results and communicate findings to improve instructional practice and maximize student learning.
7. Assist with providing necessary maintenance and upgrades to software and hardware, corporation wide.
8. Provide students and staff with technology in a working order with minimal down time.
9. Assist with maintaining the school corporation websites and making sure that the information is current.

10. Assist in the training staff in the use of technology, (hardware or software) and provide support to staff with questions/concerns.
11. Report any and all injuries to the immediate supervisor, filling out the appropriate forms.
12. Report any and all hazardous situations/areas which are considered to be unsafe to the immediate supervisor, filling out necessary forms.
13. Conform to all rules and regulations of the school and comply with all federal, state, and local laws relating directly or indirectly to the employee's duties.
14. Performs such other tasks and assumes such other responsibilities as the Director of Operations/Superintendent may assign from time to time.

TERMS OF EMPLOYMENT: 220 - 260 Days/8 Hours
Pay Rate: \$16.00/Hourly

Loyalty Increase: For employees who are in good standing, for every five years of services to Delphi Community School Corporation, they will receive a \$.50 pay raise to their hourly rate. The years must be consecutive. Any employee who leaves the school corporation and then returns will begin at zero consecutive years of service. All pay raises begin at the start of the calendar year.

Alternative School APEX

TITLE: Alternative School Instructor APEX

QUALIFICATIONS:

1. Valid Indiana teaching certificate (preferably secondary)
2. Minimum of a Bachelor Degree

REPORTS TO: Building Principal

SUPERVISES: Students in the alternative school program

JOB GOAL: To provide classroom instruction to students enrolled in an alternative education setting.

PERFORMANCE RESPONSIBILITIES:

1. Provides supervision of students in the alternative educational setting.
2. Provides small group instruction to students enrolled in the alternative school setting.
3. Assists in the development and implementation of an individual educational service plan for students.
4. Administers student assessments to ascertain academic needs of students enrolled in an alternative setting.
5. Plans daily classroom instructional activities.
6. Works collaboratively with school agency counselors, teachers, administrators, parents and related service providers in the overall education plan for students to include lessons that address the student's behavioral needs.
7. Prepares lesson plans to correlate with students' needs.
8. Maintains student records and files in a confidential manner.
9. Keeps accurate documentation regarding student progress, needs, strengths, etc. (i.e. grades, observations, anecdotal records, other related data).
10. Communicates with parents, teachers, administrators, and related service providers, on an as needed basis.
11. Serves on various teams & committees on an as needed basis.
12. Submits all reports, forms, records and data as requested by principal and superintendent.
13. Attends workshops and professional development courses.

14. Demonstrates a high degree of professionalism and ethics, working cooperatively with the board, superintendent, administrators, certificated and non-certificated personnel, parents and students.
15. Report any and all injuries to the immediate supervisor, filling out the appropriate forms.
16. Report any and all hazardous situations/areas which are considered to be unsafe to the immediate supervisor, filling out necessary forms.
17. Conform to all rules and regulations of the school and comply with all federal, state, and local laws relating directly or indirectly to the employee's duties.
18. Performs such other tasks and assumes such other responsibilities as the Director of Operations/Superintendent may assign from time to time.

TERMS OF EMPLOYMENT: 184 Days/7 Hours
Pay: \$12.50
Rate to be determined

***Administration may ask for an increase of the hourly amount and/or hours per day based on the following:

- Bachelor's degree in Education
- A teacher's license
- Master's degree in Education
- Requirements of the position

***The amount cannot exceed other employees with the same level of experience/degree/job requirements.

Loyalty Increase: For employees who are in good standing, for every five years of services to Delphi Community School Corporation, they will receive a \$.50 pay raise to their hourly rate. The years must be consecutive. Any employee who leaves the school corporation and then returns will begin at zero consecutive years of service. All pay raises begin at the start of the calendar year.

Central Office/ Secretarial

TITLE: Corporation Treasurer

QUALIFICATIONS:

1. Experience with setting up budgets, and working with computerized accounting systems.
2. Ability to work with students, parents, and the community.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent

SUPERVISES: N/A

JOB GOAL: To administer the fiscal affairs of the district efficiently, expeditiously, and to the ultimate benefit of each individual student enrolled, with the financial resources available.

PERFORMANCE RESPONSIBILITIES:

1. Supervises, records and maintains safekeeping and distribution of the financial incomes/expenditures of the school corporation.
2. Responsible for maintaining and processing all claims, invoices, paid vouchers and purchase orders.
3. Prepares, files, and reports all statements and reports which are required monthly, quarterly and annually to the Board of Trustees and to the Department of Education.
4. Assists ECA Treasurers with guidance as needed in day to day operations as well as acting as administrator in annual State report.
5. Maintains and balances all State and Federal grants.
6. Administrator of the corporation's retirement and annuity accounts.
7. Assists with the monthly/annual balancing of cafeteria accounts.
8. Maintains file of all lease agreements and purchase contracts.
9. Responsible for submission and follow up of Employee Workman's Compensation reports.
10. Prepares documents for bonding of employees and maintains filing at the courthouse.
11. Assists as needed with payroll responsibilities.
12. Performs such other tasks and assumes such other responsibilities as the Superintendent may assign from time to time.

GENERAL OFFICE RESPONSIBILITIES:

Central Office/ Secretarial

TITLE: Assistant Corporation Treasurer

QUALIFICATIONS:

1. Minimum of a high school diploma or GED. Associate or bachelor's degree in accounting or related field. Experience with payroll and personnel administration.
2. Experience with fiscal accounting preferred. Working with computerized payroll and database software, with an understanding of payroll systems.
3. Ability to work and communicate with staff and vendors. Attention to detail.
4. Organization and time management skills can work with distractions.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent

SUPERVISES: N/A

JOB GOAL: To administer all aspects of payroll and personnel for the district efficiently and confidentially. To assist a smooth operation of the Central Office, as needed and necessary.

PERFORMANCE RESPONSIBILITIES:

1. Prepares and maintains all aspects of payroll disbursement, payroll attendance, and payroll claims.
2. Maintain all aspects of health care and corporation paid benefits.
3. Responsible for all employment and human resources.
4. Prepares Administration, Teacher and ECA contracts.
5. Unemployment Claims.
6. Assists in the budget development, as needed.
7. Data collection and assigned state reporting.
8. Updates and tracks all personnel and benefits information.
9. Creates and maintains all censuses, spreadsheets and documentation pertinent to all corporation sponsored benefits along with all filing of personnel records.
10. Performs such other tasks as requested by Corporation Treasurer or/Superintendent may assign from time to time

GENERAL OFFICE RESPONSIBILITIES:

1. Performs the usual office routine and practices associated with a busy, yet productive and smoothly-run office supporting all other office personnel.
2. Assist the Superintendent in preparing, filing and distributing materials and reports, as requested.
3. Maintains personnel files.
4. Acts in the capacity of the secretary, during the secretary's absence.
5. Conforms to the rules and regulations of the school and comply with all federal, state, and local laws relating directly or indirectly to the employees duties.

TERMS OF EMPLOYMENT: 260 days
 Pay Range: \$20.00 - \$23.00 hourly

Loyalty Increase: For employees who are in good standing, for every five years of services to Delphi Community School Corporation, they will receive a \$.50 pay raise to their hourly rate. The years must be consecutive. Any employee who leaves the school corporation and then returns will begin at zero consecutive years of service. All pay raises begin at the start of the calendar year.

Central Office/ Secretarial

TITLE: Corporation Secretary to Superintendent

QUALIFICATIONS:

1. Hold at least a High School Diploma or its equivalent.
2. Associate or Bachelor Degree in related fields preferred.
3. Ability to work with students, parents, and the community.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent

JOB GOAL: To assure the smooth and efficient operation of the office, by assisting and relieving the superintendent of paperwork so that maximum attention can be given towards students, staff, and community.

PERFORMANCE RESPONSIBILITIES:

1. Performs the usual office routines and practices associated with a busy, yet productive and smoothly-run office.
2. Assists building level secretaries with guidance as needed in day to day operations.
3. Receive and route all incoming calls.
4. Open, sort and distribute all external and internal corporation mail.
5. Contact schools, if notified, from a local law enforcement agency of an emergency (i.e. weather).
6. Assists the Superintendent in preparing, filing, and distributing materials and reports, as requested.
7. Assist in the processing of transportation and field trip requests (requesting board approval for all out of state/overnight trips).
8. Assist in the processing of all Facility Usage Forms. Invoice outside organizations and groups for the usage of DCSC facilities and process payments upon receipt.
9. Update and maintain Superintendent Calendar and contacts as needed.
10. Performs limited criminal background checks as requested for all volunteers within the school corporation and maintains corporation wide listing.
11. Update and create a new corporation wide staff directory each school year.
12. Coordinate and maintain the corporation Social Media site with pictures, events and other communications. Directing inquiries and comments to appropriate administrators or appropriate staff.

13. Beginning and end of school year preparations including last teacher day and first teacher days.
14. Registration of board members and superintendent for conferences and events.
15. Assist the Treasurer in the collection process for delinquent textbook rental and delinquent food service accounts.
16. Act as liaison with designated insurance companies by securing certificates of liability as needed and submission of the reports and statements related to student incident reports, patron incident reports.
17. Maintains the Board Policy Manual and Administrative Guidelines as related to NEOLA.
18. Preparation of all aspects pertaining to the monthly board meeting and special meetings. Including but not limited to: collecting recommendations and proper documentation for monthly board packets, taking minutes of all regular and special school board meetings, review of previous board packets, preparation of board agenda, preparation and assembly of all information submitted for board packet, meet with superintendent to review items for board agenda, send completed agendas out to media and ensure that it is posted no later than the Thursday prior to the board meeting, ensuring that the board agendas are posted on webpage and in buildings within the corporation, completed packets and send out to board members and designated attorney no later than the Thursday prior to the board meeting.
19. Prepare agendas for meetings as designated by the superintendent including but not limited to discussion meetings, administrator meetings and staff meetings.
20. Verify certified teacher and substitute teacher licensing through the IDOE website.
21. Report any and all injuries to the immediate supervisor, filling out the appropriate forms.
22. Report any and all hazardous situations/areas which are considered to be unsafe to the immediate supervisor, filling out necessary forms.
23. Conform to all rules and regulations of the school and comply with all federal, state, and local laws relating directly or indirectly to the employee's duties.
24. Welcomes visitors and arranges for their comfort, and screens unexpected callers in accordance with predetermined policy.
25. Performs such other tasks and assumes such other responsibilities as the Superintendent may assign from time to time.

TERMS OF EMPLOYMENT: 260 days
Pay Rate: \$17.00/Hourly

Building Level / Secretarial

TITLE: Building Level Treasurer

QUALIFICATIONS: 1. Hold at least a High School diploma.
2. Ability to work with students, parents, staff and the community
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal

JOB GOAL: To administer the fiscal affairs of the high school textbook fees, and extra-curricular funds efficiently, expeditiously, and to the ultimate benefit of each individual student enrolled.

PERFORMANCE RESPONSIBILITIES:

1. Supervise records and files the financial incomes/expenditure of the extra-curricular corporation funds, textbook rental, etc.
2. Assist in the budget development and planning of the extra-curricular funds.
3. Establishes and maintains a program of accounting adequate to record in detail all money and credit transactions.
4. Perform all accounting operations.
5. Supervises the collection, safekeeping and distribution of monies into all ECA funds.
6. Meet with administration and department heads to prepare the annual textbook fees for board approval. Once approved input fees into the student management system.
7. Monitor and keep record of the payment of textbook fees and send communication to families that owe fees.
8. Maintain that all financial records are accurately maintained with the student management system.
9. Perform all duties involved in purchasing within the building such as inputting the purchase order and monitoring receipt of orders.
10. Ensure that K-Time is accurate for all classified employees.
11. Assists the Building Principal on all questions relating to the business and financial affairs of the ECA.
12. Assists the secretary when needed.

13. Performs such other tasks and assumes such other responsibilities as the Building Principals/Superintendent may assign from time to time.

TERMS OF EMPLOYMENT: 220 days
 Pay Rate: \$15.50/Hourly

Loyalty Increase: For employees who are in good standing, for every five years of services to Delphi Community School Corporation, they will receive a \$.50 pay raise to their hourly rate. The years must be consecutive. Any employee who leaves the school corporation and then returns will begin at zero consecutive years of service. All pay raises begin at the start of the calendar year.

Building Level / Secretarial

TITLE: Building Level Secretary

QUALIFICATIONS:

1. Hold at least a High School Diploma or its equivalent.
2. Ability to work with students, parents, and the community.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Building Principal

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

PERFORMANCE RESPONSIBILITIES:

1. Performs the usual office routines and practices associated with a busy, yet productive and smoothly-run office.
2. Maintains such student records as shall be required.
3. Receives and routes all incoming calls and mail.
4. Maintains a daily attendance of all staff and ensures accurate information is recorded in Frontline/Aesop. Ensure all absent staff members have adequate coverage.
5. Maintains daily attendance records for all students and communicates with administration when necessary regarding truancy and excessive absences. Create attendance reports for administration and send attendance letters to parents when necessary.
6. Be knowledgeable with the student management system and be able to create reports for administration.
7. Types a variety of material, such as letters, student records, reports, memos, monthly statements, etc., as directed.
8. Maintains a regular filing system, as directed.
9. Orders and maintains supplies as needed.
10. Welcomes visitors and arranges for their comfort, and screens unexpected callers in accordance with predetermined policy.
11. Assists in administering student passes.
12. Maintains a log of visitors in and about the building.
13. Maintains the facility usage calendar and ensures all paperwork is accurately completed.

14. Report any and all injuries to the immediate supervisor, filling out the appropriate forms.
15. Report any and all hazardous situations/areas which are considered to be unsafe to the immediate supervisor, filling out necessary forms.
16. Conform to all rules and regulations of the school and comply with all federal, state, and local laws relating directly or indirectly to the employee's duties.
17. Performs such other tasks and assumes such other responsibilities as the Building Principal may assign from time to time.

TERMS OF EMPLOYMENT: 210-220 days
 Pay Rate: \$13.50/Hourly

Loyalty Increase: For employees who are in good standing, for every five years of services to Delphi Community School Corporation, they will receive a \$.50 pay raise to their hourly rate. The years must be consecutive. Any employee who leaves the school corporation and then returns will begin at zero consecutive years of service. All pay raises begin at the start of the calendar year.

High School / Student Services Secretarial

TITLE: Student Services Secretary (High School)

QUALIFICATIONS:

1. Hold at least a High School Diploma or its equivalent. Ability to work with students, parents, and the community.
2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Guidance Counselor

JOB GOAL: To assure the smooth and efficient operation of the guidance department so that the office's maximum positive impact on the education of children can be realized. To assist the guidance counselor in working with students to take full advantage of the educational opportunities offered by the school.

1. Becomes familiar with the counseling services available to students and with the role and function of the guidance counselor.
2. Maintains guidance department records and protects the confidentiality of these records.
3. Assists the guidance counselor with the registration and orientation of new students.
4. Conducts orientation tours for new students.
5. Maintains occupation and college information files.
6. Assists the guidance counselor in planning field trips for students to schools, colleges, and commercial or governmental organizations.
7. Prepares and maintains a list of school or community activities in which students are eligible for participation.
8. Assists the guidance counselor with the testing program.
9. Obtains and disseminates occupational and college information to students.
10. Works at the request of the supervisor with individual students with special problems.
11. Assists in making members of the community aware of the availability and the role of counseling services.
12. Welcomes visitors and arranges for their comfort, and screens unexpected callers in accordance with predetermined policy.
13. Assists in preparing, processing changes, and adjustments in student schedules.
14. Report any and all injuries to the immediate supervisor, filling out the appropriate forms.

15. Report any and all hazardous situations/areas which are considered to be unsafe to the immediate supervisor, filling out necessary forms.
16. Conform to all rules and regulations of the school and comply with all federal, state, and local laws relating directly or indirectly to the employee's duties.
17. Performs such other tasks and assumes such other responsibilities as the Counselor or Building Principal may assign from time to time.

TERMS OF EMPLOYMENT: 220 days
 Pay Rate: \$13.50/Hourly

Loyalty Increase: For employees who are in good standing, for every five years of services to Delphi Community School Corporation, they will receive a \$.50 pay raise to their hourly rate. The years must be consecutive. Any employee who leaves the school corporation and then returns will begin at zero consecutive years of service. All pay raises begin at the start of the calendar year.

High School / Athletic Secretary Secretarial

TITLE: High School Athletic Secretary

QUALIFICATIONS:

1. Hold at least a High School Diploma or its equivalent.
2. Ability to work with students, parents, and the community.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Athletic Director/Building Principal

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

PERFORMANCE RESPONSIBILITIES:

1. Performs the usual office routines and practices associated with a busy, yet productive and smoothly-run office.
2. Maintains student athletic records as shall be required.
3. Receives and routes all incoming calls and mail.
4. Assists athletic director and coaches in preparing materials, as requested.
5. Maintains budget records for the athletic department, prepares requisitions/purchase orders as requested.
6. Types a variety of material, such as letters, athletic records, reports, memos, monthly statements, etc., as directed.
7. Maintains a regular filing system, as directed.
8. Orders and maintains supplies as needed.
9. Welcomes visitors and arranges for their comfort, and screens unexpected callers in accordance with predetermined policy.
10. Check in and all uniforms, supplies, and equipment; maintaining an up-to-date inventory.
11. Performs bookkeeping tasks associated with the athletic department such as, ticket sales, team entry fees and camp fees.
12. Assists student athletes with concerns and/or problems when appropriate.
13. Maintains a complete set of files and correspondence for all athletic teams.
14. Processes school and official contracts.

15. Gather information, types and processes reports for state and district organizations.
16. Designs, types, assembles and distributes to all corporation schools (and mails when appropriate) all fall, winter and spring schedules, summer camp brochures, applications, etc.
17. Processes all team transportation requests, and maintains a daily log working closely with the transportation department.
18. Coordinates ticket sale and concession organization, preparation and schedule.
19. Coordinates and organizes end of athletic season banquets and awards.
20. Assists in receiving, collecting, and distributing monies for the various athletic funds.
21. Assists in preparing, processing changes, and adjustments in athletic schedules.
22. Report any and all hazardous situations/areas which are considered to be unsafe to the immediate supervisor, filling out necessary forms.
23. Conform to all rules and regulations of the school and comply with all federal, state, and local laws relating directly or indirectly to athletics.
24. Performs such other tasks and assumes such other responsibilities as the Athletic Director or Building Principal may assign from time to time.

TERMS OF EMPLOYMENT: 220 days
 8 hours a day as assigned by the Athletic Director
 Pay Rate: \$13.50/Hourly

Loyalty Increase: For employees who are in good standing, for every five years of services to Delphi Community School Corporation, they will receive a \$.50 pay raise to their hourly rate. The years must be consecutive. Any employee who leaves the school corporation and then returns will begin at zero consecutive years of service. All pay raises begin at the start of the calendar year.

Secretarial

TITLE: Treasurer and Secretary

QUALIFICATIONS: 1. Hold at least a High School diploma.
2. Ability to work with students, parents, staff and the community
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal

JOB GOAL: To administer the fiscal affairs of the ~~middle~~ school's textbook fees and extra-curricular funds efficiently, expeditiously, and to the ultimate benefit of each individual student enrolled.

PERFORMANCE RESPONSIBILITIES:

1. Supervise records and files the financial incomes/expenditure of the extra-curricular corporation funds, textbook rental, etc.
2. Assist in the budget development and planning of the extra-curricular funds.
3. Establishes and maintains a program of accounting adequate to record in detail all money and credit transactions.
4. Perform all accounting operations.
5. Supervises the collection, safekeeping and distribution of monies into all ECA funds.
6. Met with administration and department heads to prepare the annual textbook fees for board approval. Once approved input fees into the student management system.
7. Monitor and keep record of the payment of textbook fees and send communication to families that owe fees.
8. Maintain that all financial records are accurately maintained with the student management system.
9. Perform all duties involved in purchasing within the building such as inputting the purchase order and monitoring receipt of orders.
10. Ensure that K-Time is accurate for all classified employees.
11. Assists the Building Principal on all questions relating to the business and financial affairs of the ECA.
12. Performs the usual office routines and practices associated with a busy, yet productive and smoothly-run office.
13. Maintains such student records as shall be required.
14. Receives and routes all incoming calls and mail.

15. Maintains a daily attendance of all staff and ensures accurate information is recorded in Frontline/Aesop Ensure all absent staff members have adequate coverage.
16. Maintains daily attendance records for all students and communicates with administration when necessary regarding truancy and excessive absences. Create attendance reports for administration and send attendance letters to parents when necessary.
17. Be knowledgeable with the student management system and be able to create reports for administration.
18. Types a variety of material, such as letters, student records, reports, memos, monthly statements, etc., as directed.
19. Maintains a regular filing system, as directed.
20. Orders and maintains supplies as needed.
21. Welcomes visitors and arranges for their comfort, and screens unexpected callers in accordance with predetermined policy.
22. Maintains a log of visitors in and about the building.
23. Maintains the facility usage calendar and ensures all paperwork is accurately completed.
24. Report any and all injuries to the immediate supervisor, filling out the appropriate forms.
25. Report any and all hazardous situations/areas which are considered to be unsafe to the immediate supervisor, filling out necessary forms.
26. Conform to all rules and regulations of the school and comply with all federal, state, and local laws relating directly or indirectly to the employee's duties.
27. Performs such other tasks and assumes such other responsibilities as the Building Principal may assign from time to time.

TERMS OF EMPLOYMENT: 220 days
 Pay Rate: \$15.50/Hourly

Loyalty Increase: For employees who are in good standing, for every five years of services to Delphi Community School Corporation, they will receive a \$.50 pay raise to their hourly rate. The years must be consecutive. Any employee who leaves the school corporation and then returns will begin at zero consecutive years of service. All pay raises begin at the start of the calendar year.

Instructional Aides

TITLE: Instructional Aide

QUALIFICATIONS:

1. Hold at least a High School diploma or its equivalent.
2. Ability to work with students, parents, and the community.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
4. Pass the Para Pro exam or have educational equivalency

REPORTS TO: Classroom Teacher, Special Education Teacher, Building Principal

SUPERVISES: Students which could include Special Education and English Language Learners students depending on the assignment.

JOB GOAL: To assist the classroom teacher to achieve teaching objectives by working with individual students or small groups to help them achieve the skill levels of the class as a whole.

PERFORMANCE RESPONSIBILITIES:

1. Works with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher.
2. Assists the teacher in devising special strategies for reinforcing material or skills based on a sympathetic understanding of individual students, their needs, interests, and abilities.
3. Guides independent study and remedial work which is set up and assigned by the teacher.
4. Checks notebooks, corrects papers, and supervises testing and make-up work, as assigned by the teacher.
5. Assists with group activities as drill work, reading aloud, and storytelling.
6. Serves as the chief source of information and help to any substitute teacher assigned in the absence of the regular classroom teacher.
7. Communicate effectively with administrators, teachers, and all staff members.
8. Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers.
9. Participates in in-service training programs, as assigned.
10. Administers, scores, and records such achievements and diagnostic tests as the teacher recommends for individual students.
11. Assist with other various duties which are essential in the routine operation of the classroom/school, which are assigned.

Bilingual ESL Instructional Aides

TITLE: ESL Aide (Bilingual)

QUALIFICATIONS:

1. Hold at least a High School diploma or its equivalent.
2. Fluent in both English and Spanish
3. Ability to work with students, parents, and the community.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Classroom Teachers, Building Principal

SUPERVISES: Students identified in the ESL program.

JOB GOAL: To assist the classroom teacher to achieve teaching objectives by working with ESL students to help them achieve the skill levels of the class as a whole.

PERFORMANCE RESPONSIBILITIES:

1. Works with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher.
2. Assists the teacher in devising special strategies for reinforcing material or skills based on a sympathetic understanding of individual students, their needs, interests, and abilities.
3. Guides independent study which is set up and assigned by the teacher.
4. Checks notebooks, corrects papers, and supervises testing and make-up work, as assigned by the teacher.
5. Assists with group activities as drill work, reading aloud, and storytelling.
6. Serves as the chief source of information and help to any substitute teacher assigned in the absence of the regular classroom teacher.
7. Alerts the regular teacher to any problem or special information about an individual student.
8. Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers.
9. Participates in in-service training programs, as assigned.
10. Administers, scores, and records such achievements and diagnostic tests as the teacher recommends for individual students.
11. Assist with other various duties which are essential in the routine operation of the classroom/school, which are assigned.
12. Report any and all injuries to the immediate supervisor, filling out the appropriate forms.

Instructional Aides/ Guided Studies

TITLE: All buildings Guided Studies Aide

QUALIFICATIONS:

1. Hold at least a High School diploma or its equivalent.
2. Ability to work with students, parents, and the community.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Classroom Teachers, Building Principal

JOB GOAL: To assist the classroom teachers to achieve teaching objectives by working with individual students or small groups in the guided studies classroom to help them achieve the skill levels of their classes as a whole.

PERFORMANCE RESPONSIBILITIES:

1. Guides independent study, enrichment work, and remedial work which is set up and assigned by the teacher.
2. Alerts the regular teacher to any problem or special information about an individual student.
3. Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers.
4. Administers, scores, and records such achievement and diagnostic tests as the teacher recommends for individual students.
5. Assist with other various duties which are essential in the routine operation of the classroom/school, which are assigned.
6. Comply with the guidelines established by the state concerning duties of the guided studies aide.
7. Report any and all injuries to the immediate supervisor, filling out the appropriate forms.
8. Report any and all hazardous situations/areas which are considered to be unsafe to the immediate supervisor, filling out necessary forms.
9. Conform to all rules and regulations of the school and comply with all federal, state, and local laws relating directly or indirectly to the employee's duties.
10. Performs such other tasks and assumes such other responsibilities as the Teacher/Building Principal may assign from time to time.

TERMS OF EMPLOYMENT: 184 days/5.75 - 6.75 hours
Pay Rate: \$12.00/Hourly

Loyalty Increase: For employees who are in good standing, for every five years of services to Delphi Community School Corporation, they will receive a \$.50 pay raise to their hourly rate. The years must be consecutive. Any employee who leaves the school corporation and then returns will begin at zero consecutive years of service. All pay raises begin at the start of the calendar year.

Instructional Aides/Media Aide

TITLE: All buildings Media Aide

QUALIFICATIONS:

1. Hold at least a high school diploma or its equivalent.
2. Ability to work with students, parents, and the community.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
4. Pass the Para Pro exam or have educational equivalency

REPORTS TO: Building Principal

SUPERVISES: Supervises students and Media Center facilities.

JOB GOAL: To provide a well-organized, smoothly functioning library environment in which teachers and students can take full advantage of the instructional program and available resource materials.

PERFORMANCE RESPONSIBILITIES:

1. Keep a file of useful catalogs, fliers, and mail for media center references in purchasing and operation.
2. Process materials and books within the center for use.
3. Keep the materials in proper order within the media center.
4. Keep materials and books in good repair.
5. Weed outdated or extensively damaged materials and books from the collection.
6. Inventory media center materials and books.
7. Inventory media supplies and make recommendations for ordering materials necessary to operate the media center.
8. Maintain a recommendation file of materials and books from teachers, students and principal of media materials and books to order when the budget process allows.
9. Prepare lists of media materials and books by companies to order when the budget process allows.
10. Facilitate the ordering of lost and damaged materials.
11. Maintain a current inventory of supplies and suggest items for acquisition as needed.
12. Maintain a magazine check in and inventory of issues available through the school media center.
13. Evaluate magazine usage and make recommendations for magazine orders.

14. Keep the media center clean and attractive.
15. Inform maintenance personnel and principal when furniture or room facilities need repair.
16. Maintain attractive and informative bulletin boards.
17. Check in/out materials to patrons through the automated circulation system.
18. Keep the automated catalog updated and operational.
19. Maintain timely backups for security.
20. Oversee the retrieval of overdue books and charges for lost or damaged books.
21. Aid with the purchasing of media materials and keep an accurate log of all library purchase orders and expenses.
22. Maintain a request file with ordering information for materials and books by teachers and students to order when money becomes available.
23. Clean and maintain equipment located within the media center in operable condition.
24. Maintain and facilitate an up-to-date equipment inventory and submit it when requested.
25. Be proficient in the operation of all school equipment (excluding classroom computers).
26. Stimulate children's interest to make full use of the media center.
27. Instruct and assist children / staff in the media center.
28. Tell and read age appropriate stories to classes.
29. Explain the use and care of equipment.
30. Train and supervise student aides.
31. Maintain discipline through the development and implementation of roles and guidelines within the corporation and school policies, and the direction of the Media Specialist.
32. Advise students when they have overdue materials.
33. Contact students and parents when students have not returned overdue materials and payment is due to replace those materials.
34. Maintain the same level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers.
35. Abide by corporation copyright procedures and state laws when copying materials and books.

36. Abide by the patrons legal right to privacy in protecting the database when providing book information to other patrons and teachers.
37. Maintain the patron's right to read freedom by not removing materials and books from circulation unless and until proper corporation procedures have been properly instituted and removal is recommended by the consensus of the proper authority.
38. Be aware of and make recommendations for handicap accessibility in the school media center.
39. Conform to all rules and regulations of the school and comply with all federal, state, and local laws relating directly or indirectly to the employee's duties.
40. Report any and all injuries to the immediate supervisor, filling out the appropriate forms.
41. Report any and all hazardous situations / areas which are considered to be unsafe to the immediate supervisor, filling out necessary forms.
42. Conform to all rules and regulations of the school and comply with all federal, state, and local laws relating directly or indirectly to the employee's duties.
43. Perform such other tasks and assume such other responsibilities as the Librarian / Building Principal may assign from time to time.

TERMS OF EMPLOYMENT: 184 days/7 hours
 Pay Rate: \$12.00/Hourly

Loyalty Increase: For employees who are in good standing, for every five years of services to Delphi Community School Corporation, they will receive a \$.50 pay raise to their hourly rate. The years must be consecutive. Any employee who leaves the school corporation and then returns will begin at zero consecutive years of service. All pay raises begin at the start of the calendar year.

Instructional Aides/PreK Lead Teacher

TITLE: PreK Lead Teacher

QUALIFICATIONS:

1. Hold at least a high school diploma or its equivalent
2. Pass the Para Pro exam or have educational equivalency
3. Ability to work with students, parents, and community members.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Building Principal

SUPERVISES: NA.

JOB GOAL: Provide quality instruction to achieve teaching objectives by working with students to help them achieve the skill levels of the class as a whole.

Performance Responsibilities:

1. Works with students in whole group or small groups to reinforce learning of material and/or skills
2. Create special strategies for reinforcing material based on a sympathetic understanding of individual needs, interests, and abilities
3. Plan lessons that follow the Early Childhood Framework & Guidelines
4. Check and correct papers, communicate with parents, and supervise students
5. Coordinate and facilitate large group activities such as reading aloud, stations, and additional curricular activities
6. Alert the building administrator of any problems or special information concerning students
7. Participate in professional development as assigned including the SEL Preschool Program
8. Administer benchmark assessments to determine student progress and needs
9. Assist with other various duties which are essential in the operation of the preschool program
10. Work with building administrator and preschool level teammates to provide rich, quality opportunities and instruction
11. Follow and adhere to district expectations and guidelines

TERMS OF EMPLOYMENT: 184 Days/ 8 hours per day

Pay Rate: \$14.00

Substitute Teacher

TITLE: Certified Substitute Teacher

QUALIFICATIONS:

1. Minimum of a Bachelor Degree.
2. Valid Indiana teaching certificate.
3. Ability to work with students, parents, and the community.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Building Principal

JOB GOAL: In the absence of the regular classroom teacher to help students to learn subject matter and/or skills that are required for scheduled lessons and to provide meaningful instruction for assigned classrooms.

PERFORMANCE RESPONSIBILITIES:

1. Reports to the school office at the beginning of school day to pick up required materials/schedule of classes and at the end of the school day to return materials. Follows sign out procedures as prescribed by the principal.
2. Carries out a program of study prescribed in the lesson plans left by the classroom teacher.
3. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
4. Guides the learning process toward the achievement of curriculum goals and objectives as indicated in the lesson plans for the lessons, units, or projects assigned.
5. Employs instructional methods and materials that are most appropriate for meeting lesson objectives.
6. Maintains a neat and orderly classroom. Straightens chairs, tables, clears smartboard/chalkboard, etc.
7. Takes attendance in accordance with school procedures.
8. Indicates to students at the beginning of class the basic expectations for behavior in the class in accordance with school and Delphi Community School Corporation policies.
9. Ensures that the students are never left unattended in the classroom.
10. May perform duties usually required of absent teachers such as lunchroom duty, hall monitoring, etc.
11. Knows emergency evacuation routes for the classrooms assigned.
12. Knows procedures for referring students who are disciplinary problems.
13. Knows school procedures and regulations.

14. Assist with other various duties which are essential in the routine operation of the classroom/school, which are assigned.
15. Report any and all injuries to the immediate supervisor, filling out the appropriate forms.
16. Report any and all hazardous situations/areas which are considered to be unsafe to the immediate supervisor, filling out necessary forms.
17. Conform to all rules and regulations of the school and comply with all federal, state, and local laws relating directly or indirectly to the employee's duties.
18. Performs such other tasks and assumes such other responsibilities as the Teacher/Building Principal may assign from time to time.

TERMS OF EMPLOYMENT:

Licensed Teacher (certified)

Daily Rate: \$90.00

Retired Teacher from DCSC (certified)

Daily Rate: \$100.00

Substitute Teacher

TITLE: Substitute (Non-Certified) Teacher

QUALIFICATIONS:

1. Valid Indiana substitute teaching license.
2. Ability to work with students, parents, and the community.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Building Principal

JOB GOAL: In the absence of the regular classroom teacher to help students to learn subject matter and/or skills that are required for scheduled lessons and to provide meaningful instruction for assigned classrooms.

PERFORMANCE RESPONSIBILITIES:

1. Reports to the school office at the beginning of school day to pick up required materials/schedule of classes and at the end of the school day to return materials. Follows sign out procedures as prescribed by the principal.
2. Carries out a program of study prescribed in the lesson plans left by the classroom teacher.
3. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
4. Guides the learning process toward the achievement of curriculum goals and objectives as indicated in the lesson plans for the lessons, units, or projects assigned.
5. Employs instructional methods and materials that are most appropriate for meeting lesson objectives.
6. Maintains a neat and orderly classroom. Straightens chairs, tables, clears smartboard/chalkboard, etc.
7. Takes attendance in accordance with school procedures.
8. Indicates to students at the beginning of class the basic expectations for behavior in the class in accordance with school and Delphi Community School Corporation policies.
9. Ensures that the students are never left unattended in the classroom.
10. May perform duties usually required of absent teachers such as lunchroom duty, hall monitoring, etc.
11. Knows emergency evacuation routes for the classrooms assigned.
12. Knows procedures for referring students who are disciplinary problems.
13. Knows school procedures and regulations.

14. Assist with other various duties which are essential in the routine operation of the classroom/school, which are assigned.
15. Report any and all injuries to the immediate supervisor, filling out the appropriate forms.
16. Report any and all hazardous situations/areas which are considered to be unsafe to the immediate supervisor, filling out necessary forms.
17. Conform to all rules and regulations of the school and comply with all federal, state, and local laws relating directly or indirectly to the employee's duties.
18. Performs such other tasks and assumes such other responsibilities as the Teacher/Building Principal may assign from time to time.

TERMS OF EMPLOYMENT:

Substitute Teachers

Licensed Substitute Teacher

Daily Rate: \$80.00

Nurse

TITLE: Corporation Nurse

QUALIFICATIONS:

1. Be registered as a Professional Registered Nurse (or equivalent) in Indiana.
2. Completed a Baccalaureate degree from an institution approved by the National League for Nursing and accredited to offer a baccalaureate program for preparation of public health nurses.
3. Been recommended by the institution granting the baccalaureate degree.

REPORTS TO: Building Principals / Superintendent

SUPERVISES: School Nurse(s)

JOB GOAL: To provide a safe environment for the purpose of educating youth; and, address issues which may develop regarding the Nurse of Service and involvement with students and staff. Acts as school nurse in the Delphi Community Elementary School (see school nurse job description).

PERFORMANCE RESPONSIBILITIES:

1. Perform visits to the Delphi Community School Corporation sites each semester.
2. Provide guidance and direction to and act as the School Nurse(s) during the regular school year.
3. Provide consultation with and act as the School Nurse(s) of Service whenever necessary.
4. Review medical forms and medical files to assure proper documentation is being made and maintained.
5. Perform patient evaluations immediately after recovery for individuals who have been given injections.
6. Perform follow-up evaluations on individuals who have been referred to emergency room facilities at the hospital by the School Nurse(s).
7. Conform to all rules and regulations of the school and comply with all federal, state, and local laws relating to school services requirements.
8. Performs such other tasks and assumes such other responsibilities as the Building Principals/Superintendent may assign from time to time.

TERMS OF EMPLOYMENT: 185 Days
Pay Rate: \$27.50/Hourly

Loyalty Increase: For employees who are in good standing, for every five years of services to Delphi Community School Corporation, they will receive a \$.50 pay raise to their hourly rate. The years must be consecutive. Any employee who leaves the school corporation and then

returns will begin at zero consecutive years of service. All pay raises begin at the start of the calendar year.

Nurse

TITLE: School Nurse

QUALIFICATIONS:

1. Be registered as a Professional Registered Nurse (or equivalent) in Indiana.
2. Ability to work with students, parents, and the community.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Building Principal, Superintendent

JOB GOAL: To provide the fullest possible educational opportunity for each district student by minimizing absence due to illness and creating a climate of health and well-being in the district schools.

PERFORMANCE RESPONSIBILITIES:

1. Conducts school health service, including physical examinations, immunizations, and tests for scoliosis and vision.
2. Assumes the responsibility for selection and referral of students in need of medical and dental care.
3. Reports to parents, school personnel, physicians (physician of record / nurse of record), clinics, and other agencies on school medical matters.
4. Maintains up-to-date cumulative health records on all students.
5. Observes students on a regular basis to detect health needs.
6. Assumes authority, in the absence of a physician, for the care of a student or a staff member who has suffered injury or emergency illness.
7. Participates with school staff in developing and implementing a total school health program.
8. Contacts homes of children referred by Principals.
9. Advises on modification of the educational program to meet health needs of individual students.
10. Prepares and submits reports for the Superintendent and the State Board of Health.
11. Authorizes exclusion and readmission of students in connection with infectious and contagious diseases.
12. Conducts screening and advises teachers on health matters, particularly regarding screening for student health defects.
13. Assists in the pre-entry screening of elementary students.
14. Assists school personnel in establishing sanitary conditions in schools.

15. Attends committee meetings and conferences regarding health service and health curriculum.
16. Participates in in-service training programs.
17. Assists the building office personnel in clerical duties as time permits when assistance is needed.
18. Responsible for administering medications as prescribed by professional medical doctors.
19. Responsible for administering injections only when an emergency exists; and, the patient cannot administer the injection themselves.
20. Notify emergency medical technicians regarding any individual who experiences severe pain as a result of an accident or illness which could be considered life threatening or detrimental to one's health in any way.
21. Report any and all injuries to the immediate supervisor, filling out the appropriate forms.
22. Report any and all hazardous situations/areas which are considered to be unsafe to the immediate supervisor, filling out necessary forms.
23. Conform to all rules and regulations of the school and comply with all federal, state, and local laws relating directly or indirectly to the employee's duties.
24. Performs such other tasks and assumes such other responsibilities as the Building Principal, Superintendent may assign from time to time.

TERMS OF EMPLOYMENT: 185 days/8 hours
 Pay Rate: \$24.00/Hourly

Loyalty Increase: For employees who are in good standing, for every five years of services to Delphi Community School Corporation, they will receive a \$.50 pay raise to their hourly rate. The years must be consecutive. Any employee who leaves the school corporation and then returns will begin at zero consecutive years of service. All pay raises begin at the start of the calendar year.

Nurse

TITLE: Substitute School Nurse

QUALIFICATIONS:

1. Hold a Nursing Certification.
2. Ability to work with students, parents, and the community.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Building Principal, Superintendent

JOB GOAL: To provide the fullest possible educational opportunity for each district student by minimizing absence due to illness and creating a climate of health and well-being in the district schools in the absence of the school nurse.

PERFORMANCE RESPONSIBILITIES:

1. Assumes the responsibility for selection and referral of students in need of medical and dental care.
2. Reports to parents, school personnel, physicians (physician of record / nurse of record), clinics, and other agencies on school medical matters.
3. Maintains up-to-date cumulative health records on all students.
4. Assumes authority, in the absence of a physician, for the care of a student or a staff member who has suffered injury or emergency illness.
5. Assists in the pre-entry screening of elementary students.
6. Assists school personnel in establishing sanitary conditions in schools.
7. Assists the building office personnel in clerical duties as time permits when assistance is needed.
8. Responsible for administering medications as prescribed by professional medical doctors.
9. Responsible for administering injections only when an emergency exists; and, the patient cannot administer the injection themselves.
10. Notify emergency medical technicians regarding any individual who experiences severe pain as a result of an accident or illness which could be considered life threatening or detrimental to one's health in any way.
11. Report any and all injuries to the immediate supervisor, filling out the appropriate forms.
12. Report any and all hazardous situations/areas which are considered to be unsafe to the immediate supervisor, filling out necessary forms.

13. Conform to all rules and regulations of the school and comply with all federal, state, and local laws relating directly or indirectly to the employee's duties.
14. Performs such other tasks and assumes such other responsibilities as the Building Principal, Superintendent may assign from time to time.

TERMS OF EMPLOYMENT: Pay Rate: \$18.00/Hourly