

# ***Red Oak Community School District***

***2011 North 8<sup>th</sup> Street***

***Red Oak, Iowa 51566***

***712.623.6600***

***www.redoakschooldistrict.com***

## **Regular Board of Directors Meeting**

Meeting Location: Sue Wagaman Board Room  
Red Oak CSD Administrative Center  
The Technology Building – Red Oak High School Campus

Monday, February 8, 2016 – 6:00 pm

### **- Agenda -**

1.0 Call to Order – Board of Directors President Paul Griffen

2.0 Roll Call – Board of Directors Secretary Shirley Maxwell

3.0 Approval of the Agenda – President Paul Griffen

4.0 Communications *Page 1*

4.1 Good News from Red Oak Schools

4.2 Visitors and Presentations

4.3 Affirmations and Commendations

4.4 Correspondence

5.0 Consent Agenda *Page 1*

5.1 Review and Approval of Minutes from January 25, 2016

5.2 Review and Approval of Monthly Business Reports

5.3 Open Enrollment Requests Consideration for 2014-2015 School Year -  
Kristian Meek, Kamren Horton, and Haley Horton

6.0 General Business for the Board of Directors

6.1 Old Business

6.1.1 Facilities Update with Architect – Community Meeting Planning for  
February 17, 2016 *Page 1-2*

2.8.16 Agenda  
Page 2

6.2 New Business

6.2.1 Discussion / Approval of Job Descriptions - Food Service, Custodian, Transportation, Paraeducator Positions *Page 2*

6.2.2 Discussion / Approval of the Return to Work Program *Page 2*

6.2.3 Review / Approval of the Job Description for the IT Network Assistant Position and Post Job *Page 2-3*

6.2.4 Review of Contracted Services for ROCSD IT Network Management *Page 3*

6.2.5 Personnel Considerations *Page 3*

- 1.) Resignation from Media Para at Washington Intermediate Jan Burnison Effective at the End of the Current School Year
- 2.) Recommendation to Hire Kelsey Mangold as Middle School Actors Workshop Sponsor for the 2015-2016 School Year

6.2.6 Review / Approve the Budget Proposal and the Request for Modified State Supplemental *Page 3*

7.0 Reports *Page 4*

7.1 Administrative

- 2016 – 2017 Budget Update – Shirley Maxwell

7.2 Conferences, Workshops, Seminars

- Better Boardsmanship Activity

7.3 Other Announcements – Community Meeting for Facilities, Wednesday, February 17, 2016, 6:00 pm, New White Fair Building, Montgomery County Fair Grounds.

8.0 Next Board of Directors Meeting: Monday, February 22, 2016 – 6:00 pm  
Sue Wagaman Board Room  
Red Oak CSD Administrative Center

9.0 Adjournment

## 2.8.16 Board Agenda Notes

### Item 4.0 Communications

#### 4.1 Good News from Red Oak Schools

#### 4.2 Visitors and Presentations

On January 20, 2016 Bret Blackman hosted a group of teachers, architects, and administrators from the Red Oak Community School District on the UNO campus. The purpose of the visit was to explore classroom space designed for greater technology use and to increase collaboration within the classroom. The group was given a brief presentation and then given a tour of different buildings on the campus. We have a group of the staff members who went on the trip presenting for us at the Board Meeting. They will be talking about their observations.

#### 4.3 Affirmations and commendations

#### 4.4 Correspondence

### Item 5.0 Consent Agenda

**Background:** Enclosed are the reference pages for the following:

- Minutes from January 25, 2016 Board Meeting *p. 1-3*
- Monthly Business Reports *p. 4-7*
- Open Enrollment Requests Consideration for 2014-2015 School Year – due to a move *at table*
  - Kristian Meek – PK – Open Enrollment IN from the Griswold District
  - Kamren Horton – 1<sup>st</sup> Grade – Open Enrollment IN from the Griswold District
  - Haley Horton – 5<sup>th</sup> Grade – Open Enrollment In from the Griswold District

**Recommendation:** Approve the consent agenda as presented.

### Item 6.0 General Business for the Board of Directors

#### 6.1.1 Facilities Update with Architect – Community Meeting Planning for 2.17.16

**Background:** There will be a community engagement meeting at 6:00 pm on February 17, 2016 for facilities planning as discussed during the last board meeting. Daric O'Neal will be with us for the Board Meeting. We need to get the final details set for this meeting. I will be working with local media to get word out on this. Daric will also be reviewing the timeline with the Board again and briefly updating us on where we currently are on the timeline.

**Recommendation:** This is not an action item

**6.2.1 Discussion / Approval of Job Descriptions - Food Service, Custodian, Transportation, Paraeducator Positions** p. 8-36

**Background:** It has been quite some time since job descriptions have been reviewed. Tonight we would like to present job descriptions for food and nutrition, custodial, transportation and paraeducator positions. You will note these job descriptions include a section on physical requirements of the position. This will allow job applicants to know exactly what physical requirements are required for the position and if/when hired they will sign the form stating they can complete these physical requirements.

**Recommendation:** Action to approve the presented job descriptions.

**6.2.2 Discussion / Approval of the Return to Work Program** p. 37-52

**Background:** As a result of our high claims history for workers compensation, the district has been working with EMC Insurance to try and lower the claim rate history. The first step we took was to choose a designated doctor's program which the board did at the Jan. 11, 2015 meeting. Custodial, transportation and hot lunch department heads are now scheduling monthly safety meetings for their employees. In working with EMC insurance it is in the district's best interest to approve a Return to Work Program. The district shall make every reasonable effort to provide suitable temporary employment to any employee unable to perform his or her job duties as a result of a workplace injury or illness. This may include a modification to the employee's original position or providing an alternative position, depending on the employee's medical restrictions, providing that this does not create an undue hardship to the district. This program would apply to all employees with work-related injuries and/or illnesses. This is beneficial to the employee as it gets them back into the place of employment working and also to the district as it reduces the cost of the worker's compensation plan.

**Recommendation:** Action taken to approve the Return to Work Policy

**6.2.3 Review / Approval of the Job Description for the IT Network Assistant Position and Post Job** p. 53

**Background:** The position vacated by Henry Devito has been evaluated by Mr. Deter. He has spent many hours speaking with experts in the field of technology. We have included a copy of the job description to cover the duties and responsibilities necessary. The person in the position will report directly to Mr. Deter (Technology Director).

**Recommendation:** Approve the job description for the IT Network Assistant and approve the posting of the position to begin the hiring process

#### **6.2.4 Review of Contracted Services for ROCSD IT Network Management**

**Background:** Tech Director Bob Deter will be here to present and review the proposals he has received so far from IT companies.

**Recommendation:** This is not an action item.

#### **6.2.5 Personnel Considerations**

**Background:**

1. Resignation of WIS Media Para Jan Burnison effective at the end of the school year *p. 54*
2. Recommendation to hire Kelsey Mangold as Middle School Actors Workshop Sponsor for the 2015-2016 School Year *p. 55*

**Recommendation:**

1. Approve the resignation of Jan Burnison effective at the end of the current school year.
2. Approve a contract for Kelsey Mangold as the Middle School Actors Workshop sponsor for the 2015-2016 school year at the rate of 3.75% (\$1,094.06)

#### **6.2.6 Review / Approve the Budget Proposal and the Request for Modified State Supplemental** *p. 56-57*

**Background:** The annual application for modified supplemental aid for dropout prevention is completed and ready for your review. This program is critical to the success of the professional staff and paraprofessionals who work with district students who are considered at risk for potential dropout issues in school. From the requested budget of \$554,541, the local district is expected to pay for 25% or \$105,766 with state aid/ tax dollars paying the remainder. This year's application was completed with collaborative efforts from all the administrative team. This is the first year for the report in the new format since there were many changes in the Iowa Code last year. It had to be certified by Friday, Feb. 5<sup>th</sup> but since the Department of Education was late getting the application on the website they allowed certification of the report with board approval to follow at the next regular board meeting. On the submitted budget paper that is enclosed you can see this year budget figures compared to last year's application. Supt. Messinger and Business Manager Shirley Maxwell will be available to answer any questions.

**Recommendation:** It is recommended the Board of Directors approve the budget proposal and the request for modified supplemental amount of \$317,299 for the 2016-2017 school year.

**Item 7.0 Reports**

**7.1 Administrative**

**2016-2017 Budget Update – Shirley Maxwell** p. 58-59

**7.2 Conferences, workshops, seminars**

**2.8.16 – Better Boardsmanship**

At the IASB conference there were some of you who heard different things boards were doing to enhance their effectiveness as a board. IASB's website has numerous activities aimed at building decision making skills as board members. We will be participating in one of the activities. The activity will take us approximately twenty minutes.

**7.3 Other Announcements – Community Meeting for Facilities, Wednesday, February 17, 2016 at 6:00 pm, Montgomery County Fairgrounds – White Building**

Daric O'Neal will be here for the meeting. We have made the arrangements to have the meeting at the Montgomery County Fairgrounds in the White Building.

Red Oak Community School District  
Meeting of the Board of Directors  
Meeting Location: Sue Wagaman Board Room, Red Oak CSD Administrative Center  
Red Oak Technology Center, Red Oak High School Campus  
January 25, 2016

This regular meeting of the Board of Directors of the Red Oak Community School District was called to order by President Paul Griffen at 6:00 p.m.

**Present:**

Directors: Mark Johnson, Bryce Johnson, Kathy Walker, Paul Griffen, Bret Blackman  
joined the meeting electronically  
Tom Messinger, Superintendent, Shirley Maxwell, Board Secretary

**Approval of Agenda**

Motion by Director Bryce Johnson, second by Director Walker to approve the agenda as presented with order of agenda items at the discretion of the board president. Motion carried unanimously.

**Discussion/Approval to Hire Cole Meek as MS Wrestling Coach**

Cole Meek addressed the board requesting the board to appeal the decision made by Superintendent Messinger to not hire him based on the background report that had been received. Discussion followed. Motion by Director Walker, second by Director Mark Johnson to hire Cole Meek as Middle School Wrestling Coach for the 2015-2016 school year. Ayes: Walker, Mark Johnson, Bryce Johnson, Nays: Blackman, Griffen. Motion carried.

Electronic connection with Director Blackman was lost at this time.

**Good News**

Principal Spotts reported nine groups participated in Large Group District Speech Contest with seven groups receiving 1 ratings and 2 groups receiving 2 ratings. Groups receiving 1 ratings will be participating at State Large Group Speech Contest on February 6<sup>th</sup>.

Supt. Messinger received a letter from the Department of Public Health commending School Nurse Heather Hall on the recent audit of immunization records and the outstanding work that she had done.

**Visitors**

Daric O'Neal addressed the board concerning the public meeting that will be held to discuss the first steps of the facilities planning process. The community meeting was scheduled for Feb. 10<sup>th</sup> but that date may be changed due to date conflicts. He explained the purpose of the meeting is to discuss the process and gather input from the public. Mr. O'Neal discussed the format of the meeting and presented a timeline for future meetings. A decision will be made in the future as to the date and location of the first public meeting.

## **1.25.16 Board Minutes**

### **Page 2**

#### **Consent Agenda**

Motion by Director Mark Johnson, second by Director Bryce Johnson to approve the consent agenda as presented. Motion carried unanimously.

- Review and approval of minutes from January 11, 2016
- Review and approval of monthly business reports as presented

#### **Discussion of Contracted Service for School Meals in FY 17**

Last year the board considered outsourcing the food service program. It was decided at the May 11, 2015 board meeting to delay food service outsourcing for one year with a review after that one year. Supt. Messinger and Business Manager Shirley Maxwell will begin the process of collecting information and submitting needed paperwork regarding outsourcing for the 2016-2017 school year.

#### **Presentation and Exchange of Interest Items with the Red Oak Support Staff Association – ROSSA President Sara White, Board President Paul Griffen**

Letters of interest for contract discussions were exchanged between the Red Oak Support Staff and the Red Oak Board of Directors.

#### **Presentation and Exchange of Interest Items with the Red Oak Education Association—ROEA representative John Gambs, Board President Paul Griffen**

Letters of interest for contract discussions were exchanged between the Red Oak Education Association and the Red Oak Board of Directors.

#### **Discussion/Approval of Early Retirement Requests**

Motion by Director Walker, second by Director Bryce Johnson to accept the early retirement request from Roxanne Lamb (IPS Physical Education teacher) and Kay Willey (HS/MS English/Reading teacher) with gratitude for the many years of service they have given to the Red Oak Community School District. Motion carried unanimously.

#### **Discussion/Approval of Two Requests for Out Of Town Field Trips from the Red Oak Middle School**

Motion by Director Mark Johnson, second by Director Walker to approve the 7<sup>th</sup> grade field trip to the Rose Theater in Omaha, Nebraska on Friday, January 29, 2016 and the 8<sup>th</sup> grade field trip to Mozingo Outdoor Educational Recreation Area on Friday, May 6, 2016. Motion carried unanimously. The board expressed their gratitude to Mr. Moran for applying and receiving a grant to help defray costs to the Mozingo Outdoor Educational Recreation Area.

#### **Review Board Policy Codes 502.10 Use of Motor Vehicles; 601.1 School Calendar; and 601.2 School Day for Revision as Recommended by IASB**

This topic will be on an upcoming agenda.



**1.25.16 Board Minutes**  
**Page 3**

**Discussion/Approval Red Oak/West Central Community Action Pre-K Contracted Services Agreement**

Motion by Director Walker, second by Director Bryce Johnson to approve the 2015-2016 West Central Community Action Pre-K contracted services agreement. Motion carried unanimously.

Director Bret Blackman joined the meeting in person at 7:35 p.m.

**Personnel Considerations**

Motion by Director Mark Johnson, second by Director Walker to approve the contract for Lisa Wallace as a special education para at IPS for 7.5 hours per day at an hourly rate of \$9.15 per hour. Motion carried unanimously.

Motion by Director Walker, second by Director Bryce Johnson to approve the contract for Felix Ramos as a custodian at Red Oak Middle School for eight hours per day at a rate of \$9.86 per hour plus a \$0.10 shift differential. Motion carried unanimously.

Motion by Director Walker, second by Director Mark Johnson to approve the contract for Tristin Johnson as a para for the High School In-School Suspension room for 7.5 hours per day at a rate of \$9.15 per hour. Motion carried unanimously.

**Report**

Supt. Messinger and Business Manager Shirley Maxwell plan to attend a budget workshop on Thursday, January 28<sup>th</sup> in Council Bluffs presented by Iowa School Finance Leadership Services.

Supt. Messinger reported on the District Report Card and explained to the board exactly what this reflects about the Red Oak Community School District.

**Adjournment**

Motion by Director Walker, second by Director Bryce Johnson to adjourn the meeting at 7:55 p.m. Motion carried unanimously. The next regular meeting will be held on Monday, February 8, 2016, 6:00 p.m., in the Sue Wagaman Board Room, Administrative Center in the Technology Building.

---

Paul Griffen, President

---

Shirley Maxwell, Board Secretary

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Checking Account ID 1	Fund Number 10	OPERATING FUND
CENTURY LINK	01252016	318.30
10 0010 2410 000 0000 532	DISTRICT WIDE FIRE ALARM LINES	318.30
Vendor Name CENTURY LINK		<u>318.30</u>
CHAT MOBILITY	01152016	1,013.43
10 3230 2410 000 0000 532	CELL PHONES	85.42
10 2020 2410 000 0000 532	CELL PHONES	42.71
10 1901 2410 000 0000 532	CELL PHONES	42.71
10 1902 2410 000 0000 532	CELL PHONES	42.71
10 0010 2134 000 0000 530	CELL PHONES	42.71
10 0010 2321 000 0000 532	CELL PHONES	235.62
10 0010 2410 000 0000 532	CELL PHONES	265.29
10 0020 2490 000 0000 530	CELL PHONES	256.26
Vendor Name CHAT MOBILITY		<u>1,013.43</u>
CONTINUUM RETAIL ENERGY SERVICES, LLC	150-1512-7897	6,533.87
10 1901 2600 000 0000 621	THERMS 2797	1,348.50
10 1902 2600 000 0000 621	THERMS 1158	614.69
10 2020 2600 000 0000 621	THERMS 3841	1,818.38
10 3230 2600 000 0000 621	THERMS 5916	2,752.30
Vendor Name CONTINUUM RETAIL ENERGY SERVICES, LLC		<u>6,533.87</u>
FIRST BANKCARD	01202016	12.78
10 0010 2310 000 0000 611	KEY TAGS	12.78
FIRST BANKCARD	01212016	99.80
10 0010 1200 219 0000 612	EDUCATIONAL INSIGHT FLUORESCENT LIGHT FI	99.80
FIRST BANKCARD	01242016	(25.00)
10 0010 2510 000 0000 580	POINTS CREDIT	(25.00)
FIRST BANKCARD	01252016	113.12
10 0010 2510 000 0000 580	LODGING	113.12
FIRST BANKCARD	01252016-2	363.84
10 0010 1000 300 4531 612	CARL PERKINS SUPPLIES VILLISCA SCHOOLS	363.84
FIRST BANKCARD	01272016	1,139.68
10 0010 1000 300 4531 739	CARL PERKINS PRINTER VILLISCA	1,139.68
FIRST BANKCARD	02012016	321.98
10 0010 1000 300 4531 612	TOOL SET CARL PERKINS CORNING	321.98
Vendor Name FIRST BANKCARD		<u>2,026.20</u>
MEDIACOM	01212016	717.06
10 0010 2236 000 0000 536	PRI LINES	717.06
MEDIACOM	01212016-1	1,330.00
10 0010 2236 000 0000 536	INTERNET	1,330.00
Vendor Name MEDIACOM		<u>2,047.06</u>
MIDAMERICAN ENERGY	01132016	13,937.36
10 2020 2600 000 0000 622	KWH 75600	3,736.18
10 3900 2600 000 0000 621	THERMS 1728	861.15
10 3900 2600 000 0000 622	KWH 23200	1,394.60
10 2020 2600 000 0000 622	KWH 248	32.60

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 2020 2600 000 0000 622	KWH 23400	1,653.01
10 2020 2600 000 0000 622	KWH 1	3.58
10 1912 2600 000 0000 622	KWH 2797	266.35
10 1902 2600 000 0000 622	KWH 17440	1,063.62
10 1901 2600 000 0000 622	KWH 44100	2,678.29
10 1901 2600 000 0000 622	KWH 1	3.58
10 1911 2600 000 0000 621	THERMS 702	375.48
10 1912 2600 000 0000 621	THERMS 2130	1,075.77
10 0020 2600 000 0000 622	KWH 14670	398.36
10 0020 2600 000 0000 622	KWH 1	19.50
10 0030 2600 000 0000 621	THERMS 282	169.43
10 0030 2600 000 0000 622	KWH 2040	195.86
10 0030 2600 000 0000 622	KWH 1	10.00
Vendor Name MIDAMERICAN ENERGY		<u>13,937.36</u>
SOCS/FES	INV006868	405.00
10 0010 2236 000 0000 536	WEB HOSTING FEE	405.00
Vendor Name SOCS/FES		<u>405.00</u>
UNITED PARCEL SERVICE	0000537022046	138.85
	-1	
10 3230 2410 000 0000 531	UPS CHARGES	47.87
10 1902 2410 000 0000 531	UPS CHARGES	25.00
10 1901 2410 000 0000 531	UPS CHARGES	25.00
10 2020 2410 000 0000 531	UPS CHARGES	40.98
Vendor Name UNITED PARCEL SERVICE		<u>138.85</u>
Fund Number 10		<u>26,420.07</u>
Checking Account ID 1		<u>26,420.07</u>
Checking Account ID 2	Fund Number 61	SCHOOL NUTRITION FUND
CHAT MOBILITY	01152016	42.71
61 0010 2490 000 0000 530	CELL PHONES	42.71
Vendor Name CHAT MOBILITY		<u>42.71</u>
Fund Number 61		<u>42.71</u>
Checking Account ID 2		<u>42.71</u>
Checking Account ID 3	Fund Number 21	STUDENT ACTIVITY FUND
BLUM, TIM	01152016	100.00
21 0010 1400 920 6710 320	OFFICIAL	100.00
BLUM, TIM	01292016	100.00
21 0010 1400 920 6710 320	OFFICIAL	100.00
Vendor Name BLUM, TIM		<u>200.00</u>
BROWER, GREG	02022016	250.00
21 3230 1400 950 7421 320	DJ SERVICES FOR WINTER DANCE.	250.00
Vendor Name BROWER, GREG		<u>250.00</u>
BUNTROCK, MISSY	01212016	85.00
21 0010 1400 920 6810 320	OFFICIAL	85.00
BUNTROCK, MISSY	01282016	85.00
21 0010 1400 920 6810 320	OFFICIAL	85.00
Vendor Name BUNTROCK, MISSY		<u>170.00</u>

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
CAMPBELL, JORDAN	01222016	100.00
21 0010 1400 920 6710 320	OFFICIAL	100.00
Vendor Name CAMPBELL, JORDAN		<u>100.00</u>
FIRST BANKCARD	01252016-1	150.47
21 0010 1400 920 6730 580	ROOMS FOR CLINIC	150.47
FIRST BANKCARD	01292016	194.40
21 0010 1400 920 6600 618	LETTERS & NUMBERS FOR MAIN HALLWAY STAT	194.40
Vendor Name FIRST BANKCARD		<u>344.87</u>
FRENCH, DALE	01222016	70.00
21 0010 1400 920 6810 320	OFFICIAL	70.00
Vendor Name FRENCH, DALE		<u>70.00</u>
GRUDLE, WAYNE	01262016	100.00
21 0010 1400 920 6710 320	OFFICIAL	100.00
GRUDLE, WAYNE	01292016	100.00
21 0010 1400 920 6710 320	OFFICIAL	100.00
Vendor Name GRUDLE, WAYNE		<u>200.00</u>
HEYWOOD, GARY	01262016	100.00
21 0010 1400 920 6710 320	OFFICIAL	100.00
Vendor Name HEYWOOD, GARY		<u>100.00</u>
IA HIGH SCHOOL SPEECH ASSOC.	01252016	161.00
21 3230 1400 910 6110 618	LARGE GROUP STATE SPEECH REGISTRATION	161.00
Vendor Name IA HIGH SCHOOL SPEECH ASSOC.		<u>161.00</u>
KRUSE, SEAN	01152016	100.00
21 0010 1400 920 6710 320	OFFICIAL	100.00
Vendor Name KRUSE, SEAN		<u>100.00</u>
MCCREADY, BRIEN	01262016	100.00
21 0010 1400 920 6710 320	OFFICIAL	100.00
MCCREADY, BRIEN	01292016	100.00
21 0010 1400 920 6710 320	OFFICIAL	100.00
Vendor Name MCCREADY, BRIEN		<u>200.00</u>
MORSE, JOSHUA	01222016	100.00
21 0010 1400 920 6710 320	OFFICIAL	100.00
Vendor Name MORSE, JOSHUA		<u>100.00</u>
OLSON, ERIC	01262016	85.00
21 0010 1400 920 6790 320	OFFICIAL	85.00
Vendor Name OLSON, ERIC		<u>85.00</u>
REA, MATT	01152016	100.00
21 0010 1400 920 6710 320	OFFICIAL	100.00
Vendor Name REA, MATT		<u>100.00</u>
ROMINE, RON	01222016	70.00

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
21 0010 1400 920 6810 320	OFFICIAL	70.00
Vendor Name ROMINE, RON		<u>70.00</u>
WULK, MATTHEW	01222016	100.00
21 0010 1400 920 6710 320	OFFICIAL	100.00
Vendor Name WULK, MATTHEW		<u>100.00</u>
Fund Number 21		<u>2,350.87</u>
Checking Account ID 3		<u>2,350.87</u>

JOB TITLE: **Food Service Director**

REPORTS TO: Superintendent

FLSA STATUS:  Exempt  Non-Exempt  
 Full Time  Part Time  
 Hourly  Salary

DATE REVISED: February 2016

**Qualifications**

In order to perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**Experience Required:** Institutional Food Service Preferred

**Skills:** Communication, math, basic computer, cooking skills

FUNCTION: Work under the supervision of the superintendent to perform such duties as assigned.

**Knowledge**

1. Knowledge of Child Nutrition Program Requirement.
2. Possess working knowledge of preparation of food.
3. Possess knowledge of basic mathematics and measuring conversions.
4. Possess knowledge of safety and health regulations.
5. Knowledge of Civil Rights

**Licenses, Certifications, Bonding, and or Testing Required**

1. ServSafe taken and passed no later than the end of two full quarters following initial employment date.
2. Valid driver's license.
3. Training Standards with the Department of Nutrition- 12 hours per year

## **Ability**

1. Ability to deal with people in a congenial manner.
2. Assists administration in recruitment and retention of employees
3. Ability to communicate and apply written and oral directions effectively.
4. Ability to work at a fast pace with accurate results.
5. Ability to work within time constraints.
6. Pass post job offer, pre-employment physical.
7. Have satisfactory language skill and reasoning ability.

## **Essential Functions**

1. Ability to provide instruction to department employees
2. Maintain clean body and clothing at all times.
3. Ensure that equipment is properly used and cared for.
4. Follow all HASAP requirements: Ensure proper food temperatures and documentation are kept. Calibrate thermometers as necessary.
5. Oversees the daily operations of all kitchens and serving areas
6. Visits all kitchens and satellite areas, assists when and where needed, observes all activities in the area, EX: portion control, record keeping, cleanliness
7. Deliver and pickup food and supplies in an emergency.
8. Assume responsibilities for the assigned department.
9. Assist with recipe testing and product development.
10. Keep records of all food and non-food supplies used in assigned department for inventory records.

11. Compute food requirements for meals.
12. Basic computer skills.
13. Perform such other duties as assigned by superintendent.
14. Prepares and presents professional development for the department.
15. Assists with financial reports at the building level
16. Application of available grants and completing required documentation for received grants
17. Oversee commodity ordering and reporting
18. Assist Department of Education Food and Nutrition Consultants with visits and reports



## 19. Physical Requirements

1. In an eight-hour day employee may:
 

a. Stand/Walk	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 6-8 hrs
b. Sit	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input checked="" type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs
c. Drive	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs
  
2. Employee may use hands for repetitive:
 

Single Grasping    Pushing & Pulling    Fine Manipulation
  
3. Employee may use feet for repetitive movement as in operating foot controls:
 

Yes                       No
  
4. Employee may need to:
 

a. Bend	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
b. Squat	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
c. Climb Stairs	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
d. Lift	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
e. Climb Ladder	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
f. Kneel	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
g. Twist	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
h. Push/Pull	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
i. Use both hands	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
  
5. Lifting:
 

Sedentary Work: Lift or move 10 pounds occasionally with frequent sitting and occasional standing/walking.

Light Work: Lift or move 20 pounds occasionally with occasional sitting and frequent standing/walking.

Medium Work: Lift or move 50 pounds occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.

Medium Heavy Work: Lift or move 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.

Heavy Work: Lift or move 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.
  
6. Environmental Exposure:
 

May be exposed to sun, rain, wind, snow

May be exposed to extreme heat or cold

May be exposed to confined spaces

May be exposed to heights of more than 6 feet

May be exposed to dust and dirt

May be exposed to chemically treated fluids

7. Employee Vision:
- a. Near Vision  Not essential  Minimal near vision  20-40  20-20
  - b. Far Vision  Not essential  Minimal far vision  20-40  20-20
  - c. Visual Depth  Not essential  Minimal depth perception  Moderate  
 Accurate
  - d. Visual Color Discrimination  Not essential  Minimal  Requires  
discriminating red, green & white  Accurate

8. Employee Endurance Capacity Required Each Day:
- Not essential  Light energy required  Moderate energy required   
Heavy energy required

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

**Signature of Food Service Director:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Superintendent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

JOB TITLE: **Head Cook**

REPORTS TO: Food Service Director

FLSA STATUS:  Exempt  Non-Exempt  
 Full Time  Part Time  
 Hourly  Salary

DATE REVISED: February 2016

### **Qualifications**

In order to perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **Experience Required**

**Skills:** Math, computer, cooking skills

FUNCTION: Work under the supervision of the food service director and perform such duties as assigned.

### **Knowledge**

1. Knowledge of Child Nutrition Program Requirement.
2. Possess working knowledge of preparation of food.
3. Possess knowledge of basic mathematics and measuring conversions.
4. Possess knowledge of safety and health regulations.
5. Knowledge of Civil Rights

### **Licenses, Certifications, Bonding, and or Testing Required**

1. ServSafe taken and passed no later than the end of two full quarters following initial employment date.
2. Valid driver's license.
3. Training Standards—10 hours per year

## **Ability**

1. Ability to deal with people in a congenial manner.
2. Ability to communicate and apply written and oral directions effectively.
3. Ability to work at a fast pace with accurate results.
4. Ability to work within time constraints.
5. Pass post job offer, pre-employment physical.
6. Have satisfactory language skill and reasoning ability.

## **Essential Functions**

1. Under direction of the department head, assist with the duties of the department.
2. Assist in putting away foods and supplies.
3. Maintain clean body and clothing at all times.
4. Prepare food for special diets according to department head's direction.
5. Possess good skills in the use of food service equipment.
6. Prepare food under the direction of the department head using appropriate methods and standardized recipes.
7. Assist in sending the correct amount of food to satellite schools.
8. Recognize properly prepared food by sight, taste, and smell.
9. Assist department head in ensuring that needed food and supplies are ordered.
10. Assist with setting up serving areas and dispensing foods.
11. If need arises, go to satellite schools to serve food, record amounts of food used and clean up serving areas.
12. Assist with cleaning lunchroom and serving area after use.
13. Perform cleaning duties as assigned by manager.

14. Drive delivery truck as assigned. Deliver and pickup food and supplies in an emergency.
15. Assume responsibility for department head in their absence.
16. Assist department head with recipe testing and product development.
17. Assist department head with record keeping of all food and non food supplies used in the department for inventory records.
18. Assist department head with maintaining accurate food production records for the department.
19. Prepare and serve food for outside activities.
20. Ensure all food requirements are met for meals.
21. Assist department head in maintaining freezer and storage areas in an orderly manner.
22. Thaw and cool foods in compliance with proper sanitation guidelines.
23. Assist department head in ensuring proper food temperatures and documentation is kept. Calibrate thermometers as necessary.
24. In addition to assigned meal preparation, assist with food preparation in all areas of the kitchen.
25. Follow prescribed procedures for money collection and card sales.
26. Practice good driver safety.
27. Pick up foods and supplies and deliver to assigned building.
28. Assist in packing trays, utensils, and supplies for use at satellite schools.
29. Basic computer skills.
30. Responsible for finding substitutes when needed for their worksite
31. Perform such other duties as assigned by the food service director or superintendent.

## Physical Requirements

1. In an eight-hour day employee may:

a. Stand/Walk	<input type="checkbox"/> None	<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 4-6 hrs	<input checked="" type="checkbox"/> 6-8 hrs
b. Sit	<input checked="" type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs
c. Drive	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs
  
2. Employee may use hands for repetitive:  
 Single Grasping    Pushing & Pulling    Fine Manipulation
  
3. Employee may use feet for repetitive movement as in operating foot controls:  
 Yes                                       No
  
4. Employee may need to:

a. Bend	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
b. Squat	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
c. Climb Stairs	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
d. Lift	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
e. Climb Ladder	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
f. Kneel	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
g. Twist	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
h. Push/Pull	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
i. Use both hands	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
  
5. Lifting:  
 Sedentary Work: Lift or move 10 pounds occasionally with frequent sitting and occasional standing/walking.  
 Light Work: Lift or move 20 pounds occasionally with occasional sitting and frequent standing/walking.  
 Medium Work: Lift or move 50 pounds occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.  
 Medium Heavy Work: Lift or move 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.  
 Heavy Work: Lift or move 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.
  
6. Environmental Exposure:  
 May be exposed to sun, rain, wind, snow  
 May be exposed to extreme heat or cold  
 May be exposed to confined spaces  
 May be exposed to heights of more than 6 feet  
 May be exposed to dust and dirt  
 May be exposed to chemically treated fluids

7. Employee Vision:
- a. Near Vision  Not essential  Minimal near vision  20-40  20-20
  - b. Far Vision  Not essential  Minimal far vision  20-40  20-20
  - c. Visual Depth  Not essential  Minimal depth perception  Moderate  
 Accurate
  - d. Visual Color Discrimination  Not essential  Minimal  Requires  
discriminating red, green & white  Accurate
8. Employee Endurance Capacity Required Each Day:
- Not essential  Light energy required  Moderate energy required
  - Heavy energy required

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

**Signature of Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

JOB TITLE: **Cook's Assistant, Server, Dishwasher**

REPORTS TO: Building Head Cook

FLSA STATUS:                     Exempt                     Non-Exempt  
                                       Full Time                     Part Time  
                                       Hourly                          Salary

DATE REVISED: June 2016

**Qualifications**

In order to perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**Experience Required**

**Skills:** Math

FUNCTION: Work under the Building Headcooks and perform such duties as assigned.

**Knowledge**

1. Knowledge of Child Nutrition Program Requirement.
2. Possess working knowledge of preparation of food.
3. Possess knowledge of basic mathematics and measuring conversions.
4. Possess knowledge of safety and health regulations.
5. Knowledge of Civil Rights

**Licenses, Certifications, Bonding, and or Testing Required**

1. ServSafe taken and passed no later than the end of two full quarters following initial employment date.
2. Valid driver's license.
3. Training Standards—Staff – 6 hours a year -- Part time staff less than 20—4 hours



## **Ability**

1. Ability to deal with people in a congenial manner.
2. Ability to communicate and apply written and oral directions effectively.
3. Ability to work at a fast pace with accurate results.
4. Ability to work within time constraints.
5. Pass post job offer, pre-employment physical.
6. Have satisfactory language skill and reasoning ability.

## **Essential Functions**

1. Assist in all areas of the kitchen.
2. Assist in putting away foods and supplies.
3. Maintain clean body and clothing at all times.
4. Assist in preparing food for special diets according to the department head or manager's direction.
5. Ensure that food service equipment is properly used and cared for.
6. Assist in the preparation of food using appropriate methods.
7. Assist in sending the correct amount of food to satellite schools.
8. Recognize properly prepared food by sight, taste, and smell.
9. Communicate the need for food and supplies to the manager.
10. Assist with setting up serving areas and dispensing foods.
11. If need arises, go to satellite schools to serve food, record amounts of food used and clean up serving areas.
12. Clean lunchroom and serving area after use.
13. Perform cleaning duties as assigned by manager.

14. Drive delivery truck as assigned. Deliver and pickup food and supplies in an emergency.
15. Assist other employees as needed.
16. Assist with recipe testing and product development.
17. Assist in keeping records of food and supplies that are used.
18. Assist with maintaining production records.
19. Prepare and serve food for outside activities.
20. Ensure all food requirements are met for meals served.
21. Assist in maintaining freezer and storage in an orderly manner.
22. Thaw and cool foods in compliance with proper sanitation guidelines.
23. Assist in ensuring proper food temperatures and documentation is kept.
24. Perform point of sale duties – including basic knowledge of computers, knowledge of point of sale screen, and food service rules at the point of sale.
25. Learn as many student names as possible and inform manager of any misuse of ID or problems at the point of sale.
26. Use proper chemicals and water temperature when operating dish machine.
27. Record time and temperature on dish machine.
28. Ensure all food requirements are met for meals.
29. Basic computer skills.
30. Perform other duties as assigned by the manager.

**Physical Requirements**

1. In an eight-hour day employee may:
 

a. Stand/Walk	<input type="checkbox"/> None	<input type="checkbox"/> 1-4 hrs	<input checked="" type="checkbox"/> 4-6 hrs	<input checked="" type="checkbox"/> 6-8 hrs
b. Sit	<input checked="" type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs
c. Drive	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs
  
2. Employee may use hands for repetitive:
 

Single Grasping     Pushing & Pulling     Fine Manipulation
  
3. Employee may use feet for repetitive movement as in operating foot controls:
 

Yes     No
  
4. Employee may need to:
 

a. Bend	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
b. Squat	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
c. Climb Stairs	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
d. Lift	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
e. Climb Ladder	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
f. Kneel	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
g. Twist	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
h. Push/Pull	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
i. Use both hands	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
  
5. Lifting:
 

Sedentary Work: Lift or move 10 pounds occasionally with frequent sitting and occasional standing/walking.

Light Work: Lift or move 20 pounds occasionally with occasional sitting and frequent standing/walking.

Medium Work: Lift or move 50 pounds occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.

Medium Heavy Work: Lift or move 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.

Heavy Work: Lift or move 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.
  
6. Environmental Exposure:
 

May be exposed to sun, rain, wind, snow

May be exposed to extreme heat or cold

May be exposed to confined spaces

May be exposed to heights of more than 6 feet

May be exposed to dust and dirt

May be exposed to chemically treated fluids

7. Employee Vision:
- a. Near Vision  Not essential  Minimal near vision  20-40  20-20
  - b. Far Vision  Not essential  Minimal far vision  20-40  20-20
  - c. Visual Depth  Not essential  Minimal depth perception  Moderate  
 Accurate
  - d. Visual Color Discrimination  Not essential  Minimal  Requires  
discriminating red, green & white  Accurate
8. Employee Endurance Capacity Required Each Day:
- Not essential  Light energy required  Moderate energy required
  - Heavy energy required

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

**Signature of Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Job Description – Red Oak Community Schools

**Position Title:** Lead Custodian

**Reports to:** 1) Director of Maintenance/Transportation/Operations

**Status:**  Full Time  Part Time  
 Hourly  Salary

**Date Revised:** February 2016

**Basic Function:** The job of “Lead Custodian” is for the purpose of providing housekeeping and maintenance to indoor and outdoor facilities at a standard that will insure a safe, attractive, efficient and clean environment for the students of the Red Oak Community Schools. Incumbent may be required to assist other crafts as requested.

### ESSENTIAL FUNCTIONS:

- Be in the assigned building at all times except when custodial responsibilities require assistance in other areas. Notify the office when it is necessary to be out of the building.
- Assume responsibilities for opening building and turning on lights.
- Responsible for raising and lowering the United States flag.
- Provide training & leadership to custodial staff in his/her assigned building.
- Supervise 2<sup>nd</sup> shift custodial staff during the entire year. Ability to communicate (written/ verbal) with evening custodial staff important information or updates from Director of Operations or other school officials.
- Develop and assign work areas within the building in cooperation with Director of Maintenance/Transportation/Operations.
- Perform cleaning evaluations on each custodian in his/her assigned area every morning; report findings to Director of Maintenance/Transportation/Operations.
- Instructs substitute custodians when regular staff is absent.
- Maintains inventory of custodial supplies.
- Monitors maintenance to custodial equipment and requests repair/replacement as necessary.
- Makes minor repairs to carpentry, masonry, plumbing, heating and electrical systems such as but not limited to faucet repairs, drain repairs, flush valves, thermostats, switches, receptacles, light ballasts, etc., as well as locking devices, student lockers, doors & windows and reporting larger or more difficult maintenance items to Director of Maintenance/Transportation/Operations
- Must be able to work from ladders of various heights.
- Operates folding bleachers where applicable for setup of athletic or other events.
- Manages operations of heating plants within assigned building which includes but not limited to addition of chemicals to boiler systems, recording of pressures and temperatures, filling and draining systems, weekly blow down of steam boilers, prepares boilers for summer inspections, monitoring automated temperature controls (where applicable) and minor troubleshooting from repairs.
- Performs preventative maintenance tasks such as but not limited to filter changing, greasing, lubricating and replacement of belts on mechanical equipment such as but not limited to fans, blowers, compressors, motors, air conditioning & refrigeration equipment and pumps along with other related equipment.
- Responsible for snow removal around building entrances & sidewalks.
- Inspects building for vandalism and files appropriate reports with police and building secretary.
- Loads/unloads food service transport vehicles.
- Provides supervisory coverage during lunch period in cafeteria.
- Has understanding of building fire alarm systems and assists building staff with emergency & fire drills as necessary.
- Communicates regularly with building principal.
- Empties trash receptacles in assigned area daily. Cleans and sanitizes all receptacles as necessary. Removes trash from building and place in dumpsters outside of building.
- Dust mops tiled floors daily. Sweep up debris.
- Spot mops resilient floors in classrooms and hallways as needed. Wet mops/auto-scrubs entire floor when necessary.
- Operates auto-scrubber in halls and corridors.
- Burnishes floors when necessary.
- Vacuums carpets and entry mats throughout assigned area regularly.
- Cleans whiteboards/chalkboards daily as well as rails.

- Cleans and polishes all sinks in assigned area daily using cleansers and sanitizers.
- Cleans and sanitizes fixtures in all restrooms in assigned area daily including toilets, stall partitions, sinks, urinals, faucets, flush valves, dispensers and vents.
- Sanitizes restrooms floors daily.
- Dusts window ledges and surfaces weekly.
- Washes desktops and removes graffiti as needed.
- Spot cleans windows and door glass daily.
- Changes light bulbs as necessary and wipes out lens covers.
- Performs all tasks related to summer cleaning which includes but not limited to; stripping floor wax, shampooing carpets, cleaning building furniture, washing walls, windows and blinds, recoating floors with wax and polishing of floors.
- Sets up or assists with setup and tear down for extra building functions.
- Secures building doors and windows in assigned area.
- Knowledge of sports equipment and facility needs..
- Capable of representing the school in a professional manner.
- Conduct an on-going program of general maintenance. (ie. replacing ceiling tile, tightening screws in desks, chairs, and door closures, replacing light bulbs, doing minor plumbing and electrical repairs, cleaning/changing filters, and checking motors/belts on unit ventilators.)
- Follow district procedures for clean-up of vomit and other body fluids
- Clean locker and weight room. Clean and disinfect shower area on a weekly basis. (if applicable to your school)
- Help unload commodities
- Clean and maintain the auditorium stage as needed.
- After lunch has been served clean and mop the dining area.
- Cooperate with and work in a courteous manner with co-workers and other personnel.
- Dress appropriately for the position and work required.
- Maintain confidentiality in the school operation.
- Conduct periodic inspections and tests of all electrical installations in the school to ensure they are safe and operational.
- Interact in a friendly manner and on a daily basis with parents, volunteers, visitors and students.
- Other duties as may be assigned.

### Qualifications:

In order to perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- **Experience Required:** High School diploma or general education degree (GED) and one year of job related experience in general housekeeping maintenance or related field.
- **Skills** to operate hand and powered equipment used in housekeeping maintenance along with other custodial functions and perform basic math to calculate measurements, quantities, etc..
- **Knowledge** of methods and use of materials, tools and equipment used in general housekeeping maintenance functions while applying standards for safe use of equipment.
- **Ability** to stand/walk or sit/ride for prolonged periods and frequently climb, stoop, kneel, crouch, crawl, push/pull and reach with arms. The employee must be able to talk/hear effectively with students, staff, faculty and the public, work independently with minimal supervision and with frequent interruptions, perform a variety of tasks, understand and carry out oral and written instructions. The employee must possess the desire to work cooperatively and collaboratively with co-workers, demonstrate initiative, be flexible as well as provide attention to detail. Significant physical abilities include lifting/carrying/pushing/pulling, reaching/handling/fingering, near visual acuity/depth perception. With the ability to work outdoors in harsh weather.
- **Licenses, Certifications, Bonding, and or Testing Required:** Valid Iowa Driver's License.

### Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

### Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Must be able to demonstrate good judgement in decision making and have a desire to seek proper counsel when in doubt.

**PHYSICAL REQUIREMENTS:**

- 1. In an eight-hour day employee may:
  - a. Stand/Walk             None                                     1-4 hrs             4-6 hrs             6-8 hrs
  - b. Sit                             None                                     1-3 hrs             3-5 hrs             5-8 hrs
  - c. Drive                         None                                     1-3 hrs             3-5 hrs             5-8 hrs
- 2. Employee may use hands for repetitive:  Single Grasping     Pushing & Pulling     Fine Manipulation
- 3. Employee may use feet for repetitive movement as in operating foot controls:     Yes                             No
- 4. Employee may need to:
  - a. Bend                     Frequently     Occasionally     Not at all
  - b. Squat                     Frequently     Occasionally     Not at all
  - c. Climb Stairs     Frequently     Occasionally     Not at all
  - d. Lift                         Frequently     Occasionally     Not at all
- 5. Lifting:
  - Sedentary Work: Lift or move 10 pounds occasionally with frequent sitting and occasional standing/walking.
  - Light Work: Lift or move 20 pounds occasionally with occasional sitting and frequent standing/walking.
  - Medium Work: Lift or move 50 pounds occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
  - Medium Heavy Work: Lift or move 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
  - Heavy Work: Lift or move 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.
- 6. Environmental Exposure:
  - May be exposed to sun, rain, wind, snow
  - May be exposed to extreme heat or cold
  - May be exposed to confined spaces
  - May be exposed to heights of more than 6 feet
  - May be exposed to dust & dirt
  - May be exposed to chemically treated fluids

**WORKING CONDITIONS:**

- 1. Include extremes of temperature and humidity.
- 2. Hazards include stairs and communicable diseases.

**TERMS OF EMPLOYMENT:** Salary established in the collective bargaining agreement with the Red Oak Support Staff Association; work year to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the collective bargaining agreement with the Red Oak Support Staff Association.

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I have received, read and understand the above job description and my responsibilities as an employee of the Red Oak Community School District.

**Signature of Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The Red Oak Community School District is an Equal Opportunity/Affirmative Action Employer. The District does not discriminate based on gender, race, national origin, creed, age, marital status, disability, culture, religion, color, ethnicity, sexual orientation, language, economic status, military membership, veteran status, ancestry or political affiliation, or any other factor provided for by state and federal laws and regulations, and will provide reasonable accommodations to qualified individuals with disabilities.

## Job Description – Red Oak Community Schools

**Position Title:** Custodian

**Reports to:** 1) Lead  
2) Director of Maintenance/Transportation/Operations

**Status:**  Full Time  Part Time  
 Hourly  Salary

**Date Revised:** February 2016

**Basic Function:** The job of “Custodian” is for the purpose of providing housekeeping and maintenance to indoor and outdoor facilities at a standard that will insure a safe, attractive, efficient and clean environment for the students of the Red Oak Community Schools. Incumbent may be required to assist other crafts as requested.

### ESSENTIAL FUNCTIONS:

- Be in the assigned building at all times except when custodial responsibilities require assistance in other areas. Notify the office when it is necessary to be out of the building.
- Assume responsibilities for opening building and turning on lights.
- Responsible for raising and lowering the United States flag.
- Provide training & leadership to custodial staff in his/her assigned building.
- Instructs substitute custodians when regular staff is absent.
- Maintains inventory of custodial supplies.
- Monitors maintenance to custodial equipment and requests repair/replacement as necessary.
- Makes minor repairs to carpentry, masonry, plumbing, heating and electrical systems such as but not limited to faucet repairs, drain repairs, flush valves, thermostats, switches, receptacles, light ballasts, etc., as well as locking devices, student lockers, doors & windows and reporting larger or more difficult maintenance items to Director of Maintenance/Transportation/Operations
- Must be able to work from ladders of various heights.
- Operates folding bleachers where applicable for setup of athletic or other events.
- Manages operations of heating plants within assigned building which includes but not limited to addition of chemicals to boiler systems, recording of pressures and temperatures, filling and draining systems, weekly blow down of steam boilers, prepares boilers for summer inspections, monitoring automated temperature controls (where applicable) and minor troubleshooting from repairs.
- Performs preventative maintenance tasks such as but not limited to filter changing, greasing, lubricating and replacement of belts on mechanical equipment such as but not limited to fans, blowers, compressors, motors, air conditioning & refrigeration equipment and pumps along with other related equipment.
- Responsible for snow removal around building entrances & sidewalks.
- Inspects building for vandalism and files appropriate reports with police and building secretary.
- Loads/unloads food service transport vehicles.
- Has understanding of building fire alarm systems and assists building staff with emergency & fire drills as necessary.
- Communicates regularly with building principal.
- Empties trash receptacles in assigned area daily. Cleans and sanitizes all receptacles as necessary. Removes trash from building and place in dumpsters outside of building.
- Dust mops tiled floors daily. Sweep up debris.
- Spot mops resilient floors in classrooms and hallways as needed. Wet mops/auto-scrubs entire floor when necessary.
- Operates auto-scrubber in halls and corridors.
- Burnishes floors when necessary.
- Vacuums carpets and entry mats throughout assigned area regularly.
- Cleans whiteboards/chalkboards daily as well as rails.
- Cleans and polishes all sinks in assigned area daily using cleansers and sanitizers.
- Cleans and sanitizes fixtures in all restrooms in assigned area daily including toilets, stall partitions, sinks, urinals, faucets, flush valves, dispensers and vents.
- Sanitizes restrooms floors daily.
- Dusts window ledges and surfaces weekly.



- Washes desktops and removes graffiti as needed.
- Spot cleans windows and door glass daily.
- Changes light bulbs as necessary and wipes out lens covers.
- Performs all tasks related to summer cleaning which includes but not limited to; stripping floor wax, shampooing carpets, cleaning building furniture, washing walls, windows and blinds, recoating floors with wax and polishing of floors.
- Sets up or assists with setup and tear down for extra building functions.
- Secures building doors and windows in assigned area.
- Knowledge of sports equipment and facility needs..
- Capable of representing the school in a professional manner.
- Conduct an on-going program of general maintenance. (ie. replacing ceiling tile, tightening screws in desks, chairs, and door closures, replacing light bulbs, doing minor plumbing and electrical repairs, cleaning/changing filters, and checking motors/belts on unit ventilators.)
- Follow district procedures for clean-up of vomit and other body fluids
- Clean locker and weight room. Clean and disinfect shower area on a weekly basis. (if applicable to your school)
- Help unload commodities
- Clean and maintain the auditorium stage as needed.
- After lunch has been served clean and mop the dining area.
- Cooperate with and work in a courteous manner with co-workers and other personnel.
- Dress appropriately for the position and work required.
- Maintain confidentiality in the school operation.
- Conduct periodic inspections and tests of all electrical installations in the school to ensure they are safe and operational.
- Interact in a friendly manner and on a daily basis with parents, volunteers, visitors and students.
- Other duties as may be assigned.

### **Qualifications:**

In order to perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- **Experience Required:** High School diploma or general education degree (GED) and one year of job related experience in general housekeeping maintenance or related field.
- **Skills** to operate hand and powered equipment used in housekeeping maintenance along with other custodial functions and perform basic math to calculate measurements, quantities, etc..
- **Knowledge** of methods and use of materials, tools and equipment used in general housekeeping maintenance functions while applying standards for safe use of equipment.
- **Ability** to stand/walk or sit/ride for prolonged periods and frequently climb, stoop, kneel, crouch, crawl, push/pull and reach with arms. The employee must be able to talk/hear effectively with students, staff, faculty and the public, work independently with minimal supervision and with frequent interruptions, perform a variety of tasks, understand and carry out oral and written instructions. The employee must possess the desire to work cooperatively and collaboratively with co-workers, demonstrate initiative, be flexible as well as provide attention to detail. Significant physical abilities include lifting/carrying/pushing/pulling, reaching/handling/fingering, near visual acuity/depth perception. With the ability to work outdoors in harsh weather.
- **Licenses, Certifications, Bonding, and or Testing Required:** Valid Iowa Driver's License.

### **Language Skills:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

### **Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Must be able to demonstrate good judgement in decision making and have a desire to seek proper counsel when in doubt.

**PHYSICAL REQUIREMENTS:**

- 1. In an eight-hour day employee may:
  - a. Stand/Walk             None                             1-4 hrs             4-6 hrs             6-8 hrs
  - b. Sit                         None                             1-3 hrs             3-5 hrs             5-8 hrs
  - c. Drive                     None                             1-3 hrs             3-5 hrs             5-8 hrs
- 2. Employee may use hands for repetitive:  Single Grasping     Pushing & Pulling     Fine Manipulation
- 3. Employee may use feet for repetitive movement as in operating foot controls:     Yes                     No
- 4. Employee may need to:
  - a. Bend                     Frequently     Occasionally     Not at all
  - b. Squat                     Frequently     Occasionally     Not at all
  - c. Climb Stairs     Frequently     Occasionally     Not at all
  - d. Lift                       Frequently     Occasionally     Not at all
- 5. Lifting:
  - Sedentary Work: Lift or move 10 pounds occasionally with frequent sitting and occasional standing/walking.
  - Light Work: Lift or move 20 pounds occasionally with occasional sitting and frequent standing/walking.
  - Medium Work: Lift or move 50 pounds occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
  - Medium Heavy Work: Lift or move 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
  - Heavy Work: Lift or move 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.
- 6. Environmental Exposure:
  - May be exposed to sun, rain, wind, snow
  - May be exposed to extreme heat or cold
  - May be exposed to confined spaces
  - May be exposed to heights of more than 6 feet
  - May be exposed to dust & dirt
  - May be exposed to chemically treated fluids

**WORKING CONDITIONS:**

- 1. Include extremes of temperature and humidity.
- 2. Hazards include stairs and communicable diseases.

**TERMS OF EMPLOYMENT:** Salary established in the collective bargaining agreement with the Red Oak Support Staff Association; work year to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the collective bargaining agreement with the Red Oak Support Staff Association.

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I have received, read and understand the above job description and my responsibilities as an employee of the Red Oak Community School District.

**Signature of Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The Red Oak Community School District is an Equal Opportunity/Affirmative Action Employer. The District does not discriminate based on gender, race, national origin, creed, age, marital status, disability, culture, religion, color, ethnicity, sexual orientation, language, economic status, military membership, veteran status, ancestry or political affiliation, or any other factor provided for by state and federal laws and regulations, and will provide reasonable accommodations to qualified individuals with disabilities.

## Job Description – Red Oak Community Schools

**Position Title:** Groundskeeper/Athletic Field Maintenance/Transportation

**Reports to:** 1) Director of Maintenance/Transportation/Operations  
2) High School Activities Director and Dean of Students

**Status:**  Full Time  Part Time  
 Hourly  Salary

**Date Revised:** February 2016

**Basic Function:** The job of “Groundskeeper” is for the purpose of providing housekeeping and maintenance to outdoor facilities at a standard that will insure a safe, attractive, efficient and clean environment for the students, faculty and guests of the Red Oak Community Schools. Incumbent may be required to assist other crafts as requested.

### ESSENTIAL FUNCTIONS:

- Performs on-going grounds maintenance, including refuse collection, weed control, and mulch and fertilizer applications.
- Performs annual and perennial display bed maintenance, including manual irrigation, pruning, weeding, and mulch and fertilizer applications.
- Performs turf maintenance, including mowing, trimming and edging.
- Coordinates receiving, disbursement, storage and maintenance of equipment used in all aspects of maintenance and preparation.
- Performs the laying out and painting of fields, goal post changes and distribution of field equipment such as pads, yard markers, track equipment or field goal nets.
- Interact in a friendly manner and on a daily basis with parents, volunteers, visitors and students.
- Supervise use of fields and facilities by students, staff and community. Supervises staff and students required for events in the football stadium which includes custodial staff for clean-up of stands, locker rooms, concourse, press boxes or restrooms.
- Drives bus/van as needed.
- Light mechanic work on fleet; i.e. light bulbs, batteries, and mirrors.
- Snow removal/salting.
- Other duties as may be assigned.

### Qualifications:

In order to perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- **Experience Required:** High School diploma or general education degree (GED) and one year of job related experience in general housekeeping maintenance or related field.
- **Skills** to operate hand and powered equipment used in housekeeping maintenance along with other custodial functions and perform basic math to calculate measurements, quantities, etc..
- **Knowledge** of methods and use of materials, tools and equipment used in general housekeeping maintenance functions while applying standards for safe use of equipment. Knowledge of lawn, yard and flower/plant/shrub/tree maintenance, water sprinkling system from on the job experience or other training. Lawn and garden chemicals; ability to read and comprehend chemical labels, descriptions and application instructions.
- **Ability** to stand/walk or sit/ride for prolonged periods and frequently climb, stoop, kneel, crouch, crawl, push/pull and reach with arms. The employee must be able to talk/hear effectively with students, staff, faculty and the public, work independently with minimal supervision and with frequent interruptions, perform a variety of tasks, understand and carry out oral and written instructions. The employee must possess the desire to work cooperatively and collaboratively with co-workers, demonstrate initiative, be flexible as well as provide attention to detail. Significant physical abilities include lifting/carrying/pushing/pulling, reaching/handling/fingering, near visual acuity/depth perception. With the ability to work outdoors in harsh weather. Irregular hours are part of the job and are based on field conditions, various activities schedules and weather conditions.
- **Licenses, Certifications, Bonding, and or Testing Required:** Valid Iowa Driver’s License.

### Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

### Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Must be able to demonstrate good judgement in decision making and have a desire to seek proper counsel when in doubt.

**PHYSICAL REQUIREMENTS:**

- 1. In an eight-hour day employee may:
  - a. Stand/Walk             None                             1-4 hrs             4-6 hrs             6-8 hrs
  - b. Sit                         None                             1-3 hrs             3-5 hrs             5-8 hrs
  - c. Drive                     None                             1-3 hrs             3-5 hrs             5-8 hrs
- 2. Employee may use hands for repetitive:  Single Grasping     Pushing & Pulling     Fine Manipulation
- 3. Employee may use feet for repetitive movement as in operating foot controls:     Yes                     No
- 4. Employee may need to:
  - a. Bend                     Frequently     Occasionally     Not at all
  - b. Squat                    Frequently     Occasionally     Not at all
  - c. Climb Stairs     Frequently     Occasionally     Not at all
  - d. Lift                      Frequently     Occasionally     Not at all
- 5. Lifting:
  - Sedentary Work: Lift or move 10 pounds occasionally with frequent sitting and occasional standing/walking.
  - Light Work: Lift or move 20 pounds occasionally with occasional sitting and frequent standing/walking.
  - Medium Work: Lift or move 50 pounds occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
  - Medium Heavy Work: Lift or move 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
  - Heavy Work: Lift or move 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.
- 6. Environmental Exposure:
  - May be exposed to sun, rain, wind, snow
  - May be exposed to extreme heat or cold
  - May be exposed to confined spaces
  - May be exposed to heights of more than 6 feet
  - May be exposed to dust & dirt
  - May be exposed to chemically treated fluids

**WORKING CONDITIONS:**

- 1. Include extremes of temperature and humidity.
- 2. Hazards include stairs and communicable diseases.

**TERMS OF EMPLOYMENT:** Salary established in the collective bargaining agreement with the Red Oak Support Staff Association; work year to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the collective bargaining agreement with the Red Oak Support Staff Association. The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I have received, read and understand the above job description and my responsibilities as an employee of the Red Oak Community School District.

**Signature of Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The Red Oak Community School District is an Equal Opportunity/Affirmative Action Employer. The District does not discriminate based on gender, race, national origin, creed, age, marital status, disability, culture, religion, color, ethnicity, sexual orientation, language, economic status, military membership, veteran status, ancestry or political affiliation, or any other factor provided for by state and federal laws and regulations, and will provide reasonable accommodations to qualified individuals with disabilities.

## Job Description – Red Oak Community Schools

**Position Title:** Transportation

**Reports to:** 1) Director of Maintenance/Transportation/Operations

**Status:**  Full Time  Part Time  
 Hourly  Salary

**Date Revised:** February 2016

**Basic Function:** The job of “Transportation” is for the purpose of providing transportation to and from destinations at a standard that will insure a safe, timely and efficient trip for the students and faculty of the Red Oak Community Schools. Incumbent may be required to assist other crafts as requested.

### ESSENTIAL FUNCTIONS:

- Sweep/Clean inside and out, fuel and DEF/Propane.
- Bus is to be inspected before and after trips. If you can't fuel do it the next day.
- Clean and remove all graffiti as soon as possible.
- Repair any holes in the seats
- Report any damages promptly to Director.
- Write any repairs on the designated white board.
- Cooperate with and work in courteous manner with co-workers and other personnel.
- Dress appropriately for the position and work required.
- Maintain confidentiality in the school operation.
- Interact in a friendly manner and on a daily basis with parents, volunteers, visitors and students.
- Complete all paperwork promptly; blue sheet are to be filled out every trip and turned in, pink sheets-trips turn in full, green sheet fill out daily and turn in weekly, yellow goes with time sheet and needs turned in on the first of each month, purple sheets are for small vehicles.
- Must sign up on the daily white board.
- Trips are assigned if you are unable to take a trip you may change with another driver; it is your responsibility to cover the trip. Once you leave town for a trip it counts.
- Other duties as may be assigned.

### Qualifications:

In order to perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- **Experience Required:** High School diploma or general education degree (GED) and one year of job related experience in transporting students or related field.
- **Skills** to operate hand and powered equipment used in maintaining bus. .
- **Knowledge** of methods and use of materials, tools and equipment used in general maintenance of bus while applying standards for safe use of equipment.
- **Ability** to stand/walk or sit/ride for prolonged periods and frequently climb, stoop, kneel, crouch, crawl, push/pull and reach with arms. The employee must be able to talk/hear effectively with students, staff, faculty and the public, work independently with minimal supervision and with frequent interruptions, perform a variety of tasks, understand and carry out oral and written instructions. The employee must possess the desire to work cooperatively and collaboratively with co-workers, demonstrate initiative, be flexible as well as provide attention to detail. Significant physical abilities include lifting/carrying/pushing/pulling, reaching/handling/fingering, near visual acuity/depth perception. With the ability to work outdoors in harsh weather.
- **Licenses, Certifications, Bonding, and or Testing Required:** Valid Iowa Driver's License. CDL Class B with S and P endorsements. 17 hours online training/3 hour face to face training. DOT physical

### Language Skills:

Ability to read and interpret documents such as direction, safety rules, operating and maintenance instructions, and procedure manuals.

### Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Must be able to demonstrate good judgement in decision making and have a desire to seek proper counsel when in doubt.

**PHYSICAL REQUIREMENTS:**

- 1. In an eight-hour day employee may:
  - a. Stand/Walk                    { } None                                    {x} 1-4 hrs                    { } 4-6 hrs                    { } 6-8 hrs
  - b. Sit                                { } None                                    { } 1-3 hrs                    { } 3-5 hrs                    {x} 5-8 hrs
  - c. Drive                            { } None                                    { } 1-3 hrs                    { } 3-5 hrs                    {x} 5-8 hrs
- 2. Employee may use hands for repetitive: {x} Single Grasping   {x} Pushing & Pulling   {x} Fine Manipulation
- 3. Employee may use feet for repetitive movement as in operating foot controls:   {x} Yes                    { } No
- 4. Employee may need to:
  - a. Bend                            {x} Frequently   { } Occasionally   { } Not at all
  - b. Squat                           {x} Frequently   { } Occasionally   { } Not at all
  - c. Climb Stairs                {x} Frequently   { } Occasionally   { } Not at all
  - d. Lift                            {x} Frequently   { } Occasionally   { } Not at all
- 5. Lifting:
  - { } Sedentary Work: Lift or move 10 pounds occasionally with frequent sitting and occasional standing/walking.
  - { } Light Work: Lift or move 20 pounds occasionally with occasional sitting and frequent standing/walking.
  - { } Medium Work: Lift or move 50 pounds occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
  - { } Medium Heavy Work: Lift or move 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
  - {x} Heavy Work: Lift or move 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.
- 6. Environmental Exposure:
  - {x} May be exposed to sun, rain, wind, snow
  - {x} May be exposed to extreme heat or cold
  - {x} May be exposed to confined spaces
  - {x} May be exposed to heights of more than 6 feet
  - {x} May be exposed to dust & dirt
  - {x} May be exposed to chemically treated fluids

**WORKING CONDITIONS:**

- 1. Include extremes of temperature and humidity.
- 2. Hazards include stairs and communicable diseases.

**TERMS OF EMPLOYMENT:** Salary established in the collective bargaining agreement with the Red Oak Support Staff Association; work year to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the collective bargaining agreement with the Red Oak Support Staff Association. The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I have received, read and understand the above job description and my responsibilities as an employee of the Red Oak Community School District.

**Signature of Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The Red Oak Community School District is an Equal Opportunity/Affirmative Action Employer. The District does not discriminate based on gender, race, national origin, creed, age, marital status, disability, culture, religion, color, ethnicity, sexual orientation, language, economic status, military membership, veteran status, ancestry or political affiliation, or any other factor provided for by state and federal laws and regulations, and will provide reasonable accommodations to qualified individuals with disabilities.

**RED OAK COMMUNITY SCHOOLS  
JOB DESCRIPTION**

**JOB TITLE:** Para educator

**CLASSIFICATION:** Classified

**REPORTS TO:** Building principal (may be assigned by principal to work under the daily supervision of a teacher or teachers, or other licensed staff)

**FLSA STATUS:** \_\_\_Exempt  Non-Exempt

**STATUS:** \_\_\_Full Time  Part Time  
 Hourly \_\_\_Salary

**DATE:** February 2016

**BASIC FUNCTION:**

The paraeducator position is either instructional or delivers other direct or indirect services to children, youth, and/or their parents or guardians. The position supports: the creation of a safe, positive teaching and learning environment; student development in the intellectual, physical, social, emotional, behavioral domains; nurturance of positive productive relationships; integration of technology to support student learning; and exposure of students to ethical and professional role models.

Duties are performed under the direction of teachers or other licensed staff. Specific activities and responsibilities vary considerably among several types of para educator assignment. The following general functions include those aspects which, in any combination, may become a part of a para educator assignment.

**ESSENTIAL FUNCTIONS:**

1. **Classroom assistance:** Under the direction of a licensed employee, a para educator may prepare instructional materials, correct student work, record grades, monitor/record/chart/graph student progress, directly assist individual students or small groups in the performance of instructional activities, and create or maintain bulletin boards or other aspects of the physical classroom environment.
2. **Supervision:** Under the direction of a licensed employee, a para educator may be assigned supervision of students (lunchrooms, playgrounds, study halls, passageways, classrooms, bus loading/unloading areas, regular bus travel to

and from school, field trips and such other supervisory functions as may be assigned).

3. **Special Needs:** working with individual or groups of students with special needs which may include, but not be limited to, Individual Education Plans (IEP), Individual Health Plans (IHP), 504 disability accommodation plans; when necessary, lifting, carrying, or correctly positioning students with physical disabilities; English Language Learners (ELL) whose first language is other than English.
4. **Activities of daily living:** Para educators may assist students with their dietary needs, including feeding; escorting students to restrooms and assisting them with toileting, diapering as needed, incontinence care; and attending to their hygiene needs.
5. **Office functions:** Para educators may be assigned clerical/secretarial duties including, but not limited to, word processing, data entry, bookkeeping, filing, laminating, machine operations, conference and registration material preparation, cumulative folder entries, lunch accounting, and attendance duties.
6. **Media assistance:** Para educators may assist licensed media staff and the instructional staff at the building level with tasks in all library functions; in print center, public library and AEA library/media communications; assisting individuals and student groups in their library experiences, book fairs, and checking out of materials; and assisting in inventories and A-V, electronic and printed material accounting.
7. **Other duties:** Para educators may also be assigned such other duties and responsibilities as may be appropriately determined by the building principal including, but not limited to, participation in building and/or district professional development.

### **QUALIFICATIONS:**

In order to perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- **Experience Required:**
- **Skills :** oral and written communications; listening; providing clear and concise instructions; basic use of a Personal Computer
- **Knowledge**
- **Ability:** calm under pressure; organized; maintain confidentiality; tactful; developing self-confidence in others; dependable; capable of de-escalating emotionally/physically charged situations; follow directions and instructions; work collaboratively; develop positive and productive relationships with adults and students; empathetic; exercise good judgment
- **Licenses, Certifications, Bonding, and or Testing Required:** high school diploma or equivalent.



**Note:** Professional certification for example Child Development Associate (CDA) and/or post secondary education, i.e., associate's degree or above, may be required under certain circumstances including, but not limited to, meeting state or federal regulatory requirements.

**PHYSICAL REQUIREMENTS:**

1. In an eight-hour day employee may:
 

a. Stand/Walk	<input type="checkbox"/> None	<input type="checkbox"/> 1-4 hrs	<input checked="" type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 6-8 hrs
b. Sit	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs
c. Drive	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs
  
2. Employee may use hands for repetitive:  Single Grasping  Pushing & Pulling  Fine Manipulation  Key boarding
  
3. Twist and bend at wrist and elbow; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise and lower head:  Yes  No
  
4. Employee may use feet for repetitive movement as in operating foot controls:  Yes  No
  
5. Vision (which may be corrected) to read small print; view a computer screen for prolonged periods:  Yes  No
  
6. Hearing: (which may be corrected) to answer phones and tolerate exposure to noisy conditions:  Yes  No
  
7. Speech: to be understood in face to face communications; to speak with a level of proficiency and volume to be understood over a telephone:  Yes  No
  
8. Smell to distinguish strong odors
  
9. Employee may need to:
 

a. Bend	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
b. Squat	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
c. Climb Stairs	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
d. Lift	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
  
10. Lifting:
  - Sedentary Work: Lift or move 10 pounds occasionally with frequent sitting and occasional standing/walking.
  - Light Work: Lift or move 20 pounds occasionally with occasional sitting and frequent standing/walking.
  - Medium Work: Lift or move 50 pounds occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
  - Medium Heavy Work: Lift or move 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.

- Heavy Work: Lift or move 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

**IMPORTANT NOTE:** A Para educator working with a student with physical disabilities or limitations may be required to lift a student weighing in excess of 75 pounds frequently; similarly in the case of an emergency, e.g. building evacuation, the employee may need to lift or carry injured students.

- 11. Environmental Exposure:
  - May be exposed to sun, rain, wind, snow
  - May be exposed to extreme heat or cold
  - May be exposed to confined spaces
  - May be exposed to heights of more than 6 feet
  - May be exposed to dust & dirt
  - May be exposed to chemically treated fluids
  - May be exposed to loud noise
  - May be exposed to constant work interruptions
  - May be exposed to communicable illnesses; bodily secretions and excretions
  - May be exposed to aggressive emotional and physical behavior
  - Other:
  
- 12. Mental Requirements: read, write, understand, compare, compile, interpret and apply information at a moderately complex level essential for job performance; business math skills at a high school proficiency level; judgment and the ability to process information quickly; learn quickly and follow verbal instructions, procedures and standards; rank tasks in order of importance.

*The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts the employer's right to assign or reassign duties and responsibilities to this job at any time. Signature confirms receipt of the job description.*

\_\_\_\_\_  
**Signature of Supervisor**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Employee**

\_\_\_\_\_  
**Date**

# Red Oak Community School Return To Work Program

## Policy Statement

---

### Red Oak Community School Return to Work Policy Statement

#### Policy Statement

The policies and procedures of the Return to Work Program for Red Oak Community School designed to effectively manage the return to work of injured employees with minimum time lost. The program is intended to provide our employees with opportunities to continue as valuable members of our team while recovering from work-related injuries.

The Return to Work Program benefits injured employees by promoting speedy recoveries while assisting to keep their work patterns and income as consistent as possible. Red Oak Community School also benefits by minimizing lost time claims and having its employees retain work skills thus contributing to the overall productivity of our business/school district/city.

Red Oak Community School is committed to keeping employees safe and returning injured employees to modified or alternative work whenever possible and as soon as possible after an injury. This may be done by temporarily modifying the employee's regular job or providing the employee with alternative work assignments. The employee's medical condition, along with any limitations or restrictions given by the attending physician, will be considered and followed when identifying appropriate modified or alternative positions.

Red Oak Community School is committed to providing a safe and healthy working environment for all employees. As part of this commitment, we shall make every reasonable effort to provide suitable temporary employment to any employee unable to perform his or her job duties as a result of a workplace injury or illness. This may include a modification to the employee's original position or providing an alternative position, depending on the employee's medical restrictions, providing that this does not create an undue hardship to Red Oak Community School. This program applies to all employees with work-related injuries and/or illnesses.

Only work that is considered meaningful and productive shall be considered for use in the Return To Work Program. Employees placed on a return to work plan will be expected to provide feedback in order to improve the program. All employees, regardless of injury or illness, will be considered for placement through the Return To Work Program.

## Medical Provider

---

Red Oak Community School District 's medical provider is Work Health Solutions , 2301 Eastern Ave., Red Oak, Iowa 51566 Phone: 712 623 7277. All employees injured at work will go to Work Health Solutions for treatment.

## Transitional Work

---

Red Oak Community School District has identified a list of preplanned transitional work for common work restrictions. Red Oak Community School District will work with Work Health Solution's prescribed restrictions to find transitional work for all injured employees. The work may consist of modified, alternative or a combination.

## Terms

---

**Transitional Work** allows an employee with temporary work restrictions to work in a modified or alternative capacity for a defined period of time, while recuperating from an illness or injury. Transitional work can consist of modified work or alternative work.

**Modified Work** may include changing, transferring or eliminating specific job duties within the employee's regular job to meet the temporary work restrictions.

**Alternative Work** may include offering the employee a position other than his or her regular job to meet the temporary work restrictions.

This program doesn't use the term "light duty" because it doesn't allow you to identify specific work modifications. Return to work programs can include modified work and/or alternate work, each of which will aid in the employee's transition back to full and normal work activities. It's important to remember that an employee's restrictions may change during their recovery leading to changes to his/her temporary work assignments

## Program Responsibilities

---

**Management.** The management of Red Oak Community School District is committed to our overall safety program, including our return to work initiatives. Management supports the Return To Work Program and the Business Manager by pledging financial and leadership support. Management will effectively communicate with employees about the program on a regular basis.

**Business Manager.** The Business Manager is the primary contact for the Return To Work Program. The Business Manager will:

- Ensure prompt, quality medical care is available and offered to injured employees.
- Identify transitional work for injured employees.
- Follow all the steps outlined in **Appendix E** when an employee is injured.
- Maintain all return to work records and communications in a folder separate from the employee's HR folder.
- Train supervisors and employees on the program annually or when employees are assigned to a new role or responsibility. Training will be documented in the Training Record located in **Appendix J**.
- Review the Return to Work Program annually and make any needed changes or updates.
- Record injured employee's transitional work hours in **Appendix H** and send to worker's comp claim adjuster.

**Supervisors/Department Heads.** Our supervisors play an active role in the success of our Return To Work Program. Supervisors will:

- Assist the Business Manager in identifying transitional work options.
- Follow all the steps outlined in **Appendix F** when an employee is injured.
- Assign employees with job-related restrictions to transitional work within their prescribed restrictions. *(Under no circumstance should an employee be assigned to work that exceeds the medical provider's restrictions.)*
- Ensure all employees with job-related restrictions are adhering to their restrictions.

**Injured Employees.** Every effort will be made to assist the injured employee in returning to his or her regular position as soon as it is medically safe to do so. To assist in this effort, employees must do the following:

- Follow all the steps outlined in **Appendix G** if injured on the job.
- Attend all scheduled medical, therapy and other related appointments, and follow all medical advice.
- Provide their supervisors and the Business Manager with information about their work restrictions or changes to work restrictions after each provider visit (this includes release to full duty with no continuing restrictions).
- Only perform work activities within the restrictions – both on and off the job. If problems develop, even for work within the current restrictions, employees must notify their supervisor immediately.
- Perform assigned transitional work. Note: the injured employee may or may not be working the same position or even in the same department.

- Follow Human Resources policies including punctuality, attendance and job performance.

## **Permanent Job Modifications**

---

In the event an injury results in permanent medical restrictions, we will work with our insurance carrier to determine the best course of action. In some cases, this may include reasonable accommodations made to the worker's regular job or the placement of the employee in a position that is suitable to his or her permanent restrictions.

## **Training**

---

All employees including new hires will be trained annually on Red Oak Community School District Return to Work Program. Training will include the following topics:

- Purpose and detail of the Return To Work Program
- How to fill out necessary return to work forms
- The step-by-step process to follow when an injury occurs
- Where to go for treatment if injured on the job
- How to report any work restrictions prescribed by their physician
- How to report any difficulties with performing transitional work duties

All training will be documented in **Appendix J**.

## **Periodic Program Review**

---

At least annually, the Business Manager will conduct a program review to assess the progress and success of the program. (**Appendix I**)

## **Revision History**

---

Revision <1 – Date>

## Appendix A – Employee Work Injury Report

You, the injured employee, are responsible for answering all questions on the Employee's Work Injury Report accurately and in detail. This completed report should be given to the Business Manager within the end of your shift.

### Employee Work Injury Report

#### Personal Information

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_  
Address \_\_\_\_\_ Birth Date \_\_\_\_\_ Sex M  F   
City, State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone \_\_\_\_\_  
Married  Single  Number of Dependents \_\_\_\_\_ Home/School \_\_\_\_\_  
Family Physician \_\_\_\_\_ Telephone Number \_\_\_\_\_  
Are you currently entitled to Medicare Benefits? Yes  No  Medicare # (HICN) \_\_\_\_\_  
Have you applied for Medicare or SSDI? Yes  No  Pending  Rejected

#### Employment Information

Job Title \_\_\_\_\_ Employment Date \_\_\_\_\_  
Salary/Hourly Rate \_\_\_\_\_ Hours Worked Per Day \_\_\_\_\_  
Building Location \_\_\_\_\_ Time Work Day Begins \_\_\_\_\_

#### Injury/Illness

Date of Injury \_\_\_\_\_ Time of Accident \_\_\_\_\_  
Where in the facility/job site did this injury occur? \_\_\_\_\_  
What were you doing when injured? \_\_\_\_\_  
How did the injury occur? \_\_\_\_\_

Describe the injury or illness in detail and indicate the part of the body affected. (Designate right or left if appropriate)

\_\_\_\_\_

\_\_\_\_\_

Any previous similar injury? If yes, explain. \_\_\_\_\_  
Was this injury witnessed? If so, by whom? \_\_\_\_\_  
Did you lose time from work? Yes  No  Date(s) missed \_\_\_\_\_  
Have you returned? Yes  No  If yes, what was the date? \_\_\_\_\_

#### Treatment

Medical Facility \_\_\_\_\_  
Diagnosis/Care Prescribed \_\_\_\_\_

#### Contact

When you return to work, you must call 712 623 6600  
Employee Name (PRINTED) \_\_\_\_\_ Date \_\_\_\_\_  
Employee's Signature \_\_\_\_\_

# Appendix B – Work-Related Injury/Illness Report

Date of Service: \_\_\_\_\_  
 Patient Name: \_\_\_\_\_  
 Employer: \_\_\_\_\_

**PLEASE FAX IMMEDIATELY TO BOTH:**  
**Red Oak Community School**  
 District Fax: 712 623 6603  
 EMC Insurance Companies Fax: 888-992-8214

Notified:  Yes  No

Diagnosis:		Is condition work related? <input type="checkbox"/> Yes <input type="checkbox"/> No																
Treatment Plan:																		
Medication(s):																		
Date of most recent examination by this office: ___/___/___ The next scheduled visit is: <input type="checkbox"/> as needed OR ___/___/___.																		
Month/Day/Year																		
1. <input type="checkbox"/> Recommended his/her return to work with no limitations on _____.																		
Date																		
2. <input type="checkbox"/> He/She may return to work on _____ with the following limitations:																		
Date																		
DEGREE	LIMITATIONS																	
<p><input type="checkbox"/> <b>Sedentary Work.</b> Lifting 10 pounds maximum and occasionally lifting and/or carrying such articles as docketts, ledgers and small tools. Although a sedentary job is defined as one which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.</p> <p><input type="checkbox"/> <b>Light Work.</b> Lifting 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may be only a negligible amount, a job is in this category when it requires walking or standing to a significant degree or when it involves sitting most of the time with a degree of pushing and pulling of arm and/or leg controls.</p> <p><input type="checkbox"/> <b>Medium Work.</b> Lifting 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.</p> <p><input type="checkbox"/> <b>Heavy Work.</b> Lifting 100 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds.</p> <p><input type="checkbox"/> <b>Very Heavy Work.</b> Lifting objects in excess of 100 pounds with frequent lifting and/or carrying of objects weighing 50 pounds or more.</p>	<p>1. In an 8 hour work day, patient may:</p> <p>a. Stand/walk <input type="checkbox"/> None <input type="checkbox"/> 4-6 Hours  <input type="checkbox"/> 1-4 Hours <input type="checkbox"/> 6-8 Hours</p> <p>b. Sit <input type="checkbox"/> 1-3 Hours <input type="checkbox"/> 3-5 Hours <input type="checkbox"/> 5-8 Hours</p> <p>c. Drive <input type="checkbox"/> 1-3 Hours <input type="checkbox"/> 3-5 Hours <input type="checkbox"/> 5-8 Hours</p> <p>2. Patient may use hands for repetitive:</p> <p><input type="checkbox"/> Single grasping  <input type="checkbox"/> Pushing and pulling  <input type="checkbox"/> Fine manipulation</p> <p>3. Patient may use feet for repetitive movement as in operating foot controls:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>4. Patient is able to:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 20%; text-align: center;"><u>Frequently</u></th> <th style="width: 20%; text-align: center;"><u>Occasionally</u></th> <th style="width: 30%; text-align: center;"><u>Not at all</u></th> </tr> </thead> <tbody> <tr> <td>a. Bend</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>b. Squat</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>c. Climb</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>			<u>Frequently</u>	<u>Occasionally</u>	<u>Not at all</u>	a. Bend	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	b. Squat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	c. Climb	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<u>Frequently</u>	<u>Occasionally</u>	<u>Not at all</u>															
a. Bend	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>															
b. Squat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>															
c. Climb	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>															



**OTHER INSTRUCTIONS AND/OR LIMITATIONS:**

3.  These restrictions are in effect until  or until patient is reevaluated.

Date

4.  He/She is totally incapacitated at this time. Patient will be reevaluated on .

Date

**THIS TREATMENT HAS BEEN DISCUSSED WITH THE EMPLOYEE**

Treating Facility Name

Please Print

Physician's  
Signature:

Phone  
No:

## Appendix C – Transitional Job Letter

---

Red Oak Community School  
2011 N. 8<sup>TH</sup> Street  
Red Oak, Iowa 51566

<Date>

Dear <insert employee name>:

We are pleased to offer you temporary transitional work as part of Red Oak Community School District's Return To Work Program while you are recovering from your injury. It is our goal that this temporary assignment will aid in your transition back into full work activities. Your doctor <name> has released you to perform certain work activities, which we have available for you.

**Start Date:** <time and date>

**Planned Work Schedule:** <hours and days worked>

**Supervisor Name:** <name of supervisor>

**Job Title/Tasks:** <tasks approved by treating physician>

Any difficulty in performing the work you are assigned must be reported to your supervisor immediately. Your wage and benefits for this temporary transitional position will be paid according to our policy and Iowa's workers' compensation laws.

We look forward to your return to work at <time> on <date>, and ask that you please check in with <appropriate name>. Please contact me if you have any questions or to discuss this further. We ask that you respond promptly to this job offer by signing the written acknowledgment at the bottom of this letter. Please return the original copy of this letter to me by <date> and retain a copy for your records as well. Please note that if we do not receive this acknowledgment form from you by this date, your rights to further workers' compensation benefits may be affected.

Sincerely,

<Name and Title>

<Phone Number>

I acknowledge receipt of this letter and offer of temporary transitional work by way of my signature below.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

## Appendix D – Letter To Treating Physician

---

Red Oak Community School  
2011 N. 8<sup>th</sup> Street  
Red Oak, Iowa 51566

<Date>

Dear <treating physician name>:

<Employee name> is employed by Red Oak Community School District as a <job title>. He/she was injured on <date>.

Red Oak Community School District has a Return To Work Program that is designed to safely return our injured employees to work as soon as possible.

If <employee name> is unable to return to work in his/her original position and capacity, we will make every effort to provide modified or alternative work for him/her. Enclosed you will find a copy of <employee name's> job description, which outlines the employee's essential job functions, and a work-related injury/illness report. Please fill out the work-related injury/illness report so we will have a better understanding of <employee name's> work restrictions. We will ensure that any modified or alternative positions meet all of your prescribed medical restrictions. Please fax the work-related injury/illness report back to our office at <fax #>.

Please contact me if you have any questions at <phone #>. We appreciate your participation in our efforts to return our employees to a safe, productive workplace.

Sincerely,

<Name and Title>

## Appendix E – Business Manager Checklist

---

Follow the steps below when an employee is injured.

- Fill out the First Report of Injury.
- Ensure the Department Head/Supervisors have Appendix F.
- Contact Work Health Solutions and collect the Work-Related Injury/Illness Report with the doctor's signature.
- Review the Work-Related Injury/Illness Report from Work Health Solutions with the injured employee's supervisor and find transitional work within his/her work restrictions using the following priority:

**Regular Work.** If the medical restrictions do not exceed the injured employee's regular job requirements, the employee can return to his or her usual job. If not, evaluate modified work options. **Modified Work.** If the medical restrictions do exceed the injured employee's regular job requirements, determine if changes can be made to the job to accommodate the employee. For example, an employee with a 20 pound lifting restriction will not be able to complete a job requiring him or her to lift a 30 pound box. We will attempt to work around this restriction through the use of controls such as hoists, or by having another employee perform the lifting task in the interim. **Alternate Work.** If job changes are not feasible, determine if other jobs are available within the facility that fall within the employee's restrictions. This may include jobs such as quality assurance inspections or non-routine jobs like filing papers or painting.

- Call and send the injured employee a Written Transitional Job Offer outlining the duties of the transitional position, start date, hours and work tasks, and a job description for the transitional job.
- Receive signed copy of the Written Transitional Job Offer from the employee.
- Send a copy of the signed Written Transitional Job Offer to claim adjuster.
- File a copy of the signed Written Transitional Job Offer in a folder separate from the employee's HR folder.
- After employee returns to work, check in with him/her daily and remind him/her to only work within the prescribed restrictions.
- Log all the employee's transitional work hours in the Transitional Work Log.
- Send Transitional Work Log to claim' adjuster.
- Contact claims adjuster regarding any changes to the employee's work restrictions or if he/she is not adhering to the prescribed restrictions.
- If restrictions change, update the employees transitional work assignment.
- Send employee a new Written Transitional Job Offer if transitional work changes.

**NOTE:** An employee may be disqualified from receiving workers' compensation benefits if he/she refuses to return to work after a physician has cleared him/her for work. If a situation like this arises, contact your insurance claims adjuster for guidance.

## Appendix F – Supervisor /Department Head Checklist

---

When an employee is injured, follow the steps below.

- Ensure the employee fills out the Employee Work-Injury Report as soon as possible.
- Ensure the employee has the employee checklist appendix G.
- Fill out the Supervisor Report (Appendix K) provide to the Business Manager
- Direct the injured employee to go to Work Health Solutions, 2301 Eastern Ave., Red Oak, Iowa 51566  
Phone: 712 623 7277 for medical care.
- Make sure he/she has the following forms and direct him/her to give the forms to the treating physician.
  - Work-Related Injury/Illness Report (Appendix B)
- Contact employee and ask if he/she has received, reviewed, signed and returned the Written Transitional Job Offer.
- Assist in assigning employees with job-related restrictions to transitional work within their prescribed restrictions. *(Under no circumstance should an employee be assigned to work that exceeds the medical provider's restrictions.)*
- Once the employee has returned to work, report any issues he/she has completing the transitional work to the Business Manager.
- Ensure all employees with job-related restrictions are adhering to their restrictions
- Assist in logging the employee's transitional work hours in the Transitional Work Log

## Appendix G – Employee Checklist

---

- Fill out the Employee Work-Injury Report as soon as possible. Give to the Business Manager
- For non-emergency treatment and follow-up care go to Work Health Solutions , 2301 Eastern Ave., Red Oak, Iowa 51566 Phone: 712 623 7277 for medical care with the following:
  - Work-Related Injury/Illness Report (Appendix B)
- Receive a Written Transitional Job Offer from Red Oak Community School District.
- Review the Written Transitional Job Offer, sign and return to the Business Manager.
- Return to work on the agreed upon date.
- Report any issues you have completing your transitional work to the Business Manager.
- Report all transitional work hours to the Business Manager and your Supervisor.
- Provide their supervisors and the Business Manager with information about their work restrictions or changes to work restrictions after each provider visit (this includes release to full duty with no continuing restrictions).
- Return to regular work when approved by your medical provider.
- Follow Human Resources policies including punctuality, attendance and job performance
- Attend all scheduled medical, therapy and other related appointments, and follow all medical advice.
- Provide their supervisors and the Business Manager with information about their work restrictions or changes to work restrictions after each provider visit (this includes release to full duty with no continuing restrictions).
- Only perform work activities within the restrictions – both on and off the job. If problems develop, even for work within the current restrictions, employees must notify their supervisor immediately.
- Perform assigned transitional work. Note: the injured employee may or may not be working the same position or even in the same department.

**NOTE:** You may be disqualified from receiving workers' compensation benefits if you refuse to return to work after a physician has cleared you for work.

## Appendix H– Transitional Work Log

---

Fill out this log each day accounting for all the transitional work performed by the injured employee. Weekly send a copy to <insurance carrier or other appropriate party> and retain a copy in a folder separate from the employee's HR file.

<b>Organization Name:</b>	
<b>Date:</b>	
<b>Employee Name:</b>	
<b>Supervisor Name:</b>	

Date	Start/Stop Time	Transitional Work Performed	Issues With Work

## Appendix I – Annual Program Evaluation Report

Date of Evaluation:	Evaluated By (list all present):
Written Program Reviewed: Yes No	
Comments on Written Program:	
The following specific procedures have been reviewed:	
The following specific procedures were modified:	
The following specific procedures were added:	
A review of the accident reports and injury and illness reports were made:      Yes      No	
The following additional expense(s) resulted from failure to use correct return to work procedures:	
Comments:	





## Appendix K – Supervisor Report

You, the supervisor, are responsible for answering all questions on the Supervisor Report accurately and in detail. This completed report should be given to the Business Manager within 24 hours of your work-related injury.

Name of Injured Employee:	Date:
Job Title and Department:	
Date and Time of Injury:	Type of Injury:
Medical Treatment Center:	

What was the employee doing when injured? Where in the facility/job site did the accident happen?

Describe what happened:

What corrective steps will be implemented (or could be implemented) to prevent recurrence?

Was the employee working at designated job? Yes  No

Is there modified duty available for the injured worker? Yes  No

Has the injured employee returned to work? Yes  No

Supervisor's Signature

Date

Reviewed by Business Manager

Date

Title: Computer Network and Hardware Technician

Job Description: The technician will be responsible for assisting with planning, installing and maintaining network, workstation, peripheral, and telecommunications hardware, software, and operating systems. This position is in a public school setting which requires work with and around children and adults of all ages. The technician will be able to work with students who assist in the technology department. It is essential that the technician be a student of emerging technologies and that he or she bring current knowledge to the workplace to improve management, instruction, and learning. Necessary travel throughout the District may require the use of a private vehicle and a valid Iowa Driver's License. Onsite and remote work outside of regularly scheduled hours may be required to fulfill job duties and responsibilities. The job demands the ability to bend and lift, crouch, kneel, and walk in order to perform essential functions.

Reports to: District Technology Director

Qualifications:

1. A minimum of a two year Technical/Associate Degree; additional consideration will be given for technology certifications, or licensures.
2. Demonstrated knowledge of computer/printer hardware and the ability to make minor repairs to this equipment.
3. Demonstrated knowledge of Microsoft Windows operating systems and application software and the ability to correct problems or re-install software as necessary.
4. Demonstrated knowledge of Active Directory and Microsoft Windows Server domains.
5. Demonstrated ability to assist administrative and instructional staff in basic computer and printer operations.
6. Ability and willingness to learn new systems and technology.
7. Physically able to lift 50 pounds and perform moderately strenuous tasks (e.g. carrying computer equipment up and down stairs) and to climb ladders to access equipment and wiring.

Typical duties and responsibilities include but are not limited to:

1. Installing and maintaining computer systems and peripherals, including software and hardware.
2. Installing and testing network infrastructure equipment, including switches, routers, servers, access points, and associated cabling.
3. Diagnose and resolve network, computer, software, or peripheral problems.
4. Provide assistance to staff and students in basic computer operations and in resolving minor computer problems.
5. Assist with the maintenance of the district technology inventory.
6. Attend District and Building level Technology Committee meetings.
7. Coordinate the annual cleaning and preventative maintenance of district computer equipment.
8. Attend training classes as assigned by the District Technology Director and read technical publications and periodicals in order to stay abreast of technological developments.
9. In many cases, this position will be the main point of contact for end-users. The computer Network and Hardware Technician should be professional and courteous and will be expected to dress appropriately and keep a professional appearance.

Evaluation:

This position will be evaluated annually by the Technology Director. Evaluation is to be based upon fulfillment of duties and responsibilities listed in this job description as determined by observation, review of records and reports, and administrative judgment of the effectiveness and quality of technology services provided by the Technician.



JAN 25 2016

1/20/2016

Dear Mr. Messinger + RO School Board,

After many days of debating whether to leave a job, staff and kids I love at WIS, I have decided to retire after 37 years with the RO School District. This was not an easy decision but the idea of spending more time with Lowell, our kids and grandkids and our friends will be the "icing on the cake" of life.

I would like my resignation effective at the end of the 2015-16 school year and all my pay checks paid to me in June. (an IPERS plus)

Thanks for a terrific 37 years of my 66 ☺

Sincerely,

Jan Burnison

P.S. Please let me know that received this. Thanks ☺



Red Oak Community School District  
Staff Selection Recommendation

Date: 2/1/16

Building: Admin    HS    MS    WIS    IPS    ECC    Trans  
(Please Circle All That Apply)

Position: M.S. Actors Workshop

Name: Kelsey Mangold

Certified:

Lane: 3.75%

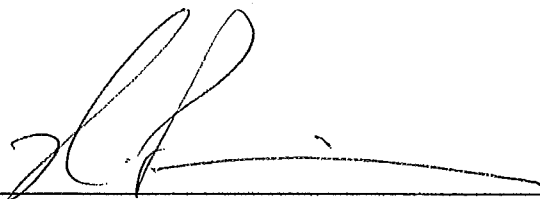
Step: of \$29,175

Salary: \$1,094.06

Classified:

Hourly Rate: N/A

Hours Per Day: \_\_\_\_\_

  
\_\_\_\_\_

Principal/Director

Please send form to Superintendent for Board Approval

	MODIFIED STATE SUPPLEMENTAL	2016-17		2015-16	
#	Description	Amount		Amount	
1	Total budget figure from Budget Proposal section, above	\$554,541		\$479,077	
2	**Maximum that can be used for building/district-wide programming for non-identified students (5% of line 1)		\$27,727		
3	Requested amount for programming targeting non-identified students (Sum General Population Service Budgets)		\$0		
4	Estimated amount to be used to pay for excess costs stipulated in IC 257.41(4) not included above				
5	Estimated at risk formula-generated funds for next fiscal year	\$44,709			
6	Estimated carryforward from project 1116 for the current fiscal year, from above	\$40,046			
7	Estimated carryforward from project 1119 for the current fiscal year, from above	\$46,721			
8	Estimated other resources to fund this program (e.g., donations, grants) as well as all TSS and TLC/TLS included in the Budget Proposal				
9	Total budget less than other sources ((line 1+line 4)-(lines 5 to 8))	\$423,065		\$479,077	
10	Minimum (25%) that must come from the regular district program cost (25 percent of line 9)	\$105,766		\$119,769	
11	Budget Balance (subtract line 10 from line 9)		\$317,299		\$359,308
12	District cost per pupil	\$6,446		\$6,366	
13	Certified enrollment (October 1, current school year)	1,133.10		\$1,124	
	Certified enrollment was found and certified on 10/15/2015 3:53:00 PM.				
14	Maximum modified supplemental amount possible (0.05 x line 12 x line 13)		\$365,198		\$357,769
15	Amount on line 11 or line 14, whichever is less	\$317,299			\$357,769
16	Requested modified supplemental amount	\$317,299		\$357,769	

2016-2017 District Budget							
Budget	Description	FY 2015	FY 2015	FY 2016	FY 2016	FY 2016	FY 2017
Item		At-Risk Actual Expenditures	DOP Actual Expenditures	At-Risk Estimated Expenditures	MSA (DOP) Estimated Expenditures	Estimated Total Expenditures	Total Proposed from Service Budgets
		(Project 1116)	(Project 1119)	(Project 1116)	(Project 1119)		
		Expenditures (allowable + unallowable)	Expenditures (allowable + unallowable)	Total Available: Project 1116	Total Available: Project 1119		
		\$44,626	\$495,063	\$44,709	\$477,025		
1	Certified Staff Salaries	37679	262881			170,266	273208
2	Other Professional Salaries	0	47266			89597	50733
3	Para Professional Salaries	0	30675			28997	47877
4	Administrative Salaries (off-site program/school only)	0	0				0
5	Office/Clerical Salaries (off-site program/school only)	0	0				0
6	Salaries Paid to Operative Employees	0	0				0
7	Employee Benefits	6247	134752			113,589	151068
Total Budgeted for Staff (budget items 1-7)		\$43,926	\$475,574	\$4,663	\$397,786	\$402,449	\$522,886
8	Purchased Administrative and Educational Services	0	71				0
9	Professional Development	0	0				200
10	Other Purchased Professional Services	0	0				0
11	Tuition, Travel, Shared Contracts	700	18729			17073	18555
12	Books, Periodicals, Supplies	0	689			15445	12900
13	Property (Equipment)	0	0				0
14	Dues, Fees	0	0				0
15	Miscellaneous Expenses	0	0				0
Total (allowable budget items 1 - 15)		\$44,626	\$495,063	\$4,663	\$430,304	\$434,967	\$554,541
Estimated Carryforward				\$40,046	\$46,721		

	A	B	C	D	E	F	G	H	I	J	K	L
1		Select School District:										

**STUDENT AND STAFF DATA**

2												
3		RED OAK										
4												

Allowable Growth % may be changed on line 36

**Resident Student Enrollment Data**

Variables in the blue shaded areas can be entered by the user.

		1	2	3	4	5	6	7	8	9	10	
		Budget Enrollment	Budget Enrollment	Budget Enrollment	Budget Enrollment	Budget Enrollment	Budget Enrollment	Budget Enrollment	Budget Enrollment	Budget Enrollment	Budget Enrollment	
		FY 10	FY 11	FY 12	FY 13	FY 14	FY15	FY16	FY17	FY18	FY19	
		Oct. 08 Certified Enrollment	Oct. 09 Certified Enrollment	Oct. 10 Certified Enrollment	Oct. 11 Certified Enrollment	Oct. 12 Certified Enrollment	Oct. 13 Certified Enrollment	Oct. 14 Certified Enrollment	Oct. 15 Certified Enrollment	Oct. 16 Certified Enrollment	Oct. 17 Certified Enrollment	
15	1	Total Students	1,288.70	1,255.80	1,216.60	1,212.80	1,206.80	1,166.50	1,129.00	1,133.00	1,104.00	1,104.00

**Staff FTE**

18		Administrative										
19	2	Objects 110-119										
20		Professional										
21	3	Objects 120-139										
22		Classified										
23	4	Objects 100-109, 140-199										
24												
25	5	Total Staff FTE	0	0	0	0	0	0	0	0	0	0

**BUDGET GUARANTEE CALCULATOR**

The 100% Budget Guarantee was eliminated in FY 2005. Eligible school districts received either a scaled down adjustment that started at 90% in FY 2005 and is reduced by 10% a year until FY 2014 when it will be eliminated, or eligible school districts will receive 101% of the previous year's regular program district cost, whichever is greater.

Budget Enrollment is entered in the Total Students row in the Student and Staff Data section.

		FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	
35		Budget Enrollment	1,289	1,256	1,217	1,213	1,207	1,167	1,129	1,133	1,104	1,104
36		Allowable Growth	4.00%	2.00%	0.00%	2.00%	2.00%	4.00%	1.25%	2.00%	2.00%	2.00%
37		Change in Budget Enrollment	-183.6	-32.9	-39.2	-3.8	-6.0	-40.3	-37.5	4.0	-29.0	0.0
38		Regular Program District Cost	7,433,222	7,387,871	7,157,258	7,278,013	7,386,823	7,425,939	7,277,534	7,449,475	7,404,528	7,552,464
39		Estimated Budget Adjustment Amount	476	119,683	304,492	0	0	34,752	222,664	0	0	0
40		Type of Budget Adjustment	101%	101%	101%	101%	101%	101%	101%	101%	101%	101%
41		Total Regular Program District Cost	7,433,698	7,507,554	7,461,750	7,278,013	7,386,823	7,460,691	7,500,198	7,449,475	7,404,528	7,552,464



	A	B	C	D	E	F	G	H	I	J	K	L
49			<b>UNSPENT AUTHORIZED BUDGET</b>									
50			Actual	Actual	Actual	Actual	Actual	Actual	Estimated	Estimated	Estimated	Estimated
51			FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19
52		Regular Program District Cost	7,433,222	7,387,871	7,157,258	7,278,013	7,386,823	7,425,939	7,277,534	7,449,475	7,404,528	7,552,464
53	+	Regular Program Budget Adjustment	476	119,683	304,492	0		34,752	222,664	46,346	40,000	40,000
54	+	Supplementary Weighting District Cost	119,398	336,666	278,060	253,500	239,282	208,232	154,807	150,000	150,000	150,000
55	+	Special Ed District Cost	1,049,661	1,127,006	1,094,297	1,040,633	857,858	814,211	826,700	826,000	826,000	826,000
56	+	Teacher Salary Supplement District Cost	658,255	658,255	653,933	643,839	653,132	655,935	655,935	656,000	656,000	656,000
57	+	Prof Dev Supplement District Cost	72,567	72,567	72,133	71,058	72,118	72,498	72,498	72,500	72,500	72,500
58	+	Early Intervention Suppl District Cost	89,358	89,358	88,622	87,103	88,217	88,304	88,304	88,305	88,305	88,305
59	+	Teacher Leadership Suppl District Cost							0			
60	+	AEA Special Ed Support	379,877	374,420	362,841	365,765	362,505	362,277	356,267	350,000	350,000	350,000
61	+	AEA Special Ed Support Adjustment	0	5,457	17,036	14,112	17,372	17,600	23,610	17,000	17,000	17,000
62	+	AEA Media Services	60,789	60,476	58,599	59,570	60,459	60,789	59,543	60,000	60,000	60,000
63	+	AEA Educational Services	66,796	66,895	64,817	65,890	66,868	67,231	65,855	65,000	65,000	65,000
64	+	AEA Sharing District Cost	6,256	4,700	0	0	0	0	0			
65	+	AEA Teacher Salary Suppl District Cost	42,179	42,179	38,457	37,566	37,566	37,230	37,201	37,000	37,000	37,000
66	+	AEA Prof Dev Suppl District Cost	4,721	4,721	4,053	3,965	3,965	3,948	3,948	3,950	3,950	3,950
67	+	Dropout Prevention Allowable Growth	327,237	370,570	332,974	363,901	362,100	371,297	357,769	350,000	350,000	350,000
68	+	SBRC Allowable Growth Other #1	0	0	0	0	133,755	54,691	0	50,000	50,000	50,000
69	+	SBRC Allowable Growth Other #2	103,471	132,063	101,188	87,041	56,088	81,336	50,124			
70	+	Special Ed Deficit Allowable Growth	10,999	0	0	0	218,981	457,450	300,000	300,000	300,000	300,000
71	-	Special Ed Positive Balance Reduction	0	0	0	1,653	0	0				
72	-	AEA Special Ed Positive Balance	0	0	0	0	0	0				
73	+	Allowance for Construction Projects	0	0	0	0	0	0				
74	-	Unspent Allowance for Construction	0	0	0	0	0	0				
75	+	Enrollment Audit Adjustment	0	0	0	-2,589	2,640	-6,121	0			
76	-	AEA Prorata Reduction	31,524	27,855	75,870	75,870	62,151	62,151	62,151	20,996	20,000	20,000
77	=	Maximum District Cost	10,393,738	10,825,032	10,552,890	10,291,844	10,557,578	10,745,448	10,490,608	10,500,580	10,450,283	10,598,219
78	+	Preschool Foundation Aid	0	257,675	212,377	225,038	183,630	238,725	170,819	170,000	170,000	170,000
79	+	Instructional Support Authority	570,671	560,621	542,917	532,459	541,454	559,403	565,740	550,000	550,000	550,000
80	+	Ed Improvement Authority	0	0	0	0	0	0	0	0	0	0
81	+	Other Miscellaneous Income	1,735,265	1,633,481	1,475,671	1,376,495	1,559,016	1,359,611	1,831,245	1,400,000	1,400,000	1,400,000
82	+	Unspent Auth Budget - Previous Year	512,051	724,573	1,875,655	2,083,417	1,743,062	1,476,567	1,701,386	2,059,798	1,630,378	700,661
83	+	GAAP Conversion Hold Harmless										
84	=	Maximum Authorized Budget	13,211,725	14,001,382	14,659,510	14,509,253	14,584,740	14,379,754	14,759,798	14,680,378	14,200,661	13,418,880
85	-	Expenditures	12,487,152	12,125,727	12,576,093	12,766,191	13,108,173	12,678,368	12,700,000	13,050,000	13,500,000	13,500,000
86	=	Unspent Authorized Budget	724,573	1,875,655	2,083,417	1,743,062	1,476,567	1,701,386	2,059,798	1,630,378	700,661	-81,120
87			FY 10	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19
88		% of Unspent Authorized Budget to Maximum Authorized Budget	5.48%	13.40%	14.21%	12.01%	10.12%	11.83%	13.96%	11.11%	4.93%	-0.60%
89				-361,425	450,366	190,098	341,982	-429,805	21,632	350,000	450,000	0
90												
91												
92												
93												
94												
95												
96												
97												
98												
99												