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ROLE OF AND GUIDING PRINCIPLES FOR EMPLOYEES

This series of the board policy manual is devoted to the board's goals and objectives for employees in the performance of their jobs. Employees provide a variety of important services for the children of the school district community. They may be teaching or assisting in the classroom, working in the office, maintaining the facilities, driving or repairing the school buses, or cooking lunches. Each employee plays a vital role in providing an equal opportunity for a quality education for students commensurate with the students' individual needs. While the teachers have the most direct impact on the formal instruction of students, all employees have an impact on the school environment

by their dedication to their actions. As role models for the students, employees shall promote a cooperative, enthusiastic, and supportive learning environment for the students.

In striving to achieve a quality education program, the board's goal is to obtain and retain qualified and effective employees. The board shall have complete discretion to determine the number, the qualifications, and the duties of the positions and the school district's standards of acceptable performance. It shall be the responsibility of the superintendent to make recommendations to the board in these areas prior to board action. The board recognizes its duty to bargain collectively with duly certified collective bargaining units.

Board policies in this series relating to general employees shall apply to employees regardless of their position as a certificated employee, support staff, substitute or administrator. Board policies relating to certificated employees shall apply to positions that require a teaching license or administrator's certificate or other professional license, certificate or endorsement, unless administrative positions are specifically excluded from the policy. Support staff policies included in this series shall apply to positions that do not fall within the definition of certificated employee.

Approved: December 9, 2013

EQUAL OPPORTUNITY EMPLOYMENT

The Homer Community School District shall provide equal opportunity to employees and applicants for employment in accordance with applicable equal employment opportunity and non-discrimination laws, directives and regulations of federal, state and local governing bodies. Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination. Employees will support and comply with the district's established equal employment opportunity and non-discrimination policies. Employees shall be given notice of this policy annually. The board shall appoint an employee to serve as non-discrimination compliance coordinator.

Individuals who file an application with the school district will be given consideration for employment if they meet or exceed the qualifications set by the board, administration, and Nebraska Department of Education for the position for which they apply. In employing individuals, the board shall consider the qualifications, credentials, and records of the applicants without regard to race (including skin color, hair texture, and protective hair styles), color, national origin, sex, disability, age, marital status or genetic background.

Advertisements and notices for vacancies within the district shall contain the following statement: "The Homer Community School District is an equal opportunity employer (EOE)." The statement shall also appear on application forms.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and non-discrimination laws and policies, including but not limited to complaints of discrimination, shall be directed to:

Name and/or Title: Superintendent

Address: P.O. Box 340, Homer, NE 68030-0340

Telephone No.: 402-698-2377

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and non-discrimination laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Kansas Office of Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114, (816) 268-0550, the Nebraska Equal Opportunity Commission, State Office Building, 301 Centennial Mall South, 5th floor, P.O. Box 94394, Lincoln, NE 68509-4934, (402) 471-2024 or (800) 642-6112 or by email to OCR.KansasCity@ed.gov.

This inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

EMPLOYEE ORIENTATION

Employees must know their role and duties. New employees may be required to participate in an orientation program for new employees. The employee's immediate supervisor should provide the new employee with a review of the employee's responsibilities and duties. Employees involved in child care, custody or control responsibilities shall be given instruction in the handling of emergency situations which might arise in the course of the employee's work. Payroll procedures and employee benefit programs and accompanying forms will be explained to the employee by the superintendent or designee. The supervisor may wish to review the staff handbook as part of the orientation process.

Approved: December 9, 2013

Legal Reference: Nebraska Statute 79-802

Cross Reference: 401 Guiding Principles for Employees
405 Employee Conduct and Appearance
407 Certificated Employee Compensation and Benefits
413 Support Staff Compensation and Benefits

EMPLOYEE CONFLICT OF INTEREST

Employees' use of their position with the school district for financial gain shall be considered a conflict of interest with their position as employees and may subject employees to disciplinary action.

Employees have access to information and a captive audience that could award the employee personal or financial gain. No employee may solicit other employees or students for personal or financial gain to the employee without the approval of the superintendent. If the approval of the superintendent is given, the employee must conduct the solicitations within the conditions set by the superintendent. Further, the superintendent may, upon five days notice, require the employee to cease such solicitations as a condition of continued employment.

Employees shall not act as an agent or dealer for the sale of textbooks or other school supplies. Employees shall not participate for personal financial remuneration in outside activities wherein their position on the staff is used to sell goods or services to students or to parents. Employees shall not engage in outside work or activities where the source of information concerning the customer, client or employer originates from information obtained because of the employee's position in the school district.

It shall also be a conflict of interest for an employee to engage in any outside employment or activity which is in conflict with the employee's official duties and responsibilities. In determining whether outside employment or activity of an employee creates a conflict of interest, situations in which an unacceptable conflict of interest shall be deemed to exist shall include, but not be limited to, any of the following:

The outside employment or activity involves the use of the school district's time, facilities, equipment and supplies or the use of the school district's badge, uniform, business card or other evidences of office to give the employee or the employee's immediate family an advantage or monetary benefit that is not available to other similarly situated members or classes of members of the general public. For purposes of this section, a person is not "similarly situated" merely by being related to an employee who is employed by the school district.

The outside employment or activity involves the receipt of, promise of, or acceptance of more or other consideration by the employee or a member of the employee's immediate family from anyone other than the school district for the performance of any act that the employee would be required or expected to perform as part of the employee's regular duties or during the hours during which the employee performs service or work for the school district.

The outside employment or activity is subject to the official control, inspection, review, audit or enforcement authority of the employee during the performance of the employee's duties.

If the outside employment or activity is employment or activity in (1) or (2) above, the employee must cease the employment of or activity. If the activity or employment falls under (3), then the employee must:

Cease the outside employment or activity; or
Publicly disclose the existence of the conflict and refrain from taking any official action or performing any official duty that would detrimentally affect or create a benefit for the outside employment or activity. Official action or official duty includes, but is not limited to, participating in any vote, taking affirmative action to influence any vote, or providing any other official service or thing that is not available generally to members of the public in order to further the interests of the outside employment or activity.

It shall be the responsibility of each employee to be aware of and take the necessary action to eliminate a potential conflict of interest should it arise.

Approved: December 9, 2013

Legal Reference: NDE Rule 27.004.03F

Cross Reference: 202.02 Board Member Conflict of Interest
403.04 Gifts to Employees
403.06 Employee Outside Employment

NEPOTISM

More than one family member may be an employee of the school district. It shall be within the discretion of the superintendent to allow one family member employed by the school district to supervise another family member employed by the school district subject to the approval of the board.

The employment of more than one individual in a family shall be on the basis of their qualifications, credentials and records.

Approved: December 9, 2013

Cross Reference: 406.02 Certificated Employee Qualifications, Recruitment, Selection
 412.02 Support Staff Qualifications, Recruitment, Selection

EMPLOYEE COMPLAINTS

Complaints of employees against fellow employees should be discussed directly between employees. If necessary, complaints shall be brought directly to the immediate supervisor, principal or superintendent and shall be made in a constructive and professional manner. Complaints shall never be made in the presence of other employees, students or outside persons.

A formal grievance procedure is contained in the negotiated contract between the employee's certified bargaining unit and the board. This policy shall not apply to a complaint that has been or could be filed at the employee's discretion under that formal grievance procedure.

Approved: December 9, 2013

Cross Reference: 301.04 Communication Channels

SHREDDING CONSUMER REPORTS

It is the policy of Homer Community Schools to take reasonable measures to protect against unauthorized access to consumer information from consumer reports. A consumer report includes criminal background checks performed on applicants or employees by a third party. It does not include criminal checks performed by school staff.

Reasonable measures to protect against unauthorized access to or use of consumer information in connection with its disposal include the following examples. These examples are illustrative only and are not exclusive or exhaustive methods for complying with this directive.

Shredding of papers containing consumer information so that the information cannot practicably be read or reconstructed. Burning or pulverizing such papers are also options where appropriate.

Destruction or erasure of electronic media containing consumer information so that the information cannot practicably be read or reconstructed.

After due diligence, entering into and monitoring compliance with a contract with another party engaged in the business of record destruction to dispose of material in a manner consistent with this directive.

This policy does not require that the consumer reports information be disposed of; rather, it specifies the action to be taken whenever such disposal occurs. Questions regarding the disposal of consumer reports information should be directed to the Superintendent or the Superintendent's designee.

Approved: August 18, 2008

Reviewed: December 9, 2013

Legal Reference: FTC Rule on Disposal of Consumer Report Information and Records, 16 CFR Part 682

TRANSPORTING OF STUDENTS BY EMPLOYEES

Generally, transportation of students shall be in a motor vehicle owned by the school district and driven by an employee. In some cases, it may be more economical or efficient for the school district to allow an employee of the school district to transport the students in the employee's motor vehicle.

Employees who transport students for school purposes must have the permission of the superintendent.

This policy statement applies to transportation of students for school purposes in addition to the regular bus route transporting students to and from their designated attendance center.

Approved: December 9, 2013

Cross Reference: 402.07 Employee Travel Compensation
 801 Transportation

EMPLOYEE TRAVEL COMPENSATION

Employees traveling on behalf of the school district and performing approved school district business will be reimbursed for their actual and necessary expenses. Actual and necessary travel expenses shall include, but not be limited to, transportation and/or mileage costs, lodging expenses, meal expenses and registration costs.

Travel Outside the School District

Travel outside the school district must be pre-approved. Pre-approval shall include an evaluation of the necessity of the travel, the reason for the travel and an estimate of the cost of the travel to qualify as approved school district business. Travel outside the school district by employees, other than the superintendent, shall be approved by the superintendent.

Reimbursement for actual and necessary expenses will be allowed for travel outside the school district if the employee received pre-approval for the travel. Prior to reimbursement of actual and necessary expenses, the employee must provide the school district with a detailed receipt, other than a credit card receipt, indicating the date, purpose and nature of the expense for each claim item. In exceptional circumstances, the superintendent may allow a claim without proper receipt. Written documentation explaining the exceptional circumstances shall be maintained as part of the school district's record of the claim.

Failure to have a detailed receipt shall make the expense a personal expense. Personal expenses, including mileage, in excess of that required for the trip shall be reimbursed by the employee to the school district no later than 30 days following the date of the expense.

Reimbursement for actual and necessary expenses for travel outside the school district will be limited to the pre-approved expenses. Pre-approved expenses for registration shall be limited to the actual cost of the registration.

Pre-approved expenses for transportation will be reimbursed at the state set rate. All other expenses shall be pre-approved the administrator.

The superintendent shall be responsible for developing administrative regulations regarding actual and necessary expenses, in-school district travel allowances and assignment of school district vehicles. The administration regulations shall include the appropriate forms to be filed for reimbursement to the employee from the school district and the procedures for obtaining approval for travel outside of and within the school district.

Approved: December 9, 2013

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Legal Reference: Neb. Statute 13-2201 et seq.

Cross Reference: 206.04 Board Member Compensation and Expenses
402.07 Transporting of Students by Employees
402.11 Credit Cards
801.13 Use of Private Vehicles on School Business

RECOGNITION FOR SERVICE OF EMPLOYEES AND OTHERS

The board recognizes and appreciates service given to the district. Employees, board members, volunteers or others associated with the operations of the district may be honored by the board, administration and staff in an appropriate manner by the awarding of plaques, certificates of achievement, or items of value.

If the form of recognition thought appropriate by the administration and employees involves unusual expense to the school district, the superintendent shall seek prior approval from the board. Any expenditure for recognition of service shall be limited to \$100 per individual per occasion.

The district may authorize, upon a majority vote of the entire board, one recognition dinner each year for elected and appointed officials, employees, or volunteers of the district. In the event that a recognition dinner is authorized by board action, whether for elected and appointed officials, employees, or volunteers jointly or separately, the maximum cost which may be authorized by the board for such dinners shall not exceed \$50 per elected or appointed official, employee, or volunteer in attendance.

Legal Reference: Neb. Statute 13-2203

Cross Reference: 408 Certificated Employee Termination of Employment
414 Support Staff Termination of Employment

Approved 8-13-18 Reviewed _____ Revised _____

EMPLOYEE INVOLVEMENT IN DECISION MAKING

The Board will encourage employees to contribute their ideas for the betterment of the district. The staff will be asked to help in developing policies and regulations, in establishing goals and objectives, and in planning curriculum, services, budget and facilities.

In devising rules and procedures for the operation of the schools, administrators will seek the suggestions of those employees who will be affected by such provisions. The professional staff will be given opportunities to contribute to curriculum development and to recommend policies and regulations pertaining to students and instruction.

The superintendent will develop channels for the communication of ideas among staff, administrators and Board members and will inform the Board of staff opinion when presenting recommendations for Board actions.

Approved: December 9, 2013

Cross Reference: 402.13 Communications with Employees

COMMUNICATIONS WITH EMPLOYEES

The Board desires to maintain open communication channels between itself and the staff. The basic line of communication will be through the superintendent. The superintendent will develop and recommend to the Board processes for communications between the Board and district employees.

Communications or reports to the Board or Board committee from any staff member or members should be submitted through the superintendent. This procedure will not be construed as denying the right of any employee to address the Board about issues which are neither part of an active administrative procedure, nor disruptive to the operation of the district.

All official communications, policies and directives of staff interest and concern will be communicated to staff members through the superintendent. The superintendent will communicate as appropriate to keep staff fully informed of the Board's concerns and actions.

Approved: December 9, 2013

Cross Reference: 301.04 Communication Channels

EMPLOYEE USE OF DISTRICT TECHNOLOGY

The Board of Education believes that the availability of computers and computer technology will enhance the learning opportunities of our students and allow the district to deliver educational services more efficiently. Employees are expected to conduct themselves within the guidelines of district computer use policy as stated in Policy 606.06, Acceptable Use of Computers, Technology and the Internet.

Approved: December 9, 2013

Cross Reference: 504.03 Student Conduct
 505 Student Discipline
 606.06 Acceptable Use of Computers, Technology and the Internet

STAFF CONDUCT WITH STUDENTS

The Board expects all staff members, including teachers, coaches, counselors, administrators, and others to maintain the highest professional, moral, and ethical standards in their conduct with students. For the purposes of this policy, staff members also include school volunteers. The term “students” excludes a staff member’s immediate family members.

The interactions and relationships between staff members and students should be based upon mutual respect and trust; an understanding of the appropriate boundaries between adults and students in and outside of the educational setting; and consistency with the educational mission of the schools.

Staff members are expected to be sensitive to the appearance of impropriety in their conduct with students. Staff members are encouraged to discuss issues with their building administrator or supervisor whenever they are unsure whether particular conduct may constitute a violation of this policy.

Unacceptable Conduct

Examples of unacceptable conduct by staff members include but are not limited to the following:

- Any type of sexual or inappropriate physical contact with students or any other conduct that might be considered harassment under the Board's policy on Harassment By Employees;
- Singling out a particular student or students for personal attention and friendship beyond the normal teacher-student relationship;
- Associating with students in any situation or activity that includes the presence of alcohol, drugs, or tobacco or that could be considered sexually suggestive;
- For non-guidance/counseling staff, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, staff members are expected to be supportive but to refer the student to appropriate guidance/counseling staff. In either case, staff involvement should be limited to a direct connection to the student's school performance;
- Sending students on personal errands;
- Sexual banter, allusions, jokes, or innuendos with students;
- Asking a student to keep a secret;

Approved 8-10-20 Reviewed _____ Revised _____

- Disclosing personal, sexual, family, employment concerns, or other private matters to one or more students;
- Addressing students with terms of endearment, pet names, or otherwise in an overly familiar manner; and
- Permitting students to address you by your first name, nickname or otherwise in an overly familiar manner.
- Being alone with individual students by closing a room door except when dealing with issues of health by appropriate personnel, or being alone with individual students outside of normal school hours;
- Maintaining personal contact with a student outside of school by phone, email, Instant Messenger or Internet chat rooms, social networking websites, or letters (beyond homework or other legitimate school business);
- Exchanging personal gifts (beyond the customary student teacher gifts); and/or
- Socializing or spending time with students (including but not limited to activities such as going out for meals or movies, shopping, traveling, and recreational activities) outside of school sponsored events or except as participants in organized community activities.

Students and/or their parents/guardians are strongly encouraged to notify the principal if they believe a teacher or other staff member may be engaging in conduct that violates this policy.

Staff members are required to notify promptly the principal or superintendent if they become aware of a situation that may constitute a violation of this policy.

Staff violations of this policy may result in disciplinary action up to and including dismissal. Violations involving sexual or other abuse will also result in referral to the Department of Health and Human Services and/or law enforcement in accordance with the Board's policy on Child Abuse Reporting.

Every report of alleged violations of this policy that can be interpreted at the outset to fall within the protections of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of an ongoing investigation of this policy, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged violations of this policy.

This policy shall be included in future employee, student and volunteer handbooks.

STAFF CONDUCT WITH STUDENTS

The Board expects all staff members, including teachers, coaches, counselors, administrators, paraprofessionals, and others to maintain the highest professional, moral, and ethical standards in their conduct with students. For the purposes of this policy, staff members also include school volunteers.

The interactions and relationships between staff members and students should be based upon mutual respect and trust; an understanding of the appropriate boundaries between adults and students in and outside of the educational setting; and consistency with the educational mission of the schools.

Staff members are expected to be sensitive to the appearance of impropriety in their conduct with students. Staff members are encouraged to discuss issues with their building administrator or supervisor whenever they are unsure whether particular conduct may constitute a violation of this policy.

Unacceptable Conduct

Examples of unacceptable conduct by staff members include but are not limited to the following:

Any type of sexual or inappropriate physical contact with students or any other conduct that might be considered harassment under the Board's policy on Harassment By Employees;

Singling out a particular student or students for personal attention and friendship beyond the normal teacher-student relationship;

Associating with students in any situation or activity that includes the presence of alcohol, drugs, or tobacco or that could be considered sexually suggestive;

For non-guidance/counseling staff, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, staff members are expected to be supportive but to refer the student to appropriate guidance/counseling staff. In either case, staff involvement should be limited to a direct connection to the student's school performance;

Sending students on personal errands;

Sexual banter, allusions, jokes, or innuendos with students;

Asking a student to keep a secret;

Disclosing personal, sexual, family, employment concerns, or other private matters to one or more students;

Addressing students with terms of endearment, pet names, or otherwise in an overly familiar manner; and

Permitting students to address you by your first name, nickname or otherwise in an overly familiar manner.

Being alone with individual students by closing a room door except when dealing with issues of health by appropriate personnel;

Inviting or allowing students to visit the staff member's home;

Visiting a student's home, unless on official school business;

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Maintaining personal contact with a student outside of school by phone, email, Instant Messenger or Internet chat rooms, social networking websites, or letters (beyond homework or other legitimate school business);

Exchanging personal gifts (beyond the customary student teacher gifts); and/or

Socializing or spending time with students (including but not limited to activities such as going out for meals or movies, shopping, traveling, and recreational activities) outside of school sponsored events or except as participants in organized community activities.

Students and/or their parents/guardians are strongly encouraged to notify the principal if they believe a teacher or other staff member may be engaging in conduct that violates this policy.

Staff members are required to notify promptly the principal or superintendent if they become aware of a situation that may constitute a violation of this policy.

Staff violations of this policy may result in disciplinary action up to and including dismissal.

Violations involving sexual or other abuse will also result in referral to the Department of Health and Human Services and/or law enforcement in accordance with the Board's policy on Child Abuse Reporting.

This administrative regulation shall be included in future employee, student and volunteer handbooks.

Approved: February 12, 2014

PROHIBITION ON AIDING SEXUAL ABUSE

The district prohibits any employee, contractor or agent from assisting a school employee, contractor or agent in obtaining a new job if the individual or district knows or has probable cause to believe that such school employee, contractor or agent engaged in sexual misconduct regarding a minor or a student in violation of the law. This prohibition does not include the routine transmission of administrative and personnel files.

This prohibition does not apply under certain conditions specified by the Every Student Succeeds Act (ESSA) such as:

The matter has been reported to law enforcement authorities and it has been officially closed or the school officials have been notified by the prosecutor or police after an investigation that there is insufficient information to establish probable cause, or;

The individual has been acquitted or otherwise cleared of the alleged misconduct, or;

The case remains open without charges for more than 4 years after the information was reported to a law enforcement agency.

Approved: September 12, 2016

Legal Reference: ESSA section 8038, § 8546

WORKPLACE PRIVACY

The district will not:

Require or request that an employee or applicant provide or disclose any user name or password or any other related account information in order to gain access to the employee's or applicant's personal Internet account by way of an electronic communication device;

Require or request that an employee or applicant log into a personal Internet account by way of an electronic communication device in the presence of the employer in a manner that enables the employer to observe the contents of the employee's or applicant's personal Internet account or provides the employer access to the employee's or applicant's personal Internet account;

Require an employee or applicant to add anyone, including the employer, to the list of contacts associated with the employee's or applicant's personal Internet account or require or otherwise coerce an employee or applicant to change the settings on the employee's or applicant's personal Internet account which affects the ability of others to view the content of such account; or

Take adverse action against, fail to hire, or otherwise penalize an employee or applicant for failure to provide or disclose any of the information or to take any of the actions specified above.

Require an employee or applicant to waive or limit any protection granted under the Workplace Privacy Act as a condition of continued employment or of applying for or receiving an offer of employment.

The district shall maintain its right to control, monitor and review the use of its computers, technology and the Internet as stated in policy 606.06, to access any employee-related information available in the public domain, and conduct investigations related to employee actions prohibited by district policy to the extent those investigations are not expressly prohibited by the Workplace Privacy Act or other applicable state or federal law.

Approved: September 12, 2016

Legal Reference: Neb. Statutes, LB 821 (2016)

RELEASE OF INFORMATION

The following information will be released to an entity with whom an employee has applied for credit or has obtained credit: title of position, income, and number of years employed. This information will be released without prior written notice to the employee.

If a current or former employee wishes the district to release information to a prospective employer, written consent must be provided on the district's Employee Information Release Form. Even with the receipt of the Employee Information Release Form, the district may, at the superintendent's discretion, refuse to release such information. The Employee Information Release Form will be invalid six months after the signing date.

It shall be the responsibility of the board secretary or superintendent to respond to inquiries from creditors.

Revised: February 12, 2014

Cross Reference: 402.06 Employee Records

EMPLOYEE INFORMATION RELEASE FORM

Under Nebraska state statutes, a current or former employer may disclose the following information about a current or former employee’s employment history to a prospective employer of the current or former employee upon receipt of written consent from the current or former employee:

Date and duration of employment;

Pay rate and wage history on the date of receipt of written consent;

Job description and duties;

The most recent written performance evaluation prepared prior to the date of the request and provided to the employee during the course of his or her employment;

Attendance information;

Results of drug or alcohol tests administered within one year prior to the request;

Threats of violence, harassing acts, or threatening behavior related to the workplace or directed at another employee;

Whether the employee was voluntarily or involuntarily separated from employment and the reasons for the separation; and

Whether the employee is eligible for rehire.

I, _____, hereby give consent to any and all prior employers of mine to provide information in accordance with state statutes with regard to my employment with prior employers to the following prospective employer:

_____.

I realize that by disclosing such information the employer shall be presumed to be acting in good faith and shall be immune from civil liability for the disclosure or any consequences of such disclosure to the extent provided by state statutes. I understand that even with receipt of this form the district may, at the superintendent’s discretion, refuse to release such information.

(Signature of Current or Former Employee)

(Date)

THIS FORM BECOMES INVALID SIX MONTHS FROM THE ABOVE DATE

CHILD ABUSE REPORTING REGULATION

Any school employee shall make an oral report by telephone to the local law enforcement authorities or the Department of Health and Human Services when that employee has reasonable cause to believe that a child has been subjected to abuse or neglect or observes a child being subjected to conditions or circumstances which reasonably would result in abuse or neglect.

“Child abuse” is defined as knowingly, intentionally or negligently causing or permitting a minor child to be:

Placed in a situation that endangers his or her life or physical or mental health;

Cruelly confined or cruelly punished;

Deprived of necessary food, clothing, shelter, or care;

Placed in a situation to be sexually exploited by allowing, encouraging, or forcing such minor child to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films or depictions; or

Placed in a situation to be sexually abused as defined in Neb. Statutes 28-319 or 28-320.01.

The oral report shall include the caller’s name and address.

The oral report will be followed by a written report that shall include to the extent available, the following:

The employee’s name and address;

The address and age of the abused or neglected child;

The address of the person(s) having custody of the child;

The nature and extent of the suspected abuse or neglect, or the conditions and circumstances which would reasonably result in such abuse or neglect;

Any evidence of previous abuse or neglect, including the nature and extent; and

Any other information which in the opinion of the person making the report may be helpful in establishing the cause of such abuse or neglect and the identity of the perpetrator(s).

Any person making such a report as required by law will be immune from any civil or criminal liability, except for in the case of making maliciously false statements.

Failure to make such a required report, or knowingly releasing confidential information other than as permitted by law will result in a Class III misdemeanor.

It is not the responsibility of employees to prove that a child has been abused or neglected.

Employees should not take it upon themselves to investigate the case or contact the family of the child. The Department of Health and Human Services is responsible for investigating the incident of alleged abuse.

ABUSE OF STUDENTS BY SCHOOL DISTRICT EMPLOYEES

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the school district under the direction and control of the school district. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

The school district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process.

The superintendent will appoint an investigator and alternate investigator of opposite sexes. The investigator will pass the findings on to the superintendent who will complete any further investigations as deemed necessary and take appropriate final action.

Every report of alleged violations of this policy that can be interpreted at the outset to fall within the protections of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of an ongoing abuse of students investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged violations of this policy.

The superintendent is responsible for implementing this policy and for organizing employee training when needed relating to this policy. Procedures shall be reviewed periodically for adequacy and accuracy.

Cross Reference: 403.02 Child Abuse Reporting
 404.06 Harassment by Employees
 505.06 Corporal Punishment

ABUSE OF STUDENTS BY SCHOOL DISTRICT EMPLOYEES REGULATION

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

Definition of Physical Abuse

Physical abuse is non-accidental physical injury to the student as a result of the action of an employee. Injury occurs when evidence of it is still apparent as least twenty-four hours after its occurrence. The following do not constitute physical abuse, and no employee is prohibited from:

1. Using reasonable and necessary force, not designed or intended to cause pain:
To quell a disturbance or prevent an act that threatens physical harm to any person.
To obtain possession of a weapon or other dangerous object within a pupil's control.
For the purposes of self-defense or defense of others as provided for in Neb. Statute 28-1409 and 1410.

For the protection of property as provided for in Neb. Statute 28-1411.

To remove a disruptive pupil from class, or any area of school premises or from school-sponsored activities off school premises.

To prevent a student from the self-infliction of harm.

To protect the safety of others.

2. Using incidental, minor, or reasonable physical contact to maintain order and control. In determining the reasonableness of the contact or force used, the following factors shall be considered:

The nature of the misconduct of the student, if any, precipitating the physical contact by the school employee.

The size and physical condition of the student.

The means or device used in making the physical contact.

The motivation of the school employee in initiating the physical contact.

The extent of injury to the student resulting from the physical contact.

“Reasonable force: is that force and no more which a reasonable person, in like circumstances, would judge to be necessary to prevent an injury or loss and can include deadly force if it is reasonable to believe that such force is necessary to avoid injury or risk to one's life or safety or the life or safety of another, or it is reasonable to believe that such force is necessary to resist a like force or threat.

Definition of Sexual Abuse

Sexual abuse is defined as including sexual acts involving a student, acts that encourage the student to engage in prostitution, inappropriate, intentional sexual behavior or physical manifestations of sexual harassment by the employee toward a student. "Sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:

Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;

Submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or

The conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile or offensive education environment.

Complaint Procedure

An individual who believes he/she has been abused shall notify the superintendent, principal, or guidance counselor or the designated investigator. The investigator may request that the individual complete the Abuse Complaint form. Information received during the investigation shall be kept confidential to the extent possible.

The investigator, with the approval of the superintendent, or the superintendent has the authority to initiate a harassment investigation in the absence of a written complaint. The investigator shall have access to the educational records of the student and access to the student for purposes of interviewing the student about the report.

When abuse is reported, the investigator shall make copies of the report and give a copy to the person filing the report, the student's parents and the immediate supervisor of the employee named in the report. The employee named in the report shall not receive a copy of the report until the employee is initially interviewed.

The investigator shall use discretion in handling the information received regarding an investigation of abuse by an employee, and those persons involved in the investigation shall not discuss information regarding the complaint outside the investigation. The entire investigative procedure will be thoroughly explained, including the confidential nature of the proceedings, to the student and other persons involved in the investigation.

The investigator shall notify the parent, guardian or legal custodian of a student of the date and time of the interview and of the right to be present or to see and hear the interview or send a representative in the parent's place. The investigator shall interview the student as soon as possible, but in no case later than five days from the receipt of a report or notice of the allegation of sexual abuse. The investigator may record the interview electronically.

It is the responsibility of the investigator to determine whether it is more likely than not that an incident took place between the employee and the student. If the investigator believes the employee committed a sex act with a student or sexually exploited a student, the investigator shall defer the investigation and immediately notify law enforcement officials, the superintendent, the student's parents and the person filing the report.

The designated investigator shall not interview the school employee named in a report of abuse until after a determination is made that jurisdiction exists, the alleged victim has been interviewed and a determination made that the investigation will not be deferred.

If the investigator determines an incident occurred, while not an illegal sex act with a student or sexual exploitation of a student, but where the employee engaged in inappropriate, intentional sexual behavior, further investigation is warranted. If further investigation is warranted, the investigator may proceed to interview the employee and other individuals who may have knowledge of the circumstances contained in the report. Prior to interviewing other individuals who may have knowledge of the circumstance contained in the report, the investigator shall provide notice of the impending interview of student witnesses or the student to their parent, guardian, or legal custodian prior to interviewing those students.

Within five days of receipt of an investigable report, the investigator shall complete an informal investigation. The informal investigation shall consist of interviews with the student, the employee and others who may have knowledge of the alleged incident. If the investigator determines that the allegations in the report are founded and that immediate and professional investigation is necessary, the investigator may defer further investigation and contact appropriate law enforcement officials, the student's parents and the person filing the report.

Within fifteen days of receipt of the report, the investigator shall complete a written investigative report, unless the investigation was temporarily deferred. The written investigative report shall include:

The name, age, address and attendance center of the student named in the report.

The name and address of the student's parent or guardian and the name and address of the person filing the report, if different from the student's parent or guardian.

The name and work address of the employee named in the report as allegedly responsible for the abuse of the student.

An identification of the nature, extent and cause, if known, of any injuries or abuse to the student named in the report.

A general review of the investigation.

Any actions taken for the protection and safety of the student.

A statement that, in the investigator's opinion, the allegations in the report are either:

Unfounded. (It is not likely that an incident, as defined in district rules, took place), or

Founded. (It is likely that an incident took place.)

The applicability of exceptions to the investigated incident, or reason for the contact or force used.
A statement that, in the investigator's opinion, any physical contact that occurred was:

Appropriate. (Actions invoking a disciplinary process as defined in district rules), or

Inappropriate. (Actions not requiring any disciplinary process).

The disposition or current status of the investigation and recommendations regarding the need for further investigation

A listing of the options available to the parents or guardian of the student to pursue the allegations.

These options include, but are not limited to:

Contacting law enforcement officials.

Contacting private counsel for the purpose of filing a civil suit or complaint.

Filing a complaint with the Nebraska Professional Practices Commission if the employee is certificated employee.

The investigator shall retain the original and provide a copy of the written investigative report to the school employee named in the report, the employee's supervisor, the superintendent and the student's parent or guardian. The person filing the report, if not the student's parent or guardian, shall be notified only that the investigation has been concluded and of the disposition or anticipated disposition of the case.

If the investigator's report or law enforcement officials conclude the case involved founded physical or sexual abuse by a certificated employee, or the employee admits the violation, or the employee has surrendered the employee's certificate or license, the investigator shall file a complaint on behalf of the district after obtaining the superintendent's signature with the Nebraska Professional Practices Commission. The investigator shall also arrange for counseling services for the student if the student or student's parents request counseling services. Information of unfounded abuse shall not be kept in the employee's personnel file.

Revised: February 12, 2014

ABUSE COMPLAINT FORM

Name of complainant: _____

Position of complainant: _____

Date of complaint: _____

Name of alleged abuser: _____

Date and Place of incident or incidents: _____

Description of misconduct: _____

Name of witnesses (if any): _____

Evidence of abuse, i.e., letters, photos, etc. (attach evidence if possible): _____

Any other information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: _____

WITNESS DISCLOSURE FORM

Name of witness: _____

Position of witness: _____

Date of testimony, interview: _____

Description of instance witnessed: _____

Any other information: _____

I agree that all of the information of this form is accurate and true to the best of my knowledge.

Signature: _____

Date: _____

GIFTS TO EMPLOYEES

Employees may receive a gift on behalf of the school district. Employees shall not, either directly or indirectly, solicit, accept or receive any gift, series of gifts or an honorarium unless the donor does not meet the definition of “restricted donor” stated below or the gift or honorarium does not meet the definition of gift or honorarium stated below.

A “restricted donor” is defined as a person or other entity which:

Is seeking to be, or is a party to, any one or any combination of sales, purchases, leases or contracts to, from or with the school district;

Will be directly and substantially affected financially by the performance or nonperformance of the employee’s official duty in a way that is greater than the effect on the public generally or on a substantial class of persons to which the person belongs as a member of a profession, occupation, industry or region; or

Is a lobbyist or a client of a lobbyist with respect to matters within the school district’s jurisdiction.

A “gift” is the giving of anything of value in return for which something of equal or greater value is not given or received. However, “gift” does not include any of the following:

Contributions to a candidate or a candidate’s committee;

Information material relevant to an employee’s official function, such as books, pamphlets, reports, documents, periodicals or other information that is recorded in a written, audio or visual format;

Anything received from a person related within the fourth degree by kinship or marriage, unless the donor is acting as an agent or intermediary for another person not so related;

An inheritance;

Anything available or distributed to the general public free of charge without regard to the official status of the employee;

Items received from a charitable, professional, educational or business organization to which the employee belongs as a dues paying member if the items are given to all members of the organization without regard to an individual member’s status or positions held outside of the organization and if the dues paid are not inconsequential when compared to the items received;

Actual expenses of an employee for food, beverages, travel and lodging for a meeting, which is given in return for participation in a panel or speaking engagement at the meeting when the expenses relate directly to the day or days on which the employee has participation or presentation responsibilities;

Plaques or items of negligible resale value given as recognition for public service;

Items or services solicited or given to a state, national or regional organization in which the state of Nebraska or a school district is a member for purposes of a business or educational conference, seminar or other meeting or solicited by or given for the same purposes to state, national or regional government organizations whose memberships and officers are primarily composed of state or local government officials or employees for purposes of a business or educational conference, seminar or other meeting;

Items or services received by members or representatives of members as part of a regularly scheduled event that is part of a business or educational conference, seminar or other meeting that is sponsored and directed by any state, national or regional government organization in which the state of Nebraska or political subdivision of the state of Nebraska is a member or received at such an event by members or representatives of members of state, national or regional government organizations whose memberships and officers are primarily composed of state or local government officials or employees;

Funeral flowers or memorials to a church or nonprofit organization;

Gifts which are given to an employee for the employee's wedding or anniversary;

Payment of salary or expenses by the school district for the cost of attending a meeting of a subunit of an agency when the employee whose expenses are being paid serves on a board, commission, committee, council or other subunit of the agency and the employee is not entitled to receive compensation or reimbursement of expenses from the school district for attending the meeting; or

Gifts other than food, beverages, travel and lodging received by an employee which are received from a person who is a citizen of a country other than the United States and is given during a ceremonial presentation or as a result of a custom of the other country and is of personal value only to the employee.

Actual registration costs for informational meetings or sessions which assist a public official or public employee in the performance of the person's official functions. The costs of food, drink, lodging and travel are not "registration costs" under this paragraph. Meetings or sessions which a public official or public employee attends for personal or professional certification purposes are "informational meetings or sessions which assist a public official or public employee in the performance of the person's official functions" under this paragraph.

An "honorarium" is anything of value that is accepted by, or on behalf of, an employee as consideration for an appearance, speech or article. An honorarium does not include any of the following:

Actual expenses of an employee for registration, food, beverages, travel or lodging for a meeting, which is given in return for participation in a panel or speaking engagement at a meeting when the expenses relate directly to the day or days on which the employee has participation or presentation responsibilities;

A non-monetary gift or series of non-monetary gifts donated within thirty days to a public body, an educational or charitable organization or a Nebraska state agency; or

PUBLIC COMPLAINTS ABOUT EMPLOYEES

The board recognizes situations may arise in the operation of the school district which are of concern to parents and other members of the school district community. While constructive criticism is welcomed, the board desires to support its employees and their actions to free them from unnecessary, spiteful, or negative criticism and complaints that do not offer advice for improvement or change.

While speakers may during public meetings offer objective criticism of school operations and programs, the board will not hear personal complaints concerning district personnel nor against any person connected with the school system unless that complaint is an agenda item having followed the process described below. To do so could expose the board to a charge of being party to slander and would prejudice any necessity to act as the final review of administrative recommendations regarding the matter. The board president will direct the patron to the appropriate means for board consideration and disposition of legitimate complaints involving individuals.

Any complaint about school personnel other than the superintendent will be investigated by the administration before consideration and action by the board. The board will not hear charges against employees in open session unless an employee requests an open session.

The board firmly believes concerns should be resolved at the lowest organizational level by those individuals closest to the concern. Whenever a complaint or concern is brought to the attention of the board it will be referred to the administration to be resolved. Prior to board consideration however, the following should be completed:

Matters concerning an individual student, teacher, or other employee should first be addressed to the teacher or employee;

Unsettled matters from (1) above or problems and questions about individual attendance centers should be addressed to the employee's building principal for certificated employees and the superintendent for support staff.

Unsettled matters regarding certificated employees for (2) above or problems and questions concerning the school district should be directed to the superintendent.

If a matter cannot be settled satisfactorily by the superintendent, it may then be brought to the board. To bring a concern regarding an employee, the individual may notify the board president for inclusion on the board agenda of a regularly scheduled board meeting in accordance with board policy 204.10.

It is within the discretion of the board to address complaints from the members of the school district community, and the board will only do so if they are in writing, signed, and the complainant has complied with this policy.

Revised: February 12, 2014

Cross Reference: 204.10 Agenda
204.12 Public Participation at Board Meetings

EMPLOYEE OUTSIDE EMPLOYMENT

The board believes the primary responsibility of employees is to the duties of their position within the school district as outlined in their job description. The board considers an employee's duties as part of a regular, full-time position as full-time employment. The board expects such employees to give the responsibilities of their positions in the school district precedence over any other employment.

It shall be the responsibility of the superintendent to counsel employees, whether full-time or part-time, if, in the judgment of the superintendent and the employee's immediate supervisor, the employee's outside employment interferes with the performance of the employee's duties required in the employee's position within the school district.

The board may request the employee to cease the outside employment as a condition of continued employment with the school district.

Revised: February 12, 2014

Cross Reference: 402.03 Employee Conflict of Interest
409.05 Certificated Employee Tutoring

EMPLOYEE FUNDRAISING

Any employee fundraising campaigns, including online fundraising such as crowdfunding campaigns, must have prior approval from the Superintendent before taking any actions when using the employee’s position to raise funds. Any person or entity acting on behalf of the district and wishing to conduct a fundraising campaign for the benefit of the district must also begin the process by seeking prior approval from the Superintendent. All money raised through an approved fundraising campaign is subject to normal accounting procedures of the district and any additional procedures that may be required in the approval process. Any information or materials placed on fundraising websites are subject to the same district policies covering publication of materials on the district website.

Approval of requests shall depend on factors including, but not limited to:
Compatibility with the district’s educational program, mission, vision, core values, beliefs, and student achievement goals;
The district’s instructional priorities;
The manner in which donations are collected and distributed by the fundraising process;
Equity in funding; and
Other factors deemed relevant or appropriate by the district.

If approved, the employee shall be responsible for preparing all materials and information related to the fundraising campaign and keeping district administration apprised of the status of the campaign. The employee shall not violate any district policy or guideline and must protect the confidentiality of all student information.

The employee is responsible for compliance with all state and federal laws and other relevant district policies and procedures. All items and money generated are subject to the same controls and regulations as other district property and shall be deposited or inventoried accordingly. No money raised or items purchased shall be distributed to individual employees.

Approved 8-14-17 Reviewed _____ Revised _____

EMPLOYEE PHYSICAL EXAMINATIONS

Employees whose physical or mental health, in the judgment of the administration, may be in doubt shall submit to additional examinations, when requested to do so, at the expense of the school district.

The cost of the initial examination will be paid by the school district. Medical examinations will be conducted by a medical doctor selected by the district. The school district shall provide the standard examination form to be completed by the personal physician of the employee.

The successful applicant must be qualified and must be able to perform the essential functions of a position with or without reasonable accommodations. The district may withdraw an offer of employment should the medical examination reveal that the individual does not satisfy certain employment criteria under the following conditions:

The exclusionary criteria are job related and consistent with business necessity;

There is no reasonable accommodation that will enable the individual with a disability to perform the essential functions of the job;

The medical condition poses a direct threat to the health or safety of others in the workplace and cannot be eliminated or reduced to an acceptable level by a reasonable modification of policies, practices, procedures or by the provision of auxiliary aids or services;

The requested or necessary accommodation would impose an undue hardship on the district, unless funding is available through other sources. Individuals with a disability may be offered an opportunity of paying for a portion of the costs that constitutes an undue hardship or of personally providing the accommodation.

Employees identified as having reasonably anticipated contact with blood or infectious materials shall receive the Hepatitis B vaccine or sign a written waiver stating that they will not take the vaccine.

It shall be the responsibility of the superintendent to write an exposure control plan to eliminate or minimize district occupational exposure to blood-borne pathogens. The plan for designated employees shall include, but not be limited to, scope and application, definitions, exposure control, methods of compliance, Hepatitis B vaccination and post exposure evaluation and follow-up, communication of hazards to employees, and record keeping.

Information the district receives regarding medical examinations and drug testing will be collected and maintained on separate forms and in separate files apart from personnel files. All such records will be kept confidential, maintained for a minimum of one year and released only in accordance with provisions of the Americans with Disabilities Act or other applicable laws.

Homer Community School District

File: 404.01

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The requirements stated in the Negotiated Contract between employees in that certified collective bargaining unit and the board regarding physical examinations of such employees shall be followed.

Revised: February 12, 2014

Legal Reference: 29 C.F.R. Pt. 1630

Cross Reference: 404 Employees' Health and Well-Being

EMPLOYEE INJURY ON THE JOB

Cr EMPLOYEE INJURY ON THE JOB

When an employee becomes seriously injured on the job, the building principal shall notify a member of the family, or an individual of close relationship, as soon as the building principal becomes aware of the injury.

If possible, an employee may administer emergency or minor first aid. An injured employee shall be turned over to the care of the employee's family or qualified medical employees as quickly as possible. The school district is not responsible for medical treatment of an injured employee.

It shall be the responsibility of the employee injured on the job to inform their supervisor within one business day of the occurrence. It shall be the responsibility of the employee's immediate supervisor to file an accident report within one business day after the employee reported the injury and notify the building principal.

It shall be the responsibility of the employee to file claims, such as workers' compensation, through the central administration office.

Injury Leave

If a district employee suffers physical injury within the scope of employment by another individual who intentionally, knowingly, or recklessly causes that injury, notification of the supervisor shall be made as described above. If, after investigation of the circumstances of the injury by the administration, and in consultation with the employee's physician, the employee may be granted up to seven calendar days of paid leave for such time as the employee is absent and unable to work as a result of the injury. This injury leave will not count against any other leave available to the employee. The administration's decision regarding injury leave is not subject to appeal.

Legal Reference: Neb. Statute 79-8,106

Cross Reference: 404 Employee Health and Well-Being
410.02 Certificated Employee Personal Illness Leave
415.02 Support Staff Personal Illness Leave
905.06 Accident Reports

EMPLOYEES' PERSONAL SECURITY AND SAFETY

The board authorizes the superintendent to take appropriate means to provide for the health and safety of all employees while engaged in the performance of their duties.

The superintendent, in consultation with district and building safety committees, will develop training and written procedures necessary to accomplish this goal and to meet the requirements of the law.

All employees shall conduct their work in compliance with the safety rules of the district.

Revised: February 12, 2014

Cross Reference: 905 Safety Program

COMMUNICABLE DISEASES – EMPLOYEES

Employees with a communicable disease will be allowed to perform their customary employment duties provided they are able to perform the essential functions of their position and their presence does not create a substantial risk of illness or transmission to students or other employees. The term "communicable disease" shall mean an infectious or contagious disease spread from person to person, or animal to person, or as defined by law.

Prevention and control of communicable diseases shall be included in the school district's bloodborne pathogens exposure control plan. The procedures shall include scope and application, definitions, exposure control, methods of compliance, universal precautions, vaccination, post-exposure evaluation, follow-up, communication of hazards to employees and record keeping. This plan shall be reviewed annually by the superintendent and school nurse.

The health risk to immunodepressed employees shall be determined by their personal physician. The health risk to others in the school district environment from the presence of an employee with a communicable disease shall be determined on a case-by-case basis by the employee's personal physician, a physician chosen by the school district or public health officials.

An employee who is at work and who has a communicable disease which creates a substantial risk of harm to a student, coworkers, or others at the workplace shall report the condition to the Superintendent any time the employee is aware that the disease actively creates such risk.

Health data of an employee is confidential and it shall not be disclosed to third parties. Employee medical records shall be kept in a file separate from their personal file.

It shall be the responsibility of the superintendent, in conjunction with the school nurse, to develop administrative regulations stating the procedures for dealing with employees with a communicable disease.

Legal Reference: 29 U.S.C. §§ 794, 1910 (1994).
42 U.S.C. §§ 12101 et seq. (1994).
45 C.F.R. Pt. 84.3 (1996).

Cross Reference: 402.06 Employee Records
508.03 Communicable or Infectious Diseases - Students

Approved 8-10-20 Reviewed _____ Revised _____

HAZARDOUS CHEMICAL DISCLOSURE

The board authorizes the development of a comprehensive hazardous chemical communication program for the school district to disseminate information about hazardous chemicals in the work place.

Each employee shall annually review information about hazardous substances in the workplace. When a new employee is hired or transferred to a new position or work site, the information and training, if necessary, shall be included in the employee's orientation. When an additional hazardous substance enters the workplace, information about it shall be distributed to all employees, and training shall be conducted for the appropriate employees. The central administration office shall maintain a file indicating which hazardous substances are present in the workplace and when training and information sessions take place.

Employees who will be instructing or otherwise working with students shall disseminate information about the hazardous chemicals with which they will be working as part of the instructional program.

It shall be the responsibility of the superintendent to develop administrative regulations regarding this program.

Revised: February 12, 2014

Legal Reference: 29 C.F.R. Pt. 1910; 1200 et seq. (1996).
Laws 1993, L.B. 757

Cross Reference: 404 Employees' Health and Well-Being
905 Safety Program

HARASSMENT

Harassment of employees, students, volunteers or visitors will not be tolerated in the school district. School district includes school district facilities, school district property, or property within the jurisdiction of the school district; while on school-owned or school-operated transportation; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the district.

Harassment includes, but is not limited to, race, religion, national or ethnic origin, color, marital status, disability, sex, veteran status, age, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other prohibited status. Harassment by board members, administrators, employees, parents, vendors, and others doing business with the school district is prohibited. Employees whose behavior is alleged to be in violation of this policy will be subject to the investigation procedure which may result in discipline, up to and including, discharge or other appropriate action. Other individuals whose behavior is alleged to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the superintendent or board.

Harassment on the basis of race, religion, national or ethnic origin, color, marital status, disability, sex, veteran status, age, pregnancy, childbirth or related medical condition, or other prohibited status means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble individuals when:

- submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of an individual's participation in school programs, activities or employment;
- submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's performance or
- creating an intimidating, offensive or hostile learning or work environment.

Harassment as set forth above may include, but is not limited to the following:

- verbal, physical or written harassment or abuse or unwelcome communication implying sexual motives or intentions;;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, achievements, etc.;
- demeaning jokes, stories, or activities directed at an individual;
- pressure for sexual activity; repeated remarks to a person with sexual or demeaning implications;
- unwelcome touching;
- unwelcome and offensive public sexual display of affection;

Approved 8 -10-20

Reviewed _____ Revised _____

- suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's job, promotions, recommendations, etc.

Employees, students, volunteers or visitors who believe they have suffered harassment shall report such matters to the Compliance Coordinator or building principal.

Every report of alleged violations of this policy that can be interpreted at the outset to fall within the protections of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of an ongoing investigation of this policy, potential issues of sexual harassment or discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged sexual harassment or discrimination as well as the incidents of alleged violations of this policy.

Upon receiving a complaint, the investigator shall confer with the complainant to obtain an understanding and a statement of the facts. It shall be the responsibility of the investigator to promptly and reasonably investigate claims of harassment and to pass the findings on to the superintendent who shall complete such further investigation as deemed necessary and take such final action as appropriate. It is the intention of the district to complete its investigation within ten (10) working days after receiving a complaint unless extenuating circumstances such as unavailability of a witness or needing additional time because of the complexity of the investigation or the need to involve outside experts. The extended timeframe for investigation due to extenuating circumstances shall not exceed ten (10) days without the consent of the complainant, unless the alleged victim agrees to a longer time limit. Information regarding an investigation of harassment shall be confidential to the extent possible, and those individuals who are involved in the investigation shall not discuss information regarding the complaint outside the investigation process.

No one shall retaliate against an employee or student because they have filed a harassment complaint, assisted or participated in a harassment investigation, proceeding, or hearing regarding a harassment charge or because they have opposed language or conduct that violates this policy. This policy should be used when an employee is the alleged harasser or the alleged victim. It is strongly recommended the investigator and alternate investigator be of opposite sexes.

It shall also be the responsibility of the superintendent, in conjunction with the investigator and principals, to develop administrative rules regarding this policy. The superintendent or superintendent's designee shall also be responsible for organizing training programs to educate employees, students and others involved with the school district about harassment and the school district's policy prohibiting harassment. The training shall include how to recognize harassment and what to do in case an individual is harassed. The employee training will be documented in personnel files to ensure a record of training for each employee.

Legal Reference: 42 U.S.C. §§ 2000e et seq. (1994).
29 C.F.R. Pt. 1604.11 (1996).

Cross Reference: 103 Equal Educational Opportunity
402.01 Equal Opportunity Employment
402.05 Employee Grievances
403.03 Abuse of Students by School District Employees
405 Employee Conduct and Appearance
504.18 Harassment By Students
505 Student Discipline

HARASSMENT INVESTIGATING AND REPORTING

Harassment of employees and students will not be tolerated in the school district.

Harassment is a violation of school district policies, rule and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

Employees whose behavior is alleged to be in violation of this policy will be subject to the investigation procedure which may result in discipline, up to and including, discharge or other appropriate action. Other individuals whose behavior is alleged to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the superintendent or board.

Individuals who feel that they have been harassed by employees, board members, administrators, parents, vendors or others doing business with the school district should communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual needs assistance communicating with the harasser, he/she should ask a teacher, counselor or principal to help.

Complaint Procedure

An employee or student who believes that they have been harassed shall notify the superintendent, the designated investigator. The alternate investigator is the building principal. The investigator may request that the employee or student complete the Harassment Complaint form and provide evidence of the harassment, including, but not limited to, letters, tapes, or pictures. Information received during the investigation shall be kept confidential to the extent possible.

The superintendent, or the investigator with the approval of the superintendent, has the authority to initiate a harassment investigation in the absence of a written complaint.

Investigative Procedure

The investigator shall reasonably and promptly commence the investigation upon receipt of the complaint. The investigator shall interview the complainant and the alleged harasser. The alleged harasser may file a written statement refuting or explaining the behavior outlined in the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator shall report to the superintendent. The investigator will outline the findings of the investigation to the superintendent.

Resolution of the Complaint

The superintendent will complete the next step in the investigation reasonably and promptly upon receipt of the investigator's report. Following the investigator's report the superintendent may investigate further, if deemed necessary, and make a determination of the appropriate next step which may include discipline, up to and including, discharge.

Prior to the determination of the appropriate remedial action, the superintendent may, at the superintendent's discretion, interview the complainant and the alleged harasser. The superintendent shall file a written report closing the case and documenting any disciplinary or other action taken in response to the complaint. The complainant, the alleged harasser and the investigator shall receive notice as to the conclusion of the investigation.

Points to Remember in the Investigation

Evidence uncovered in the investigation is confidential.
Complaints must be taken seriously and investigated.
No retaliation will be taken against individuals involved in the investigation process.
Retaliators will be disciplined up to and including discharge.

Conflicts

If the investigator is the alleged harasser or a witness to the incident, the alternate investigator shall be the investigator.

If the alleged harasser is the superintendent, the alternate investigator shall take the superintendent's place in the investigation process. The alternate investigator shall report the findings to the board.

Revised: February 12, 2014

HARASSMENT COMPLAINT FORM

Name of complainant: _____

Position of complainant: _____

Date of complaint: _____

Name of alleged harasser: _____

Date and place of incident or incidents: _____

Description of misconduct: _____

Name of witnesses (if any): _____

Evidence of harassment, i.e., letters, photos, etc. (attach evidence if possible): _____

Any other information: _____

I agree that all of the information on this form is accurate and true to the best of knowledge.

Signature: _____

Date: _____

SUBSTANCE-FREE WORKPLACE

The board expects the school district and its employees to remain substance free. No employee shall unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcohol beverage as defined by federal or state law. "Workplace" includes school district facilities, school district premises or school district vehicles. "Workplace" also includes non-school property if the employee is at any school-sponsored, school-approved or school-related activity, event or function, such as field trips or athletic events where students are under the control of the school district or where the employee is engaged in school business.

If an employee is convicted of a violation of any criminal drug offense committed in the workplace, the employee shall notify the employee's supervisor of the conviction within five days of the conviction.

The superintendent will make the determination whether to require the employee to undergo substance abuse treatment or to discipline the employee. An employee who violates the terms of this policy may be subject to discipline up to and including termination. An employee who violates this policy may be required to successfully participate in a substance abuse treatment program approved by the board. If the employee fails to successfully participate in a program, the employee may be subject to discipline up to and including termination.

The superintendent shall be responsible for publication and dissemination of this policy to each employee. In addition, the superintendent shall oversee the establishment of a substance-free awareness program to educate employees about the dangers of substance abuse and notify them of available substance abuse treatment programs.

It is the responsibility of the superintendent to develop administrative regulations to implement this policy. This policy and related administrative regulations shall have a biennial review to determine its effectiveness, implement needed changes and ensure that the sanctions are consistently enforced.

Revised: February 12, 2014

Legal Reference: P.L. 101-226, Drug-Free Schools and Communities Act Amendments of 1989,
41 U.S.C. §§ 701-707 (1994)
42 U.S.C. §§ 12101 et seq. (1994).
34 C.F.R. Pt. 86 (1996).

Cross Reference: 405 Employee Conduct and Appearance

DRUG AND ALCOHOL TESTING PROGRAM

Employees who operate school vehicles are subject to drug and alcohol testing if a commercial driver's license is required to operate the school vehicle and the school vehicle transports sixteen or more persons including the driver or the school vehicle weighs twenty-six thousand one pounds or more. For purposes of the drug and alcohol testing program, the term "employees" includes applicants who have been offered a position to operate a school vehicle.

The employees operating a school vehicle as described above are subject to pre-employment drug testing and random, reasonable suspicion and post-accident drug and alcohol testing. Employees operating school vehicles shall not perform a safety-sensitive function within four hours of using alcohol. Employees governed by this policy shall be subject to the drug and alcohol testing program beginning the first day they operate or are offered a position to operate as long as they may be required to perform a safety sensitive function as it is defined in the administrative regulations. Employees with questions about the drug and alcohol testing program may contact the school district contact person, the superintendent at 212 So. 3rd, Homer, NE.

Employees who violate the terms of this policy are subject to discipline up to and including termination. Employees who violate this policy bear the personal and financial responsibility, as condition of continued employment, to successfully participate in a substance abuse evaluation or recommended substance abuse treatment program may be subject to discipline up to and including termination.

It is the responsibility of the superintendent to develop administrative regulations to implement this policy in compliance with the law. The superintendent shall inform applicants of the requirement for drug and alcohol testing in notices or advertisements for employment.

The superintendent shall also be responsible for publication and dissemination of this policy and its supporting administrative regulations and forms to employees operating school vehicles. The superintendent shall also oversee a substance-free awareness program to educate employees about the dangers of substance abuse and notify them of available substance abuse treatment resources and programs.

Approved: February 12, 2014

Legal Reference: 49 U.S.C. §§ 5331 et seq. (1994).
42 U.S.C. §§ 12101 (1994).
41 U.S.C. §§ 701-707 (1996).
49 C.F.R. Pt. 40; 382; 391.81-123 (1994).
34 C.F.R. Pt. 85 (1996).

Homer Community School District

File: 404.08
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Cross Reference: 404.07 Substance-Free Workplace
410.02 Certificated Employee Personal Illness Leave
415.02 Support Staff Personal Illness Leave

INJURED EMPLOYEE ALTERNATIVE DUTY REVIEW

Employees returning to work from an injury may in some instances be placed on temporary light duty assignment by the building principle based on a doctor's recommendation. All employees are hired to perform essential functions for the district and it is necessary to the continued operation of the district that carry out the duties they were hired to perform. This alternative duty assignment is intended to reduce lost time days and shall not continue indefinitely.

The building shall monitor the health improvement of the employee and conduct a review of the light duty assignment every thirty (30) days. Light duty assignment is limited to all employees to a maximum of 180 days.

Revised: February 12, 2014

Cross Reference:	404	Employees' Health and Well-Being
	407.05	Certificated Employee Workers' Compensation
	410.02	Certificated Employee Personal Illness Leave
	413.04	Support Staff Workers' Compensation
	415.02	Support Staff Personal Illness Leave

It is the the policy of this district to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. The District does not discriminate on the basis of sex in any education program or activity that it operates, including admission and employment. Inquiries about the application of Title IX to the District may be referred to the District's Title IX Coordinator, to the Regional Office of Civil Rights of the Department of Education, or both.

The Board encourages students, employees and third parties who believe they or others have been subject to Title IX sexual harassment, other discrimination or retaliation to promptly report such incidents to the Title IX Coordinator or building principal, even if some elements of the related incident took place or originated away from school grounds, school activities or school conveyances. A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may file a report of discrimination with the Title IX Coordinator.

The Board designates the following individual to serve as the District's Title IX Coordinator and may or may not have the same person serve as Compliance Coordinator:

Title: Dan Schmitt, Athletic Director

Office address: 212 South 3rd Street; Homer, NE 68030

Email: danschmitt@homerknights.org

Phone number: 402-698-2377

Other district employees filling key roles for implementing Title IX sexual harassment procedures include investigator(s), decision-maker(s), individuals to handle appeals, and individuals to facilitate an informal resolution process. Specific individuals filling these roles may vary from complaint to complaint as appropriate.

The Director of the Regional Office of Civil Rights can be contacted at the Kansas Office of Civil Rights, U.S. Department of Education, One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, MO 64106, (816) 268-0550, by email to OCR.KansasCity@ed.gov.

The district is committed to providing a nondiscriminatory workplace for employees. It is committed to the maintenance of a safe, positive learning environment for all students by providing student course offerings, counseling, assistance, services, employment, athletics, and extracurricular activities without any form of discrimination, including Title IX sexual harassment. Discrimination is inconsistent with the rights of employees and students and the educational and programmatic goals of the district and is prohibited at or, in the course of, district-sponsored programs or activities, including transportation to or from school or school-sponsored activities.

Approved 8-10-20

Reviewed _____ Revised _____

The student's parents/guardian or any other person with knowledge of conduct that may violate this policy is encouraged to immediately report the matter to the building principal. A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal, as well as properly making any mandatory police or child protective services reports required by law.

Violations of this policy, including acts of retaliation as described in this policy, or knowingly providing false information, may result in disciplinary consequences under applicable Board policy and procedures.

Any person may report sex discrimination, including sexual harassment, at any time, including during non-business hours. Such a report may be made in person, by mail, by telephone or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

For purposes of this policy and the grievance process, "Title IX sexual harassment" means conduct on the basis of sex that satisfies one or more of the following:

A District employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;

Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or

"Sexual assault" as defined in 20 USC 1092(f)(6)(A)(v), "dating violence" as defined in 34 USC 12291(a)(10), "domestic violence" as defined in 34 USC 12291(a)(8) or "stalking" as defined in 34 USC 12291(a)(30). These definitions are included in the procedures to this policy.

Such conduct must have taken place during a district education program or activity and against a person in the United States to qualify as sexual harassment under Title IX. An education program or activity includes the locations, events, or circumstances over which the district exercises substantial control over both the respondent and the context in which the harassment occurs. Title IX applies to all of a district's education programs or activities, whether such programs or activities occur on-campus or off-campus.

When the alleged harassment or discrimination does not meet the Title IX definition of sexual harassment, the Title IX Coordinator directs the individual to the applicable process for investigation.

Retaliation Prohibited

The District prohibits intimidation, threats, coercion or discrimination against any individual for the purpose of interfering with any right or privilege secured by Title IX or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation proceeding or hearing, or acted in opposition to practices the person reasonably believes to be discriminatory, if applicable. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX or this part, constitutes retaliation.

Confidentiality

The District must keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any individual who has been alleged to be the victim or perpetrator of conduct that could constitute sexual harassment, and any witness, except as may be permitted by Family Educational Rights and Privacy Act (FERPA) or as required by law, or to carry out the purposes of the Title IX regulations, including the conduct of any investigation, hearing or judicial proceeding arising under the regulations.

Notice Requirements

The District provides notice to applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, employees and the union(s) holding collective bargaining agreements with the district with the name or title, office address, email address and telephone number of the Title IX Coordinator and notice of the District grievance procedures and process, including how to report or file a complaint of sex discrimination, how to file a formal complaint of sexual harassment and how the District will respond. The District also posts the Title IX Coordinator's contact information and Title IX policies and procedures in a prominent location on the District website and in all handbooks made available by the District.

Training Requirements

The District ensures that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, receives training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and grievance process including examination of evidence, handling hearings, appeals and informal resolution processes, when applicable, how to address complaints that do not qualify as Title IX sexual harassment, and how to serve impartially including by avoiding prejudgment of the facts at issue, conflicts of interest and bias. The District also ensures that decision-makers and investigators receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant as set forth in the formal procedures that follow, and training on any technology to be used at a live hearing, if applicable. Investigators also receive training on issues of relevance to

create an investigative report that fairly summarizes relevant evidence. All materials used to train individuals who receive training under this section must not rely on sex stereotypes and must promote impartial investigations and judgments of formal complaints of sexual harassment and are made publicly available on the District's website.

Conflict of Interest and Bias

The District ensures that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process do not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

Determination of Responsibility

The individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment is presumed not responsible for alleged conduct. A determination regarding responsibility will be made by the decision-maker at the conclusion of the investigation in accordance with the process outlined in the accompanying regulation. No disciplinary sanctions will be imposed unless and until a final determination of responsibility is reached.

Other Title IX Coordinator Duties

The Title IX Coordinator, along with the Compliance Coordinator, shall fulfill designated responsibilities to ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modifications to procedures and to monitor the implementation of the district's nondiscrimination procedures in the following areas, as appropriate:

Curriculum and Materials - Review of curriculum guides, textbooks, and supplemental materials for discriminatory bias.

Training - Provide training for students and staff to prevent, identify and alleviate problems of discrimination.

Resources - Maintain and provide information to staff on resources available to complainants in addition to the school complaint procedure or Title IX procedures, such as making reports to the police, available supportive measures such as assistance from domestic violence or rape crisis programs and community health resources including counseling resources.

Review - Review of personnel practices and actions for discriminatory bias and compliance with laws against discrimination to include monitoring and recommending corrective measures when appropriate to written position qualifications, job descriptions and essential job functions; recruitment materials and practices; procedures for screening applicants; application and interviewing practices for hiring and promotions; district designed performance evaluations; review of planned employee demotions, non-renewal of contracts, and proposed employee disciplinary actions up to and including termination.

Student Access - Review of programs, activities, and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.

TITLE IX REPORTING FORM

The Board declares it to be the policy of this district to provide a safe, positive learning and working environment that is free from bullying, hazing, dating violence, sexual harassment and other discrimination, and retaliation. If you have experienced, or if you have knowledge of, any such actions, we encourage you to complete this form. The Title IX Coordinator will be happy to support you by answering any questions about the report form, reviewing the report form for completion and assisting as necessary with completion of the report. The Title IX Coordinator's contact information is:

Position: _____

Address: _____

Email: _____

Phone Number: _____

Retaliation Prohibited

The district, its employees and others are prohibited from intimidating, threatening, coercing, or discriminating against you for filing this report. Please contact the Title IX Coordinator immediately if you believe retaliation has occurred.

Confidentiality

Confidentiality of all parties, witnesses, the allegations and the filing of a report shall be handled in accordance with applicable law, regulations, Board policy, procedures, and the district's legal and investigative obligations. The school will take all reasonable steps to investigate and respond to the report, consistent with a request for confidentiality as long as doing so does not preclude the school from responding effectively to the report. If you have any questions regarding how the information contained in this report may be used, please discuss them with the Title IX Coordinator prior to filing the report. Once this report is filed, the district has an obligation to investigate the information provided.

Note: For purposes of Title IX sexual harassment, this Report Form serves initially as an informal report, not a formal complaint of Sexual Harassment under Title IX.

I. Information About the Person Making This Report:

Name: _____

Address: _____

Phone Number: _____

School Building: _____

I am a:

- Student Parent/Guardian Employee Volunteer Visitor
 Other _____ (please explain relationship to the district)

If you are not the victim of the reported conduct, please identify the alleged victim:

Name: _____

- The alleged victim is: Your Child Another Student A District Employee
 Other: _____ (please explain relationship to the alleged victim)

II. Information About the Person(s) You Believe is/are Responsible for the Bullying, Hazing, Harassing or Other Discrimination You are Reporting

Please record the name(s) of the individual(s) you believe to be responsible for the conduct you are reporting.

Name(s):

The reported individual(s) is/are:

- Student(s) Employee(s)
 Other _____ (please explain relationship to the district)

III. Description of the Conduct You are Reporting

In your own words, please do your best to describe the conduct you are reporting as clearly as possible. Please attach additional pages if necessary:

When did the reported conduct occur? (Please provide the specific date(s) and time(s) if possible):

Where did the reported conduct take place?

Please provide the name(s) of any person(s) who was/were present, even if for only part of the time.

Please provide the name(s) of any other person(s) that may have knowledge or related information surrounding the reported conduct.

Have you reported this conduct to any other individual prior to giving this report?

Yes No

If yes, who did you tell about it?

If you are the victim of the reported conduct, how has this affected you?

I affirm that the information reported above is true to the best of my knowledge, information and belief.

Signature of Person Making the Report

Date

Received By

Date

FOR OFFICIAL USE ONLY

This section is to be completed by the Title IX Coordinator based on reviewing the report with the complainant or other individual making the report.

The purpose of this form is to assist the Title IX Coordinator in gathering information necessary to properly assess the circumstances surrounding the reported conduct to determine if the allegations fall under the definition of Title IX sexual harassment or if the matter merits review and action under other Board policies. The Title IX Coordinator shall gather as much information as possible in cases of incomplete or anonymous reports to assess the report.

Upon receipt of the report, The Title IX Coordinator shall promptly contact the complainant regarding the report to gather additional information as necessary, and to discuss the availability of supportive measures as described in Policy 404.12. The Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures.

I. Reporter Information:

Name: _____

Address: _____

Phone Number: _____

School Building: _____

Reporter is a:

- Student Parent/Guardian Employee Volunteer Visitor
- Other _____ (please explain relationship to the district)

If the reporter is not the victim of the reported conduct, please identify the alleged victim:

Name: _____

- The alleged victim is: Reporter's Child Another Student Another Employee
- Other: _____ (please explain relationship to the alleged victim)

II. Respondent Information

Please state the name(s) of the individual(s) believed to have conducted the reported violation:

Name(s):

The reported respondent(s) is/are:

- Student(s) Employee(s)
- Other _____ (please explain relationship to the district)

III. Level of Report:

- Informal Formal (see additional information below on Title IX formal complaints)

IV. Type of Report:

- Title IX Sexual Harassment Discrimination Retaliation Bullying
- Hazing Dating Violence Other _____

Nature of the Report (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> Race | <input type="checkbox"/> Age |
| <input type="checkbox"/> Color | <input type="checkbox"/> Creed |
| <input type="checkbox"/> Religion | <input type="checkbox"/> Sex |
| <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Sexual Harassment (Title IX) |
| <input type="checkbox"/> National Origin | <input type="checkbox"/> Ancestry |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> Pregnancy |
| <input type="checkbox"/> Handicap/Disability | <input type="checkbox"/> Bullying |
| <input type="checkbox"/> Hazing | <input type="checkbox"/> Dating Violence |
| <input type="checkbox"/> Veteran Status | <input type="checkbox"/> Genetic Background |

V. Reported Conduct

Describe the reported conduct below, including specific actions, dates, times, locations and any other details necessary to properly assess the reported incident(s).

How often did the conduct occur?

Is it being repeated? Yes No

Do the circumstances involve a student identified as a student with a disability under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act?

- No.
- Yes, please identify the student with a disability and contact the Director of Special Education.

Director of Special Education was contacted: _____

How has the conduct affected the alleged victim's ability to fully participate in the school's academic, programs, activities or school employment?

What is the alleged victim's relationship with the alleged respondent?

Insert names, descriptions, and/or contact information of individuals believed to have observed the conduct or who otherwise may have knowledge of the conduct and/or related circumstances.

Additional observations or evidence including pictures, texts, emails, video or other information submitted to the Title IX Coordinator.

VI. Safety Concerns

Are there safety concerns that may require Emergency Removal of or Administrative Leave for a respondent? (This requires an individualized safety and risk analysis as to whether there is an immediate threat to the physical health or safety of a student or other individual.)

- No.
- Yes, please describe:

VII. Other Reports

Has the conduct been reported to the police or any other agency?

No

Yes Date reported: _____ Agency: _____

VIII. Identification of Policies Implicated by Reported Conduct

Check all that apply:

- Policy 103.00 Equal Educational Opportunity
- Policy 402.01 Equal Opportunity Employment
- Policy 404.06 Harassment (Employees)
- Policy 404.12 Title IX Sexual Harassment
- Policy 247. Hazing
- Policy 249. Bullying
- Policy 252. Dating Violence
- Other _____

To meet the definition of Title IX sexual harassment, the conduct must have taken place during a district education program or activity involving a person in the United States. An **education program or activity** includes the locations, events or circumstances over which the district exercises substantial control over both the respondent and the context in which the sexual harassment occurs. Title IX applies to all of a district's education programs or activities, whether such programs or activities occur on-campus or off-campus.

Did the incident occur during a during a school program or activity involving a person in the United States?

Yes

No

To meet the definition of Title IX sexual harassment, the conduct needs to satisfy one or more of the following (please check all that apply):

- A district employee conditioning the provision of an aid, benefit, or district service on an individual's participation in unwelcome sexual conduct, commonly referred to as quid pro quo sexual harassment.
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a district education program or activity.
- Sexual assault, dating violence, domestic violence or stalking.

Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors:

- Length of relationship.
- Type of relationship.
- Frequency of interaction between the persons involved in the relationship.

Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Sexual assault means a sexual offense under a state or federal law that is classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

Stalking means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means to engage in a course of conduct directed at a specific person that would cause a reasonable person to either:

1. Fear for their safety or the safety of others.
2. Suffer substantial emotional distress.

IX. Recommended Course of Action

After consultation with the complainant and consideration of the reported information, the Title IX Coordinator directs the report to proceed under the provisions of (check all that apply):

- No further action at this time. Reason:
- Policy 103.00 Equal Educational Opportunity
- Policy 402.01 Equal Opportunity Employment
- Policy 404.06 Harassment (Employees)
- Policy 404.12 Title IX Sexual Harassment
- Policy 247. Hazing
- Policy 249. Bullying
- Policy 252. Dating Violence
- Other _____

X. Title IX Information to Complainant

What supportive measures were discussed with the complainant, and what were the complainant's wishes with respect to supportive measures?

Upon designating a course of action under Title IX sexual harassment, the Title IX Coordinator will promptly:

1. Explain to the complainant the process for filing a formal complaint.
2. Inform the complainant of the continued availability of supportive measures with or without the filing of a formal complaint.
3. The Title IX Coordinator shall contact a student complainant's parents/guardians and provide them with information regarding the report and Title IX sexual harassment procedures and grievance process for formal complaints.

If the complainant/reporter, school staff or others with professional knowledge relating to the complainant's health and well-being indicate that notifying the parents/guardians could cause serious harm to the health or well-being of the complainant or other person(s), the Title IX Coordinator will determine, in consultation with such individuals and upon advice of legal counsel, whether to withhold or delay notification of the report from the complainant's parents/guardians.

4. Determine what supportive measures may be offered to the respondent.
5. Determine whether the complainant wishes this report to be treated as a formal complaint.

XI. Title IX Coordinator Signature

I recommend the above course of action based on my consultation with the complainant and the information available at this time.

Title IX Coordinator: _____

Date: _____

XII. Title IX Formal Complaint Action

The Title IX Coordinator shall have the complainant check the appropriate box and sign and date below to indicate whether or not the complainant wishes to have this form serve as a formal complaint pursuant to Title IX.

I would like my report to be treated as a formal complaint pursuant to Title IX.

Yes

No

Complainant's Signature: _____

Date: _____

If the complainant does not wish this report to be treated as a formal complaint pursuant to Title IX, the Title IX Coordinator must assess whether actions limited to supportive measures are a sufficient response to alleged behavior, or whether a formal complaint process is necessary to investigate and address the situation adequately. For example, if disciplinary action would be warranted if allegations are true, if the respondent is an employee, or if further investigation is needed to assess the extent of the behavior and impact on others, it may be clearly unreasonable not to initiate the formal complaint process. The Title IX Coordinator may consult with the school solicitor and other district officials in making this decision.

As Title IX Coordinator, I have determined that, notwithstanding the complainant's preference, it is necessary to proceed with the Title IX Sexual Harassment Formal Complaint for the following reasons:

Therefore, I am signing this form for the purpose of serving as the formal complaint initiating that process:

Title IX Coordinator's Signature: _____

Date: _____

TITLE IX SEXUAL HARASSMENT PROCEDURES

The Board requires the following procedures to be followed for the prompt and equitable resolution of student and employee complaints alleging any action that would be prohibited as sexual harassment by Title IX. The Board directs the process to be published in accordance with all statutory and regulatory requirements.

Definitions

The following definitions apply for Title IX policies and procedures:

“Actual knowledge:” notice of sexual harassment or allegations of sexual harassment to the District’s Title IX Coordinator or any official of the District who has authority to institute corrective measures on behalf of the District, or to any employee of an elementary or secondary school.

“Education program or activity:” includes locations, events or circumstances over which the District exercised substantial control over both the individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment, and the context in which the sexual harassment occurs.

“Complainant:” an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

“Respondent:” an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

“Formal complaint:” a document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the District investigate the allegation of sexual harassment.

“Supportive measures:” non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available and without fee or charge to the Complainant or Respondent before or after the filing of a formal complaint or where no formal complaint has been filed.

For purposes of this policy and the grievance process, “Title IX sexual harassment” means conduct on the basis of sex that satisfies one or more of the following:

1. A District employee conditioning the provision of an aid, benefit, or service of the District on an individual’s participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District’s education program or activity; or

3. “Sexual assault” as defined in 20 USC 1092(f)(6)(A)(v), “dating violence” as defined in 34 USC 12291(a)(10), “domestic violence” as defined in 34 USC 12291(a)(8) or “stalking” as defined in 34 USC 12291(a)(30). These definitions are included in the procedures to this policy.
 - A. “Dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors:
 - i. Length of relationship.
 - ii. Type of relationship.
 - iii. Frequency of interaction between the persons involved in the relationship.
 - B. “Domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.
 - C. “Sexual assault” means a sexual offense under state or federal law that is classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
 - D. “Stalking,” under Title IX means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means to engage in a course of conduct directed at a specific person that would cause a reasonable person to either:
 - i. Fear for their safety or the safety of others.
 - ii. Suffer substantial emotional distress.

District Requirements

When the District has actual knowledge of sexual harassment in an education program or activity of the District, the District will respond promptly in a manner that is not deliberately indifferent. When the harassment or discrimination on the basis of sex does not meet the definition of sexual harassment, the Title IX Coordinator will direct the individual to the applicable sex discrimination process for investigation.

The District treats individuals who are alleged to be the victim (Complainant) and perpetrator (Respondent) of conduct that could constitute sexual harassment equitably by offering supportive measures. Supportive measures are designed to restore or preserve equal access to the District’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District’s educational environment, or deter

sexual harassment. Supportive measures may include counseling or employee assistance program, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual restrictions on contact between the parties, leaves of absence, increased security and monitoring of certain areas of the District's property, campus escort services, assistance from domestic violence or rape crisis programs, assistance from community health resources, changes in work locations and other similar measures.

For students, supportive measures may also include assessments or evaluations to determine eligibility for special education or related services, or the need to review an Individualized Education Program (IEP) or Section 504 Service Agreement based on a student's behavior. This could include, but is not limited to, a manifestation determination or functional behavioral assessment (FBA), in accordance with applicable law, regulations or Board policy.

The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. Upon the receipt of a complaint, the Title IX Coordinator must promptly contact the Complainant to discuss the availability of supportive measures, consider the Complainant's wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the Complainant the process for filing a formal complaint. If the District does not provide the Complainant with supportive measures, then the District must document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

Timelines

The District has established reasonably prompt time frames for the conclusion of the grievance process, including time frames for filing and resolving appeals and informal resolution processes. The grievance process may be temporarily delayed or extended for good cause. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. In the event the grievance process is temporarily delayed for good cause, the District will provide written notice to the Complainant and the Respondent of the delay or extension and the reasons for the action.

Response to a Formal Complaint

At the time of filing a formal complaint, a Complainant must be participating in or attempting to participate in the education program or activity of the District with which the formal complaint is filed. A formal complaint may be filed with the Title IX Coordinator in person, by mail, by electronic mail, or other means designated by the District. The District must follow the formal complaint process before the imposition of any disciplinary sanctions or other actions that are not supportive measures.

Upon receipt of a formal complaint, the District must provide written notice to the known parties including:

1. Notice of the allegations of sexual harassment, including information about the identities of the parties involved in the incident, the conduct allegedly constituting sexual harassment, the date and location of the alleged incident, and any sufficient details known at the time. Such notice must be provided with sufficient time to prepare a response before any initial interview;
2. An explanation of the District's investigation procedures, including any informal resolution process;
3. A statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made by the decision-maker at the conclusion of the investigation;
4. Notice to the parties that they may have an advisor of their choice who may be, but is not required to be, an attorney, and may inspect and review any evidence and
5. Notice to the parties of any provision in the District's code of conduct or policy that prohibits knowingly making false statements or knowingly submitting false information.

If, in the course of an investigation, the District decides to investigate allegations about the Complainant or Respondent that are not included in the notice initially provided, notice of the additional allegations must be provided to known parties.

The District may consolidate formal complaints as to allegations of sexual harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

Emergency Response Measures

Nothing in this policy precludes the District from removing a Respondent from the District's education program or activity on an emergency basis, provided that the District undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the Respondent with notice and an opportunity to challenge the decision immediately following the removal. Nor does it preclude the District from placing a non-student employee Respondent on administrative leave while awaiting the determination of the complaint procedures. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

Investigation of a Formal Complaint

When investigating a formal complaint and throughout the grievance process, the District must:

1. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the District and not the parties;

2. Provide an equal opportunity for the parties to present witnesses and evidence;
3. Not restrict either party's ability to discuss the allegations under investigation or to gather and present relevant evidence;
4. Allow the parties to be accompanied with an advisor of the party's choice who may be, but is not required to be, an attorney. The District may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;
5. Provide written notice of the date, time, location, participants, and purpose of any interview or meeting at which a party is expected to participate, with sufficient time for the party to prepare to participate;
6. Provide the parties equal access to review all the evidence collected which is directly related to the allegations raised in a formal complaint and comply with the review periods outlined in this process;
7. Objectively evaluate all relevant evidence without relying on sex stereotypes;
8. Ensure that Title IX Coordinators, investigators, decision-makers and individuals who facilitate an informal resolution process, do not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent;
9. Not make credibility determinations based on the individual's status as Complainant, Respondent or witness;
10. Not use questions or evidence that constitute or seek disclosure of privileged information unless waived.

Dismissal of Formal Complaints

If the conduct alleged in the formal complaint would not constitute sexual harassment even if proved, did not occur in the District's education program or activity, or did not occur against a person in the United States, then the District must dismiss the formal complaint with regard to that conduct for purposes of sexual harassment under this policy.

The Title IX Coordinator also may dismiss the formal complaint or any allegations therein at any time during the investigation or hearing, if applicable, when any of the following apply:

1. A Complainant provides written notification to the Title IX Coordinator that the Complainant would like to withdraw the formal complaint or any allegations therein;
2. The Respondent is no longer enrolled or employed by the District; or
3. Specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon dismissal, the Title IX Coordinator promptly sends written notice of the dismissal and the reasons for dismissal simultaneously to both parties.

Evidence Review

The District provides both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation. The evidence provided by the District must include evidence that is directly related to the allegations in the formal complaint, evidence upon which the District does not intend to rely in reaching a determination regarding responsibility, and any inculpatory or exculpatory evidence whether obtained from a party or other source. Prior to completion of the investigative report, the Title IX Coordinator must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy. The parties have 10 calendar days to submit a written response to the Title IX Coordinator, which the investigator will consider prior to completion of the investigative report.

Investigative Report

The investigator must prepare an investigative report that fairly summarizes relevant evidence and send the report to the Title IX Coordinator. The Title IX Coordinator must send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response. The parties have 10 calendar days to submit a written response to the Title IX Coordinator.

Decision-Maker's Determination

The investigative report is submitted to the decision-maker. The decision-maker cannot be the same person(s) as the Title IX Coordinator or the investigator. The decision-maker cannot hold a hearing or make a determination regarding responsibility until 10 calendar days from the date the Complainant and Respondent receive the investigator's report.

Prior to reaching a determination regarding responsibility, the decision-maker must afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent. Questions must be submitted to the Title IX Coordinator within three calendar days from the date the Complainant and Respondent receive the investigator's report.

The decision-maker must issue a written determination regarding responsibility based on a preponderance of the evidence standard. The decision-maker's written determination must:

1. Identify the allegations potentially constituting sexual harassment;

2. Describe the procedural steps taken, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather evidence, and hearings held;
3. Include the findings of fact supporting the determination;
4. Draw conclusions regarding the application of any District policies and/or code of conduct rules to the facts;
5. Address each allegation and a resolution of the complaint including a determination regarding responsibility, the rationale therefor, any recommended disciplinary sanction(s) imposed on the Respondent, and whether remedies designed to restore or preserve access to the educational program or activity will be provided by the District to the Complainant and
6. The procedures and permissible bases for the Complainant and/or Respondent to appeal the determination.

A copy of the written determination must be provided to both parties simultaneously, and generally will be provided within 60 calendar days from the District's receipt of a formal complaint.

The determination regarding responsibility becomes final either on the date that the District provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

Where a determination of responsibility for sexual harassment has been made against the Respondent, the District will provide remedies to the Complainant that are designed to restore or preserve equal access to the District's education program or activity. Such remedies may include supportive measures; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the Respondent. The Title IX Coordinator is responsible for effective implementation of any remedies. Following any determination of responsibility, the District may implement disciplinary sanctions in accordance with State or Federal law and or/the negotiated agreement.

A student who is determined to be responsible for violation of this policy shall be subject to appropriate disciplinary action consistent with school policies and regulations, which may include but is not limited to loss of school privileges, permanent transfer to another school building, classroom or school bus, exclusion from school-sponsored activities, detention, suspension, expulsion, or referral to law enforcement officials.

An employee who violates this policy shall be subject to appropriate disciplinary action consistent with the applicable Board policy, collective bargaining agreement and individual contract, up to and including dismissal and/or referral to law enforcement officials.

Appeals

Either the Complainant or Respondent may appeal the decision-maker's determination regarding responsibility or a dismissal of a formal complaint, on the following bases:

1. Procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time that could affect the outcome; and
3. The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent that affected the outcome.

The request to appeal must be made in writing to the Title IX Coordinator within seven calendar days after the date of the written determination. The appeal decision-maker must not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent and cannot be the Title IX Coordinator, the investigator, or the decision-maker from the original determination.

The appeal decision-maker must notify the other party in writing when an appeal is filed and give both parties a reasonable equal opportunity to submit a written statement in support of, or challenging, the outcome. After reviewing the evidence, the appeal decision-maker must issue a written decision describing the result of the appeal and the rationale for the result. The decision must be provided to both parties simultaneously, and generally will be provided within 10 calendar days from the date the appeal is filed.

Informal resolution process

Except when concerning allegations that an employee sexually harassed a student, at any time during the formal complaint process and prior to reaching a determination regarding responsibility, the District may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and determination of responsibility, provided that the District:

1. Provides to the parties a written notice disclosing:
 - A. The allegations;
 - B. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the Title IX formal complaint process with respect to the formal complaint and
 - C. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

2. Obtains the parties' voluntary, written consent to the informal resolution process.

The informal resolution process generally will be completed within 30 calendar days unless the parties and the Title IX Coordinator mutually agree to temporarily delay or extend the process. The formal grievance process timelines are stayed during the parties' participation in the informal resolution process. If the parties do not reach resolution through the informal resolution process, the parties will resume the formal complaint grievance process, including timelines for resolution, at the point they left off.

Recordkeeping

The District must maintain for a period of seven years records of:

1. Each sexual harassment investigation, including any determination regarding responsibility, any disciplinary sanctions imposed on the Respondent, and any remedies provided to the Complainant designed to restore or preserve equal access to the District's education program or activity;
2. Any appeal and its result;
3. Any informal resolution and its result; and
4. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The District must make these training materials publicly available on its website.

The District must create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the District must document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the District's education program or activity.

SCHOOL CLOSURE UNDER EXTRAORDINARY CIRCUMSTANCES

In extreme or extraordinary circumstances the district may close one or more buildings to protect the health, safety and welfare of staff and students. In a case of epidemic sickness or other circumstances forcing prolonged closure the district may utilize agreements, procedures, government directives or other measures to pay staff for such time as the school or schools shall be closed to ensure staff continuity.

Legal Reference: Neb. Statute 79-8,106

EMPLOYEE CONDUCT AND APPEARANCE

EMPLOYEE CONDUCT AND APPEARANCE

Employees are role models for the students who come in contact with them during and after school hours. The board recognizes the positive effect employees can have on students in this capacity. To this end, the board strongly suggests and encourages employees to dress themselves, groom themselves and conduct themselves in a manner appropriate to the educational environment.

Employees shall conduct themselves in a professional manner. Employees shall dress in attire appropriate for their position. Clothing should be neat, clean, and in good taste. Discretion and common sense call for an avoidance of extremes which would interfere with or have an effect on the educational process.

Certificated employees of the school district shall follow the code of ethics for their profession as established by the Nebraska Professional Practices Commission.

Every report of alleged violations of employee conduct policies that can be interpreted at the outset to fall within the protections of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of an ongoing employee conduct investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged violations of employee conduct policies.

Legal Reference: NDE Rule 27

Cross Reference: 305 Administrative Code Of Ethics
402.02 Employee Orientation
404.06 Harassment by Employees
404.07 Substance-Free Workplace
408 Certificated Employee Termination of Employment
414 Support Staff Termination of Employment

CERTIFICATED EMPLOYEE DEFINED

Certificated employees, including administrators, are those employees required to hold an appropriate certificate from the Nebraska Department of Education for their position as required by the Professional Practices Commission or others with professional licenses. Certificates required for a position will be considered met if the employee meets the requirements established by the Nebraska Department of Education.

It shall be the responsibility of the superintendent to establish job specifications and job descriptions for certificated employees' positions, other than the position of the superintendent. Job descriptions may be approved by the board.

Certificated employees must present evidence of current certificate to the superintendent prior to September 15 and before any payment of salary each year.

Revised: February 12, 2014

Legal Reference: Neb. Statute 79-801 et seq.

Cross Reference: 406.02 Certificated Employee Qualifications, Recruitment and Selection
411.01 Substitute Teachers
412.01 Support Staff Defined

SUPERINTENDENT

Homer Community School

Title: Superintendent

Reports to: Board of Education

Requirements: Administrative Specialist Degree (Nebraska Department of Education), valid driver's license, and background check;

General Description: The Superintendent of Schools serves as chief executive officer of the board and administers, supervises, directs, and evaluates the total school system. The superintendent promotes leadership to ensure the district provides the best possible educational programs and services for all students of the school district. To lead, guide, direct every member of the administrative, instruction, and support services staff in setting and achieving the highest standards of excellence in educational programs and operations. To be responsible for a system of supervision and evaluation for all staff designed to meet the goals of the school district. To oversee and administer the use of all facilities, property, and funds in the best interest of students, the school district, and community.

Supervises:

Directly or indirectly, all school district employees.

Performance Responsibilities:

The job responsibilities of the Superintendent include the ability to function effectively in each of the following areas:

Superintendent/Board Relations

- A. Support and facilitate the work of the Board of Education
- B. Maintain open and appropriate communication with the Board of Education
- C. Oversee the management of the district according to Board policy
- D. Ensure complete compliance with all state/federal laws/regulations and Board policy
- E. Communicate appropriate district needs, activities, accomplishments, critical issues to the Board of Education in a professional and timely manner
- F. Present information and recommendations to assist the Board in performing its duties, effectively
- G. Develop in cooperation with the President of the Board of Education an agenda for each board meeting and sees that all board meetings and actions are legally conducted and communicated to the public.
- H. Schedule, post, attend, and conduct all meetings of the Board of Education in accordance with the Nebraska Open Meetings Act
- I. Advise and recommend action by the Board as appropriate concerning student and staff disciplinary issues
- J. Assist the Board in annually developing short and long-range goals for the school district
- K. Represent the school district to media and other groups as deemed appropriate by the Board of Education
- L. Perform other tasks as may be assigned by the Board of Education

Policy

- A. Ensure the policies/procedures/operational protocol/administrative guidelines and school law regulations are carried out and promote a safe, respectful, and healthy school environment
- B. Utilize a defined process to review and revise policy
- C. Advise the Board of Education on the development of policies and administrative rules and regulations, which will enhance district operation and maintain the district's compliance with all state and federal mandates.
- D. Ensure administrators enforce and regulate policy according to the approved policy and administrative guidelines
- E. Delegate with discretion the powers and duties as appropriate, with the knowledge that such delegation does not relieve the Superintendent of final responsibilities for action taken

Leadership

- A. Motivate, lead, guide and direct administration, staff, students, and community members.
- B. Conducts a continuous evaluation of the development and needs of the school system, utilizing input from the staff, students, and community as appropriate
- C. Implement the district mission and vision statement
- D. Facilitate and implement the development of a collaborative educational vision and assist the Board in setting priorities for the school system
- E. Provide leadership to the Board of Education for the purpose of implementing the district's vision, mission, and goals
- F. Serve as the educational leader of the district. Perform job responsibilities using the mission and vision statement to guide decision-making
- G. Communicate the educational vision and priorities effectively to staff, students, and community
- H. Attend and participate in an ex officio member in all meetings of the board, except when the superintendent's employment or salary is being considered
- I. Ensure the Board reviews, adopts and receives updates on the School Improvement Plan
- J. Collaborate with the Board to establish and sustain long and short term operational and achievement goals
- K. Upon approval by the board and policy, attends state, regional, and national conferences pertaining to the superintendent's duties
- L. Provide guidance, counsel, and motivation for district administrators through individual supervision and regularly scheduled administrative team meetings
- M. Represent the district in all legal matters
- N. Represent the district in its dealings with other school systems, conferences, legislative matters, institutions, agencies, community organizations and the public.
- O. Maintain effective relationships with legislative representatives, department of education personnel, and educational service unit administrators.

School Finance Planning/Management

- A. Demonstrate the ability to provide effective financial forecasting and long and short-term financial planning
- B. Prepare and monitor annual budget for all district funds with assistance of the business manager

- C. Engage the Board of Education in a series of budget related workshops to educate and sustain support of the development (needs and priorities) and funding of the budget
- D. Establish and maintain efficient procedures and effective controls for operations and all expenditures of district funds in accordance with the adopted budget, policy, applicable state/federal laws and regulations
- E. Ensure that an annual audit is performed and report findings to the Board of Education
- F. Provide prior notice and justification for expenditures and/or the need to depart from the board-adopted budget/policy related to any and all financial matters
- G. Oversee the preparation and management of all federal and state grants

Curriculum and Instruction

- A. Oversee the planning and evaluation of curriculum and instruction to ensure student achievement meets the outcome goals established by the board and administrative leadership team
- B. Maintain a working knowledge of current research and educational issues
- C. Conduct continuous reviews and assessments to ensure the educational advancement of the school district
- D. Develop, implement, and monitor the change process to improve the curriculum and instruction throughout the district
- E. Ensure a comprehensive system of student assessment district wide
- F. Recommend curriculum needs, appropriate instructional practice, and professional development to support the educational standards of the district
- G. Educate and advise the Board regarding the educational programs and instructional practices utilized in the school district
- H. Communicate effectively with staff, students, and the community regarding educational trends, curriculum needs, and instructional programs
- I. Ensure the adopted curriculum and instruction methods comply with policy and applicable state/federal laws/regulations
- J. Ensure the district communicates student progress and curriculum standards to parents on a scheduled basis

Staff Development

- A. Foster an environment that encourages continuous learning and improvement on the part of all district staff and administrators
- B. Develop and implement an effective system of staff development focused on improving the educational and operational programs of the district, with appropriate input from the Board, administration, and staff
- C. Provide opportunities for staff to participate in conferences, visitations, and coursework within the framework of the approved budget and overall goals for curriculum and instruction
- D. Provide the board with a staff development plan developed based upon district priorities, needs, and budget

Communication

- A. Communicate clearly with staff, students, parents, and community both verbally and in written form
- B. Communicate appropriate district information and in a timely manner with all staff

- C. Communicate to all staff members, directly through delegation, actions of the Board relating to personnel matters
- D. Conduct meetings as necessary with administrators, certificated staff, and support staff concerning the improvement and welfare of the school district

District/Community Relations

- A. Establish and maintain a program of public relations to ensure a cooperative working relationship between the school district and community. Provide continuous and current communications regarding school district activities, educational needs, policy, and district challenges/successes
- B. Communicate with and understand the needs and perspectives of various community groups
- C. Attend, or delegate a district representative to attend meetings of the village board at which matters pertaining to the school district will be raised
- D. Establish a working relationship with the village board and government officials to ensure open lines of communication and engagement is built and sustained between the school district and the community and state leadership
- E. Maintain a presence in the school on a regular and appropriate basis
- F. Maintain a presence at district activities including but not limited to elementary, junior high/high school arts, athletic activities, and scheduled parental involvement opportunities
- G. Maintain a connection to the community to sustain a working knowledge of the community, community events, concerns, accomplishments, and direction

Personnel Management

- A. Recommend the number and type of positions needed for the effective operation of the district.
- B. Develop and implement a hiring process that complies with applicable state and federal law and enables the district to attract the most qualified applicants
- C. Develop and maintain job descriptions for all staff, subject to Board review and approval.
- D. Supervise the appointment and assign and adjust staffing of employees in the best interest of the school district reporting such actions to the Board for approval
- E. Participate, as deemed appropriate by the Board, in negotiations with recognized employee bargaining groups
- F. Handle employee grievances or problems in accordance with Board policy, collective bargaining agreements, and/or state/federal laws and regulations
- G. Establish, implement, and communicate personnel policies and procedures for certified and non-certificated employees
- H. Establish personnel procedures to advance the quality of the school district, through climate surveys, employee focus group discussions on specific aspects of job performance and duties, questionnaires and/or other means of eliciting staff member feedback
- I. Ensure administrators evaluate certificated and non-certificated employees according to board policy with an effective and appropriate evaluation instrument that addresses clear performance standards.
- J. Ensure district administrators under the direct supervision of the superintendent will be evaluated with an appropriate evaluation instrument addressing clear performance standards and goals on an annual basis and resolve performance issues if identified

Organizational Management

- A. Utilize a systematic approach to managing continuous improvement throughout the district
- B. Maintain, directly or through delegation, personnel, pupil, business, and other records as required by law and/or board policy
- C. File all reports required by state or federal law/regulations
- D. Supervise the district's compliance and reporting requirements with all State Department of Education rules, accreditation standards, state and federal statutes.
- E. Follow the superintendent job description and contract provisions while administering the superintendent roles and responsibilities

District Facilities Management

- A. Provide recommendations/proposals to the Board regarding new learning facilities, additions/improvements to existing facilities
- B. Collaborate with the Board of Education to implement short and long-term maintenance plans for building and grounds, delegating duties, as the Superintendent deems appropriate
- C. Maintain appropriate funding in the annual budget to support the maintenance and upkeep of facilities and equipment throughout the district
- D. Develop and implement guidelines and procedures governing the use and care of district facilities and property
- E. Recommend to the Board sales of surplus property no longer needed and authorize the proper executive of such sales
- F. Supervise the maintenance of all facilities, grounds, and equipment

Approved: February 15, 2017

PERSONNEL (Certificated Employees – General: Job Description)

File: 406.015b

PRINCIPAL
Homer Community School

Title: Secondary Principal

Reports to: Superintendent & Board of Education

Requirements: Minimum certification required by the State of Nebraska, valid driver's license; Criminal Justice Fingerprint Clearance and background check; Complete district required and random drug screens, BBP training.

General Description: Principals are the educational leaders of their buildings. They are responsible to the superintendent for maintaining an orderly and effective teaching and learning environment for faculty and students.

Duties and Responsibilities

- Communicate with and lead the building staffs in the pursuit of common goals.
- Participate in the development and implementation of district curriculum, text selection, and resource materials.
- In consultation with the superintendent; recruit, assign, supervise, and evaluate staff.
- Coordinate and organize with the superintendent, in-services and staff development for all building staff.
- Administrate effective programs for student discipline, grading, testing, promotion and placement, scheduling, record keeping, counseling, and extra-curriculum experiences.
- Develop newsletters, staff and student handbooks, and other necessary in-house communications.
- Submit timely and necessary reports on personnel, schedules, curriculum, accreditation, special programs, budget, and for board meeting agendas.
- Develop and maintain budgets, inventories, and replacement schedules for texts, supplies, equipment, and furnishings.
- Periodically inspect buildings and grounds to insure a safe and functional environment for staff and students.
- Assume any duties assigned by the superintendent pertaining to the overall educational program. Some of these duties may include:
 - Complete specific state reports
 - Grant writing
 - Lead specific district needed committees
 - In absence of the Superintendent, assume all his/her responsibilities (see 406.015a).
- Work with parent organizations.
- Maintain personal professional growth.

Duties and responsibilities of Secondary Principal shall include, but not limited to, the above list.

GUIDANCE COUNSELOR

Homer Community School

Title: Guidance Counselor

Reports to: Superintendent & Secondary Principal

Requirements: Minimum certification required by the State of Nebraska, valid driver's license; Criminal Justice Fingerprint Clearance and background check; Complete district required and random drug screens, BBP training.

General Description: The counselor is to offer a proactive counseling program whose essential goal is to see and help students. The counselor is to be concerned with those aspects of physical development, peer relationships, self-understanding, and parental relationships that affect a student's ability to learn. The counselor will provide guidance, counseling, educational strategies, and other services as needed to foster growth of one's potentialities.

Duties and Responsibilities

- Performing those applicable duties described in the teachers' job descriptions in policies 406.015g and 406.015gg.
- Be an advocate for all students.
- Work with teachers, parents, and students to meet the needs of students through the development of academic, personal, social, and career awareness activities.
- Conduct short-term individual and group counseling when needed with students experiencing personal, social, behavioral, or family problems.
- Consult with parents, teachers, school administrators, or other consultants regarding student adjustment issues and make appropriate referrals when needed or requested.
- Assist with placement and follow-up services for students.
- Provide information and resource services for students, parents/guardians, and faculty.
- Assist students in building self-esteem and developing decision-making, problem-solving, and positive human relations skills.
- Counsel small groups and individual students when needed.
- Provide academic and personal counseling for K-12 students.
- Respond to school crises and emergency situations.
- Serve as a member of the crisis team.
- Coordinate 504 Plans.
- Plan with teachers, administrators, parents/guardians, and students steps for modifying student behavior.
- Coordinate with the central office and maintain K-12 school academic records and transcripts and protect confidentiality.
- Register in-coming students and provide orientation of school procedures.
- Assist and advise students in grades 7-12 with class scheduling and subject selection.
- Maintain current class rank and GPA records for grades 9-12.
- Implement the K-6 counseling program by conducting developmentally sequenced classroom guidance activities.
- Coordinate the administration of standardized testing including achievement tests in grades 1-9 and 11; the PSAT Test in grade 11; the ASVAB Test in grade 10; and the PLAN Test in grade 10.
- Introduce and prepare students in grade 11 for the ACT/SAT Test.
- Analyze and organize research pertaining to achievement testing.
-

- Encourage post-secondary planning for high school students by meeting with them regularly to discuss career information, scholarships, the scholarship application process, college open houses and visitation days, career workshops, and career "days".
- Set up visits by college, business, and military representatives.
- Coordinate a financial aid meeting for the parents of juniors and seniors.
- Meet with seniors to explain the financial aid process.
- Assist students in selecting programs of study to enhance career planning.
- Coordinate the senior job shadow experience.
- Work with the Homer Community Education Foundation in providing scholarships to seniors.
- Present scholarships to seniors at commencement.
- Update students as to their progress toward graduation.
- Advise students about options after graduation.
- Make recommendations to colleges and prospective employers.
- Submit a monthly guidance calendar/article for the school paper.

Guidance Counselors may obtain tenure in the district, after three consecutive years of satisfactory performance, as certificated staff members. Guidance Counselors contracts will consist of 195 days.

Physical Requirements:

1. In an eight-hour day employee may:

- | | | | | |
|---------------|--|----------------------------------|---|----------------------------------|
| a. Stand/Walk | <input type="checkbox"/> Less than 1 hr | <input type="checkbox"/> 1-4 hrs | <input checked="" type="checkbox"/> 4-6 hrs | <input type="checkbox"/> 6-8 hrs |
| b. Sit | <input type="checkbox"/> Less than 1 hr | <input type="checkbox"/> 1-3 hrs | <input checked="" type="checkbox"/> 3-5 hrs | <input type="checkbox"/> 5-8 hrs |
| c. Drive | <input checked="" type="checkbox"/> Less than 1 hr | <input type="checkbox"/> 1-3 hrs | <input type="checkbox"/> 3-5 hrs | <input type="checkbox"/> 5-8 hrs |

2. Employee may use hands for repetitive:

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Single Grasping | <input checked="" type="checkbox"/> Pushing and Pulling | <input checked="" type="checkbox"/> Fine Manipulation |
|---|---|---|

3. Employee may use feet for repetitive movement as in operating foot controls:

- | | |
|---|-----------------------------|
| <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
|---|-----------------------------|

4. Employee may need to:

- | | | | |
|-----------------|-------------------------------------|--|-------------------------------------|
| a. Bend | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| b. Squat | <input type="checkbox"/> Frequently | <input checked="" 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 type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |

5. Lifting:

- Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
- Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
- Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
- Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
- Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Other physical requirements:

I, (print name) have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

Employee Signature

Date

PERSONNEL (Certificated Employees – General: Job Description)

File: 406.015d

READING DIRECTOR
Homer Community School

Title: Reading Director

Reports to: Superintendent & Secondary Principal

Requirements: Minimum certification required by the State of Nebraska, valid driver’s license; Criminal Justice Fingerprint Clearance and background check; Complete district required and random drug screens, BBP training.

General Description: The Reading Director will supervise and provide guidance to the District’s reading program; provide intervention and assessment support; provide leadership, counseling, educational strategies, and other services as needed to foster growth in the District’s education providers.

Duties and Responsibilities

- Performing those applicable duties described in the teachers’ job descriptions in policies 406.015g and 406.015gg.
- Be an advocate for all students.
- Supervise the District’s reading program.
- Provide guidance, direction, and/or specialized training to the educators of our reading program.
- Perform fidelity checks, data research and analysis.
- Coordinate standardized assessments for the elementary in conjunction with the RtI assessment committee, District Assessment Coordinator, and Guidance Counselor.
- Provide intervention support for teachers and students.
- Work cooperatively with the Special Education Department.
- Chair the SAT Committee and coordinate with PEER Tutoring Committee.
- Co-chair the RtI Committee and be a member of the School Improvement Committee.

Physical Requirements:

1. In an eight-hour day employee may:

- | | | | | |
|---------------|--|----------------------------------|---|----------------------------------|
| a. Stand/Walk | <input type="checkbox"/> Less than 1 hr | <input type="checkbox"/> 1-4 hrs | <input checked="" type="checkbox"/> 4-6 hrs | <input type="checkbox"/> 6-8 hrs |
| b. Sit | <input type="checkbox"/> Less than 1 hr | <input type="checkbox"/> 1-3 hrs | <input checked="" type="checkbox"/> 3-5 hrs | <input type="checkbox"/> 5-8 hrs |
| c. Drive | <input checked="" type="checkbox"/> Less than 1 hr | <input type="checkbox"/> 1-3 hrs | <input type="checkbox"/> 3-5 hrs | <input type="checkbox"/> 5-8 hrs |

2. Employee may use hands for repetitive:

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Single Grasping | <input checked="" type="checkbox"/> Pushing and Pulling | <input checked="" type="checkbox"/> 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 type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| b. Squat | <input type="checkbox"/> Frequently | <input checked="" 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 type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |

5. Lifting:

- Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
- Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
- Medium Work: Lifting 50 pounds occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
- Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
- Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Other physical requirements:

I, (print name) _____ have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

Employee Signature

Date

MEDIA SPECIALIST
Homer Community School

Title: Media Specialist

Reports to: Superintendent & Secondary Principal

Requirements: Minimum certification required by the State of Nebraska, valid driver's license; Criminal Justice Fingerprint Clearance and background check; Complete district required and random drug screens, BBP training.

General Description: The Media Specialist maintains and updates the library collection of materials; implements age appropriate programs for students utilizing library resources; selects appropriate materials for support of classroom instruction and educating students on the proper use of the library resources.

Duties and Responsibilities

- Performing those applicable duties described in the teachers' job descriptions in policies 406.015g and 406.015gg.
- Be an advocate for all students.
- Provides classroom support for the purpose of promoting and reinforcing basic library skills to students.
- Distributes various books and media for the purpose of providing requested classroom reference materials.
- Assists students for the purpose of educating them on the proper use of the library resources (i.e. classification system, card catalog, care of materials, automated library system, etc.)
- Researches availability of materials and media for the purpose of selecting appropriate items to advance the effectiveness of the Media Center.
- Maintains patron database and circulation records for the purpose of automated library system resources and inter-library loans.
- Inventories equipment and materials in library collection for the purpose of documenting losses and/or maintaining availability of materials
- Develops proposals, new programs, budgets and grants that meet District goals and monitors fiscal resources from the General Fund for the purpose of fiscal efficiency.
- Processes orders (e.g. books, periodicals, films, etc.) for the purpose of maintaining library collection controls.
- Assists students, teachers and other personnel for the purpose of identifying resource materials for use in classroom and/or class assignments.
- Promotes library use related to special holidays, seasonal activities, etc. for the purpose of motivating students to use the library resources.
- Manage and promote the Accelerated Reader program for grades K-12.
- Posses a working knowledge of the setup and maintenance of the library automation system, including the server, circulation desk, client nodes, and Accelerated Reader.
- Promote and manage a summer reading program.
- Staff development.

Media Specialists may obtain tenure in the district, after three consecutive years of satisfactory performance, as certificated staff members.

Physical Requirements:

1. In an eight-hour day employee may:

- | | | | | |
|---------------|---|---|----------------------------------|---|
| a. Stand/Walk | <input type="checkbox"/> Less than 1 hr | <input checked="" type="checkbox"/> 1-4 hrs | <input type="checkbox"/> 4-6 hrs | <input type="checkbox"/> 6-8 hrs |
| b. Sit | <input type="checkbox"/> Less than 1 hr | <input type="checkbox"/> 1-3 hrs | <input type="checkbox"/> 3-5 hrs | <input checked="" type="checkbox"/> 5-8 hrs |
| c. Drive | <input type="checkbox"/> Less than 1 hr | <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 and 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 type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |

5. Lifting:

Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
 Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
 Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.

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

Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Other physical requirements:

I, (print name) _____ have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

Employee Signature

Date

TEACHER - ELEMENTARY
Homer Community School

Title: Teacher – Elementary

Reports to: Building Principal (Superintendent/Elementary Principal)

Requirements: Maintaining a current, valid Nebraska Teaching Certificate on file in the school district superintendent's office; possess a valid driver's license; Criminal Justice Fingerprint Clearance and background check; Complete district required and random drug screens, BBP training.

General Description: The profession of "Teacher - Elementary" is done for the purpose/s of facilitating student success in academic and interpersonal skills through implementing District approved curriculum; documenting teaching and student progress/activities/outcomes; addressing specific educational needs of students; providing a safe and optimal learning environment; and providing feedback to students, parents and administration regarding student progress, expectations, goals, and needs.

Duties and Responsibilities

Elementary teachers shall be assigned, supervised, and evaluated by the building principals, and their duties shall include, but not be limited to, the following:

- Meeting or exceeding district evaluation standards in the areas of instructional performance, classroom organization and management, professional conduct, and personal conduct.
- Adhering to the code of ethics established by the Nebraska State Board of Education's Professional Practices Commission.
- Accepting and performing all assigned non-classroom duties as determined by building principals and described in board policy.
- Participating, as requested, in the budget formation and acquisition processes.

Essential Functions:

- ❖ Advises parents and/or legal guardians of student progress for the purpose of supporting teacher's expectations, developing methods for improvement and/or reinforcing classroom goals in the home environment.
- ❖ Assesses student for the purpose of providing feedback to students, parents and administration regarding students' progress, expectations, goals, etc.
- ❖ Assists other teachers for the purpose of implementing curriculum.
- ❖ Collaborates with school personnel, parents and various community agencies for the purpose of improving the quality of student outcomes, developing solutions and planning curriculum.
- ❖ Directs instructional assistants, volunteers and/or student aides for the purpose of providing an effective school program and addressing the needs of individual students.
- ❖ Instructs students for the purpose of improving their success in academic, interpersonal and daily living skills through a defined course of study.
- ❖ Maintains regular and appropriate attendance and is on time for assignment(s) for the purpose of meeting the needs of the students and the district.
- ❖ Monitors student activities (e.g. classroom, lunch, grounds, etc.) for the purpose of providing a safe and optimal learning environment.
- ❖ Prepares teaching materials and reports (e.g. grades, attendance, anecdotal records, etc.) for the purpose of implementing lesson plans and providing documentation of teacher and student progress.
- ❖ Reports incidents (e.g. fights, suspected child abuse, suspected substance abuse, etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment and adhering to Education Code, district and/or school policies.

Other Functions:

- ❖ Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- ❖ Participates in various meetings (e.g. parent conferences, in-service training, site meetings, etc.) for the purpose of receiving and/or providing information and/or meeting credential requirements.
- ❖ Accepts and carries out other duties as assigned for the purpose of meeting student and district needs.

Qualifications: Basic requirements, prior job related experience may be beneficial.

Skills, Knowledge and/or Abilities Required:

Skills to motivate students, communicate with individuals from varied educational and cultural backgrounds, direct support personnel, evaluate performance.

Knowledge of age appropriate teaching methods, state curriculum framework, education code, appropriate instructional subjects.

Abilities to stand and walk for prolonged periods, perform a variety of specialized and responsible tasks, maintain records, establish and maintain cooperative working relationships with students, parents, other school personnel, meet schedule and deadlines; adheres to and follows school district policies and procedures. Significant physical abilities include lifting/carrying, reaching/handling, talking/hearing conversations, near/far visual acuity/depth perception/accommodation/ field of vision.

Physical Requirements:

1. In an eight-hour day employee may:

- | | | | | |
|---------------|--------------------|-------------|-------------|-------------|
| a. Stand/Walk | { } Less than 1 hr | { } 1-4 hrs | { } 4-6 hrs | {x} 6-8 hrs |
| b. Sit | { } Less than 1 hr | { } 1-3 hrs | {x} 3-5 hrs | { } 5-8 hrs |
| c. Drive | {x} Less than 1 hr | { } 1-3 hrs | { } 3-5 hrs | { } 5-8 hrs |

2. Employee may use hands for repetitive:

- | | | |
|---------------------|-------------------------|-----------------------|
| {x} Single Grasping | {x} Pushing and 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 | { } Frequently | {x } Occasionally | { } Not at all |
| b. Squat | { } Frequently | {x } Occasionally | { } Not at all |
| c. Climb Stairs | { } Frequently | {x } Occasionally | { } Not at all |
| d. Lift | { } Frequently | {x } Occasionally | { } Not at all |

5. Lifting:

{ } Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.

{x} Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.

{ } Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.

{ } Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.

{ } Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Other physical requirements:

I, (print name) _____ have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

Employee Signature

Date

TEACHER - SECONDARY

Title: Teacher – Secondary

Reports to: Building Principal

Requirements: Maintaining a current, valid Nebraska Teaching Certificate on file in the school district superintendent's office; possess a valid driver's license; Criminal Justice Fingerprint Clearance and background check; Complete district required and random drug screens, BBP training.

General Description: The profession of "Teacher - Secondary" is done for the purpose/s of facilitating student success in academic and interpersonal skills through implementing District approved curriculum; documenting teaching and student progress/activities/outcomes; addressing specific educational needs of students; providing a safe and optimal learning environment; and providing feedback to students, parents and administration regarding student progress, expectations, goals, and needs.

Duties and Responsibilities

Secondary teachers shall be assigned, supervised, and evaluated by the building principals, and their duties shall include, but not be limited to, the following:

- Meeting or exceeding district evaluation standards in the areas of instructional performance, classroom organization and management, professional conduct, and personal conduct.
- Adhering to the code of ethics established by the Nebraska State Board of Education's Professional Practices Commission.
- Accepting and performing all assigned non-classroom duties as determined by building principals and described in board policy.
- Participating, as requested, in the budget formation and acquisition processes.

Essential Functions:

- ❖ Advises parents and/or legal guardians of student progress for the purpose of supporting teacher's expectations, developing methods for improvement and/or reinforcing classroom goals in the home environment.
- ❖ Assesses student for the purpose of providing feedback to students, parents and administration regarding students' progress, expectations, goals, etc.
- ❖ Assists other teachers for the purpose of implementing curriculum.
- ❖ Collaborates with school personnel, parents and various community agencies for the purpose of improving the quality of student outcomes, developing solutions and planning curriculum.
- ❖ Directs instructional assistants, volunteers and/or student aides for the purpose of providing an effective school program and addressing the needs of individual students.
- ❖ Instructs students for the purpose of improving their success in academic, interpersonal and daily living skills through a defined course of study.
- ❖ Maintains regular and appropriate attendance and is on time for assignment(s) for the purpose of meeting the needs of the students and the district.
- ❖ Monitors student activities (e.g. classroom, lunch, grounds, etc.) for the purpose of providing a safe and optimal learning environment.
- ❖ Prepares teaching materials and reports (e.g. grades, attendance, anecdotal records, etc.) for the purpose of implementing lesson plans and providing documentation of teacher and student progress.
- ❖ Reports incidents (e.g. fights, suspected child abuse, suspected substance abuse, etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment and adhering to Education Code, district and/or school policies.

Other Functions:

- ❖ Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- ❖ Participates in various meetings (e.g. parent conferences, in-service training, site meetings, etc.) for the purpose of receiving and/or providing information and/or meeting credential requirements.
- ❖ Accepts and carries out other duties as assigned for the purpose of meeting student and district needs.

Qualifications: Basic requirements, prior job related experience may be beneficial.

Skills, Knowledge and/or Abilities Required:

Skills to motivate students, communicate with individuals from varied educational and cultural backgrounds, direct support personnel, evaluate performance.

Knowledge of age appropriate teaching methods, state curriculum framework, education code, appropriate instructional subjects.

Abilities to stand and walk for prolonged periods, perform a variety of specialized and responsible tasks, maintain records, establish and maintain cooperative working relationships with students, parents, other school personnel, meet schedule and deadlines; adheres to and follows school district policies and procedures. Significant physical abilities include lifting/carrying, reaching/handling, talking/hearing conversations, near/far visual acuity/depth perception/accommodation/ field of vision.

Physical Requirements:

1. In an eight-hour day employee may:

- | | | | | |
|---------------|----------------------|-------------|---------------|---------------|
| a. Stand/Walk | { } Less than 1 hr | { } 1-4 hrs | { } 4-6 hrs | { x } 6-8 hrs |
| b. Sit | { } Less than 1 hr | { } 1-3 hrs | { x } 3-5 hrs | { } 5-8 hrs |
| c. Drive | { x } Less than 1 hr | { } 1-3 hrs | { } 3-5 hrs | { } 5-8 hrs |

2. Employee may use hands for repetitive:

- | | | |
|-----------------------|---------------------------|-------------------------|
| { x } Single Grasping | { x } Pushing and 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 | { } Frequently | { x } Occasionally | { } Not at all |
| b. Squat | { } Frequently | { x } Occasionally | { } Not at all |
| c. Climb Stairs | { } Frequently | { x } Occasionally | { } Not at all |
| d. Lift | { } Frequently | { x } Occasionally | { } Not at all |

5. Lifting:

{ } Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.

{ x } Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.

{ } Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.

{ } Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.

{ } Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Other physical requirements:

I, (print name) have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

Employee Signature

Date

SPECIAL EDUCATION DIRECTOR
Homer Community School

Title: Special Education Director

Reports to: Superintendent & Secondary Principal

Requirements: Maintaining a current, valid Nebraska Teaching Certificate on file in the school district superintendent's office; possess a valid driver's license; Criminal Justice Fingerprint Clearance and background check; Complete district required and random drug screens, BBP training.

General Description: The Special Education Director leads the implementing and maintaining birth to age 21 Special Education programs and services in conformance to District, State and Federal objectives; providing written support and/or conveying information; serving as a resource to patrons, school personnel and the Board; and maintaining adequate staffing to ensure objectives of programs and services are achieved within budget.

Duties and Responsibilities

- Performing those applicable duties described in the teachers' job descriptions in policies 406.015g and 406.015gg.
- Be an advocate for all students.
- Collaborate with District administration and special education teachers for the purpose of implementing and maintaining services and/or programs. Sets staffing levels for school special education programs for the purpose of providing services with fiscal efficiency.
- Directs personnel in delivering services which conform to established guidelines.
- Develops proposals, new programs, budgets and grants that meet District goals and monitors fiscal resources from the General Fund and special education grants for the purpose of fiscal efficiency in providing required services.
- Evaluates District Special Education programs and monitors the implementation of special education and compliance with regulations, for the purpose of carrying out and achieving objectives within area of responsibility.
- Facilitates meetings and processes, for the purpose of implementing and maintaining Special Education programs and services of the district which achieve desired objectives.
- Implements assigned programs and/or projects for the purpose of conforming to district and state curriculum and/or instructional objectives.
- Prepares documentation and reports data to the Nebraska Department of Education for the purpose of providing written support, conveying information, and complying with Federal and State regulations.
- Communicates information on programs, services, and regulations to school personnel, parents, the Board and other districts for the purpose of understanding of the programs.
- Serves as a District Representative for IEP meetings.
- Serves as the District liaison for coordination of Special Education services; and manages special education complaints, for the purpose of providing required services.
- Coordinates with outside agencies to provide services to students and staff, for the purpose of offering appropriate services.
- Supervises the training of special education instructional assistants for the purpose of assuring well-trained personnel.
- Writes district Board Policy for special education as is needed or required, for the purpose of assuring program consistency and compliance with state and federal rules.

- Maintains a high level of knowledge regarding developing special education issues, changes in the laws and case law, and educational methods of educating students with disabilities, for the purpose of managing an excellent special education program.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Advises the Superintendent regarding special education and other matters.

Compensation

The assignment is an annual appointment.

A stipend will be paid for the fulfillment of the assigned duties and responsibilities.

Physical Requirements:

1. In an eight-hour day employee may:

- | | | | | |
|---------------|---|---|---|---|
| a. Stand/Walk | <input type="checkbox"/> Less than 1 hr | <input type="checkbox"/> 1-4 hrs | <input type="checkbox"/> 4-6 hrs | <input checked="" type="checkbox"/> 6-8 hrs |
| b. Sit | <input type="checkbox"/> Less than 1 hr | <input type="checkbox"/> 1-3 hrs | <input checked="" type="checkbox"/> 3-5 hrs | <input type="checkbox"/> 5-8 hrs |
| c. Drive | <input type="checkbox"/> Less than 1 hr | <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:

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Single Grasping | <input checked="" type="checkbox"/> Pushing and Pulling | <input checked="" type="checkbox"/> 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 type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| b. Squat | <input type="checkbox"/> Frequently | <input checked="" 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 type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |

5. Lifting:

- Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
- Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
- Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
- Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
- Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Other physical requirements:

I, (print name) have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

Employee Signature

Date

TITLE I DIRECTOR
Homer Community School

Title: Title I Director

Reports to: Superintendent/Elementary Principal and Special Education Director

Requirements: Maintaining a current, valid Nebraska Teaching Certificate on file in the school district superintendent's office; possess a valid driver's license; Criminal Justice Fingerprint Clearance and background check; Complete district required and random drug screens, BBP training.

General Description: The Title One Director identifies and services children who qualify for Title I services and notifies parents of their child's placement in the program.

Duties and Responsibilities

- Performing those applicable duties described in the teachers' job descriptions in policies 406.015g and 406.015gg.
- Be an advocate for all students.
- Collaborate with District administration, special education and classroom teachers for the purpose of implementing and maintaining services.
- Work with students, grades 1-6, in small groups to improve Reading and Math skills.
- Monitor progress by recording scores and charting progress utilizing DIBELS and other assessments.
- Develops proposals, new programs, budgets, and grants that meet District goals.
- Prepares documentation and reports data to the Nebraska Department of Education for the purpose of providing written support, conveying information, and complying with Federal and State regulations.
- Modify student plans as needed.
- Communicate with parents, classroom and special education teachers as to the progress of individual students.
- Communicates information on programs, services, and regulations to school personnel, parents, the Board and other districts for the purpose of understanding of the program.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Directs personnel in delivering services which conform to established guidelines.
- Advises the Superintendent regarding Title I and other matters.

Compensation

The assignment is an annual appointment.

A stipend will be paid for the fulfillment of the assigned duties and responsibilities.

Physical Requirements:

1. In an eight-hour day employee may:

- | | | | | |
|---------------|--|----------------------------------|---|----------------------------------|
| a. Stand/Walk | <input type="checkbox"/> Less than 1 hr | <input type="checkbox"/> 1-4 hrs | <input checked="" type="checkbox"/> 4-6 hrs | <input type="checkbox"/> 6-8 hrs |
| b. Sit | <input type="checkbox"/> Less than 1 hr | <input type="checkbox"/> 1-3 hrs | <input checked="" type="checkbox"/> 3-5 hrs | <input type="checkbox"/> 5-8 hrs |
| c. Drive | <input checked="" type="checkbox"/> Less than 1 hr | <input 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 and 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 type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| b. Squat | <input type="checkbox"/> Frequently | <input checked="" 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 type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |

5. Lifting:

Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.

Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.

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

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

Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Other physical requirements:

I, (print name) have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

Employee Signature

Date

IMPROVING LEARNING FOR CHILDREN WITH DISABILITIES

Homer Community School

Title: ILCD Member

Reports to: Special Education Director, Superintendent, & Secondary Principal

Requirements: Minimum certification required by the State of Nebraska; possess a valid driver’s license; Criminal Justice Fingerprint Clearance and background check; Complete district required and random drug screens, BBP training.

General Description: Serve as a member of the ILCD Committee that leads Homer Community School in the special education improvement process.

Duties and Responsibilities

- Develop and utilize various instruments to collect data concerning special education successes and challenges for the students and staff of Homer Community School.
- Conduct the local self-assessment, including the file review process, surveys, and review of district SPED forms/policies/procedures.
- Develop the improvement plan based on needs identified by the local self-assessment.
- Implement the improvement plan.
- Communicate improvement plan progress to the NDE and Homer Community School, School Improvement Committee.
- Maintain the continuous cycle of ILCD.

Compensation

The assignment is an annual appointment.

A stipend will be paid for the fulfillment of the assigned duties and responsibilities.

Physical Requirements:

1. In an eight-hour day employee may:

- | | | | | |
|---------------|---------|------------|------------|------------|
| a. Stand/Walk | { }None | { }1-4 hrs | {x}4-6 hrs | { }6-8 hrs |
| b. Sit | { }None | { }1-3 hrs | {x}3-5 hrs | { }5-8 hrs |
| c. Drive | { }None | {x}1-3 hrs | { }3-5 hrs | { }5-8 hrs |

2. Employee may use hands for repetitive:

- | | | |
|--------------------|------------------------|----------------------|
| {x}Single Grasping | {x}Pushing and 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 | { }Frequently | {x }Occasionally | { }Not at all |
| b. Squat | { }Frequently | {x }Occasionally | { }Not at all |
| c. Climb Stairs | { }Frequently | {x }Occasionally | { }Not at all |
| d. Lift | { }Frequently | {x }Occasionally | { }Not at all |

5. Lifting:

- { } Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
- {x} Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
- { } Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
- { } Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
- { } Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Other physical requirements:

I, (print name) _____ have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

Employee Signature

Date

LAN MANAGER / TECHNOLOGY COORDINATOR

Homer Community School

Title: LAN Manager / Technology Coordinator

Reports to: Superintendent & Secondary Principal

Requirements: Possess a valid driver's license; Criminal Justice Fingerprint Clearance and background check; Complete district required and random drug screens, BBP training.

General Description: Serve year round as the primary director and coordinator of technological maintenance and advancement for the District, managing and providing supervision for the Local Area Network in conjunction with the ESU.

Duties and Responsibilities

- Develops, with administration assistance, a long-range plan for the use of present and emerging technology designed to improve the teaching/learning process.
- Assign duties to other technology personnel pertaining to the overall technology program as approved by the Superintendent or Secondary Principal.
- Schedule and lead quarterly Technology Committee meetings to gather and dispense information concerning technology needs and updates.
- Coordinates the use of technology by teachers, administrators, support staff, and students to enhance the efficiency and effectiveness of programs and services.
- Reviews, evaluates, and informs instructional staff of recently developed commercial software, including recommendations to integrate it into the curriculum.
- Coordinates the purchase of technology equipment and materials to insure that the needs of the district are being met in the most cost-effective manner.
- Coordinates the distribution of technology equipment and materials.
- Maintains an inventory of technology equipment and materials.
- Provides training for teachers, administrators, and support staff to insure the appropriate application of technology.
- Provides consultation for teachers, administrators, and support staff to assist with problems and concerns that arise on a daily basis.
- Consults with teachers to insure that technology applications are effectively integrated into academic and vocational programs.
- Supervises and coordinates services available through utilization of the Windows Network System and the ESU network.
- Assists in developing the budget for purchase of technology hardware and materials.
- Prepares and maintains E-Rate funding records.
- Provides leadership and helps coordinate the planning and implementation of telecommunications.
- Setup new hardware, software, and configure new systems to run on Homer's Windows Network System.
- Oversee school website—support and train staff to submit online information.
- Maintain network system

- Complete state reporting of student and staff data on NSSRS as required by the Nebraska Department of Education.
- Coordinate all online testing systems
- Insures safety and security issues of the network system that include viruses and proper computer, Internet and network usage.
- Maintain and provide training on student and school management systems.
- Train and support all users of the student management system: staff, administration, parents, students.
- Setup and maintenance of the library automation system
- Staff development.

Compensation

The assignment is an annual appointment.

A stipend will be paid for the fulfillment of the assigned duties and responsibilities.

Physical Requirements:

1. In an eight-hour day employee may:

- | | | | | |
|---------------|--|---|---|----------------------------------|
| a. Stand/Walk | <input type="checkbox"/> Less than 1 hr | <input type="checkbox"/> 1-4 hrs | <input checked="" type="checkbox"/> 4-6 hrs | <input type="checkbox"/> 6-8 hrs |
| b. Sit | <input type="checkbox"/> Less than 1 hr | <input checked="" type="checkbox"/> 1-3 hrs | <input type="checkbox"/> 3-5 hrs | <input type="checkbox"/> 5-8 hrs |
| c. Drive | <input checked="" type="checkbox"/> Less than 1 hr | <input type="checkbox"/> 1-3 hrs | <input type="checkbox"/> 3-5 hrs | <input type="checkbox"/> 5-8 hrs |

2. Employee may use hands for repetitive:

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Single Grasping | <input checked="" type="checkbox"/> Pushing and Pulling | <input checked="" type="checkbox"/> Fine Manipulation |
|---|---|---|

3. Employee may use feet for repetitive movement as in operating foot controls:

- | | |
|---|-----------------------------|
| <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
|---|-----------------------------|

4. Employee may need to:

- | | | | |
|-----------------|-------------------------------------|--|-------------------------------------|
| a. Bend | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| b. Squat | <input type="checkbox"/> Frequently | <input checked="" 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 type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |

5. Lifting:

Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.

Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.

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

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

Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Other physical requirements:

I, (print name) have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

Employee Signature

Date

ASSISTANT TECHNOLOGIST
Homer Community School

Title: Assistant Technologist

Reports to: Technology Coordinator, Secondary Principal, & Superintendent

Requirements: Minimum certification required by the State of Nebraska; possess a valid driver's license; Criminal Justice Fingerprint Clearance and background check; Complete district required and random drug screens, BBP training.

General Description: Support the Technology Coordinator with the direction and advancement of the technological use for the District. Assist with the maintenance, management, and research for improvements to the District's technology plan.

Duties and Responsibilities

- Performing those applicable duties described in the teachers' job descriptions in policies 406.015g and 406.015gg, if a certified educator.
- Support the Technology Coordinator in supervising and advancing the technology use and improvements of the District and the total educational program of Homer Community School.
- Attend staff meetings when called upon by the Technology Coordinator or Administration.
- Assist with research, management, maintenance, and training of technology equipment.
- Focus on elementary school technology.
- Assume any duties assigned by the Technology Coordinator and approved by the Superintendent or Secondary Principal pertaining to the overall technology program.
- In absence of the Technology Coordinator, you will assume all his/her responsibilities (see 406.015f).

Compensation

The assignment is an annual appointment.

A stipend may be paid for the fulfillment of the assigned duties and responsibilities.

Physical Requirements:

1. In an eight-hour day employee may:

- | | | | | |
|---------------|--|---|---|----------------------------------|
| a. Stand/Walk | <input type="checkbox"/> Less than 1 hr | <input type="checkbox"/> 1-4 hrs | <input checked="" type="checkbox"/> 4-6 hrs | <input type="checkbox"/> 6-8 hrs |
| b. Sit | <input type="checkbox"/> Less than 1 hr | <input checked="" type="checkbox"/> 1-3 hrs | <input type="checkbox"/> 3-5 hrs | <input type="checkbox"/> 5-8 hrs |
| c. Drive | <input checked="" type="checkbox"/> Less than 1 hr | <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 and 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 type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| b. Squat | <input type="checkbox"/> Frequently | <input checked="" 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 type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |

5. Lifting:

Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.

Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.

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

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

Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Other physical requirements:

I, (print name) have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

Employee Signature

Date

ATHLETIC DIRECTOR

Homer Community School

Title: Athletic Director

Reports to: Secondary Principal & Superintendent

Requirements: Minimum teaching certification required by the State of Nebraska; possess a valid driver's license; Criminal Justice Fingerprint Clearance and background check; Complete district required and random drug screens, BBP training.

General Description: Provide overall leadership, supervision and coordination of all sports programs to provide students worthwhile learning experiences. The athletic director shall be responsible for direct implementation and interpretation of the policies of the Board of Education of Homer Community School, the Lewis & Clark Conference, and the Nebraska School Activities Association as outlined in the respective handbooks, by-laws and sport regulations of these organizations.

Duties and Responsibilities

- Supervise the overall athletic program of Homer Community School.
- Administers all district interscholastic policies and procedures as well as rules and by-laws of the Nebraska School Activities Association.
- Maintain and review the athletic policies of the staff handbook.
- Interprets board policy to coaches and presents recommendations for changes in athletic policies to the Superintendent.
- Resolves conflicts within the ranks of the athletic department.
- Evaluates all Head Coaches and observes all coaches sufficiently in order to make future recommendations in terms of job expectations and job assignments.
- Recommends all coaching assignments after conferring with the Secondary Principal and Superintendent.
- Receives and evaluates equipment requests from authorized coaches and approves appropriate requests.
- Makes recommendations for the improvement of facilities.
- Works with coaches and Superintendent to develop the annual athletic budget.
- Submits financial reports to the Superintendent and Board of Education yearly.
- Seeks ways to support and finance the athletic program. Serves as liaison between coaches and the Knightbackers athletic boosters.
- Develops all interscholastic game schedules. Maintain contest contract forms in school files and approves the publications of all schedules.
- Contracts all contest officials and secures their payment.
- Makes arrangements for all interscholastic transportation, fees, lodging and meals, as required.
- Coordinates use and schedules of athletic facilities for all interscholastic athletic contests and set-up of the physical plant.
- Attends all home athletic contests and/or arranges for proper supervision. Coordinates attendance of administrative personnel at all varsity contests.
- Coordinates the use of school athletic facilities by community sports teams.

- Maintains a permanent file of medical examinations, insurance forms, records, parent consent forms, insurance payments, emergency treatment forms, etc. for each participating athlete.
- Maintain permanent records for each sport.
- Works with Secondary Principal, cheerleading sponsor and coaches to schedule athletic assemblies and pep rallies.
- Maintains an active school and community wide sportsmanship program.
- Maintains a file of all athletic suspensions and expulsions for teams and spectators.
- Performs other duties as the Secondary Principal and/or Superintendent may direct.

Compensation

The assignment is an annual appointment.

A stipend will be paid for the fulfillment of the assigned duties and responsibilities.

Physical Requirements:

1. In an eight-hour day employee may:

- | | | | | |
|---------------|--------------------|---------------|---------------|-------------|
| a. Stand/Walk | { } Less than 1 hr | { } 1-4 hrs | { x } 4-6 hrs | { } 6-8 hrs |
| b. Sit | { } Less than 1 hr | { x } 1-3 hrs | { } 3-5 hrs | { } 5-8 hrs |
| c. Drive | { } Less than 1 hr | { x } 1-3 hrs | { } 3-5 hrs | { } 5-8 hrs |

2. Employee may use hands for repetitive:

- | | | |
|-----------------------|---------------------------|-------------------------|
| { x } Single Grasping | { x } Pushing and 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 | { } Frequently | { x } Occasionally | { } Not at all |
| b. Squat | { } Frequently | { x } Occasionally | { } Not at all |
| c. Climb Stairs | { } Frequently | { x } Occasionally | { } Not at all |
| d. Lift | { } Frequently | { x } Occasionally | { } Not at all |

5. Lifting:

- { } Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
- { } Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
- { } Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
- { x } Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
- { } Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Other physical requirements:

I, (print name) have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

Employee Signature

Date

TRACK MEET COORDINATOR

Homer Community School

Title: Track Meet Coordinator

Reports to: Athletic Director

Requirements: Knowledge of Track Meet organization

General Description: Coordinate and oversee the organization and hosting of track meets hosted by Homer Community School.

Duties and Responsibilities

- Supervise the overall coordination and management of Homer Community School hosted track meets.
- Administers all district interscholastic policies and procedures as well as rules and by-laws of the Nebraska School Activities Association as they pertain to Track.
- Resolves conflicts, with the assistance of the Athletic Director, which may arise during the preparation and hosting of track meets.
- Recruits, recommends, and assigns all working positions in coordination with the Athletic Director.
- Prepares facilities and makes recommendations for the improvement of track facilities.
- Submits final results information to Athletic Director and media.
- Performs other duties as the Athletic Director may direct.

Compensation

The assignment is an annual appointment.

A stipend will be paid for the fulfillment of the assigned duties and responsibilities.

Physical Requirements:

1. In an eight-hour day employee may:

- | | | | | |
|---------------|---|---|---|---|
| a. Stand/Walk | <input type="checkbox"/> Less than 1 hr | <input type="checkbox"/> 1-4 hrs | <input type="checkbox"/> 4-6 hrs | <input checked="" type="checkbox"/> 6-8 hrs |
| b. Sit | <input type="checkbox"/> Less than 1 hr | <input type="checkbox"/> 1-3 hrs | <input checked="" type="checkbox"/> 3-5 hrs | <input type="checkbox"/> 5-8 hrs |
| c. Drive | <input type="checkbox"/> Less than 1 hr | <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:

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Single Grasping | <input checked="" type="checkbox"/> Pushing and Pulling | <input checked="" type="checkbox"/> Fine Manipulation |
|---|---|---|

3. Employee may use feet for repetitive movement as in operating foot controls:

- | | |
|---|-----------------------------|
| <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> 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 type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |

5. Lifting:

- Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
- Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
- Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
- Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
- Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Other physical requirements:

I, (print name) _____ have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

Employee Signature

Date

HEAD COACH

Homer Community School

Title: High School Head Coach

Reports to: Athletic Director

Requirements: Minimum certification required by the State of Nebraska; possess a valid driver's license; Criminal Justice Fingerprint Clearance and background check; Complete district required and random drug screens, BBP training.

General Description: Serve as the primary director and leader of the assigned sport and assist with the total athletic program of Homer Community School. To instruct athletes in the fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success. Provide instruction that will lead the student to the formation of moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence.

Duties and Responsibilities

- Be responsible for all matters pertaining to the organization and administration of coaching the team under your direction and enforce all rules of Homer Community School and the Nebraska School Activities Association as they pertain to the respective sport.
- Assign duties to all assistant coaches and evaluate the performance of these assistant coaches as they fulfill their duties and responsibilities.
- Plan and conduct all practice sessions.
- Be responsible for preparing public information released regarding their particular sport.
- Maintain an accurate squad roster at all times, being sure that it is up to date and on file with the athletic office.
- Cooperate with the athletic director in verifying that no student participates without a physical and insurance waiver on file in the office.
- Assign at least one coach to be with the squad at all times. This includes locker room supervision until all squad members have left the building and then seeing that all lights are turned off and doors are locked.
- Prepare detailed equipment and supply budget requests to be submitted to the athletic director two weeks after the completion of the season.
- Inspect all equipment, oversee the issuance and collection of equipment, and maintain equipment inventory records and direct activities of student managers. Enforce rules regarding care of equipment.
- Conduct all staff meetings and be in charge of all tryouts, practices, team meetings and athletic contests when the team is involved.
- Instruct team members that equipment is to be worn for practice sessions and game competition.
- Announce and enforce rules and regulations pertaining to conditioning of players and training rules affecting the health and safety of the players.
- Report injuries of participants to the proper school official – trainer or athletic director.
- Be interested and loyal to the school's program. You are expected to support the entire program and to be an active participant in striving to improve the athletic program as well as the total educational program of Homer Community School.

- Be expected, after decision and policies have been established, to support and conform to them, both in fact and in spirit.
- Make decisions, of general nature, that are in keeping with the established policies and procedures of the school. However, when decisions affect other coaches and other sports, or when the problem is one that clearly falls within the jurisdiction of the athletic office, decisions should be delayed until the matter has been discussed fully with the athletic director.
- Submit to the athletic office a year-end report, including the following information:
 - Squad members & Letter winners (including managers)
 - New records – team and individual
 - Special honors
 - Budget and equipment needs
 - Summary of season including schedule played and results
 - Evaluations of assistant coaches
 - Self evaluation and suggestions for improvement

Compensation

The assignment is an annual appointment.

A stipend will be paid for the fulfillment of the assigned duties and responsibilities.

Physical Requirements:

1. In an eight-hour day employee may:

- | | | | | |
|---------------|--|---|---|----------------------------------|
| a. Stand/Walk | <input type="checkbox"/> Less than 1 hr | <input type="checkbox"/> 1-4 hrs | <input checked="" type="checkbox"/> 4-6 hrs | <input type="checkbox"/> 6-8 hrs |
| b. Sit | <input type="checkbox"/> Less than 1 hr | <input checked="" type="checkbox"/> 1-3 hrs | <input type="checkbox"/> 3-5 hrs | <input type="checkbox"/> 5-8 hrs |
| c. Drive | <input checked="" type="checkbox"/> Less than 1 hr | <input type="checkbox"/> 1-3 hrs | <input type="checkbox"/> 3-5 hrs | <input type="checkbox"/> 5-8 hrs |

2. Employee may use hands for repetitive:

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Single Grasping | <input checked="" type="checkbox"/> Pushing and Pulling | <input checked="" type="checkbox"/> Fine Manipulation |
|---|---|---|

3. Employee may use feet for repetitive movement as in operating foot controls:

- | | |
|---|-----------------------------|
| <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
|---|-----------------------------|

4. Employee may need to:

- | | | | |
|-----------------|-------------------------------------|--|-------------------------------------|
| a. Bend | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| b. Squat | <input type="checkbox"/> Frequently | <input checked="" 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 type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |

5. Lifting:

- Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
- Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
- Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
- Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
- Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Other physical requirements:

I, (print name) _____ have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

Employee Signature

Date

ASSISTANT COACH
Homer Community School

Title: High School Assistant Coach

Reports to: Head Coach & Athletic Director

Requirements: Minimum certification required by the State of Nebraska; possess a valid driver's license; Criminal Justice Fingerprint Clearance and background check; Complete district required and random drug screens, BBP training.

General Description: Support the Head Coach in the direction and leadership of the assigned sport and assist with the total athletic program of Homer Community School. To instruct athletes in the fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success. Provide instruction that will lead the student to the formation of moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence.

Duties and Responsibilities

- Support the Head Coach in conducting the athletic program of that particular sport and the total athletic program of Homer Community School.
- Be loyal to the Head Coach and to the team.
- Attend staff meetings when called by the Head Coach.
- Assist with scouting of varsity games.
- Complete evaluation forms as assigned.
- Assume any duties assigned by the Head Coach pertaining to the overall athletic program of that particular sport. Some of these duties might include:
 - Conducting portions of practice drills
 - Handling equipment
 - Determine eligibility
 - Working with student managers
 - Scouting
 - Public relations
 - Statistics
 - Summer program and camp assistance as requested by the Head Coach
 - Other duties assigned by the Head Coach
- In absence of the Head Coach, you will assume all his/her responsibilities (see 406.015i).

Compensation

The assignment is an annual appointment.

A stipend will be paid for the fulfillment of the assigned duties and responsibilities.

Physical Requirements:

1. In an eight-hour day employee may:

- | | | | | |
|---------------|--|---|---|----------------------------------|
| a. Stand/Walk | <input type="checkbox"/> Less than 1 hr | <input type="checkbox"/> 1-4 hrs | <input checked="" type="checkbox"/> 4-6 hrs | <input type="checkbox"/> 6-8 hrs |
| b. Sit | <input type="checkbox"/> Less than 1 hr | <input checked="" type="checkbox"/> 1-3 hrs | <input type="checkbox"/> 3-5 hrs | <input type="checkbox"/> 5-8 hrs |
| c. Drive | <input checked="" type="checkbox"/> Less than 1 hr | <input 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 and 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 type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| b. Squat | <input type="checkbox"/> Frequently | <input checked="" 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 type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |

5. Lifting:

Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.

Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.

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

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

Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Other physical requirements:

I, (print name) have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

Employee Signature

Date

JUNIOR HIGH COACH
Homer Community School

Title: Junior High Coach

Reports to: Athletic Director

Requirements: Minimum certification required by the State of Nebraska; possess a valid driver's license; Criminal Justice Fingerprint Clearance and background check; Complete district required and random drug screens, BBP training.

General Description: Serve as the primary director and leader of the assigned sport and assist with the total athletic program of Homer Community School. To instruct athletes in the fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success. Provide instruction that will lead the student to the formation of moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence.

Duties and Responsibilities

- Be responsible for all matters pertaining to the organization and administration of coaching the team under your direction and enforce all rules of Homer Community School and the Nebraska School Activities Association as they pertain to the respective sport.
- Assign duties to all assistant coaches and evaluate the performance of these assistant coaches as they fulfill their duties and responsibilities.
- Plan and conduct all practice sessions.
- Be responsible for preparing public information released regarding their particular sport.
- Maintain an accurate squad roster at all times, being sure that it is up to date and on file with the athletic office.
- Cooperate with the athletic director in verifying that no student participates without a physical and insurance waiver on file in the office.
- Assign at least one coach to be with the squad at all times. This includes locker room supervision until all squad members have left the building and then seeing that all lights are turned off and doors are locked.
- Prepare detailed equipment and supply budget requests to be submitted to the athletic director two weeks after the completion of the season.
- Inspect all equipment, oversee the issuance and collection of equipment, and maintain equipment inventory records and direct activities of student managers. Enforce rules regarding care of equipment.
- Conduct all staff meetings and be in charge of all tryouts, practices, team meetings and athletic contests when the team is involved.
- Instruct team members that equipment is to be worn for practice sessions and game competition.
- Announce and enforce rules and regulations pertaining to conditioning of players and training rules affecting the health and safety of the players.
- Report injuries of participants to the proper school official – trainer or athletic director.
- Be interested and loyal to the school's program. You are expected to support the entire program and to be an active participant in striving to improve the athletic program as well as the total educational program of Homer Community School.
- Be expected, after decision and policies have been established, to support and conform to them, both in fact and in spirit.

- Make decisions, of general nature, that are in keeping with the established policies and procedures of the school. However, when decisions affect other coaches and other sports, or when the problem is one that clearly falls within the jurisdiction of the athletic office, decisions should be delayed until the matter has been discussed fully with the athletic director.
- Submit to the athletic office a year-end report, including the following information:
 - Squad members & Letter winners (including managers)
 - New records – team and individual
 - Budget and equipment needs
 - Summary of season including schedule played and results
 - Evaluations of assistant coaches
 - Self evaluation and suggestions for improvement

Compensation

The assignment is an annual appointment.

A stipend will be paid for the fulfillment of the assigned duties and responsibilities.

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:

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Single Grasping | <input checked="" type="checkbox"/> Pushing and Pulling | <input checked="" type="checkbox"/> Fine Manipulation |
|---|---|---|

3. Employee may use feet for repetitive movement as in operating foot controls:

- | | |
|---|-----------------------------|
| <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
|---|-----------------------------|

4. Employee may need to:

- | | | | |
|-----------------|-------------------------------------|--|-------------------------------------|
| a. Bend | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| b. Squat | <input type="checkbox"/> Frequently | <input checked="" 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 type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |

5. Lifting:

- Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
- Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
- Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
- Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
- Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Other physical requirements:

I, (print name) have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

Employee Signature

Date

HIGH SCHOOL CHEERLEADING SPONSOR

Homer Community School

Title: High School Cheerleading Sponsor

Reports to: Secondary Principal, Activities Director, & Athletic Director

Requirements: Minimum certification required by the State of Nebraska; possess a valid driver's license; Criminal Justice Fingerprint Clearance and background check; Complete district required and random drug screens, BBP training.

General Description: Serve as the primary director and leader of the assigned activity and assist with the total activities program of Homer Community School. To instruct cheerleaders in the fundamental skills and physical training necessary for them to promote spirit throughout the school. Provide instruction that will lead the student to the formation of moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence.

Duties and Responsibilities

- Be responsible for all matters pertaining to the organization and administration of sponsoring the team under your direction and enforce all rules of Homer Community School and the Nebraska School Activities Association as they pertain to the respective activity.
- Organize, plan and supervise cheerleading tryouts.
- Maintain an accurate squad roster at all times on file with the Secondary Principal.
- Plan and conduct all practice sessions.
- Supervise cheerleaders at all activities to which cheerleaders are assigned.
 - All home varsity football, girls basketball, and boys basketball games.
 - Twenty percent (20%) of the away games for the above sports.
 - All Lewis & Clark Conference Tournament games for the above sports.
 - All NSAA post-season competitions for the above sports.
- Coordinate and supervise all activities (spirit week activities, decorations, coronation, dance) for Homecoming Week.
- Organize, plan and supervise all cheerleading money making projects with approval of the Secondary Principal.
- Announce and enforce rules and regulations pertaining to the activity, providing a copy of such specific rules to the Secondary Principal.
- Be responsible for preparing public information released regarding their particular activities.
- Report injuries of participants to the proper school official – trainer or athletic director.
- Be interested and loyal to the school's program. You are expected to support the entire program and to be an active participant in striving to improve the athletic program as well as the total educational program of Homer Community School.
- Be expected, after decision and policies have been established, to support and conform to them, both in fact and in spirit.
- Submit to the secondary principal's office a year-end report, including the following information:
 - Squad members & Letter winners
 - Awards or honors received
 - Summary of season activities
 - Self evaluation and suggestions for improvement

Compensation

The assignment is an annual appointment.

A stipend will be paid for the fulfillment of the assigned duties and responsibilities.

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 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 and 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 type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| b. Squat | <input type="checkbox"/> Frequently | <input checked="" 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 type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |

5. Lifting:

- Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
- Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
- Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
- Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
- Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Other physical requirements:

I, (print name) have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

Employee Signature

Date

HIGH SCHOOL DRILL/DANCE TEAM SPONSOR

Homer Community School

Title: High School Drill/Dance Team Sponsor

Reports to: Secondary Principal, Activities Director, & Athletic Director

Requirements: Minimum certification required by the State of Nebraska; possess a valid driver's license; Criminal Justice Fingerprint Clearance and background check; Complete district required and random drug screens, BBP training.

General Description: Serve as the primary director and leader of the assigned activity and assist with the total activities program of Homer Community School. To instruct dancers in the fundamental skills and physical training necessary for them to promote spirit throughout the school. Provide instruction that will lead the student to the formation of moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence.

Duties and Responsibilities

- Be responsible for all matters pertaining to the organization and administration of sponsoring the team under your direction and enforce all rules of Homer Community School and the Nebraska School Activities Association as they pertain to the respective activity.
- Organize, plan and supervise Drill/Dance Team tryouts.
- Announce and enforce rules and regulations pertaining to the activity, providing a copy of such specific rules to the Secondary Principal.
- Plan and conduct all practice sessions.
- Supervise dancers at all activities to which dancers are assigned.
 - At least fifty percent (50%) of all home varsity boys athletic (fb & bb) games.
 - Any state competitions as assigned by the sponsor.
- Organize, plan and supervise all drill/dance team money making projects with approval of the Secondary Principal.
- Advise and approve Drill/Dance Team uniform selection.
- Maintain an accurate squad roster at all times, being sure that it is up to date and on file with the Secondary Principal.
- Be responsible for preparing public information released regarding their particular activities.
- Report injuries of participants to the proper school official – trainer or athletic director.
- Be interested and loyal to the school's program. You are expected to support the entire program and to be an active participant in striving to improve the athletic program as well as the total educational program of Homer Community School.
- Be expected, after decision and policies have been established, to support and conform to them, both in fact and in spirit.
- Submit to the secondary principal's office a year-end report, including the following information:
 - Squad members & Letter winners
 - Awards or honors received
 - Summary of season activities
 - Self evaluation and suggestions for improvement

Compensation

The assignment is an annual appointment.

A stipend will be paid for the fulfillment of the assigned duties and responsibilities.

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 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:

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Single Grasping | <input checked="" type="checkbox"/> Pushing and Pulling | <input checked="" type="checkbox"/> 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 type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| b. Squat | <input type="checkbox"/> Frequently | <input checked="" 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 type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |

5. Lifting:

Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.

Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.

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

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

Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Other physical requirements:

I, (print name) have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

Employee Signature

Date

HIGH SCHOOL N.S.A.A. PLAY DIRECTOR/ONE ACT PLAY

Homer Community School

Title: High School N.S.A.A. Play Director/One Act Play

Reports to: Secondary Principal, Activities Director, & Athletic Director

Requirements: Minimum certification required by the State of Nebraska and NSAA; possess a valid driver's license; Criminal Justice Fingerprint Clearance and background check; Complete district required and random drug screens, BBP training.

General Description: Serve as the primary director and leader of the assigned activity and assist with the total activities program of Homer Community School. To direct students in the necessary skills needed for developing performing arts characters and auxiliary roles in theater allowing for them to realize a degree of individual and team success. Provide instruction that will lead the student to the formation of moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence.

Duties and Responsibilities

- Be responsible for all matters pertaining to the organization and administration of sponsoring the team under your direction and enforce all rules of Homer Community School and the Nebraska School Activities Association as they pertain to the respective activity.
- Selection of the NSAA Contest play script, and cut the material, if necessary, to meet the NSAA time parameters.
- Organize, select cast and crew members, block movement, and direct the contest play.
- Announce and enforce rules and regulations pertaining to the activity, providing a copy of such specific rules to the Activities Director.
- Set up rehearsal schedule and block facility.
- Communicate with NSAA District contest manager as well as the State contest manager, if necessary, concerning any special technical needs.
- Arrange for any necessary transportation for District and State contests.
- Arrange to provide necessary costumes and properties through purchase, rental, or construction.
- Build the set, if necessary, and supervise scenery construction.
- Obtain all necessary materials.
- See that all royalties or fees are paid.
- Supervise the students at the host schools and motels, where applicable.
- Communicate all necessary information to parents.
- Be responsible for preparing public information released regarding their particular activities.
- Be responsible for set strike and storage following the final performance.
- Submit eligibility lists and NSAA forms to the Activities Director conforming to timelines.
- Submit to the Activities Director a year-end report, including the following information:
 - List of participants
 - Awards or honors received
 - Summary of season activities
 - Self evaluation and suggestions for improvement

Compensation

The assignment is an annual appointment.

A stipend will be paid for the fulfillment of the assigned duties and responsibilities.

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:

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Single Grasping | <input checked="" type="checkbox"/> Pushing and Pulling | <input checked="" type="checkbox"/> 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 type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| b. Squat | <input type="checkbox"/> Frequently | <input checked="" 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 type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |

5. Lifting:

Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.

Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.

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

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

Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Other physical requirements:

I, (print name) have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

Employee Signature

Date

HIGH SCHOOL N.S.A.A. SPEECH

Homer Community School

Title: High School N.S.A.A. Speech

Reports to: Secondary Principal, Activities Director, & Athletic Director

Requirements: Minimum certification required by the State of Nebraska and NSAA; possess a valid driver's license; Criminal Justice Fingerprint Clearance and background check; Complete district required and random drug screens, BBP training.

General Description: Serve as the primary director and leader of the assigned activity and assist with the total activities program of Homer Community School. To instruct and direct students in fundamental oration and public performance skills necessary for them to realize a degree of individual and team success. Provide instruction that will lead the student to the formation of moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence.

Duties and Responsibilities

- Be responsible for all matters pertaining to the organization and administration of sponsoring the team under your direction and enforce all rules of Homer Community School and the Nebraska School Activities Association as they pertain to the respective activity.
- Edit, select, and approve the material to meet the NSAA parameters.
- Select performers for the various NSAA entrees.
- Announce and enforce rules and regulations pertaining to the activity, providing a copy of such specific rules to the Activities Director.
- Set up rehearsal schedule.
- Communicate with NSAA District contest manager as well as the State contest manager, if necessary, concerning any special technical needs.
- Arrange for any necessary transportation for District and State contests.
- Obtain all necessary materials.
- Supervise the students at the host schools and motels, where applicable.
- Communicate all necessary information to parents.
- Be responsible for preparing public information released regarding their particular activities.
- Submit eligibility lists and NSAA forms to the Activities Director conforming to timelines.
- Submit to the Activities Director a year-end report, including the following information:
 - List of participants
 - Awards or honors received
 - Summary of season activities
 - Self evaluation and suggestions for improvement

Compensation

The assignment is an annual appointment.

A stipend will be paid for the fulfillment of the assigned duties and responsibilities.

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 and 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 type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| b. Squat | <input type="checkbox"/> Frequently | <input checked="" 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 type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |

5. Lifting:

- Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
 Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
 Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
 Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
 Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Other physical requirements:

I, (print name) have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

Employee Signature

Date

HIGH SCHOOL DRAMA/MUSICAL DIRECTOR

Homer Community School

Title: High School Drama/Musical Director

Reports to: Secondary Principal, Activities Director, & Athletic Director

Requirements: Minimum certification required by the State of Nebraska; possess a valid driver's license; Criminal Justice Fingerprint Clearance and background check; Complete district required and random drug screens, BBP training.

General Description: Serve as the primary director and leader of the assigned activity and assist with the total activities program of Homer Community School. To direct students in the necessary skills needed for performing the characters and auxiliary roles in musical theater. Provide instruction that will lead the student to the formation of moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence.

Duties and Responsibilities

- Be responsible for all matters pertaining to the organization and administration of sponsoring the team under your direction and enforce all rules of Homer Community School as they pertain to the respective activity.
- Select the script for production.
- Set performance dates for the production.
- Secure contracts for royalties and rental materials.
- Secure contracts/design for blueprints for set construction.
- Secure contracts/work with costumer and costume shops to design/build/rent costumes.
- Work with students to design and approve poster and program.
- Cast and choose student directors, stage managers, etc., etc.
- Make arrangements for a choreographer.
- Formulate a rehearsal schedule for the entire cast up to performance dates.
- Work with Activities Director in scheduling rehearsal times in the auditorium/gymnasium.
- Coordinate reserve ticket sales.
- Work with parent boosters to provide ticket sales support, intermission support, cast meals and general cast/crew support as needed.
- Supervise building/painting/dressing of set.
- Coordinate with music director rehearsal times for pit to work with cast.
- Strike set after final performance. Supervise return of all loaned and rental material. Supervise material storage.
- Insure that any and all remaining fees related to the musical are paid upon completion.
- Submit to the Activities Director a year-end report, including the following information:
 - List of participants
 - Awards or honors received
 - Summary of season activities
 - Self evaluation and suggestions for improvement

Compensation

The assignment is an annual appointment.

A stipend will be paid for the fulfillment of the assigned duties and responsibilities.

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 and 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 type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| b. Squat | <input type="checkbox"/> Frequently | <input checked="" 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 type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |

5. Lifting:

- Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
 Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
 Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
 Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
 Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Other physical requirements:

I, (print name) have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

Employee Signature

Date

INSTRUMENTAL MUSIC DIRECTOR

Homer Community School

Title: Instrumental Music Director

Reports to: Secondary & Elementary Principals, Activities & Athletic Directors

Requirements: Minimum certification required by the State of Nebraska and NSAA; possess a valid driver's license; Criminal Justice Fingerprint Clearance and background check; Complete district required and random drug screens, BBP training.

General Description: Serve as the primary director and leader of the assigned activity and assist with the total activities program of Homer Community School. To direct students, grades 5 – 12, in the necessary skills needed for performing musical instruments individually and in groups. Provide instruction that will lead the student to the formation of moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence.

Duties and Responsibilities

- Lead and direct the instrumental music program, grades 5 – 12.
- Recruit new and beginning band members.
- Prepare, organize, and supervise all school instrumental concerts.
- Prepare, organize, and supervise the music program for Commencement and other events as requested by the administration.
- Schedule and attend all pep, marching, and jazz band rehearsals and performances.
- Prepare students for State Music Clinic auditions and other Honor Band auditions.
- Prepare students to perform in the District Music Festival.
- Accompany and supervise students on instrumental music out-of-school related activities.
- Coordinate with the Music Boosters and Vocal Music Director throughout the school year on fund raising projects.
- Cooperatively work with the Instrumental Music Director to organize, coordinate, and supervise the Sweetheart Coronation and Dance, and other Music Department projects.
- Plan and organize awards.
- Submit to the Activities Office, upon request, a year-end report including the following:
 - List of members
 - Awards of honors received
 - Summary of activities
 - Recommendations of improvement

Compensation

The assignment is an annual appointment.

A stipend will be paid for the fulfillment of the assigned duties and responsibilities.

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 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 and 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 type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| b. Squat | <input type="checkbox"/> Frequently | <input checked="" 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 type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |

5. Lifting:

Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.

Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.

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

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

Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Other physical requirements:

I, (print name) have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

Employee Signature

Date

VOCAL MUSIC DIRECTOR

Homer Community School

Title: Vocal Music Director

Reports to: Secondary & Elementary Principals, Activities & Athletic Directors

Requirements: Minimum certification required by the State of Nebraska and NSAA; possess a valid driver's license; Criminal Justice Fingerprint Clearance and background check; Complete district required and random drug screens, BBP training.

General Description: Serve as the primary director and leader of the assigned activity and assist with the total activities program of Homer Community School. To direct students in the necessary skills needed for performing vocal music individually and in groups. Provide instruction that will lead the student to the formation of moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence.

Duties and Responsibilities

- Lead and direct the vocal music program, grades K – 12.
- Recommend and recruit chorus members.
- Prepare, organize, and supervise all school vocal concerts.
- Prepare, organize, and supervise the music events as requested by the administration.
- Schedule and attend all chorus and small group rehearsals and performances.
- Prepare students for State Music Clinic auditions and other Honor Choir auditions.
- Prepare students to perform in the District Music Festival.
- Accompany and supervise students on vocal music out-of-school related activities.
- Coordinate with the Music Boosters and Instrumental Music Director throughout the school year on fund raising projects.
- Cooperatively work with the Instrumental Music Director to organize, coordinate, and supervise the Sweetheart Coronation and Dance, and other Music Department projects.
- Plan and organize awards.
- Submit to the Activities Office, upon request, a year-end report including the following:
 - List of members
 - Awards of honors received
 - Summary of activities
 - Recommendations of improvement

Compensation

The assignment is an annual appointment.

A stipend will be paid for the fulfillment of the assigned duties and responsibilities.

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 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 and 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 type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| b. Squat | <input type="checkbox"/> Frequently | <input checked="" 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 type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |

5. Lifting:

Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.

Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.

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

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

Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Other physical requirements:

I, (print name) have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

Employee Signature

Date

PERSONNEL (Certificated Employees – General: Job Description)
SCHOOL PAPER ADVISOR
Homer Community School

File: 406.015xn

Title: School Paper Advisor

Reports to: Secondary Principal

Requirements: Minimum certification required by the State of Nebraska; possess a valid driver's license; Criminal Justice Fingerprint Clearance and background check; Complete district required and random drug screens, BBP training.

General Description: Serve as chief advisor of the school paper/newsletter. Teach the Newspaper course, directing students to practice journalism and editing skills, and assigning students to gather and disseminate information promoting and challenging Homer Community School. Provide instruction that will lead the student to the formation of moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence.

Duties and Responsibilities

- Instruct students as to the skills necessary for print media.
- Produce the monthly paper/newsletter from September through May, establishing deadlines for articles for print.
- Evaluate and edit all articles for print in the monthly paper/newsletter.
- Assign students to investigate, gather, review, report, and edit information that will promote and challenge Homer Community School.
- Submit to the Activities Director a year-end report, including the following information:
 - List of participants
 - Awards or honors received
 - Self evaluation and suggestions for improvement

Compensation

The assignment is an annual appointment.

A stipend will be paid for the fulfillment of the assigned duties and responsibilities.

Physical Requirements:

1. In an eight-hour day employee may:

a. Stand/Walk	{ }None	{ }1-4 hrs	{x}4-6 hrs	{ }6-8 hrs
b. Sit	{ }None	{ }1-3 hrs	{x}3-5 hrs	{ }5-8 hrs
c. Drive	{ }None	{x}1-3 hrs	{ }3-5 hrs	{ }5-8 hrs

2. Employee may use hands for repetitive:

{x}Single Grasping	{x}Pushing and 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	{ }Frequently	{x }Occasionally	{ }Not at all
b. Squat	{ }Frequently	{x }Occasionally	{ }Not at all
c. Climb Stairs	{ }Frequently	{x}Occasionally	{ }Not at all
d. Lift	{ }Frequently	{x }Occasionally	{ }Not at all

5. Lifting:

{ } Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.

{ } Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.

{x} Medium Work: Lifting 50 pounds occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.

{ } Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.

{ } Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Other physical requirements:

I, (print name) _____ have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

Employee Signature

Date

PERSONNEL (Certificated Employees – General: Job Description)
YEARBOOK ADVISOR
Homer Community School

File: 406.015nn

Title: Yearbook Advisor

Reports to: Secondary Principal

Requirements: Minimum certification required by the State of Nebraska; possess a valid driver’s license; Criminal Justice Fingerprint Clearance and background check; Complete district required and random drug screens, BBP training.

General Description: Serve as chief editor of the school yearbook. Teach the Yearbook course, directing students to learn design concepts, practice writing skills, learn photography basics, as well as budgeting and salesmanship while creating the Homer Community School annual. Provide instruction that will lead the student to the formation of moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence.

Duties and Responsibilities

- Instruct students as to the skills necessary for print media.
- Assign, evaluate, and edit all pages for print.
- Produce the school annual, establishing deadlines for page design and articles for print.
- Organize, supervise, and account for all fund raising projects and group accounts.
- Submit to the Activities Director a year-end report, including the following information:
 - List of participants
 - Awards or honors received
 - Self evaluation and suggestions for improvement

Compensation

The assignment is an annual appointment.
A stipend will be paid for the fulfillment of the assigned duties and responsibilities.

Physical Requirements:

1. In an eight-hour day employee may:

a. Stand/Walk	{ }None	{ }1-4 hrs	{x}4-6 hrs	{ }6-8 hrs
b. Sit	{ }None	{ }1-3 hrs	{x}3-5 hrs	{ }5-8 hrs
c. Drive	{ }None	{x}1-3 hrs	{ }3-5 hrs	{ }5-8 hrs
2. Employee may use hands for repetitive:

{x}Single Grasping	{x}Pushing and 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	{ }Frequently	{x}Occasionally	{ }Not at all
b. Squat	{ }Frequently	{x}Occasionally	{ }Not at all
c. Climb Stairs	{ }Frequently	{x}Occasionally	{ }Not at all
d. Lift	{ }Frequently	{x}Occasionally	{ }Not at all
5. Lifting:
 - { } Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
 - { } Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
 - {x} Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
 - { } Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
 - { } Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Other physical requirements:

I, (print name) _____ have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

Employee Signature

Date

PERSONNEL (Certificated Employees – General: Job Description)
STUDENT COUNCIL SPONSOR
Homer Community School

File: 406.015xo

Title: Student Council Sponsor

Reports to: Secondary Principal

Requirements: Minimum certification required by the State of Nebraska; possess a valid driver’s license; Criminal Justice Fingerprint Clearance and background check; Complete district required and random drug screens, BBP training.

General Description: Serve as the primary director and leader of the assigned activity and assist with the total activities program of Homer Community School. To direct students in the necessary skill needed to perform the duties held by Student Council representative. Provide instruction that will lead the student to the formation of moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence.

Duties and Responsibilities

- Schedule and attend all student council and officer meetings.
- Supervise all communication with the principal.
- Offer guidance and direction to the members of the Student Council.
- Organize and supervise all school, community, and fund raising projects sponsored by the Student Council including participation in Pete’s Feeders food drive, the Valentine fund raiser, and Pennies for Patients.
- Organize, plan, and coordinate Homecoming Spirit Week activities, Red Ribbon Week activities, and a Red Cross Blood Drive.
- Consider suggestions of all students/staff in the school.
- Organize and coordinate Student Council elections.
- Accompany students to District and State events.

Compensation

The assignment is an annual appointment.

A stipend will be paid for the fulfillment of the assigned duties and responsibilities.

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:

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Single Grasping | <input checked="" type="checkbox"/> Pushing and Pulling | <input checked="" type="checkbox"/> Fine Manipulation |
|---|---|---|

3. Employee may use feet for repetitive movement as in operating foot controls:

- | | |
|---|-----------------------------|
| <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
|---|-----------------------------|

4. Employee may need to:

- | | | | |
|-----------------|-------------------------------------|--|-------------------------------------|
| a. Bend | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| b. Squat | <input type="checkbox"/> Frequently | <input checked="" 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 type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |

5. Lifting:

- Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
- Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
- Medium Work: Lifting 50 pounds occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
- Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
- Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Other physical requirements:

I, (print name) _____ have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

Employee Signature

Date

PERSONNEL (Certificated Employees – General: Job Description)
NATIONAL HONOR SOCIETY SPONSOR
Homer Community School

File: 406.015xoo

Title: National Honor Society Sponsor

Reports to: Secondary Principal

Requirements: Minimum certification required by the State of Nebraska; possess a valid driver's license; Criminal Justice Fingerprint Clearance and background check; Complete district required and random drug screens, BBP training.

General Description: Serve as the primary director and leader of the assigned activity and assist with the total activities program of Homer Community School. To direct students in the necessary skill needed to perform the duties held by National Honor Society members. Provide instruction that will lead the student to the formation of moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence.

Duties and Responsibilities

- Schedule and attend all meetings.
- Supervise all communication with the principal.
- Offer guidance and direction to the members of the National Honor Society.
- Organize and supervise all school and community service projects, and fund raising projects sponsored by the National Honor Society.
- Maintain a record of members points each semester.
- Oversee the application process.
- Organize and host induction of new members each spring.

Compensation

The assignment is an annual appointment.

A stipend will be paid for the fulfillment of the assigned duties and responsibilities.

Physical Requirements:

1. In an eight-hour day employee may:

- | | | | | |
|---------------|---------|------------|------------|------------|
| a. Stand/Walk | { }None | { }1-4 hrs | {x}4-6 hrs | { }6-8 hrs |
| b. Sit | { }None | {x}1-3 hrs | { }3-5 hrs | { }5-8 hrs |
| c. Drive | { }None | {x}1-3 hrs | { }3-5 hrs | { }5-8 hrs |

2. Employee may use hands for repetitive:

- | | | |
|--------------------|------------------------|----------------------|
| {x}Single Grasping | {x}Pushing and 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 | { }Frequently | {x }Occasionally | { }Not at all |
| b. Squat | { }Frequently | {x }Occasionally | { }Not at all |
| c. Climb Stairs | { }Frequently | {x }Occasionally | { }Not at all |
| d. Lift | { }Frequently | {x }Occasionally | { }Not at all |

5. Lifting:

- { } Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
- {x} Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
- { } Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
- { } Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
- { } Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Other physical requirements:

I, (print name) _____ have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

Employee Signature

Date

PEER TUTORING COMMITTEE MEMBER

Homer Community School

Title: Peer Tutoring Committee Member

Reports to: Secondary & Elementary Principals

Requirements: Minimum certification required by the State of Nebraska; possess a valid driver’s license; Criminal Justice Fingerprint Clearance and background check; Complete district required and random drug screens, BBP training.

General Description: Serve as a member of the Peer Tutoring Committee that schedules tutoring sessions for Homer Community School students and tracks the programs progress.

Duties and Responsibilities

- Be an advocate for all students.
- Collaborate with guidance counselor, special education and classroom teachers, SAT Teams, RtI Team, and administration, for the purpose of implementing and maintaining tutoring services.
- Work with K – 12 students to improve educational and social skills.
- Monitor progress of tutors and students by recording meeting time and charting activities completed.
- Attend and provide input at regularly scheduled Peer Tutoring meetings.

Compensation

The assignment is an annual appointment.

A stipend will be paid for the fulfillment of the assigned duties and responsibilities.

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 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:

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Single Grasping | <input checked="" type="checkbox"/> Pushing and Pulling | <input checked="" type="checkbox"/> 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 type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| b. Squat | <input type="checkbox"/> Frequently | <input checked="" 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 type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |

5. Lifting:

- Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
- Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
- Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
- Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
- Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Other physical requirements:

I, (print name) _____ have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

Employee Signature

Date

PERSONNEL (Certificated Employees – General: Job Description)
QUIZ BOWL SPONSOR
Homer Community School

File: 406.015xq

Title: Quiz Bowl Sponsor

Reports to: Secondary Principal

Requirements: Minimum certification required by the State of Nebraska; possess a valid driver’s license; Criminal Justice Fingerprint Clearance and background check; Complete district required and random drug screens, BBP training.

General Description: Serve as the primary director and leader of the Homer Community School Quiz Bowl team. To instruct and guide the participants in the fundamental skills, knowledge, and strategic training necessary for them to realize a degree of individual and team success. Provide instruction that will lead the student to the formation of moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence.

Duties and Responsibilities

- Be responsible for all matters pertaining to the organization and administration of coaching the team under your direction and enforce all rules of Homer Community School as they pertain to the respective activity.
- Plan and conduct all practice sessions, maintaining an accurate roster at all times.
- Be responsible for preparing public information released regarding Quiz Bowl.
- Be interested and loyal to the school’s program. You are expected to support the entire program and to be an active participant in striving to improve the activities program as well as the total educational program of Homer Community School.
- Submit to the Principal’s office a year-end report, including the following information:
 - Summary of season with squad members and any special honors
 - Self evaluation and suggestions for improvement

Compensation

The assignment is an annual appointment.

A stipend will be paid for the fulfillment of the assigned duties and responsibilities.

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 | {x}3-5 hrs | { }5-8 hrs |
| c. Drive | { }None | { }1-3 hrs | {x}3-5 hrs | { }5-8 hrs |

2. Employee may use hands for repetitive:

- | | | |
|--------------------|------------------------|----------------------|
| {x}Single Grasping | {x}Pushing and 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 | { }Frequently | {x }Occasionally | { }Not at all |
| b. Squat | { }Frequently | {x }Occasionally | { }Not at all |
| c. Climb Stairs | { }Frequently | {x}Occasionally | { }Not at all |
| d. Lift | { }Frequently | {x }Occasionally | { }Not at all |

5. Lifting:

- { } Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
- {x} Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
- { } Medium Work: Lifting 50 pounds occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
- { } Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
- { } Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Other physical requirements:

I, (print name) _____ have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

Employee Signature

Date

PERSONNEL (Certificated Employees – General: Job Description)
RESPONSE TO INTERVENTION TEAM
Homer Community School

File: 406.015xr

Title: Response to Intervention Committee Member & Chair

Reports to: RtI Chairperson, Secondary & Elementary Principals

Requirements: Minimum certification required by the State of Nebraska; possess a valid driver’s license; Criminal Justice Fingerprint Clearance and background check; Complete district required and random drug screens, BBP training.

General Description: Serve as a member of the Response to Intervention Team that brainstorms, researches, proposes, and schedules curricular and instructional advancements and interventions for Homer Community School students for the purpose of improving student academics and behaviors.

Duties and Responsibilities

- Be an advocate for all students.
- Collaborate with guidance counselor, special education and classroom teachers, and administration, for the purpose of implementing and monitoring interventions.
- Coordinate with SAT and Peer Tutoring groups to improve educational and social skills for students K-12 utilizing appropriate interventions.
- Monitor progress of students.
- Attend and provide input at regularly scheduled RtI meetings.
- Acquire RtI knowledge through appropriate training.

Compensation

The assignment is an annual appointment.

A stipend will be paid for the fulfillment of the assigned duties and responsibilities.

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 | {x}1-3 hrs | { }3-5 hrs | { }5-8 hrs |
| c. Drive | { }None | {x}1-3 hrs | { }3-5 hrs | { }5-8 hrs |

2. Employee may use hands for repetitive:

- | | | |
|--------------------|------------------------|----------------------|
| {x}Single Grasping | {x}Pushing and 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 | { }Frequently | {x }Occasionally | { }Not at all |
| b. Squat | { }Frequently | {x }Occasionally | { }Not at all |
| c. Climb Stairs | { }Frequently | {x }Occasionally | { }Not at all |
| d. Lift | { }Frequently | {x }Occasionally | { }Not at all |

5. Lifting:

- {x} Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
- { } Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
- { } Medium Work: Lifting 50 pounds occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
- { } Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
- { } Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Other physical requirements:

I, (print name) _____ have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

Employee Signature

Date

PERSONNEL (Certificated Employees – General: Job Description)

File: 406.015xs

CLASS SPONSOR

Homer Community School

Title: Class Sponsor

Reports to: Secondary Principal

Requirements: Minimum certification required by the State of Nebraska; possess a valid driver’s license; Criminal Justice Fingerprint Clearance and background check; Complete district required and random drug screens, BBP training.

General Description: Serve as the primary director, leader, and sponsor of the assigned grade level and assist with the total program of Homer Community School.

Duties and Responsibilities

- Organize election of class officers.
- Supervise committee groups.
- Maintain records of membership.
- Schedule and attend all class meetings.
- Organize, supervise, and account for all fund raising projects and class accounts.
- Organize, supervise, and attend school sponsored class activities.
- Provide a summary of activities and recommendations for improvement.

Seniors

- Assist in the organization of graduation and Senior Trip.

Juniors

- Organize, plan, and supervise Prom activities.

Compensation

The assignment is an annual appointment.

A stipend will be paid for the fulfillment of the assigned duties and responsibilities.

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:

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Single Grasping | <input checked="" type="checkbox"/> Pushing and Pulling | <input checked="" type="checkbox"/> Fine Manipulation |
|---|---|---|

3. Employee may use feet for repetitive movement as in operating foot controls:

- | | |
|---|-----------------------------|
| <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
|---|-----------------------------|

4. Employee may need to:

- | | | | |
|-----------------|-------------------------------------|--|-------------------------------------|
| a. Bend | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| b. Squat | <input type="checkbox"/> Frequently | <input checked="" 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 type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |

5. Lifting:

- Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
- Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
- Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
- Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
- Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Other physical requirements:

I, (print name) _____ have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

Employee Signature

Date

PERSONNEL (Certificated Employees – General: Job Description)
STUDENT ASSISTANT TEAM
Homer Community School

File: 406.015xt

Title: Student Assistant Team Committee Member & Chair

Reports to: SAT Chairperson, Secondary & Elementary Principals

Requirements: Minimum certification required by the State of Nebraska; possess a valid driver's license; Criminal Justice Fingerprint Clearance and background check; Complete district required and random drug screens, BBP training.

General Description: Serve as a member of the Student Assistant Team that identifies, selects, and schedules interventions for Homer Community School students for the purpose of improving student academics and behaviors.

Duties and Responsibilities

- Be an advocate for all students.
- Collaborate with special education and classroom teachers, guidance counselor, RTI team, Peer Tutoring, administration, and the student's parents for the purpose of implementing and monitoring interventions.
- Coordinate with the above groups and individuals to improve educational and social skills for students K-12 utilizing appropriate interventions.
- Monitor progress of students.
- Attend and provide input at regularly scheduled SAT meetings.

Compensation

The assignment is an annual appointment.

A stipend will be paid for the fulfillment of the assigned duties and responsibilities.

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:

<input checked="" type="checkbox"/> Single Grasping	<input checked="" type="checkbox"/> Pushing and Pulling	<input checked="" type="checkbox"/> 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 type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
b. Squat	<input type="checkbox"/> Frequently	<input checked="" 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 type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all

5. Lifting:

Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.

Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.

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

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

Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Other physical requirements:

I, (print name) _____ have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

Employee Signature

Date

ASSESSMENT COORDINATOR

Homer Community School

Title: Assessment Coordinator

Reports to: Superintendent & Secondary Principal

Requirements: Minimum certification required by the State of Nebraska; possess a valid driver's license; Criminal Justice Fingerprint Clearance and background check; Complete district required and random drug screens, BBP training.

General Description: The Assessment Coordinator is the administrator of the District's Assessment process and has primary responsibility for assuring that the assessment program / process is of the highest possible quality. The coordinator is responsible for overall planning, organizing, supporting staff, and coordinating activities required for district-wide assessment.

Duties and Responsibilities

- Coordinate the collection, interpretation, documentation and summary of data in support of teaching and learning; establish and maintain procedures for gathering and analyzing data to meet local, state, and federal requirements; coordinate the administration of assessment related activities.
- Collect data in preparation for portfolio requirements, prepare for site visits by program evaluators; direct staff in support of assessment responsibilities and requirements; supervise data use and confidentiality; house district data.
- Supervise staff in clarifying procedures for assessment, while maintaining consistency and quality.
- Write procedures, guidelines and summary reports concerning assessment results, practices and procedures; coordinate the delivery of assessment related components to staff, as well as organizing and maintaining the profile of the school improvement process.
- Implement and monitor the district's spreadsheets that will provide computerized tracking, reporting and results of assessments; maintain and be responsible for all district assessment data and its use.
- Evaluate, review and recommend improvements and enhancements to the quality and consistency of assessment practices; plan, design, and implement assessment services that support the district's mission and initiatives.
- Provide feedback on assessment procedures, responsibilities and reporting requirements to the administration, staff, Board of Education and the community; maintain appropriate procedures and accountability of staff with regards to assessment needs.
- Support, organize and supervise efforts to assist staff in conducting effective and meaningful assessment activities.
- Inform the staff, Board of Education and community about assessment related activities, results and recommendations.
- Coordinate / supervise the activities of the assessment team and data retreat team; coordinate the activities of the teachers with relation to assessment and curriculum; serve on the steering committee for School Improvement.
- Coordinate administration, staff, students, and related committees in the development and pursuit of academic assessment activities.

Compensation

The assignment is an annual appointment.

A stipend will be paid for the fulfillment of the assigned duties and responsibilities.

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 type="checkbox"/> 1-3 hrs | <input type="checkbox"/> 3-5 hrs | <input checked="" 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:

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Single Grasping | <input checked="" type="checkbox"/> Pushing and Pulling | <input checked="" type="checkbox"/> 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 type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| b. Squat | <input type="checkbox"/> Frequently | <input checked="" 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 type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |

5. Lifting:

- Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
- Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
- Medium Work: Lifting 50 pounds occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
- Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
- Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Other physical requirements:

I, (print name) have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

Employee Signature

Date

SCHOOL IMPROVEMENT

Homer Community School

Title: School Improvement Committee Member & Chair

Reports to: SIC Chairperson, Secondary Principal, Superintendent

Requirements: Minimum certification required by the State of Nebraska; possess a valid driver’s license; Criminal Justice Fingerprint Clearance and background check; Complete district required and random drug screens, BBP training.

General Description: Serve as a member of the School Improvement Steering Committee that leads Homer Community School in academic focused self improvement.

Duties and Responsibilities

- Develop and utilize various instruments to collect data concerning academic successes and challenges for the students and staff of Homer Community School.
- Organize and lead the faculty through data analysis.
- Establish District wide School Improvement Goals.
- Guide the faculty in the development of action plans to address the District Goals.
- Provide leadership for the implementation of action plans.
- Host external visit teams providing pertinent data and records for review.
- Coordinate and communicate the progress of the District Goals.
- Maintain the continuous cycle of school improvement.

Compensation

The assignment is an annual appointment.

A stipend will be paid for the fulfillment of the assigned duties and responsibilities.

Physical Requirements:

1. In an eight-hour day employee may:

- | | | | | |
|---------------|---------|------------|------------|------------|
| a. Stand/Walk | { }None | { }1-4 hrs | {x}4-6 hrs | { }6-8 hrs |
| b. Sit | { }None | { }1-3 hrs | {x}3-5 hrs | { }5-8 hrs |
| c. Drive | { }None | {x}1-3 hrs | { }3-5 hrs | { }5-8 hrs |

2. Employee may use hands for repetitive:

- | | | |
|--------------------|------------------------|----------------------|
| {x}Single Grasping | {x}Pushing and 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 | { }Frequently | {x}Occasionally | { }Not at all |
| b. Squat | { }Frequently | {x}Occasionally | { }Not at all |
| c. Climb Stairs | { }Frequently | {x}Occasionally | { }Not at all |
| d. Lift | { }Frequently | {x}Occasionally | { }Not at all |

5. Lifting:

- { } Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
- {x} Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
- { } Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
- { } Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
- { } Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Other physical requirements:

I, (print name) _____ have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

Employee Signature

Date

CERTIFICATED EMPLOYEE QUALIFICATIONS, RECRUITMENT, SELECTION

Persons interested in a certificated position, other than administrative positions which will be employed in accordance with board policies in Series 300, "Administration," shall have an opportunity to apply and qualify for certificated positions in the school district without regard to age, race, creed, color, sex, national origin, religion or disability. Job applicants for certificated positions shall be considered on the basis of the following:

- Training, experience, and skill;
- Nature of the occupation;
- Demonstrated competence; and
- Possession of, or ability to obtain, state certificate or license if required for the position.

Announcement of the position shall be in a manner which the superintendent believes will inform potential applicants about the position. Applications for employment may be obtained from and completed applications shall be returned to the school district administrative office. Whenever possible, the preliminary screening of applicants shall be conducted by the administrator who will be directly supervising and overseeing the person being hired.

In the initial employment process, including on the initial application, the applicant shall not be asked to disclose, orally or in writing, information concerning the applicant's criminal record or history, until it has been determined that the applicant meets the minimum employment qualifications. This does not prohibit the requirement to disclose an applicant's criminal record or history relating to sexual or physical abuse. Following a determination that the applicant meets minimum employment qualifications, a criminal history information check and questions regarding the applicant's criminal record or history are allowed.

The board shall take action regarding employment of certificated applicants after receiving a recommendation from the superintendent. However, the superintendent shall have the authority to employ a certificated employee on a temporary basis until a recommendation can be made and action can be taken by the board on the position.

The requirements stated in the Negotiated Contract between employees in that certified collective bargaining unit and the board regarding qualifications, recruitment and selections of such employees shall be followed.

Approved: July 21, 2014 Revised: July 21, 2014

Legal Reference: 29 U.S.C. §§ 621-634 (1994).
 42 U.S.C. §§ 2000e et seq. (1994).
 42 U.S.C. §§ 12101 et seq. (1994).
Cross Reference: 402.01 Equal Employment Opportunity
 411.01 Substitute Teachers
 412.02 Support Staff Qualifications, Recruitment, Selection

CERTIFICATED EMPLOYEE INDIVIDUAL CONTRACTS

The board will enter into a written contract with certificated employees, other than administrators, employed on a regular basis. Each contract will be for a period of one year, beginning on July 1 and ending on June 30.

It shall be the responsibility of the superintendent to complete the contracts for certificated employees and present them to the board for approval. The contracts, after being signed by at least one board member and the employee, shall be returned to the superintendent. The contract shall be kept on file in the administration offices.

Approved _____ Reviewed _____ Revised _____

Legal Reference: Neb. Statute 79-817 to 822

Cross Reference: 406.02 Certificated Employee Qualifications, Recruitment, and Selection
406.04 Certificated Employee Continuing Contracts
408 Certificated Employee Termination of Employment

CERTIFICATED EMPLOYEE CONTINUING CONTRACTS

Contracts entered into with certificated employees, other than an administrator, will continue from year to year unless the contract states otherwise, is modified by mutual agreement between the board and the employee, or the contract is terminated by the board.

The first three years of a continuing contract issued to a newly employed certificated employee shall be considered a probationary period. In the event of termination of the employee’s contract during this period, the board shall afford the certificated employee appropriate due process. The action of the board will be final.

Certificated employees whose contracts will be recommended for termination, amendment or non-renewal by the board will receive notice prior to April 15. The superintendent shall make a recommendation to the board for termination of the certificated employee’s contract.

Certificated employees who wish to resign, to be released from a contract, or to retire must comply with board policies in those areas.

Approved _____ Reviewed _____ Revised _____

Legal Reference: Neb. Statute 71-824 to 842

Cross Reference: 406.03 Certificated Employee Individual Contracts
406.09 Certificated Employee Probationary Status
408 Certificated Employee Termination of Employment

CERTIFICATED EMPLOYEE WORK DAY

The work day for certificated employees shall begin each day of the school year at a time established by the superintendent. Certificated employees who are employed only during the academic year shall have the same work day and other certificated employees. "Day" is defined as one work day regardless of full-time or part-time status of an employee.

Certificated employees are to be in their assigned school building during the work day. Advance approval to be absent from the school building must be obtained from the principal whenever the certificated employees must leave the school building during the work day.

The building principal is authorized to make changes in the work day in order to facilitate the education program. These changes shall be reported to the superintendent.

The work day outlined in this policy is a minimum work day. Nothing in this policy prohibits certificated employees from working additional hours outside the work day.

The requirements stated in the Negotiated Contract between employees in that certified collective bargaining unit and the board regarding work day of such employees shall be followed.

Approved _____ Reviewed _____ Revised _____

Cross Reference: 201.01 Board Powers and Responsibilities

CERTIFICATED EMPLOYEE ASSIGNMENT

Determining the assignment of each certificated employee is the responsibility of and within the sole discretion of the board. In making such assignments the board shall consider the qualifications of each certificated employee and the needs of the school district.

It shall be the responsibility of the superintendent to make recommendations to the board regarding the assignment of certificated employees.

Any requirements stated in the Negotiated Contract between employees in that certified collective bargaining unit and the board regarding assignment of such employees shall be followed.

Approved _____ Reviewed _____ Revised _____

Legal Reference: Neb. Statute 79-839

Cross Reference: 201.01 Board Powers and Responsibilities

CERTIFICATED EMPLOYEE TRANSFERS

Determining the location where an employee’s assignment will be carried out is the responsibility and within the sole discretion of the board. In making such assignments the board shall consider the qualifications of each certificated employee and the needs of the school district.

A transfer may be initiated by the employee, the principal, or the superintendent.

It shall be the responsibility of the superintendent to make recommendations to the board regarding the transfer of certificated employees.

The requirements stated in the Negotiated Contract between employees in that certified collective bargaining unit and the board regarding transfers of employees shall be followed.

Approved _____ Reviewed _____ Revised _____

Legal Reference: Neb. Statute 79-839

Cross Reference: 406.02 Certificated Employee Qualifications, Recruitment, and Selection
406.06 Certificated Employee Assignment

CERTIFICATED EMPLOYEE EVALUATION

Evaluation of certificated employees on their skills, abilities, and competence shall be an ongoing process supervised by the building principals and conducted by approved evaluators. The goal of the formal evaluation of certificated employees, other than administrators, but including extracurricular employees, shall be improve the education program, to maintain certificated employees who meet or exceed board’s standards of performance, to clarify the certificated employee’s role, to ascertain the areas in need of improvement, to clarify the immediate priorities of the board, and to develop a working relationship between the administrators and other employees.

The formal evaluation criteria shall be in writing. The formal evaluation shall provide an opportunity for the evaluator and the certificated employee to discuss the past semester’s performance and the future areas of growth. The formal evaluation shall be completed by the evaluator, signed by the certificated employee and filed in the certificated employee’s personnel file. This policy supports, and does not preclude, the ongoing informal evaluation of the certificated employee’s skills, abilities and competence.

The Superintendent will create an administrative regulation describing the procedure to be used for evaluations and including the evaluation instrument. At a minimum this will provide for evaluation of instructional performance, classroom organization and management, professional conduct, and personal conduct. It will provide for a written description of all noted deficiencies, specific means for the correction of the noted deficiencies and an adequate timeline for implanting the concrete suggestions for improvement. The teacher will be allowed to offer a written response. The regulation will also specify what training will be provided by the school district for evaluators.

It shall be the responsibility of the *[superintendent; building principal]* to ensure certificated employees are evaluated at least annually. The evaluation shall include at least one classroom observation for one period.

New and probationary certificated employees shall be evaluated at least once each semester. This evaluation procedure will include at least one classroom observation for one period each semester.

The requirements stated in the Negotiated Contract between employees in the certified collective bargaining unit and the board regarding evaluation of such employees shall be followed.

Approved _____ Reviewed _____ Revised _____

Legal Reference: Neb. Statute 79-828; NDE Rule 34

Cross Reference: 406.02 Certificated Employee Qualifications, Recruitment, and Selection
406.09 Certificated Employee Probationary Status
408.05 Certificated Employee Reduction-In-Force

CERTIFICATED EMPLOYEE PROBATIONARY STATUS

The first three years of a new full-time certificated employee's contract shall be a probationary period. The probationary period for part-time certificated employees shall be based upon formulas provided by state statute.

Only the board, in its discretion, may waive the probationary period. During this probationary period the board may terminate or amend the certificated employee's contract at year-end or discharge the employee in concert with corresponding board policies.

Certificated employees may also serve a probationary period based upon their performance. Such probationary period shall be determined on a case-by-case basis in light of the circumstances and surrounding the employee's performance as documented in the employee's evaluations and personnel file. Prior to such a determination the employee will be allowed due process as provided by state statutes and the Negotiated Contract.

Approved_____Reviewed_____Revised_____

Legal Reference: Neb. Statute 79-828

Cross Reference: 406.04 Certificated Employee Continuing Contracts
406.08 Certificated Employee Evaluation

CERTIFICATED EMPLOYEE SALARY SCHEDULE

The board shall establish salary schedules for certificated employees' positions keeping in mind the financial conditions of the school district, the education and experience of the certificated employee, the educational philosophy of the school district, and other factors deemed relevant by the board.

It shall be the responsibility of the superintendent to make a recommendation to the board annually regarding the salary schedule. The salary schedule shall be subject to review and modification through the collective bargaining process.

The requirements stated in the Negotiated Contract between employees in that certified collective bargaining unit and the board regarding wages and salaries of such employees shall be followed.

Approved _____ Reviewed _____ Revised _____

Cross Reference: 406 Certificated Employees – General
 407.02 Certificated Employees Salary Schedule Advancement

CERTIFICATED EMPLOYEE SALARY SCHEDULE ADVANCEMENT

The board shall determine which certificated employees will advance on the salary schedule for the certificated employees' positions, keeping in mind the financial condition of the school district, the education and experience of the certificated employee, the educational philosophy of the school district, and other considerations as determined by the board.

It shall be the responsibility of the superintendent to make a recommendation to the board for the advancement of certificated employees on the salary schedule.

The requirements stated in the Negotiated Contract between employees in that certified collective bargaining unit and the board regarding salary schedule advancement of such employees shall be followed.

Approved _____ Reviewed _____ Revised _____

Cross Reference: 406 Certificated Employees – General
 407 Certificated Employee Compensation and Benefits

CERTIFICATED EMPLOYEE CONTINUED EDUCATION CREDIT

Continued education on the part of certificated employees may entitle them to advancement on the salary schedule or endorsement in additional subjects. Certificated employees who have completed additional hours will be considered for advancement on the salary schedule. The board shall determine which certificated employees will advance on the salary schedule for continued education keeping in mind the financial condition of the school district, the education and experience of the certificated employee, the educational philosophy of the school district, and any other items deemed relevant by the board.

Certificated employees who wish to obtain additional education for advancement on the salary schedule or other job-related purposes must notify their supervisor by the end of the school year preceding the actual year when advancement or addition of endorsements occurs. Additional education for salary advancement must be in the same area as the education that was required of the employee to hold the employee’s current position with the school district. For purposes of illustration only, a math teacher would advance on the salary schedule only if the additional education was in math courses. The superintendent has the discretion to approve credit outside the employee’s area of endorsement or responsibility. All credits earned must be pre-approved by the superintendent to be eligible for advancement on the salary schedule.

It shall be the responsibility of the superintendent to make a recommendation to the board for the advancement of a certificated employee on the salary schedule.

The requirements stated in the Negotiated Contract between certificated employees in a certified collective bargaining unit and the board regarding continued education credit of such employees shall be followed.

Approved _____ Reviewed _____ Revise 4/17/06

- Cross Reference: 406 Certificated Employees – General
- 407 Certificated Employee Compensation and Benefits
- 408.05 Certificated Employee Reduction-In- Force

EXTRA DUTY AND EXTENDED CONTRACT PAY FOR CERTIFIED STAFF

This policy details the methods of payment for performance of extra duty and extended contract assignments by certificated staff members. Noncertificated staff should refer to their individual employment contracts regarding service hours and payment for extracurricular sponsorship activities which may be assigned to the employee by the district.

Extra Duty Assignments

Certificated staff members may be assigned extra duties such as coaching a sport, sponsoring a student club, or directing other extracurricular activities. Extra duty assignments shall be assigned at the discretion of the administration.

Full time certificated staff who are anticipated to work more than 1100 hours each school year are expected to work additional hours each month of the contract year in fulfillment of their extra duty assignments. Part-time certificated staff who are anticipated to spend fewer than 1100 hours in their regular teaching assignments each school year must track the hours they spend on extra duty assignments and submit those hours to the district bookkeeper monthly.

Certificated staff covered by the collective bargaining agreement between the board and the local education association will be paid the salary amounts set in that contract for performance of their extra duties.

Subject to the other provisions of this policy, certificated employees assigned to extra duty assignments shall be paid in 12 equal installments beginning with the first regular pay period of the contract year in which the services will be rendered. The payment for exempt employees assigned extra duty sponsorship duties after the beginning of their contract for a given school year shall be distributed evenly across the remaining pay periods for the school year beginning with the first pay period following the assignment.

Certificated employees who are assigned extra duties will be informed of that assignment in an assignment letter.

In addition to their regular teaching duties, teachers with extra duty will render service hours toward the performance of each of their extra duty assignments throughout the entirety of the contract year. This time should include tasks such as: continuously reviewing best practices for coaching/sponsoring your extra duty; determining any off-season professional development or meetings which you should attend; determining any pre-season or pre-event camps or activities which students should attend; supervising selected pre-season camps or activities; creating records and completing paperwork related to the extra duty; communicating with selected media outlets about the extra duty; training and preparing students prior to the beginning of the competition/activity/event schedule; reviewing or planning the competition/event schedule; studying film, selecting music or scripts, designing sets and costumes, arranging choreography and otherwise preparing for the competition or season; scheduling student meetings and events;

actively supervising participating students before, during and after the season/event; study of best practices in sportsmanship and student character growth; and any other identified duties.

In the event a certificated staff member is assigned an extra duty assignment after the beginning of the school year in which the activity occurs, the district will report the extra duty pay and hours to the Nebraska State Retirement System beginning in the month when the teacher undertakes his/her assignment.

In the event a certificated staff member's overall employment and/or extra duty assignment is terminated prior to the end of the school year, he/she will not be paid any remaining amounts for extra duty service and those hours will not be reported to the Nebraska State Retirement System.

Extended Contract Days

If a certificated staff member is assigned extended contract days, that assignment shall be included in his/her individual employment contract with the board of education. Staff shall be compensated for assigned extended contract days at the individual employee's daily contract rate calculated by dividing his/her regular salary by the number of contract days set by the board for all certificated teaching staff.

Unless otherwise directed by the administration, extended contract days shall be completed prior to the first regular duty day for teachers for the impending contract year. Teachers must document their completion of extended contract days on the form provided by the office and submit that form to their direct supervisor at the end of each month.

Payment for Extended Contract Days

Teachers assigned to extended contract days shall be paid for that assignment in 12 equal installments beginning with the first regular pay day of the contract year in which the services are rendered.

Approved 1-16-22

Revised _____

Reviewed _____

CERTIFICATED EMPLOYEE WORKERS' COMPENSATION

The district will participate in workers' compensation as required by statute. All employees of the district will be covered by workers' compensation regardless of type of assignment, length of assignment or hours worked per day.

The selected workers' compensation plan will provide coverage for medical expenses and wages to the extent required to qualifying employees. The amount of workers' compensation wage-replacement and sick leave benefits shall not exceed a regular daily rate of pay.

The superintendent shall be responsible for developing administrative regulations to implement the workers' compensation plan and shall annually review the costs and performance of the plan with the board, making recommendations for changes as necessary.

Approved _____ Reviewed _____ Revised _____

Legal Reference: Neb. Statute 48-101

Cross Reference: 404 Employee Health and Well-Being
 905 Safety Program

CERTIFICATED EMPLOYEE TAX SHELTER PROGRAMS

The board authorizes the administration to make a payroll deduction for certificated employees' tax sheltered annuity premiums purchased from any company the employee chooses or through a Nebraska-licensed salesperson selected by the employee.

Certificated employees wishing to have payroll deductions for tax sheltered annuities shall make a written request to the superintendent.

The requirements stated in the Negotiated Contract between employees in that certified collective bargaining unit and the board regarding the tax sheltered annuities of such employees shall be followed.

Approved _____ Reviewed _____ Revised _____

Cross Reference: 707 Payroll Procedures

CERTIFICATED EMPLOYEE NEGOTIATIONS

Certificated employees of the district shall have the right to form, join and participate in the activities of organizations of their choosing for the purpose of representation of all matters of employment relations, but no certificated employee shall be compelled to join such an organization. Boards may enter into collective bargaining agreements for periods not to exceed four years.

The following timelines shall be in effect for the annual negotiations process preceding the contract year in question:

1. On or before September 1 the certificated and instructional employees' collective bargaining agent shall request recognition as bargaining agent.
2. The governing board shall respond to such request not later than October 1.
3. On or before November 1 negotiations shall begin.
4. On or before February 8 if an agreement is not reached, the parties shall submit to mandatory mediation or factfinding as ordered by the commission unless the parties mutually agree in writing to forgo mandatory mediation or factfinding.
5. On or before March 25 or within twenty-five days after the certification of the amounts to be distributed to each local system and each school district, whichever occurs last in time, negotiations, mediation, and factfinding shall end.
6. If an agreement has not been achieved on or before the date in item 5 above, either party may, within fourteen days after such date, file a petition with the commission to resolve the dispute.
7. The commission shall render a decision on or before September 15.

There shall be no fewer than four negotiations meetings between the certificated and instructional employees' collective bargaining agent and the governing board's bargaining agent prior to mediation, unless the parties agree to a new negotiated agreement. Either party may seek a bargaining order as provided in statute at any stage in the negotiations.

In seeking a bargaining order, the commission shall provide the parties with the names of five individuals qualified to serve as the resolution officer. If the parties cannot agree on an individual, each party shall alternately strike names, with the remaining individual serving as the resolution officer.

The resolution officer may:

1. determine whether the issues are ready for hearing and settlement;
2. identify for resolution terms and conditions of employment that are in dispute and which were negotiated in good faith but upon which no agreement was reached;
3. accept terms and conditions;
4. schedule hearings;
5. prescribe rules of conduct for conferences;

Approved 8-12-19 Reviewed _____ Revised _____

6. order additional mediation if necessary;

7. take any other action which may aid in resolution of the dispute; and
8. consult with an interested outside party only with the concurrence of all parties.

The resolution officer shall choose the most reasonable final offer on each issue in dispute. If either party is dissatisfied with the resolution officer's decision, it shall have the right to file an action with the commission seeking a determination of terms and conditions of employment. The commission shall resolve, as provided by statute, all the issues identified by either party and which were recognized by the resolution officer as a dispute. If parties have not filed with the commission by the latter of March 25 or within twenty-five days after the certification of school funds, the decision of the resolution officer shall be deemed final and binding.

Legal Reference: Neb. Statute 48-811, 816, and 818

Cross Reference: 201.01 Board Powers and Responsibilities

CERTIFICATED EMPLOYEES – RESIGNATION

Any certificated employee who wishes to be released from contract should consider the difficulty of securing an adequate replacement for the district and disruption to the educational program. A late resignation greatly increases this difficulty and disruption.

A certificated employee who wishes to be released from his/her contract shall immediately deliver a written and signed notice of resignation to the office of the superintendent. The superintendent, upon reviewing the request and its impact on the district, shall forward the request to the school board with an appropriate recommendation.

The school board shall make the final determination regarding the request but shall have no obligation to approve the employee's early release from contract.

The board may request the employee to continue as a member of the staff and to fulfill the terms of his/her contract. The early release, if allowed, will become effective at the end of the school year in which it is submitted. If the employee has requested the release to become effective at an earlier date than the end of the school year, the Board may consider it on an individual basis.

An employee's refusal to fulfill his/ her contract shall be cause for the district to request a revocation of certification by the Nebraska Department of Education.

Revised: February 16, 2015

Legal Reference: Nebraska Statutes 79-817 to 79-845
NDE Rule 27, part 007

CERTIFICATED EMPLOYEE CONTRACT RELEASE

A request for release from a contract shall be contingent upon finding a suitable replacement with the following exception: A request for release from contract submitted before June 1 of the current school year requesting release for the upcoming school year shall be accepted by the board without any conditions.

The superintendent or his designee shall have the sole responsibility for determining the criteria used to define a suitable replacement for each position.

Any certified staff member requesting a release from a contract after the date of June 1 will be denied. If in the opinion of the certificated employee unusual circumstances exist, the certificated employee may appeal to the Board to waive any of the above stated requirements. The board reserves the right to deviate from this procedure under special circumstances.

The superintendent is authorized to file a complaint with the Nebraska Professional Practices Commission against a certificated employee who leaves without proper release from the board.

The Board of Education reserves the right to seek damages against any certificated employee as a result of breach of contract.

Revised: February 16, 2015

Legal Reference: NDE Rule 27
Neb. Statute 79-817 et seq.

Cross Reference: 406.03 Certificated Employee Individual Contracts
406.04 Certificated Employee Continuing Contracts
408.03 Certificated Employee Retirement

CERTIFICATED EMPLOYEE RETIREMENT

Certificated employees who will complete their current contract with the board and have attained the age of 55 may apply for retirement. No certificated employee will be required to retire at a specific age.

Application for retirement will be considered made when the certificated employee states in writing to the superintendent, no later than the date set by district policy for the return of the employee's contract to the board, the intent of the employee to retire. The letter must clearly state the employee's desire to retire.

Applications made after the date set by the district for the return of the employee's contract to the superintendent may be considered by the board if special circumstances exist. It shall be within the discretion of the board to determine whether special circumstances exist.

Board action to approve a certificated employee's application for retirement shall be final and such action constitutes non-renewal of the employee's contract for the next school year.

Certificated employees who retire under this policy may qualify for retirement benefits through the State School Retirement Fund.

Certificated employees and their spouse and dependents shall be allowed to continue coverage in the school district's group health insurance program at their own expense by meeting the requirements of the insurer.

Revised: February 16, 2015

Cross Reference: 402.09 Recognition for Service of Employees
 408.06 Certificated Employee Early Retirement

CERTIFICATED EMPLOYEE SUSPENSION

Certificated employees shall perform their assigned job, respect and follow board policy and obey the law. The superintendent is authorized to suspend a certificated employee pending board action for a cancellation of contract, for investigation of charges against the employee, and for disciplinary purposes. It shall be within the discretion of the superintendent to suspend a certificated employee with or without pay.

In the event of a suspension, appropriate due process shall be followed.

Revised: February 16, 2015

Cross Reference:	405	Employee Conduct and Appearance
	408	Certificated Employee Termination of Employment

CERTIFICATED EMPLOYEE REDUCTION-IN-FORCE

The board has the exclusive authority to determine the appropriate number of certificated employees. Reductions-in-force of certificated staff members may be required due to changes in the size or nature of the student population, limited financial support, changing programs, staff realignment or other changes in circumstances. Reduction-in-force may result in termination of employment, an amendment to the employee's contract reducing the employee from full-time to part-time status or an amendment to the contract of a part-time employee further reducing that employee's percentage of employment.

Prior to the reduction-in-force the board shall present evidence that such changes in circumstances have occurred. If a reduction of certificated staff is necessary, the superintendent or designee shall recommend to the school board those certificated employees to be reduced in employment under the provisions of this policy. No permanent employee may be selected for a reduction-in-force while a probationary employee is retained to perform a service that the permanent employee is qualified by certification and endorsement to perform a service or where certification is not applicable, by reason of college credits in the teaching area.

Due to the often intimate, confidential, and unique personal working relationship necessary between the administration and the school board, a certificated employee who is not currently serving in a predominantly administrative capacity shall have no rights under this policy to any administrative position within the school system.

The selection of personnel to be terminated shall be made with consideration given to the following:

1. Programs to be offered;
2. Areas of certification and endorsement;
3. State and federal regulations which may mandate certain employment practices;
4. Special qualifications that may require specific training and /or experience;
5. Contributions to activity programs;
6. Qualifications based on past performance and competence as determined by the principal and/or superintendent through employee evaluation procedures;
7. The organizational and educational impact created by multiple part-time certificated employees; and
8. Any other reasons which can be rationally related to the instruction in or administration of the school system.

Employee evaluations (including frequency of evaluations, evaluation forms, and number and length of classroom observations, if applicable) used under this policy shall conform to the board policies and administrative rules, regulations, and practices in effect at the time for the periodic evaluation of certificated staff members.

If, after consideration of the above, it is the opinion of the superintendent that no significant difference exists between certificated employees being considered for reduction-in-force, then the employee with the longest uninterrupted service to the district shall be retained.

Due process for all employees selected for a reduction-in-force shall be followed.

Any certificated employee whose contract shall be terminated because of reduction-in-force shall be considered to have been dismissed with honor and shall, upon request, be provided a letter to that effect. Such employee shall have preferred rights to re-employment for a period of twenty-four months commencing at the end of the contract year and the employee shall be recalled on the basis of length of service to the school to any position for which he or she is qualified by endorsement or college preparation to teach. The employee shall, upon reappointment, retain any benefits that had accrued to that employee prior to termination, but such leave of absence shall not be considered as a year of employment by the district. An employee under contract to another educational institution may waive recall but such waiver shall not deprive the employee of his or her right to subsequent recall.

It shall be the responsibility of each certificated employee to file with the superintendent a copy of the employee's teaching certificate (including endorsements) upon initial employment with the district. On or before March 15th of each year thereafter (for so long as the employee is employed in the school system or has rights of recall) evidence of any changes in the employee's certification or endorsements which have occurred since the previous year or are pending shall be filed with the superintendent.

Any certificated employee whose employment contract is terminated as a result of reductions-in-force shall (during his/her period of recall) report his/her current address to the superintendent and shall inform the superintendent of any changes of address thereafter. If a vacancy in the system occurs for which the employee has rights of recall, the offer of such employment may be sent by the superintendent to the employee's last known address. If no acceptance of such offer is received from the employee within fourteen days of mailing and the superintendent has no personal knowledge of the whereabouts of the employee (other than last known address), the employee shall be deemed to have waived his/her rights to recall to the employment position.

Revised: February 16, 2015

Legal Reference: Neb. Statute 79-846 to 849
79-824 to 844

Cross Reference: 402 Employees and Internal Relations
406.08 Certificated Employee Evaluation

CERTIFICATED EMPLOYEE EARLY RETIREMENT

The district may offer a voluntary early retirement program for full-time certificated employees and non-certified administrative employees. Upon written application and approval of the superintendent and board, eligible employees may participate in the program.

The major purpose of the program is to encourage eligible employees who are considering early retirement to accelerate their plans. Program objectives include but are not limited to the following:

1. To offer financial incentives which will assist long-term district employees considering early retirement decisions, by providing a financial “bridge” to Social Security and Nebraska School Employees’ retirement benefits.
2. To reduce district costs by replacing maximum salary employees with lesser salary employees.
3. To provide a more diversified balance of employee experience.
4. To reduce or eliminate the possibility of certified employee layoffs.

It is the responsibility of the superintendent to develop administrative regulations to implement this policy including eligibility requirements, conditions and limitations, application procedures, benefit tables, payment schedules and insurance provisions.

This policy and related administrative regulations shall be reviewed annually to monitor its effectiveness, analyze projected costs to the district, review payment schedules, and implement needed changes. Any revisions to associated benefit tables and payment schedules must be reviewed and approved by the board. Modification shall not affect employees previously participating in the program.

Approved: March 6, 2006 Reviewed: February 16, 2015 Revised September 17, 2007

HOMER COMMUNITY SCHOOL TEMPORARY EARLY RETIREMENT INCENTIVE PROGRAM

A. PURPOSE:

The purpose of this program is to encourage Eligible Employees who are considering an early-leaving decision to accelerate their retirement plans. Objectives include, but are not limited to, the following:

1. To offer financial incentives which will assist long-term employees considering early retirement or early-leaving decisions at the end of any school year during which this Early Retirement Incentive Program (TERIP) is in effect.
2. To reduce costs to the School District by replacing maximum salaried employees with lesser salaried employees.

B. QUALIFICATIONS:

1. Eligible Employee: To be a participant, a person must be employed by the Homer Community School District, as of the date of acceptance of the Person's application, in a position that requires the employee to be certified by the State of Nebraska Department of Education as a certified teacher. This agreement applies to employees covered by the negotiated agreement.
2. Full-Time Equivalency: Eligible Employees, both full-time and part-time, may participate in the plan provided that the part-time employees' benefits under such plan shall be prorated based on their FTE (full-time equivalency), said FTE to be determined based on the employee's actual scheduled salary as of November 1 of the employee's last school year of employment. Part-time employees who are on a leave of absence in part and work part-time as of November 1 of the employee's last school year of employment shall be eligible to participate in this plan to the extent of their on-duty FTE. Employees who are on a leave of absence in total as of November 1 of any school year shall not be eligible to participate in this TERIP.
3. Criteria for Eligibility: To be eligible to participate in the TERIP, an employee must meet the following criteria to wit:
 - a. Years of Service: The employee must have at least ten (10) consecutive years of creditable service to the Homer Community School District.
 - b. Minimum Age: The employee must have reached his/her 55th birthday no later than June 30th to be eligible for participation in this TERIP.
 - c. Salary Schedule Placement: To be eligible for participation in this TERIP the employee shall have a salary equal to or greater than the BA+24 step 11 of the most current teacher's salary schedule. The salary calculation will not include any pay for extra duty assignments, tutoring, summer school teaching, or additional insurance allowances.
 - d. Period of Eligibility: The employee will be eligible to participate in the TERIP for a period of five years. The first year of the five-year window of eligibility will be the year the employee meets both of the eligibility requirements: (1) a minimum age of 55 and ten (10) consecutive years of credible service in the school district. if the employee does not elect to participate in the TERIP during year one of eligibility, or during either of the next two years, the employee is no longer eligible to participate in the TERIP. Under this plan, the earliest year one of eligibility for any employee will be 2006/2007.

4. Notice of Salary Schedule Placement: On or before October 1 of each school year, the School District shall provide all Teachers of the School District verification of their salary and of the BA+24 step 11 salary currently in place in the Homer Community School. A copy of the employee's current contract and a copy of the salary schedule will serve as this verification.
5. Acceptance or Rejection of Applications: The Board of Education of the School District, in its sole and absolute discretion, reserves the right to accept or reject any or all applications based on financial status, availability of funds, budget, expenses, revenue, and other school finance issues.
6. Criteria for Selection: The total number of Eligible Employees who may participate in this plan in any one fiscal year shall not exceed three (3) Eligible Employees. If there are more than three (3) applicants for participation in the TERIP shall be based upon the following criteria:
 - a. The Eligible Employees with the most experience shall be given preference for participation in the Plan.
 - b. If two or more applicants have identical experience, the applicant(s) with the highest salary in his/her last of employment shall be given preference for participation.

C. ENROLLMENT REQUIREMENTS:

1. Resignation: Eligible Employee participants in the program shall resign their positions with the School District effective at the close of the Employee's last school year of employment.
2. Notice of Plan and Future Employment: The Superintendent or Superintendent's designee shall notify all Eligible Employees of the School District of the adoption of this TERIP and the attendant TERIP Application and Agreement on or before December 1 of each school year. A copy of said TERIP Application and Agreement as it now exists or as it may be amended may be obtained from the Office of the Superintendent of the school district.
3. Application and Agreement: Any Eligible Employee who attains the minimum eligibility requirements shall be eligible to participate in the TERIP. Each qualified Eligible Employee who wishes to participate must submit an Application and Agreement form properly executed on or before February 1st of the last school year of employment. An Application and Agreement may be withdrawn by the employee at any time within seven (7) school days following the date when it was received by the Superintendent's office. The Superintendent or ~~his~~ designee shall review the employee's record to determine eligibility. **FAILURE TO SUBMIT THE APPLICATION OR AGREEMENT WITHIN THE TIME FRAME SPECIFIED THEREIN SHALL RESULT IN THE REJECTION OF SUCH APPLICATION OR AGREEMENT.**
4. Terminated Employee's Ineligibility: An employee who has received written notice of possible termination for reasons other than reduction in force, or who has received written notice of possible cancellation, shall NOT be eligible, and may NOT participate in this program, UNLESS after a hearing before the Board of Education it is determined that said employee's contract shall not be cancelled or terminated, or the decision of the Board of Education to terminate or cancel is subsequently set aside.

An employee who has received written notice of possible termination for reason of a reduction in force shall be eligible and may participate in this program if, but only if, said employee expressly waives all rights to which he or she may be entitled under the reduction in force law.

D. BENEFITS:

1. Early Retirement Benefit:

- a. Calculation of Benefits: An Eligible Employee requesting to receive the Temporary Early Retirement Benefits shall receive a benefit in an amount equal to the total years of service of the Eligible Employee to the Homer Community School times the BA+24 step11 salary times 1.5%. In addition said employee shall receive \$20 per day of unused sick leave.
 - b. Payment: The sums to be paid pursuant to paragraph D.1.a. above shall be payable in two (2) equal installments, the first to be paid on or before the first September 20 immediately following the Eligible Employee's last day of employment, the second payment to be made on or before the second September 20 immediately following the Eligible Employee's last day of employment. The school district may elect to make the "second payment" as early as the first September 20 immediately following the last day of employment.
2. Source of Funds: The School District shall pay the entire cost of the Plan.
 3. Administration: This Plan shall be administered by the Board of Education by and through the administration of the School District.
 4. Beneficiary Designation: In order for the application to be considered complete, a beneficiary must be designated. Upon the death of the participant employee before all benefits are paid, the beneficiary shall receive benefits pursuant to the terms of the TERIP.
 5. Insurance Rights: Pursuant to COBRA, a retired employee will have the opportunity to continue participation in the School District's group health insurance plan for at least (18) months following retirement upon payment by the employee of the monthly insurance premiums or they may participate in the Direct Bill Plan for early retirees.

E. TIME FOR CONSIDERATION OF APPLICATION AND AGREEMENT, AND WAIVER AND RELEASE OF CLAIMS:

An employee who elects to participate in the Homer Community School's Temporary Early Retirement Incentive Program shall be given at least Forty-five (45) days within which to consider the Plan Application and Agreement. That Plan Application and Agreement shall alert the employee that the Homer Community School's Temporary Early Retirement Incentive Program is totally voluntary in nature.

F. TERM OF PROGRAM

The Homer Community School's Temporary Early Retirement Incentive Plan Shall be offered only to Eligible Employees as defined herein, and those who timely submit a Plan Application and Agreement. This plan program and policy, and all benefits provided herein, may be repealed at any time by the Board of Education in its sole and absolute discretion.

Revised 3-11-19

HOMER COMMUNITY SCHOOLS
TEMPORARY EARLY RETIREMENT INCENTIVE PROGRAM
APPLICATION AND AGREEMENT

(NOTE: THIS APPLICATION AND AGREEMENT MUST BE SUBMITTED TO THE SUPERINTENDENT’S OFFICE ON OR BEFORE FEBRUARY 1, 20__.

This Temporary Early Retirement Incentive Program Application and Agreement is offered and made this _____ day of _____, 20__, between Dakota County School District 22-0031, a/k/a Homer Community School District (“School District”), and _____, (“Eligible Employee”), whose address is _____, in _____.

WHEREAS, the School District has established a Temporary Early Retirement Incentive Program for the purpose of encouraging Eligible Employees who are considering an early leave decision to accelerate their retirement plans; and

WHEREAS, the Eligible Employee is desirous of voluntarily participating in the Temporary Early Retirement Incentive Plan sponsored by the School District and in the voluntary termination of the Eligible Employee’s employment; and

WHEREAS, the Eligible Employee meets all the criteria for participation in the Temporary Early Retirement Incentive Plan set forth in the program adopted by the Board of Education on September 17, 2007; and

WHEREAS, the Eligible Employee acknowledges that the Eligible Employee has had forty-five (45) or more days to consider the ramifications of participation in the Temporary Early Retirement Incentive Plan, and acknowledges that the Eligible Employee’s participation in the plan is voluntary and that the Eligible Employee was not coerced in any manner to participate in the Temporary Early Retirement Incentive Plan sponsored by the School District.

NOW, THEREFORE, in consideration of the mutual covenants, conditions, and stipulations set forth in this Application and Agreement, the Eligible Employee and the School District do hereby agree as follows:

1. ELIGIBLE EMPLOYEE DATE OF BIRTH: _____.

2. ELIGIBLE EMPLOYEE SALARY SCHEDULE AMOUNT:

TEACHER: Column _____; Step _____; Salary Amount _____.

3. **ELIGIBLE EMPLOYEE RESIGNATION:** The eligible Employee by signing this Application and Agreement hereby voluntarily, unconditionally, and irrevocably resigns from the Eligible Employee's employment position, relinquishes the Eligible Employee's actual and existing continuing contract rights by law, and resigns from all other employment relations with the School District effective at the end of the _____ school year, and further hereby waives any and all notice of action by the Board of Education of the School District to accept the resignation and to terminate the Eligible Employee's continuing contract and employment with the School District, and waives any and all rights the Eligible Employee may have under Neb.Rev.Stat. ' ' 79-12, 107 to 79-12, 121 (old statute numbers), or ' ' 79-824 to 79-839 (new statute numbers), or other laws as they now exist or as they may be amended in the future relating to continued employment or rights of recall. The Eligible Employee further authorizes the Board of Education of the School District to advertise for, and contact with a replacement Employee, if deemed appropriate, for the _____ school year. The School District by approving and signing this Application and Agreement hereby unconditionally and irrevocably, accepts the Eligible Employee's resignation ending all employment relations between the School District and the Eligible Employee effective at the end of the _____ school year. The Eligible Employee authorizes the School District to approve and accept this Application and Agreement immediately upon its presentation to the School District by the Eligible Employee.
4. **EARLY RETIREMENT BENEFITS:**
- a. **Benefit:** In consideration of the Eligible Employee's resignation and relinquishment of the Eligible Employee's actual and existing continuing contract rights by law and of other covenants and conditions set forth in this Application and Agreement, the Eligible Employee shall receive a benefit in the amount equal to the total years of service of the Eligible Employee to the Homer Community School District times the BA+24 salary as established by the negotiated salary schedule in effect for the Employee's last full school year of employment times 1.5%. (Example: 22 Total years of service x current BA+24 of \$38,000 times 1.5% = \$12,540 benefit.)
 - b. **Payment:** The sums to be paid pursuant to paragraph 4 a. above shall be payable in two (2) equal installments, the first to be paid on the first September 20 immediately following the Eligible Employee's last day of Employment, and the second payment to be made on the second September 20 immediately following the Eligible Employee's last day of employment.

- c. **Tax Treatment of Payments:** The Employee will be paid all amounts and benefits due under the Early Retirement Incentive Agreement. The Early Retirement Incentive benefit shall be deemed a voluntary Early Retirement Incentive payment. It will be reported as a taxable Early Retirement Incentive payment. Any required state or federal income tax withholdings will be subtracted from each payment to the Employee. It is understood and agreed that there currently exists an issue with the Internal Revenue Service (IRS) as to whether (1) a severance payment paid by an employer in exchange for the relinquishment of continuing contract and tenure rights by the employee constitutes “wages” paid to the employee for purposes of the payment of FICA taxes; and, as such, (2) whether the employer and employee are liable for payment of FICA taxes on monies paid for total severance of employment.

It is therefore understood and agreed that:

1. State and federal withholding, FICA, FUTA, including employer and employee share thereof have been, or will be, withheld from or contributed in relation to the severance pay amount under this paragraph.
 2. State employee’s retirement will not be withheld from such amounts.
 3. In the event the School District determines to seek a refund of the Employer and Employee share of the FICA tax payments made on any severance pay amount paid to an Employee under this paragraph through the filing of a IRS forms 941 and 843, or other applicable forms, process or procedures, the Employee will cooperate to the fullest extent possible in pursuing such refunds as are allowed by law.
5. **WAIVER AND RELEASE OF CLAIMS:**
By entering into this Agreement the Eligible Employee hereby releases, waives, acquits, and forever discharges the School District, all past and present members of the Board of Education of such School District in their official and individual capacities, from any and all claims, however characterized, whether for damages, costs, expenses, compensation, penalties, wages, benefits, reinstatement, attorneys’ fees, or attorneys’ fees under 42 U.S.C. ' 1988 or the like, which Eligible Employee may now have or which may accrue in the future with respect to, arising out of, or in relation to the Eligible Employee’s employment with the School District including, but not limited to, claims or rights under the Age Discrimination in Employment Act (ADEA) and the Older Workers Benefit Protection Act (OWBPA), 29 USC ' ' 621-634, The Employee Retirement Income Security Act of 1974 (ERISA), 29 U.S.C.1001, et. Seq., and the Act Prohibiting Unjust Discrimination in Employment on the Basis of Age, Neb.Rev. Stat. '48-1001, et seq., Title IX and under Title VII of the Civil Rights Act of the 1964, as amended, the Civil Rights Act of 1866 and 1871, as amended from time to time, claims or rights under 42 U.S.C. ' 1981, through and including 42 U.S.C. ' 1988, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, the Family Medical Leave Act of 1993, all r

claims or rights relating to discrimination on the basis of race, ethnic background, color, religion, sex, age, disability, handicap, marital status or national origin before the state or federal EEOC or NEOC, or any other agency or department or the state or federal courts under any state or federal constitution, law, rule, or regulation, all claims or rights relating to libel, slander, breach of confidentiality or privacy, or any claims or rights of whatsoever nature arising under any other state, federal, or local constitution, statute, regulation, or ordinance arising out of the Eligible Employee's employment with the School District, this Application and Agreement, the Temporary Early Retirement Incentive Plan, or the Eligible Employee's resignation from such employment. The Eligible Employee further covenants not to sue, and hereby agrees not to institute any proceedings against, and agrees to indemnify and hold harmless, the School District or any other persons named herein in their official or individual capacities based on any matter relating to the Eligible Employee's employment at the School District, this Application and Agreement, the Temporary Early Retirement Incentive Plan, or the Eligible Employee's resignation.

This waiver, release, and indemnification agreement is given in exchange for consideration in addition to that which the Eligible Employee is already entitled to pursuant to law. The Eligible Employee acknowledges that the Eligible Employee has been advised by this Application and in writing to consult with an attorney before entering into the Temporary Early Retirement Incentive Plan or signing this Application and Agreement. The Eligible Employee further acknowledges that the Eligible Employee has had sufficient time to decide whether or not to execute this Temporary Early Retirement Incentive Plan Application and Agreement, including sufficient time to consider the waiver and release of claims and all other matters contained herein.

6. **REVOCATION AND CANCELLATION OF AGREEMENT:**

The Eligible Employee and the School District acknowledge that the Eligible Employee may revoke this Application and Agreement, and any waiver, release of claims, covenant not to sue, or indemnification contained herein, and cancel this Application and Agreement, at any time on or before the expiration of seven (7) days following the date when it was received by the office of the Superintendent.

Eligible Employee

Beneficiary Designation:

I wish for the following person to be my Primary Beneficiary in the event of my death.

_____	_____	_____	_____
Name of Beneficiary	Relationship	SS#	DOB
_____	_____	_____	_____
Address	City	State	Zip

STATE OF NEBRASKA)
)
 COUNTY OF DAKOTA) ss.

On this _____ day of _____, 20____, I, _____,
 being first duly sworn upon oath, depose and state that I am the Eligible Employee identified
 above, that I have read the foregoing Temporary Early Retirement Incentive Program Application
 and Agreement, know the contents thereof, signed the same as my voluntary act and deed, and
 submit this Application and Agreement for acceptance by the Board of Education.

 Eligible Employee

SUBSCRIBED and SWORN to before me this _____ day of _____, 20____.

 Notary Public

ACCEPTANCE

Upon the action of the Board of Education on the _____ day of _____, 20____,
 approving and ratifying the foregoing Application and Agreement, and the acceptance by the
 Board of Education of the resignation of the Eligible Employee identified above, the above
 Temporary Early Retirement Incentive Program Application and Agreement is hereby deemed to
 have been accepted and approved by the Eligible Employee and the Dakota County School
 District 22-0031, a/k/a Homer Community School District, and shall be carried into effect by the
 Administration.

DATED this _____ day of _____, 20____.

DAKOTA COUNTY SCHOOL DISTRICT
 22-0031, a/k/a HOMER COMMUNITY SCHOOL DISTRICT

BY: _____
 President, Board of Education

CERTIFICATED EMPLOYEE PROFESSIONAL DEVELOPMENT

The board encourages certificated employees to attend and participate in professional development activities to maintain, develop, and extend their skills. The board shall maintain and support an in-service program for certificated employees.

The superintendent and or designee will develop and schedule in-service workshops as appropriate to the needs of the district and will inform the board regarding in-service staff development.

The requirements stated in the Negotiated Contract between employees in that certified collective bargaining unit and the board regarding professional development of such employees shall be followed.

Revised: February 16, 2015

Legal Reference: NDE Rule 10
 Neb. Statute 79-830

Cross Reference: 409.02 Certificated Employee Training, Workshops or Conferences

CERTIFICATED EMPLOYEE TRAINING, WORKSHOPS OR CONFERENCES

Requests for attendance or participation in a development program, other than those development programs sponsored by the school district, shall be made to the superintendent. Approval by the superintendent must be obtained prior to attendance by a certificated employee in a professional development program when the attendance would result in the certificated employee being excused from their duties or when the school district pays the expenses for the program.

Employees authorized by the superintendent to represent the school system at training, workshops and conferences will be allowed salary and expenses in conformance with regulations on expense reimbursement.

The superintendent shall have sole discretion to allow or disallow certificated employees to attend or participate in the requested event. When making this determination, the superintendent will consider the value of the program for the certificated employee and the school district, the effect of the certificated employee's absence on the education program and school district operations and the school district's financial situation as well as other factors deemed relevant in the judgment of the superintendent.

Revised: February 16, 2015

Cross Reference: 402.08 Employee Travel Compensation
 402.11 Credit Cards

CERTIFICATED EMPLOYEE MENTOR TEACHERS

The building principal or immediate supervisor will assign a mentoring teacher to every probationary teacher upon entrance of the probationary teacher into the district. The mentoring teacher, insofar as possible, will be a tenured teacher with a minimum of three (3) years' teaching experience in the district and will be engaged in teaching within the same grade, building, or discipline as the probationary teacher.

The mentoring teacher will not be involved in the evaluation of the probationary teacher, will not be in the line of authority, and will not exercise formal supervision over the new teacher with whom he/she is working. Each teacher will be advised during employee orientation as to who will observe and evaluate job performance. No formal observations will take place until such orientation has been completed.

The mentoring teacher will assist the probationary teacher in acclimating the teaching profession and the district. The mentor's role is to assist the new teacher by being available to answer questions, explain the courses of study, instructional materials, building procedures, availability of resources and district policies.

Revised: February 16, 2015

Cross Reference: 406.09 Certificated Employee Probationary Status/Tenure

CERTIFICATED EMPLOYEE VACATION PERSONAL LEAVE

The board shall determine the amount of vacation, and personal leave that will be allowed on an annual basis for certificated employees.

It shall be the responsibility of the superintendent to make a recommendation to the board annually on vacations, holidays, and personal leave for certificated employees.

The vacation may be taken during the school year provided the vacation will not disrupt the operation of the school district. The employee must submit a vacation request to the superintendent, who shall determine whether the request will disrupt the operation of the school district. In the case of the superintendent's request, the board shall make the determination. Certificated employees who work during the school academic year, whether full-time or part-time, shall have time off in concert with the school calendar.

Full-time regular certificated employees will be allowed a maximum of two days of personal leave to accomplish personal business that cannot be conducted outside the work day. Only one personal day may be used in conjunction with a scheduled calendar day off from school.

It shall be within the discretion of the superintendent or designee to grant personal leave. Application for personal leave must be made at least 5 school days prior to the requested leave date. Oral requests may be granted at the discretion of the superintendent or designee, but a written request shall be submitted as soon thereafter as possible.

The requirements stated in the Negotiated Contract between employees in that certified collective bargaining unit and the board regarding the vacations and personal leave of such employees shall be followed. Exceptions to the stated policy on personal leave may be granted at the discretion of the superintendent.

Revised: February 16, 2015

Cross Reference: 410.08 Certificated Employees Unpaid Leave
 415.01 Support Staff Vacations – Holidays – Personal Leave
 602.01 School Calendar

CERTIFICATED EMPLOYEE PERSONAL ILLNESS LEAVE

Certificated employees shall be granted ten days of sick leave in their first year of employment. Each year thereafter, nine additional days of sick leave will be granted to the certificated employees up to a maximum of 90 days. "Day" is defined as one work day regardless of full-time or part-time status of the employee. A new employee shall report for work at least one full work day prior to receiving sick leave benefits.

Evidence may be required regarding the mental or physical health of the employee when the administration has a concern about the employee's health. Evidence may also be required to confirm the employee's illness, the need for the illness leave, the employee's ability to return to work, and employee's capability to perform the duties of the employee's position. It shall be within the discretion of the board or the superintendent to determine the type and amount of evidence necessary. When an illness leave will be greater than three consecutive days, the employee shall comply with the board policy regarding family and medical leave.

The requirements stated in the Negotiated Contract between employees in that certified collective bargaining unit and the board regarding the personal illness leave of such employees shall be followed.

Revised: February 16, 2015

Cross Reference: 404.02 Employee Injury on the Job
 410.03 Certificated Employee Family and Medical Leave
 410.09 Certificated Employee Unpaid Leave

FAMILY AND MEDICAL LEAVE ACT

FMLA requires the District to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees may also be eligible because of a qualifying exigency arising out of the fact that the spouse, son, daughter, parent, or next of kin of the employee is on covered active duty or has been notified of an impending call or order to covered active duty. Employees are eligible if they have worked for the District at least 12 months and worked at least 1,250 hours over the previous 12 months. The USERRA-protections for employees who miss work due to USERRA-covered military service extend to all military members. All periods of absence from work due to or necessitated by USERRA-covered service is counted in determining an employee's eligibility for FMLA leave.

BASIC REASONS FOR TAKING LEAVE: Unpaid leave must be granted for any of the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth.
- To care for your child after birth, or placement for adoption or foster care.
- To care for your spouse, son, daughter or parent, who has a serious health condition*.
- For a serious health condition* that makes you unable to perform your job.

*Definition of a serious health condition: A serious health condition is an illness, injury or impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with a least two visits to a health care provider or one visit to a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

MILITARY FAMILY LEAVE ENTITLEMENTS:

Families of members of the National Guard and Reserves are eligible for the normal 12 workweeks of FMLA leave while that family member is on **covered active duty or called to active duty status in support of a contingency operation. This leave may be used for "any qualifying exigency" arising out of the fact that the family member is on active duty or has been called to active duty, including: (1) short-notice deployment; (2) military events and related activities; (3) childcare and school activities; (4) financial and legal arrangements; (5) counseling; (6) rest and recuperation; (7) post-deployment activities; (8) to care for a military member's parent who is incapable of self-care and (9) additional activities not encompassed in the other categories, but agreed to by the employer and employee.

Special Leave entitlement: Employees who qualify under this FMLA provision are eligible to receive up to 26 weeks of unpaid FMLA leave to care for a covered service member. A

covered service member is: (1) a current member of the Armed forces, including a member of the National Guard or Reserves who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. *** Or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness. **

**The FMLA definition for "covered active duty" requires that the deployment must be to a foreign country to qualify for FMLA leave.

***The FMLA definitions of "serious injury or illness" for current service members and veterans are distinct from the FMLA definition of "serious health condition." The definition of serious injury or illness for a current service member and covered veterans includes injuries or illnesses incurred by a covered service member in the line of duty and injuries or illnesses that existed before the beginning of the member's active duty and were aggravated by service in the line of duty on active duty in the Armed Forces.

State Family Military Leave

Spouses or parents of persons called to military service lasting 179 days or longer are also entitled to take an unpaid leave of absence under Nebraska law. If a family member of a service member is eligible for leave under both the federal FMLA and the Nebraska family military leave law, the leave will be deemed to run concurrently (counted toward the employee's entitlement under both laws).

USE OF LEAVE:

Accrued paid sick and vacation leave will be substituted for unpaid leave first, but will run concurrently with the period of unpaid leave available under the act. Once the paid leave is exhausted, unpaid leave will be used and run concurrently with the period of unpaid leave available under the act. The FMLA year runs on a "rolling calendar" year.

Leave can be taken in one block of time, can be taken intermittently, or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the District's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

ADVANCE NOTICE AND MEDICAL CERTIFICATION: You may be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met.

- You ordinarily must provide 30 days advance notice when the leave is "foreseeable." When this is not possible, your obligation is to provide as early of notice as is practical.
- The District may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at District expense) and a fitness for duty report to return to work.
- Upon notice of a request for leave and determination of the employee's eligibility for FMLA leave, superintendent will notify the employee of the eligibility determination.

For eligible employees, the notice will include the date the leave begins, the maximum amount of FMLA leave available, any requirements to provide medical certifications, and other information as required by law.

- For covered active duty leaves, you must provide a copy of the military orders once they have been received, your obligation is to provide as early of notice as is practical.
- For covered active duty leaves for Rest and Recuperation (up to 15 days), you must provide a copy of the military member's Rest and Recuperation leave orders, or other military-issued documentation.

JOB BENEFITS AND PROTECTION:

- a) For the duration of FMLA leave, the District will maintain your health coverage under any "group health plan". The District and the employee continue to pay their respective portions of the premium during FMLA leave.
- b) Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.
- c) The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of your leave.

Revised: February 16, 2015

Legal Reference: 29 U.S.C. §§ 2601 et seq. (1994), 29 C.F.R. Pt. 825 (1996).

Cross Reference: 410.02 - Certificated Employee Personal Illness Leave, 410.08 - Certificated Employee Unpaid Leave, 415.03 - Support Staff Family and Medical Leave

CERTIFICATED EMPLOYEE POLITICAL LEAVE

The superintendent may provide a leave of absence to certificated employees to run for elective public office. A political leave of absence shall only be granted as unpaid leave.

The certificated employee may only be granted one period of leave to run for the elective public office. The leave may not commence before thirty days of a contested primary, special, or general election nor continue beyond the day following the election.

The request for leave must be in writing to the superintendent at least thirty days prior to the starting date of the requested leave.

Revised: February 16, 2015

Legal Reference: Neb. Statute 79-838

Cross Reference: 402.10 Employee Political Activity
410 Certificated Employee Vacations and Leaves of Absence

CERTIFICATED EMPLOYEE JURY DUTY LEAVE

Any employee who is summoned to serve on jury or election board duty, or who is subpoenaed to provide testimony, shall not be subject to discharge from employment, loss of pay, loss of sick leave, loss of vacation time, or any other form of penalty, as a result of his or her absence from work due to such service provided the employee submits a copy of the summons, in advance, to the employee's supervisor.

Certificated employees will receive their regular salary. Any payment for jury duty shall be paid to the school district. The employee will report to work within one hour on any day when the employee is excused from jury during regular working hours.

Revised: February 16, 2015

Legal Reference: Neb. Statute 25-1640

Cross Reference: 410 Certificated Employee Vacations and Leaves of Absence

CERTIFICATED EMPLOYEE MILITARY SERVICE LEAVE

Certificated employees who are members of the National Guard, Army Reserve, Naval Reserve, Marine Corps Reserve, Air Force Reserve, Coast Guard Reserve and State Guard are entitled to a leave of absence, without loss of pay, on all days during which they are employed under the orders or authorization of competent authority in the active service of the State or United States. Such leave of absence will be without loss of pay for a period not to exceed fifteen (15) work days in any one calendar year. Such leave of absence will be in addition to any leave provided by the District through policy or negotiated agreement. Any such leave which extends beyond fifteen (15) work days in any one calendar year shall be without pay from the remaining contract payments.

If the Governor of the State of Nebraska declares a state of emergency any of the above certificated employees who are ordered to active service shall receive an additional leave of absence will be granted until such member is released from the active service by competent authority. During this additional leave of absence, the employee shall receive such portion of his or her salary or compensation as will equal the loss he or she may suffer while in the active service of the state is defined as the differential between military salary and district salary.

Employees who are required to leave a position other than temporary for training with the armed forces of the United States or to undertake military duty in the active service of the state are entitled to a leave of absence for such period, not to exceed four years, plus any additional period as provided by law, without loss of status and without loss of pay during the first fifteen work days, which pay for the first fifteen work days is not in addition to that described above.

Upon an honorable discharge from active service, such employee shall be entitled to a return to a comparable position as provided by law. Such person shall not be discharged without justifiable cause within one year after reinstatement.

Absence for any of the reasons stated above shall not affect the employee's right to receive normal vacation, sick leave, bonus, advancement and other advantages of the employee's employment normally to be anticipated in the employee's particular position.

Revised: February 16, 2015

Legal Reference: Neb. Statute 55-160 to 166
 79-838

Cross Reference: 410 Certificated Employee Vacations and Leaves of Absence

CERTIFICATED EMPLOYEE UNPAID LEAVE

Unpaid leave may be used to excuse an involuntary absence not provided for in this or other leave policies of the board. Unpaid leave for certificated employees must be authorized by the superintendent. Any unused Personal Leave days must be applied to such absences rather than including them as Unpaid Leave.

The superintendent shall have complete discretion to grant or deny the requested unpaid leave. In making this determination, the superintendent shall consider the effect of the employee's absence on the education program and school district operations, length of service, previous record of absence, the financial condition of the school district, the reason for the requested absence and other factors the superintendent believes are relevant to making this determination.

If unpaid leave is granted, the duration of the leave period shall be coordinated with the scheduling of the education program whenever possible to minimize the disruption of the education program and school district operations.

Whenever possible, certificated employees shall make a written request for unpaid leave 5 days prior to the beginning date of the requested leave. If the leave is granted, the deductions in salary shall be made unless they are waived specifically by the superintendent.

The requirements stated in the Negotiated Contract between employees in that certified collective bargaining unit and the board regarding the unpaid leave of such employees shall be followed.

Revised: February 16, 2015

Cross Reference: 410 Certificated Employee Vacations and Leaves of Absence

SUBSTITUTE TEACHERS

The board recognizes the need for substitute teachers. Substitute teachers shall be certificated to teach in Nebraska.

It shall be the responsibility of the building principal to maintain a list of substitute teachers who may be called upon to replace regular contract certificated employees. Individuals whose names do not appear on this list will not be employed as a substitute without specific approval of the superintendent. It shall be the responsibility of the building principal to insure that absences are filled with substitute teachers immediately.

Revised: February 16, 2015

Cross Reference: 406.01 Certificated Employee Defined
 406.02 Certificated Employee Qualifications, Recruitment and Selection

SUMMER SCHOOL CERTIFICATED EMPLOYEES

It shall be within the discretion of the board to offer an education program during the summer recess. It shall be the responsibility of the superintendent to oversee the delivery of the summer education program. Certificated employees who volunteer or who are appointed to deliver the summer education program shall be compensated in addition to their regular duties during the school academic year, unless such arrangements are made prior to determining the employee's compensation for the year.

Certificated employees shall be given the opportunity to volunteer for the positions available. If no certificated employee volunteers for the position, the superintendent will make the necessary arrangements to fill the position. The superintendent will consider applications from volunteers of current certificated employees in conjunction with other applications.

Revised: February 16, 2015

Cross Reference: 604.02 Summer School Instruction

TRUANCY OFFICER

The board shall appoint a certificated employee from each school building to serve as the building's truancy officer.

The principal shall notify the truancy officer when a student is truant. The truancy officer shall investigate the cause of a student's truancy and attempt to ensure the student's attendance. The truancy officer may take the student into custody. A student taken into custody shall be placed in the custody of the principal. The truancy officer shall attempt to contact the student's parents when the student is taken into custody.

Approved _____ Reviewed _____ Revised _____

Legal Reference: Neb. Statute 79-208 and 209

Cross Reference: 503.04 Truancy – Unexcused Absences

EDUCATION AIDE

The board may employ education aides or other instructional support personnel to assist certificated personnel in non-teaching duties, including, but not limited to:

- managing and maintaining records, materials and equipment;
- attending to the physical needs of children; and
- performing other limited services to support teaching duties when such duties are determined and directed by the teacher.

Education aides who hold a teaching certificate shall be compensated at the rate of pay established for their position as an education aide. It shall be the responsibility of the principal to supervise education aides.

Approved _____ Reviewed _____ Revised _____

Cross Reference: 412.02 Support Staff Qualifications, Recruitment, Selection

PARA-PROFESSIONAL EDUCATION AIDE
Homer Community School

Title: Para-professional Education Aide

Reports to: Assigned Classroom Teacher, Special Education Director, Principal

Requirements: Minimum certification required by the State of Nebraska; possess a valid driver’s license; Criminal Justice Fingerprint Clearance and background check; Complete district required and random drug screens, BBP training.

General Description: Provide support to teachers and students to enhance the educational opportunities of the school system.

Duties and Responsibilities

- Be an advocate for all students.
- Assist the teacher monitor students, reinforce learning opportunities and appropriate behaviors, and provide support for the lesson and assignments initiated by the teacher.
- Assist in preparing instructional materials and setting up learning centers.
- Assist students in performing activities that have been initiated by the teacher.
- Reinforce learning with individuals, small and large groups.
- Help with the assessment of pupils’ progress.
- Supervise recess.

Para-professional education aides shall not be solely responsible for a classroom, prepare lesson plans, or initiate original concept instruction.

Physical Requirements:

1. In an eight-hour day employee may:

a. Stand/Walk	{ } Less than 1 hr	{x} 1-4 hrs	{ } 4-6 hrs	{ } 6-8 hrs
b. Sit	{ } Less than 1 hr	{ } 1-3 hrs	{ } 3-5 hrs	{x} 5-8 hrs
c. Drive	{x} Less than 1 hr	{ } 1-3 hrs	{ } 3-5 hrs	{ } 5-8 hrs
2. Employee may use hands for repetitive:

{x} Single Grasping	{x} Pushing and 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	{ }Frequently	{x }Occasionally	{ }Not at all
b. Squat	{ }Frequently	{x }Occasionally	{ }Not at all
c. Climb Stairs	{ }Frequently	{x}Occasionally	{ }Not at all
d. Lift	{ }Frequently	{x }Occasionally	{ }Not at all
5. Lifting:
 - { } Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
 - {x} Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
 - { } Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
 - { } Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
 - { } Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Other physical requirements:

I, (print name) _____ have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

Employee Signature

Date

PERSONNEL (Non-Certificated Employees – General: Job Description) File:411.04b
ELEMENTARY COMPUTER COORDINATOR

Homer Community School

Title: Elementary Computer Coordinator

Reports to: Elementary Principal, LAN Manager, Classroom Teacher

Requirements: Minimum certification required by the State of Nebraska; possess a valid driver's license; Criminal Justice Fingerprint Clearance and background check; Complete district required and random drug screens, BBP training.

General Description: Guide elementary students and teachers with the use of computers and the instruction of the elementary computer curriculum. Provide support to teachers and students to enhance the educational opportunities of the school system.

Duties and Responsibilities

- Be an advocate for all students.
- Performing those applicable duties described in the teachers' job descriptions in policies 406.015g and 406.015gg, if a certified educator.
- Work with the teacher to monitor students, reinforce learning opportunities and appropriate behaviors, and provide leadership and support for the lesson and assignments.
- Work with teachers to prepare instructional materials and setting up learning centers.
- Assist students in performing activities pertaining to the elementary curriculum.
- Reinforce learning with individuals, small and large groups.
- Help with the assessment of pupils' progress.
- Coordinate with the LAN Manager and Secondary Computer Education Staff to align curriculum K-12.
- Participate on and provide valuable input to the Technology Committee.
- Assist with research, management, maintenance, and training of technology equipment.

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 | {x }None | { }1-3 hrs | { }3-5 hrs | { }5-8 hrs |

2. Employee may use hands for repetitive:

- | | | |
|--------------------|------------------------|----------------------|
| {x}Single Grasping | {x}Pushing and 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 | { }Frequently | {x }Occasionally | { }Not at all |
| b. Squat | { }Frequently | {x }Occasionally | { }Not at all |
| c. Climb Stairs | { }Frequently | {x}Occasionally | { }Not at all |
| d. Lift | { }Frequently | {x }Occasionally | { }Not at all |

5. Lifting:

- { } Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
- {x} Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
- { } Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
- { } Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
- { } Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Other physical requirements:

I, (print name) _____ have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

Employee Signature

Date

PERSONNEL (Non-Certificated Employees – General: Job Description)

File: 411.04xii

COACHING AIDE

Homer Community School

Title: Coaching Aide

Reports to: Assigned Sport Head Coach, Athletic Director

Requirements: (Minimum certification required by the State of Nebraska)

General Description: Support the Head Coach in the direction and leadership of the assigned sport and assist with the total athletic program of Homer Community School. Provide support to coaches and students to enhance the athletic opportunities of the school system.

Duties and Responsibilities

- Support the Head Coach in conducting the athletic program of that particular sport and the total athletic program of Homer Community School.
- Be loyal to the Head Coach and to the team.
- Attend staff meetings when called by the Head Coach.
- Assist with scouting of varsity games.
- Complete evaluation forms as assigned.
- Assist the coach monitor athletes, reinforce learning opportunities and appropriate behaviors, and provide support for the skills and strategies initiated by the coach.
- Assist in preparing practice materials and setting up skill stations.
- Assist students in performing activities that have been initiated by the coach.
- Reinforce learning with individuals, small and large groups.
- Help with the assessment of athletes' progress.

Coaching aides shall not be solely responsible for a practice, prepare practice plans, or initiate original concept instruction.

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:

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Single Grasping | <input checked="" type="checkbox"/> Pushing and Pulling | <input checked="" type="checkbox"/> Fine Manipulation |
|---|---|---|

3. Employee may use feet for repetitive movement as in operating foot controls:

- | | |
|---|-----------------------------|
| <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> 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 |

5. Lifting:

- Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
- Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
- Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
- Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
- Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Other physical requirements:

I, (print name) _____ have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

Employee Signature

Date

SUPPORT STAFF DEFINED

Support staff are employees who are not administrators or employees in positions which require a Nebraska Department of Education teaching certificate and who are employed to fulfill the duties listed on their job description on a monthly or hourly basis. Support staff shall include, but not be limited to, teacher and classroom aides, custodial and maintenance employees, clerical employees, food service employees, bus drivers, and temporary help for summer or other maintenance. The position may be full-time or part-time. Full-time school nurses are often included at the board's discretion as certificated staff.

It shall be the responsibility of the superintendent to establish job specifications and job descriptions for support staff positions. Job descriptions may be approved by the board.

Support staff required to hold a license for their position must present evidence of their current license to the *[building principal; superintendent]* prior to payment of wages each year.

[The requirements stated in the Negotiated Contract between employees in that certified collective bargaining unit and the board regarding (work day; grievance procedures) of such employees shall be followed.]

Approved _____ Reviewed _____ Revised _____

Cross Reference: 406.01 Certificated Employee Defined
 412.02 Support Staff Qualifications, Recruitment, Selection
 413.03 Support Staff Group Insurance Benefits

PERSONNEL (Support Staff – General: Job Description)

File: 412.015a

BUSINESS MANAGER/BOARD SECRETARY

Title: Business Manager/Board Secretary

Reports To: Superintendent and the Board of Education

Requirements: Background in finance or related field, ability to work effectively with others, excellent communication skills, strong technology skills, self starter with the ability to set priorities, eligible to be bonded and a Notary, experience with school business operations.

General Description: Work cooperatively with the Superintendent as a financial officer for the District and serve as Board Secretary for the Board of Education.

Duties and Responsibilities

- Serves as financial officer of the district (includes):
 - Maintenance, accounting, and reporting on all funds
 - Preparation of payroll, payment of bills, and handling of receipts in all funds
 - Year-end reports and audit preparation on all funds
- Assists in preparation of annual budget and long range financial planning
- Work with the Superintendent to apply for and keep account of all grants for the district
- Assist the Board of Education with negotiations and serve as Recording Secretary
- Maintain personnel records for all employees
- Assist the office personnel with daily workload
- Assist the Superintendent with other duties as assigned

Licenses, Certifications, Bonding, and/or Testing Required:

Valid driver’s license; Criminal Justice Fingerprint Clearance and background check; Complete district required and random drug screens; BBP training; become a Notary.

Physical Requirements:

1. In an eight-hour day employee may:

- | | | | | |
|---------------|--------------------|-------------|-------------|-------------|
| a. Stand/Walk | { } Less than 1 hr | {x} 1-4 hrs | { } 4-6 hrs | { } 6-8 hrs |
| b. Sit | { } Less than 1 hr | { } 1-3 hrs | { } 3-5 hrs | {x} 5-8 hrs |
| c. Drive | {x} Less than 1 hr | { } 1-3 hrs | { } 3-5 hrs | { } 5-8 hrs |

2. Employee may use hands for repetitive:

- | | | |
|---------------------|-------------------------|-----------------------|
| {x} Single Grasping | {x} Pushing and 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 | { } Frequently | {x } Occasionally | { } Not at all |
| b. Squat | { } Frequently | {x } Occasionally | { } Not at all |
| c. Climb Stairs | { } Frequently | {x } Occasionally | { } Not at all |
| d. Lift | { } Frequently | {x } Occasionally | { } Not at all |

5. Lifting:

- { } Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
- {x} Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
- { } Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
- { } Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
- { } Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Other physical requirements:

I, (print name) have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

Employee Signature

Date

PERSONNEL (Support Staff – General: Job Description)
SECRETARY

File: 412.015b

Title: School Secretary

Reports To: Elementary & Secondary Principals, Superintendent

Requirements: Ability to work effectively with others, excellent communication skills, strong technology skills, self starter with the ability to set priorities, experience with school business operations.

General Description: Provide clerical support to assigned personnel; communicate information to staff, the public, and other educational agencies; and provided information and/or direction as may be requested.

Duties and Responsibilities

- Assist Administration with assigned duties and clerical tasks.
- Process documents and materials for the purpose of disseminating information to appropriate parties.
- Respond to inquiries from the staff, students, parents, and the public, providing information and/or direction as may be required.
- Compose documents for communication to the staff, students, parents, and community.
- Maintain regular and appropriate attendance records.
- Maintain daily/yearly scheduling information (academic, activities, transportation).
- Process School Lunch program finances and clerical functions.
- Maintain confidentiality of sensitive information related to staff, students, and parents.
- Assist other personnel as may be required.

Licenses, Certifications, Bonding, and/or Testing Required:

Valid driver's license; Criminal Justice Fingerprint Clearance and background check; Complete district required and random drug screens; BBP training.

Physical Requirements:

1. In an eight-hour day employee may:

- | | | | | |
|---------------|--|---|----------------------------------|---|
| a. Stand/Walk | <input type="checkbox"/> Less than 1 hr | <input checked="" type="checkbox"/> 1-4 hrs | <input type="checkbox"/> 4-6 hrs | <input type="checkbox"/> 6-8 hrs |
| b. Sit | <input type="checkbox"/> Less than 1 hr | <input type="checkbox"/> 1-3 hrs | <input type="checkbox"/> 3-5 hrs | <input checked="" type="checkbox"/> 5-8 hrs |
| c. Drive | <input checked="" type="checkbox"/> Less than 1 hr | <input type="checkbox"/> 1-3 hrs | <input type="checkbox"/> 3-5 hrs | <input type="checkbox"/> 5-8 hrs |

2. Employee may use hands for repetitive:

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Single Grasping | <input checked="" type="checkbox"/> Pushing and Pulling | <input checked="" type="checkbox"/> 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 type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| b. Squat | <input type="checkbox"/> Frequently | <input checked="" 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 type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |

5. Lifting:

- Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
- Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
- Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
- Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
- Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Other physical requirements:

I, (print name) _____ have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

Employee Signature

Date

HEAD CUSTODIAN/MAINTENANCE

Title: Head Custodian/Maintenance
Reports To: Elementary & Secondary Principals, Superintendent
Requirements: Ability to work effectively with others, self starter with the ability to set priorities, knowledge of mechanical, electrical, plumbing, sanitary, and safety needs of a school facility, general construction knowledge, experience with school maintenance operations.

General Description: Maintain an attractive, sanitary and safe facility; providing adequate arrangements for meetings, classroom activities and events at Homer Community School; minimizing property damage, loss and liability exposure; ensuring that assignments are completed in a safe, proper and timely manner; performing comprehensive maintenance for Homer Community School and directing assigned custodians as necessary.

Duties and Responsibilities

- Arranges furnishings and equipment for the purpose of providing adequate preparations for meetings, classroom activities and events (i.e., regular school, community education, special events); includes summer gym floor refinishing, BB court prep for events, field striping for FB games, facilities prep for track meets
- Cleans school facilities (i.e. classrooms, offices, multipurpose rooms, grounds, windows, restrooms, locker rooms, sinks, carpets, floors, garbage cans, waste cans, gym, cafeteria, and other areas as directed) for the purpose of maintaining a sanitary, safe and attractive environment . Also cleans up body fluids as necessary.
- Delivers variety of items (e.g. supplies, mail, packages, furniture) for the purpose of distributing the materials to the appropriate parties
- Directs personnel as assigned for the purpose of maximizing the efficiency of the workforce and meeting shift requirements
- Supervises the quality of the work of custodial/maintenance staff.
- Advises superintendent for the purpose of evaluating custodial/maintenance staff.
- Informs principal, supervisor, other site personnel and students for the purpose of providing information regarding activities, safety and/or proper maintenance of facilities
- Procures equipment, supplies and materials for the purpose of maintaining availability and inventory of required items and completing jobs efficiently
- Repairs furniture, equipment and facilities for the purpose of ensuring that items and facilities are available and in safe working condition
- Secures facilities and grounds for the purpose of minimizing property damage, loss and liability and ensuring safety at work site (i.e., unlock & lock doors, secure gates, check windows, turn lights off/on; operate heating plant and equipment)
- Requests custodial supplies, equipment and other items needed for the purpose of maintaining inventory and ensuring availability of items needed to repair and maintain facilities, wash and oil mop heads, wash rags.
- Maintains heating/cooling systems (changes filters), clock systems, alarm systems, records of repair, estimates time/materials and work records

- Operates floor polishers, vacuums, carpet cleaners, floor strippers, waxers, lawnmowers, edgers, snow equipment, and all hand and power tools.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities
- Maintains grounds and operates equipment as required, performs fleet maintenance on vehicles, tractors and mowing equipment which includes checking fluid levels, air pressures, visual inspection inside and out, cleaning inside and out, coordinate routine maintenance service.
- Performs other duties as assigned.

Qualifications: Prior job related experience, preferably in school and/or institutional setting; experience in supervision of other employees. Experience in one or more of the following areas: welding, equipment repair, spraying, painting, plumbing, glass repair, roof repair, basic carpentry or other related maintenance areas.

Skills, Knowledge and/or Abilities Required:

Skills to use cleaning agents; supplies and equipment; perform basic math to calculate accurate dilution of cleaning agents; develop work orders, maintain records and relate well with people.

Knowledge of methods and use of cleaning materials, equipment, and supplies, safe work practices.

Abilities to stand for prolonged periods, follow oral and written instructions, adhere to safe work practices, work independently with minimal supervision, perform a variety of tasks, adjust to flexible assignments often with short notice, and communicate with students, staff and parents. Significant physical abilities include lifting/carrying/pushing/pulling, stooping, reaching/handling, near/far visual acuity/depth perception.

Licenses, Certifications, Bonding, and/or Testing Required:

Valid driver's license; Criminal Justice Fingerprint Clearance and background check; Complete district required and random drug screens; asbestos and BBP training.

Physical Requirements:

1. In an eight-hour day employee may:

- | | | | | |
|---------------|--|---|----------------------------------|---|
| a. Stand/Walk | <input type="checkbox"/> Less than 1 hr | <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"/> Less than 1 hr | <input type="checkbox"/> 1-3 hrs | <input type="checkbox"/> 3-5 hrs | <input type="checkbox"/> 5-8 hrs |
| c. Drive | <input type="checkbox"/> Less than 1 hr | <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 and 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 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 |

5. Lifting:

- Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
 Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
 Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
 Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
 Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Other physical requirements:

Revised: July 15, 2013

CUSTODIAN

Title: Custodian
Reports To: Head Custodian, Elementary & Secondary Principals, Superintendent
Requirements: Ability to work effectively with others, self starter with the ability to set priorities, basic knowledge of school maintenance operations.

General Description: Maintain an attractive, sanitary and safe facility; providing adequate arrangements for meetings, classroom activities and events at Homer Community School; minimizing property damage, loss and liability exposure; ensuring that assignments are completed in a safe, proper and timely manner; performing comprehensive maintenance for Homer Community School.

Duties and Responsibilities

- Arranges furnishings and equipment for the purpose of providing adequate preparations for meetings, classroom activities and events (i.e., regular school, community education, special events)
- Cleans school facilities (i.e. classrooms, offices, multipurpose rooms, grounds, windows, restrooms, sinks, carpets, floors, garbage cans, waste cans, gym, cafeteria, and other areas as directed) for the purpose of maintaining a sanitary, safe and attractive environment
- Delivers variety of items (e.g. supplies, mail, packages, furniture) for the purpose of distributing the materials to the appropriate parties
- Informs principal, supervisor, other site personnel and students for the purpose of providing information regarding activities, safety and/or proper maintenance of facilities
- Repairs furniture, equipment and facilities for the purpose of ensuring that items and facilities are available and in safe working condition
- Secures facilities and grounds for the purpose of minimizing property damage, loss and liability and ensuring safety at work site (i.e., unlock & lock doors, secure gates, check windows, turn lights off/on; operate heating plant and equipment)
- Requests custodial supplies, equipment and other items needed for the purpose of maintaining inventory and ensuring availability of items needed to repair and maintain facilities
- Assist with maintaining heating/cooling systems, clock systems, alarm systems, records of repair, estimates time/materials and work records
- Operates floor polishers, vacuums, carpet cleaners, floor strippers, waxers, lawnmowers, edgers, snow equipment, and all hand and power tools.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities
- Maintains grounds and operates equipment as required.
- Performs other duties as assigned.

Qualifications: Prior job related experience, preferably in school and/or institutional setting. Experience in one or more of the following areas: welding, equipment repair, spraying, painting, plumbing, glass repair, roof repair, basic carpentry or other related maintenance areas.

Skills, Knowledge and/or Abilities Required:

Skills to use cleaning agents; supplies and equipment; perform basic math to calculate accurate dilution of cleaning agents; develop work orders, maintain records and relate well with people.

Knowledge of methods and use of cleaning materials, equipment, and supplies, safe work practices.

Abilities to stand for prolonged periods, follow oral and written instructions, adhere to safe work practices, work independently with minimal supervision, perform a variety of tasks, adjust to flexible assignments often with short notice, and communicate with students, staff and parents. Significant physical abilities include lifting/carrying/pushing/pulling, stooping, reaching/handling, near/far visual acuity/depth perception.

Licenses, Certifications, Bonding, and/or Testing Required:

Valid driver's license; Criminal Justice Fingerprint Clearance and background check; Complete district required and random drug screens; BBP training.

Physical Requirements:

1. In an eight-hour day employee may:

- | | | | | |
|---------------|--|---|----------------------------------|---|
| a. Stand/Walk | <input type="checkbox"/> Less than 1 hr | <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"/> Less than 1 hr | <input type="checkbox"/> 1-3 hrs | <input type="checkbox"/> 3-5 hrs | <input type="checkbox"/> 5-8 hrs |
| c. Drive | <input type="checkbox"/> Less than 1 hr | <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 and 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 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 |

5. Lifting:

Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.

Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.

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

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

Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Other physical requirements:

I, (print name) have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

Employee Signature

Date

PERSONNEL (Support Staff – General: Job Description)

File: 412.015d

BUS DRIVER

Reports To: Transportation Director, Principals, Superintendent, and the Board of Education

Duties:

- Drive safely
-

Requirements:

Valid Bus Drivers license
Student management training

HEAD COOK

Title: Head Cook

Reports To: Elementary & Secondary Principals, Superintendent

Requirements: Ability to work effectively with others, self starter with the ability to set priorities, experience in cafeteria operation and food preparation or experience as a cook in a school food service program, kitchen management and supervision knowledge.

General Description: Be responsible for the coordination, supervision, and implementation of all aspects of the food service program, directing food service personnel to perform their functions in a safe and efficient manner; providing food services that meets the mandated nutritional needs of students; ensuring availability of quantities of items; menu planning, preparing and distributing food service items for consumption by students and others; providing written support to convey information; and complying with mandated health requirements.

Duties and Responsibilities

- Directs food service workers and other personnel as assigned for the purpose of maximizing the efficiency of the workforce and meeting shift requirements
- Trains and directs staff for the purpose of insuring safe work procedures and a safe work environment
- Implements menu plans for the purpose of meeting students' mandated daily nutritional requirements
- Procures and inventories food, condiments and supplies for the purpose of maintaining adequate quantities and security of items
- Inspects received items of food and/or supplies for the purpose of ensuring specifications, quantity, and quality of orders and/or complying with mandated health requirements.
- Prepares food and beverage items for the purpose of meeting mandated nutritional requirements.
- Cleans utensils, equipment, food storage containers, preparation and serving areas for the purpose of maintaining sanitary conditions.
- Completes and maintains appropriate reports and documentation for the purpose of providing required information to support federal, state agency and district requirements.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Responds to inquiries of students, staff and public for the purpose of providing information and/or direction regarding the type and/or cost of meals.
- Assist building administration for the purpose of assessment and evaluation of kitchen staff.
- Maintaining a cooperative working relationship with all personnel, students and patrons.

Qualifications: Prior job related experience in cafeteria operation and food preparation, preferably in a school food service program and/or institutional setting; experience in supervision of other employees.

Skills, Knowledge and/or Abilities Required:

Skills to prepare food in large quantities, to perform basic arithmetic calculations, plan menus, operate, care for and maintain institutional kitchen equipment, maintain inventory control, use standard office equipment to include computers and required software programs, communicate effectively.

Knowledge of modern methods of food preparation, health codes and sanitation principles, nutritional requirements.

Abilities to stand/walk for prolonged periods understand and carry out oral and written instructions, communicate and direct other personnel, make independent judgements based on common sense, keep and maintain adequate records. Significant physical abilities include lifting/carrying/pushing/pulling, reaching/handling, talking/hearing conversations, near/far visual acuity.

Licenses, Certifications, Bonding, and/or Testing Required:

Valid driver's license; Criminal Justice Fingerprint Clearance and background check; Complete district required and random drug screens; BBP training; Hold appropriate Food Handler Permit.

Physical Requirements:

1. In an eight-hour day employee may:

a. Stand/Walk	<input type="checkbox"/> Less than 1 hr	<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"/> Less than 1 hr	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs
c. Drive	<input checked="" type="checkbox"/> Less than 1 hr	<input 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 and 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 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

5. Lifting:

Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.

Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.

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

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

Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Other physical requirements:

I, (print name) have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

Employee Signature

Date

COOK

Title: Cook
Reports To: Head Cook, Elementary & Secondary Principals, Superintendent
Requirements: Ability to work effectively with others, self starter with the ability to set priorities, knowledge in food preparation, food service programs, and/or cafeteria operation.

General Description: Prepare and distribute food service items for consumption by students and others; assist the Head Cook in their duties; and comply with mandated health requirements.

Duties and Responsibilities

- Inspects received items of food and/or supplies for the purpose of ensuring specifications, quantity, and quality of orders and/or complying with mandated health requirements.
- Stocks food, condiments and supplies for the purpose of maintaining adequate quantities and security of items
- Prepares food and beverage items for the purpose of meeting mandated nutritional requirements.
- Cleans utensils, equipment, food storage containers, preparation and serving areas for the purpose of maintaining sanitary conditions.
- Prepares documentation for the purpose of providing written support and/or conveying information
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Responds to inquiries of students, staff and public for the purpose of providing information and/or direction regarding the type and/or cost of meals.
- Maintaining a cooperative working relationship with all personnel, students and patrons.

Qualifications: Prior job related experience in food preparation, serving and basic kitchen activities, preferably in a school food service program and/or instructional setting.

Skills, Knowledge and/or Abilities Required:

Skills to prepare food in large quantities, to perform basic arithmetic calculations, operate and care for institutional kitchen equipment, use standard office equipment, communicate effectively.

Knowledge of modern methods of food preparation, health codes and sanitation principles.

Abilities to stand and walk for prolonged periods, understand and carry out oral and written instructions, provide direction to others and make independent judgments based on common sense, keep and maintain accurate records,. Significant physical abilities include lifting/carrying/pushing/pulling, balancing, stooping, reaching/handling/fingering, talking/hearing conversations and other sounds (potential hazards), visual acuity/depth perception/visual accommodation.

Licenses, Certifications, Bonding, and/or Testing Required:

Valid driver's license; Criminal Justice Fingerprint Clearance and background check; Complete district required and random drug screens; BBP training.

Physical Requirements:

1. In an eight-hour day employee may:

- | | | | | |
|---------------|--|----------------------------------|----------------------------------|---|
| a. Stand/Walk | <input type="checkbox"/> Less than 1 hr | <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"/> Less than 1 hr | <input type="checkbox"/> 1-3 hrs | <input type="checkbox"/> 3-5 hrs | <input type="checkbox"/> 5-8 hrs |
| c. Drive | <input checked="" type="checkbox"/> Less than 1 hr | <input 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 and 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 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 |

5. Lifting:

Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.

Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.

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

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

Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Other physical requirements:

I, (print name) have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

Employee Signature

Date

SUPPORT STAFF QUALIFICATIONS, RECRUITMENT, AND SELECTION

Managing the qualifications, recruitment and selection of candidates for these positions shall be the responsibility of the superintendent or designee who shall confer with principals and other supervisory personnel in making a selection.

Persons interested in a support staff position shall have an opportunity to apply and qualify for support staff positions in the school district without regard to age, race, creed, color, sex, national origin, religion or disability. Job applicants for support staff positions shall be considered on the basis of the following:

- Training, experience, and skill;
- Nature of the occupation;
- Demonstrated competence; and
- Possession of, or ability to obtain, state or other license or certificate, if required, for the position.

All vacancies shall be made known to the present staff. Anyone qualified for a position may submit an application.

Announcement of the position shall be through means the superintendent believes will inform potential applicants about the position. Applications for employment may be obtained from, and completed applications shall be returned to, the central administration office. A standard application form shall be developed for these positions to ensure the enforcement of non-discrimination employment procedures. A signed release shall be obtained from the prospective candidates authorizing reference and background checks.

Whenever possible, the preliminary screening of applicants shall be conducted by the administrator who directly supervises and oversees the position. The interviewer shall work from a written list of interview questions, using the same set of questions for each applicant. Gaps in the applicant's employment record will be questioned and checked.

A minimum of three reference checks made by telephone and using a standard list of questions shall be used in the screening process. These checks shall be documented and filed with the employee's records.

Prior to hiring any person, the district shall conduct criminal background checks with previous employers regarding the applicant's fitness for employment.

Revised: February 16, 2015

Legal Reference: Neb. Statute 79-501; 79-802

Cross Reference: 402.01 Equal Opportunity Employment
402.02 Employee Orientation
404 Employee Health and Well-Being

SUPPORT STAFF LICENSING/CERTIFICATION

Support staff who require a special license or other certification shall keep them current at their own expense. Licensing requirements needed for a position will be considered met if the employee meets requirements established by law and by the Nebraska Department of Education for the position.

Reviewed: February 16, 2015

Cross Reference: 412.02 Support Staff Qualifications, Recruitment, Selection

SUPPORT STAFF COMPENSATION

The board shall determine the compensation to be paid for the support staff positions, keeping in mind the education and experience of the support staff member, the educational philosophy of the school district, the financial condition of the school district and any other consideration as deemed relevant by the board.

It shall be the responsibility of the superintendent to make a recommendation to the board annually regarding the compensation of support staff.

Reviewed: February 16, 2015

Cross Reference: 412.03 Support Staff Contracts
 413.02 Support Staff Wage and Overtime Compensation

SUPPORT STAFF WAGE AND OVERTIME COMPENSATION

Each non-exempt employee compensated on an hour-by-hour basis, whether full- or part-time, permanent or temporary, will be paid no less than the prevailing minimum wage. Whenever a non-exempt employee must work more than forty hours in a given work week, the employee shall be compensated at one and one-half times their regular hourly wage rate. This compensation shall be in the form of overtime pay or compensatory time. Overtime will not be permitted without prior authorization of the superintendent.

Each non-exempt employee paid on an hour-by-hour basis must complete, sign, and turn in a daily time record showing the actual number of hours worked. Failure of the employee to maintain, or falsification of, a daily time record will be grounds for disciplinary action.

It is the responsibility of the superintendent or designee to maintain wage records.

Reviewed: February 16, 2015

Legal Reference: 29 U.S.C. §§ 206 et seq. (1994).
29 C.F.R. Pt. 778 (1968).

Cross Reference: 412.03 Support Staff Contracts
413.01 Support Staff Compensation

SUPPORT STAFF GROUP INSURANCE BENEFITS

Support staff may be eligible for group insurance benefits as determined by the board and required by law. The board shall select the group insurance program and the insurance company which will provide the program.

Support staff who work a minimum of 17.5 hours per week shall be eligible to participate in the health group insurance plan. Regular support staff who wish to purchase insurance coverage for their spouse or dependents may do so by paying the required premium. This policy statement does not guarantee a certain level of benefits. The board shall have the authority and right to change or eliminate group insurance programs for its support staff.

Reviewed: February 16, 2015

Cross Reference: 412.01 Support Staff Defined

SUPPORT STAFF WORKERS' COMPENSATION

The district will participate in workers' compensation as required by statute. All employees of the district will be covered by workers' compensation regardless of type of assignment, length of assignment or hours worked per day.

The selected workers' compensation plan will provide coverage for medical expenses and wages to the extent required by statute to qualifying employees. The amount of workers' compensation wage-replacement and sick leave benefits shall not exceed a regular daily rate of pay.

The superintendent shall be responsible for developing administrative regulations to implement the workers' compensation plan and shall annually review the costs and performance of the plan with the board, making recommendations for changes as necessary.

Reviewed: February 16, 2015

Legal Reference: Neb. Statute 48-101 et seq.

Cross Reference: 404 Employee Health and Well-Being
905 Safety Program

SUPPORT STAFF TAX SHELTER PROGRAMS

The board authorizes the administration to make a payroll deduction for support staff tax sheltered annuity premiums purchased through third party administration services.

Support staff wishing to have payroll deductions for tax sheltered annuities shall make a written request to the superintendent through third party administration services.

Revised: February 16, 2015

Cross Reference: 707.01 Payroll Procedures

SUPPORT STAFF RESIGNATION

Support staff who wish to resign during the school year shall give the superintendent written notice of their intent to resign and to cancel their contract 14 days prior to their last working day.

Revised: February 16, 2015

Cross Reference: 412.03 Support Staff Contracts
 414 Support Staff Termination of Employment

SUPPORT STAFF RETIREMENT

Support staff who will complete their current contract with the board may apply for retirement. No support staff members will be required to retire at any specific age.

Application for retirement will be considered made when the support staff member states in writing to the superintendent, the employee's intent to retire.

Support staff members and their spouse and dependents who have group insurance coverage through the school district may be allowed to continue coverage of the school district's group health insurance program, at their own expense, by meeting the requirements of the insurer.

Revised: February 16, 2015

Legal Reference: 29 U.S.C. §§ 621 et seq. (1994).

Cross Reference: 402.09 Recognition for Service of Employees

SUPPORT STAFF SUSPENSION

Support staff shall perform their assigned jobs, respect and follow board policy and obey the law. The superintendent is authorized to suspend a support staff member with or without pay pending board action on a discharge or during investigation of charges against the employee or for disciplinary purposes. It shall be within the discretion of the superintendent to suspend a support staff member with or without pay.

Reviewed: February 16, 2015

Cross Reference:	405	Employee Conduct and Appearance
	414	Support Staff Termination of Employment

SUPPORT STAFF DISMISSAL

The board believes classified employees should perform their jobs, respect board policy and obey the law.

A support staff member may be dismissed for any reason, including, but not limited to, incompetence, willful neglect of duty, reduction-in-force, willful violation of board policy or administrative regulations, or a violation of the law. When the superintendent or designee determines that a support staff member should be terminated, all wages and other benefits to which that support staff member was entitled shall cease with the date of the official dismissal and upon dismissal the support staff member shall be paid in full all amounts due as of the date of dismissal.

Reviewed: February 16, 2015

Cross Reference: 405 Employee Conduct and Appearance
 414.03 Support Staff Suspension
 414.05 Support Staff Reduction-In-Force

SUPPORT STAFF VACATIONS, HOLIDAYS AND PERSONAL LEAVE

Specifics of this policy must agree with any negotiated contracts currently in place.

The board shall determine the amount of vacation, holidays and personal leave that will be allowed on an annual basis for Support Staff.

It shall be the responsibility of the superintendent to make a recommendation to the board annually on vacation and personal leave for support staff.

The vacation may be taken any time during the school year when the vacation will not disrupt the school district operations. The employee must submit a vacation request to the superintendent, who shall be responsible for determining whether the request will disrupt the school district operation.

Support staff who work twelve months a year will be allowed nine (9) paid holidays, if the holidays fall on a regular working day. The nine (9) holidays shall be New Year's Day, Memorial Day, July 4, Labor Day, Thanksgiving Day, day after Thanksgiving, Christmas Eve Day, and Christmas Day and one (1) floating holiday. Support staff, whether full-time or part-time, shall have time off in concert with the school calendar. If the holiday falls on a weekend the superintendent will designate the day before or the day after as the day observed as the holiday.

Regular support staff who work 9 months a year will be allowed a maximum of two (2) days of personal leave to accomplish personal business that cannot be conducted outside the work day. The employee must, whenever possible, submit a personal leave request, stating the reason for the leave. This leave may be denied if it falls on the day before or the day after a holiday or vacation, it falls on a special day when services would be necessary, it would cause undue interruption to the education program or to a program demanding the employee's services to the department, or other reasons deemed relevant by the superintendent. It shall be within the discretion of the superintendent to grant personal leave.

Support staff will be paid only for the hours they would have been scheduled for the day. Vacation may be accrued from year to year up to one and a half times the annual vacation leave in which the employee is eligible in that year.

Revised: February 16, 2015

Cross Reference: 410.01 Certificated Employee Vacations, Holidays and Personal Leave
602.01 School Calendar

SUPPORT STAFF PERSONAL ILLNESS LEAVE

Support staff working 12 months will be granted ten days of sick leave in their first year of employment. Those support staff working less than 12 months shall be granted seven days of sick leave in their first year of employment. "Day" is defined as one work day regardless of full-time or part-time status of the employee. A new employee shall report for work at least one full work day prior to receiving sick leave benefits. A returning employee will be granted the appropriate number of days at the beginning of each fiscal year. Sick leave may be accumulated up to a maximum of 45 days for classified employees.

Should the personal illness occur after or extend beyond the accumulated sick leave, the employee may apply for disability benefits under the group insurance plan. If the employee does not qualify for disability benefits, the employee may request a leave of absence without pay.

Evidence may be required regarding the mental or physical health of the employee including, but not limited to, confirmation of the following: the employee's illness, the need for the illness leave, the employee's ability to return to work, and the employee's capability to perform the duties of the employee's position. It shall be within the discretion of the board and superintendent to determine the type and amount of evidence necessary. When an illness leave will be greater than three consecutive days, the employee shall comply with board policy regarding family and medical leave.

If an employee is eligible to receive workers' compensation benefits, the employee shall contact the business manager to implement these benefits.

Revised: February 16, 2015

FAMILY AND MEDICAL LEAVE ACT

FMLA requires the District to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees may also be eligible because of a qualifying exigency arising out of the fact that the spouse, son, daughter, parent, or next of kin of the employee is on covered active duty or has been notified of an impending call or order to covered active duty. Employees are eligible if they have worked for the District at least 12 months and worked at least 1,250 hours over the previous 12 months. The USERRA-protections for employees who miss work due to USERRA-covered military service extend to all military members. All periods of absence from work due to or necessitated by USERRA-covered service is counted in determining an employee's eligibility for FMLA leave.

BASIC REASONS FOR TAKING LEAVE: Unpaid leave must be granted for any of the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth.
- To care for your child after birth, or placement for adoption or foster care.
- To care for your spouse, son, daughter or parent, who has a serious health condition*.
- For a serious health condition* that makes you unable to perform your job.

*Definition of a serious health condition: A serious health condition is an illness, injury or impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with a least two visits to a health care provider or one visit to a regimen of continuing treatment, or capacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

MILITARY FAMILY LEAVE ENTITLEMENTS:

Families of members of the National Guard and Reserves are eligible for the normal 12 workweeks of FMLA leave while that family member is on **covered active duty or called to active duty status in support of a contingency operation. This leave may be used for "any qualifying exigency" arising out of the fact that the family member is on active duty or has been called to active duty, including: (1) short-notice deployment; (2) military events and related activities; (3) childcare and school activities; (4) financial and legal arrangements; (5) counseling; (6) rest and recuperation; (7) post-deployment activities; (8) to care for a military member's parent who is incapable of self-care and (9) additional activities not encompassed in the other categories, but agreed to by the employer and employee.

Special Leave entitlement: Employees who qualify under this FMLA provision are eligible to receive up to 26 weeks of unpaid FMLA leave to care for a covered service member. A covered service member is: (1) a current member of the Armed forces, including a member of the National Guard or Reserves who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. *** Or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness. **

**The FMLA definition for "covered active duty" requires that the deployment must be to a foreign country to qualify for FMLA leave.

***The FMLA definitions of "serious injury or illness" for current service members and veterans are distinct from the FMLA definition of "serious health condition." The definition of serious injury or illness for a current service member and covered veterans includes injuries or illnesses incurred by a covered service member in the line of duty and injuries or illnesses that existed before the beginning of the member's active duty and were aggravated by service in the line of duty on active duty in the Armed Forces.

State Family Military Leave

Spouses or parents of persons called to military service lasting 179 days or longer are also entitled to take an unpaid leave of absence under Nebraska law. If a family member of a service member is eligible for leave under both the federal FMLA and the Nebraska family military leave law, the leave will be deemed to run concurrently (counted toward the employee's entitlement under both laws).

USE OF LEAVE:

Accrued paid sick and vacation leave will be substituted for unpaid leave first, but will run concurrently with the period of unpaid leave available under the act. Once the paid leave is exhausted, unpaid leave will be used and run concurrently with the period of unpaid leave available under the act. The FMLA year runs on a "rolling calendar" year.

Leave can be taken in one block of time, can be taken intermittently, or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the District's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

ADVANCE NOTICE AND MEDICAL CERTIFICATION: You may be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met.

- You ordinarily must provide 30 days advance notice when the leave is "foreseeable." When this is not possible, your obligation is to provide as early of notice as is practical.

- The District may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at District expense) and a fitness for duty report to return to work.
- Upon notice of a request for leave and determination of the employee's eligibility for FMLA leave, superintendent will notify the employee of the eligibility determination. For eligible employees, the notice will include the date the leave begins, the maximum amount of FMLA leave available, any requirements to provide medical certifications, and other information as required by law.
- For covered active duty leaves, you must provide a copy of the military orders once they have been received, your obligation is to provide as early of notice as is practical.
- For covered active duty leaves for Rest and Recuperation (up to 15 days), you must provide a copy of the military member's Rest and Recuperation leave orders, or other military-issued documentation.

JOB BENEFITS AND PROTECTION:

- d) For the duration of FMLA leave, the District will maintain your health coverage under any "group health plan". The District and the employee continue to pay their respective portions of the premium during FMLA leave.
- e) Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.
- f) The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of your leave.

Revised: February 16, 2015

SUPPORT STAFF BEREAVEMENT LEAVE

In the event of a death of a member of a support staff member's immediate family, bereavement leave may be granted. Bereavement leave may be granted to a certificated employee for no more than 5 days, with "day" being defined as one work day regardless of full-time or part-time status of the employee, per occurrence, for the death of a member of the immediate family. The immediate family includes child, spouse, parent, or parent-in law of the employee. Up to three days of paid leave per occurrence shall be granted for brother, sister, brother-in-law, sister-in-law, daughter-in-law, father-in-law, grandparents, aunts, uncles, spouse's aunts and spouse's uncles.

A maximum of 1 day of bereavement leave per year will be granted for the death of a close friend or other relative not listed above.

It shall be within the discretion of the superintendent to determine the number of bereavement leave days to be granted.

Revised: February 16, 2015

Cross Reference: 415.01 Support Staff Vacations, Holidays and Personal Leaves
Article IX Negotiated Agreement

SUPPORT STAFF POLITICAL LEAVE

The board will provide a leave of absence to support staff members to run for elective public office. The superintendent shall grant a support staff member a leave of absence to campaign as candidate for an elective public office as unpaid leave.

The support staff member will be entitled to one period of leave to run for the elective public office, and the leave may commence any time within thirty days of a contested primary, special, or general election and continue until the day following the election.

The request for leave must be in writing to the superintendent at least thirty days prior to the starting date of the requested leave.

Reviewed: February 16, 2015

Cross Reference: 402.10 Employee Political Activity
 415 Support Staff Vacations and Leaves of Absence

SUPPORT STAFF JURY DUTY LEAVE

Any employee who is summoned to serve on jury or election board duty, or who is subpoenaed to provide testimony, shall not be subject to discharge from employment, loss of pay, loss of sick leave, loss of vacation time, or any other form of penalty, as a result of his or her absence from work due to such service provided the employee submits a copy of the summons, in advance, to the employee's supervisor.

Support staff will receive their regular salary. Any payment for jury duty shall be paid to the school district. The employee will report to work within one hour on any day when the employee is excused from jury duty during regular working hours.

Reviewed: February 16, 2015

Legal Reference: Neb. Statute 25-1640

Cross Reference: 415 Support Staff Vacations and Leaves of Absence

SUPPORT STAFF MILITARY SERVICE LEAVE

Support staff members who are members of the National Guard, Army Reserve, Naval Reserve, Marine Corps Reserve, Air Force Reserve, Coast Guard Reserve and State Guard are entitled to a leave of absence, without loss of pay, on all days during which they are employed under the orders or authorization of competent authority in the active service of the State or United States. Such leave of absence will be without loss of pay for a period not to exceed fifteen (15) work days in any one calendar year. Such leave of absence will be in addition to any leave provided by the District through policy or negotiated agreement. Any such leave which extends beyond fifteen (15) work days in any one calendar year shall be without pay from the remaining contract payments.

If the Governor of the State of the Nebraska declares a state of emergency any of the above support staff who are ordered to active service shall receive an additional leave of absence that will be granted until such member is released from the active service by competent authority. During this additional leave of absence, the employee shall receive such portion of his or her salary or compensation as will equal the loss he or she may suffer while in the active service of the state. The loss he or she may suffer while in the active service of the state is defined as the differential between military salary and district salary.

Employees who are required to leave a position other than temporary for training with the armed forces of the United States or to undertake military duty in the active service of the state are entitled to a leave of absence for such period, not to exceed four years, plus any additional period as provided by law, without loss of status and without loss of pay during the first fifteen work days, which pay for the first fifteen work days is not in addition to that described above.

Upon an honorable discharge from active service, such employee shall be entitled to a return to a comparable position as provided by law. Such person shall be discharged without justifiable cause within one year after reinstatement.

Absence for any of the reasons stated above shall not affect the employee's right to receive normal vacation, sick leave, bonus, advancement and other advantages of the employee's employment normally to be anticipated in the employee's particular position.

Reviewed: February 16, 2015

Legal Reference: Neb. Statute 55-160 to 166; 79-838

Cross Reference: 415 Support Staff Vacations and Leaves of Absence

SUPPORT STAFF UNPAID LEAVE

Unpaid leave may be used to excuse an involuntary absence not provided for in other leave policies. Unpaid leave for support staff must be authorized by the superintendent. Any unused Personal Leave days must be applied to such absences rather than including them as Unpaid Leave.

The superintendent shall have complete discretion to grant or deny the requested unpaid leave. In making this determination, the superintendent shall consider the effect of the employee's absence on the education program and school district operations, the financial condition of the school district, length of service, previous record of absence, the reason for the requested absence and other factors the superintendent believes are relevant in making this determination.

If unpaid leave is granted, the duration of the leave period shall be coordinated with the scheduling of the education program whenever possible, to minimize the disruption of the education program and school district operations.

Whenever possible, classified employees shall make a written request for unpaid leave 5 days prior to the beginning date of the requested leave. If the leave is granted, the deductions in salary shall be made unless they are waived specifically by the superintendent.

Reviewed: February 16, 2015

Cross Reference: 415 Support Staff Vacations and Leaves of Absence

SUPPORT STAFF PROFESSIONAL PURPOSES LEAVE

Professional purposes leave may be granted to support staff for the purpose of attending meetings and conferences directly related to their assignments. Application for the leave must be presented to the superintendent 5 days prior to the meeting or conference.

It shall be within the discretion of the superintendent to grant professional purposes leave. The leave may be denied on the day before or after a vacation or holiday, on special days when services are needed, when it would cause undue interruption of the education program and school district operations, or for other reasons deemed relevant by the superintendent.

Reviewed: February 16, 2015

Cross Reference: 412 Support Staff – General
 409.01 Certificated Employee Professional Development