

2016-2019 AGREEMENT
BETWEEN
OMAK SCHOOL DISTRICT
AND
OMAK SECRETARIES' EDUCATION ASSOCIATION

**2014-16 AGREEMENT
BETWEEN
OMAK SCHOOL DISTRICT
AND
OMAK SECRETARIES' EDUCATION ASSOCIATION**

TABLE OF CONTENTS	PAGE
PREAMBLE	7
ARTICLE I. ADMINISTRATION OF THE AGREEMENT	7
Section A. Definitions	7
1. District	7
2. Board	7
3. Association	7
4. Parties	7
5. Agreement	7
6. Employee	7
7. day	7
8. Superintendent	7
9. President	7
10. contract	7
11. supplemental contract	7
12. extended contract	7
13. Seniority	7
14. RCW	7
15. WAC	7
16. SPI	7
17. BEA	7
18. AR	7
19. PERC	7
20. FTE	8
Section B. Recognition	8
Section C. Subcontracting	8
Section D. Status of Agreement	8
1. Sole Agreement	8
2. No Reductions Implied	8
3. Conformity to Law	8
4. New Policies	8
5. Maintenance of Standards	8
Section E. Individual and Supplemental Contract Compliance	8
Section F. Distribution of Agreement	9
Section G. Joint Meetings	9
1. Purpose	9
2. Agenda	9
3. Representation	9
ARTICLE II. BUSINESS	9
Section A. Dues Deduction	9
1. Members	9
2. Representation Fee	9
Section B. Other Deductions	9

Section C. Management Rights	10
Section D. Association Rights	10
1. Use of School Buildings	10
2. Use of School Equipment	10
3. Association Business	10
4. Use of District Bulletin Boards	10
5. Use of District Mail System	10
6. New Employees	10
7. Notice of Disciplinary Action	10
8. District Budget, Financial Reports, Board Agendas, Board Minutes and Salary Information	10
ARTICLE III. EMPLOYEE RIGHTS	11
Section A. Rights of Law	11
Section B. Non-Discrimination	11
Section C. New Employee Probation	11
Section D. Personnel File	11
1. Right To Inspect	11
2. Placement of Materials	11
3. Location	11
4. Removal of Materials	11
5. Principal's Working File	11
Section E. Due Process and Just Cause	12
1. Just Cause	12
2. Written Grounds	12
3. Hearings	12
4. Association Representation	12
5. Privacy and Confidentiality	12
6. Complaints Against Employees	12
Section F. Professional Growth Plan (PGP)	12
1. Definition	12
2. Purpose	12
3. Plan	12
4. Records and Materials	12
5. Classes, Courses, Workshops, etc	13
Section G. Employee Evaluations	13
1. Unsatisfactory Evaluations	13
2. Ninety Day Remediation Period	13
3. Failure to Improve	13
4. Opportunity for Rebuttal	13
Section H. Testing	13
Section I. Assignment and Transfer	13
1. Assignments	13
a. Definition	14
b. Assignment Notice	14
2. Transfers	14
a. Definition	14
b. Vacancies	14
c. Involuntary Transfers	14
3. Vacancy and Posting of Jobs	14
a. Posting	14
b. Application for Transfer	14

c.	Employee Retirement or Termination of Employment	14
d.	Priority	14
e.	Notice to Applicants	14
f.	Posting During Vacation Periods	14
Section J.	Layoff and Recall	15
1.	Seniority	15
2.	Layoff	15
3.	Recall	15
Section K.	Employee Protection	15
1.	District Insurance	15
2.	Threats	15
3.	Injury on the Job	16
Section L.	Privacy	16
1.	Personal Lives	16
2.	Information	16
Section M.	Harassment	16
Section N.	Non-Assigned Duties	16
	ARTICLE IV. LEAVES	16
Section A.	Illness, Injury and Disability (Sick) Leave	16
1.	Accumulation	16
2.	Use	16
a.	Personal Illness, Injury or Disability	16
b.	Maternity	17
c.	Family Illness/Emergency Leave	17
d.	Dental and Medical Appointments	17
3.	Sick Leave Exhaustion	17
4.	Annual Sick Leave Buy-Back Option	17
5.	Death or Retirement Sick Leave Buy-Back Option	17
Section B.	Personal Leave	17
Section C.	Emergency and Bereavement Leave	18
1.	Emergency	18
2.	Bereavement	18
3.	Immediate Family	18
4.	Additional Family Illness	18
Section D.	Court Appearance Leave	18
1.	Jury Duty	18
2.	Subpoenas	18
3.	Other Court Leave	18
4.	Payment	18
Section E.	Family Leave (FMLA of 1993)	18
1.	Eligibility	18
2.	Usage	18
3.	Notifications	19
4.	Job Benefits and Protection	19
Section F.	Long Term Leave of Absence	19
Section G.	Association Leave	19
Section H.	Child Rearing Leave	20
Section I.	Military Leave	20
Section J.	Leave Sharing	20
1.	Purpose	20
2.	Procedure	20

ARTICLE V. FISCAL MATTERS	20	
Section A. Hours of Work and Overtime	20	
1. Work Day	20	
2. Hours, Lunch and Rest Period	20	
3. Work Week	20	
4. Work Schedules	20	
5. Overtime	21	
6. Early Notification – Minimum Pay for Emergency School Closures	21	
7. Public Employment Retirement System	21	
8. Paid Moving Time	21	
9. Incentive Pay for Early Notification of Retirement	21	
Section B. Holidays	21	
Section C. Vacations	21	
1. Vacation	21	
2. Accrual	22	
3. Vacation Usage		22
Section D. Previous Experience Credit	22	
Section E. Salary and Salary Payments	22	
1. Schedule	22	
2. Retroactivity	22	
3. Increments	22	
4. Payment	22	
5. Severance	22	
6. State Funding	22	
7. Errors in Computation	22	
Section F. Insurance	23	
1. Contribution	23	
2. Part Time Employees	23	
3. Available Programs	23	
4. Pooling	23	
5. Sequence	23	
6. Review	23	
7. Additional Options	23	
Section G. Travel Reimbursement	23	
Section H. Training/In-service	23	
1. Required Training/Inservice	23	
2. Fees, Certificates and Health Tests	23	
3. Voluntary Training/Inservice Program	24	
4. Cross Training	24	
Section I. Longevity Payments	24	
Section J. Education Stipend	24	
ARTICLE VI. GRIEVANCE PROCEDURE	24	
Section A. Definitions	24	
1. Grievant	24	
2. Grievance	24	
3. Days	25	
Section B. Time Limits	25	
Section C. Rights to Representation	25	
Section D. Individual Rights	25	
Section E. Procedure	25	
STEP 1. Supervisor	25	

STEP 2. Superintendent	25	
STEP 3. Binding Arbitration	26	
Section F. Miscellaneous Conditions	26	
1. Contract Expiration	26	
2. No Reprisals	26	
3. Cooperation of the Parties	26	
4. Released Time	26	
5. Files	26	
6. Form	26	
7. Association Grievances	26	
ARTICLE VII. DURATION	27	
Section A. Effective Dates	27	
Section B. Openers	27	
APPENDICES		
APPENDIX A. EMPLOYEE SALARY SCHEDULE	28	
APPENDIX A-1. POSITIONS	28	
APPENDIX B. FORMAL GRIEVANCE FORM		29
APPENDIX C. JOB DESCRIPTIONS	30	
1. High School Secretary	30	
2. High School Secretary (Bookkeeper)	32	
3. High School Counselor/JOM Advisor Secretary	36	
4. High School Records Secretary	40	
5. High School Attendance Secretary	40	
6. Career & Technical Ed/Athletic Director Secretary	43	
7. High School Library/Media Secretary-Technician	46	
8. Highlands ALE Secondary Secretary	48	
9. Middle School Secretary	49	
10. Middle School Counselor Secretary	50	
11. Middle School Library/Media Secretary-Technician	52	
12. Middle School Attendance Secretary	54	
13. Transportation Secretary	56	
14. North Elementary Secretary	57	
15. North Attendance/Counselor Secretary	58	
16. East Elementary Secretary	59	
17. East Elementary Counselor/Attendance Secretary	61	
18. North Preschool Secretary	62	
19. Early Childhood Education Assistance Program (ECEAP) Secretary	63	
20. Facilities Maintenance Secretary	64	
APPENDIX D. PROFESSIONAL GROWTH PLAN AND EVALUATION FORM	66	
APPENDIX E. EMPLOYEE EVALUATION REPORT	67	
APPENDIX F. POSTING REQUEST FORM	68	
APPENDIX G. NOTICE TO EMPLOYEE RECEIVING A DISCIPLINARY ACTION OR BEING PLACED ON PROBATION	69	
APPENDIX H. MEMORANDUM OF UNDERSTANDING	70	

**OMAK SECRETARIES' EDUCATION ASSOCIATION
AND
OMAK SCHOOL DISTRICT**

PREAMBLE

This Agreement is by and between the Omak School District Number 19 and the Omak Secretaries' Education Association, pursuant to RCW 41.56.

ARTICLE I. ADMINISTRATION OF THE AGREEMENT

Section A. Definitions

1. The term "**District**" shall mean the Omak School District, Okanogan County, Washington State; or its agents.
2. The term "**Board**" shall mean the Board of Directors of the Omak School District.
3. The term "**Association**" shall mean the Omak Secretaries' Education Association, which is affiliated with the Washington Education Association, the National Education Association and the North Central Washington UniServ Council.
4. The term "**Parties**" shall mean the District and the Association.
5. The term "**Agreement**" shall mean this collective bargaining agreement, which shall be signed by the parties.
6. The term "**Employee**" shall mean any member of the bargaining unit as set out in this Agreement.
7. The term "**day**" shall mean any day the district business office is open for business with the public.
8. The term "**Superintendent**" shall mean the chief administrative officer of the District or his/her designee.
9. The term "**President**" shall mean the President of the Association or his/her designee.
10. The term "**contract**" shall mean the individual personal services contract issued to and signed by each employee.
11. The term "**supplemental contract**" shall mean that contract issued and signed for extracurricular, special and supplemental assignments and shall be in accordance with current statutory provisions.
12. The term "**extended contract**" shall mean that contract issued and signed for days beyond the employees basic work year.
13. The term "**Seniority**" shall mean length of service within the District as a member of the bargaining unit. Accumulation of seniority shall begin on the employee's first working day.
14. The term "**RCW**" shall mean Revised Code of Washington.
15. The term "**WAC**" shall mean Washington Administrative Code.
16. The term "**SPI**" shall mean the office of the Washington State Superintendent of Public Instruction.
17. The term "**BEA**" shall mean the Basic Education Act.
18. The term "**AR**" shall mean Association Representative.
19. The Term "**PERC**" shall mean the Washington State Public Employment Relations Commission.

20. The term "**FTE**" Shall mean Full Time Equivalent. FTE shall be defined as any employee who works at least 1440 hours per year.

Section B. Recognition

The District recognizes the Association as the exclusive bargaining agent for all secretarial employees of the District excluding all certificated employees and any classified employee outside the secretarial bargaining unit and any employee whose duties imply a confidential relationship to the Superintendent, Assistant Superintendent and the Board.

Employees of Paschal Sherman Indian School (PSIS) shall not be considered a part of this bargaining unit or the Association.

The District shall not recognize or bargain with any other employee organization seeking or claiming to represent employees unless such organization has been certified by the State Public Employee Relations Commission as the exclusive bargaining agent for employees.

Section C. Subcontracting

No bargaining unit work will be transferred to employees of the PSIS or any other employee organization not represented by the Association.

Section D. Status of Agreement

1. **Sole Agreement**: This shall be the sole Agreement between the parties regarding wages, hours, and terms and conditions of employment. It shall supersede any rules, regulations, policies, resolutions or practices of the District which shall be contrary to or inconsistent with its terms.
2. **No Reductions Implied**: Unless otherwise specifically provided in this Agreement, nothing contained herein shall be interpreted and/or applied to eliminate, reduce, or otherwise detract from current individual salaries, employee benefits, or other provisions, under existing rules, regulations, policies, resolutions and practices of the District in effect prior to the effective date of this Agreement.
3. **Conformity to Law**: This Agreement shall be governed and construed according to the Constitution and Laws of the State of Washington. If any provision of this Agreement, or any application of the Agreement to any employee or groups of employees shall be found contrary to law by a court or administrative agency of competent jurisdiction, such provision or application shall have effect only to the extent permitted by law. All other provisions or applications of the Agreement shall continue in full force and effect.

If any provision of this Agreement is held to be contrary to law, the parties shall commence negotiations on said provision as soon thereafter as is reasonably possible.

4. **New Policies**: No new policies affecting employee wages, hours, and terms and conditions of employment shall be adopted and/or implemented unless such policy has been mutually agreed to by the Parties.
5. **Maintenance of Standards**: All terms and conditions of employment shall be maintained at no less than the highest minimum standards in effect at the time this Agreement is signed, provided that such conditions shall be improved for the benefit of employees as required by this Agreement.

Section E. Individual and Supplemental Contract Compliance

All individual and supplemental contracts are for one (1) year and shall be subject to and consistent with law and this Agreement and shall expressly state that they are subject to this and subsequent Agreements between the parties. If any individual or supplemental contract is inconsistent with this Agreement, this Agreement shall control.

Section F. Distribution of Agreement

Following ratification of this Agreement the Association shall prepare a camera ready copy of the Agreement for District review and mutual editing. After editing, the District shall print the Agreement at its cost and the Association shall distribute copies to all current and new employees. The District shall also make at least one copy available for review by any applicant for employment with the District.

Section G. Joint Meetings

1. **Purpose:** Association representatives may meet with the Superintendent on a quarterly basis; or, more often by mutual agreement, to pursue matters of mutual concern problem solving. Such meetings shall not be grievance resolution conferences nor shall they be collective bargaining sessions regarding this or successor Agreements.
2. **Agenda:** The Parties shall prepare and exchange agenda items in advance of each meeting.
3. **Representation:** No more than two (2) representatives from each side will participate unless mutually agreed.

ARTICLE II. BUSINESS

Section A. Dues Deduction

1. **Members:** Upon receipt of a written authorization the District shall deduct an amount equal to the fees and dues required for membership in the Association, including NEA, WEA and UniServ.

The dues deduction form and authorization shall remain in effect from year to year, unless withdrawn in writing by the employee during the thirty days immediately preceding the start of the student school year. Dues deduction forms must be delivered to the business office within thirty days from the start of student school year, or within thirty days of an individual's beginning date of employment, whichever is later.

2. **Representation Fee:** No member of the bargaining unit shall be required to join the Association; however, those employees who are not Association members, but are members of the bargaining unit, shall be required to pay a representation fee to the Association. The amount of the representation fee shall be determined by the Association, and transmitted to the Business Office in writing. The representation fee shall be an amount equal to the regular dues for the Association membership including NEA, WEA, UniServ and WEA. Non-members shall be neither required nor allowed to make political (PULSE or NEAPAC) deduction. The representation fee shall be regarded as fair compensation and reimbursement to the Association for fulfilling its legal obligation to represent all members of the bargaining unit pursuant to RCW 41.56.

In the event that the representation fee is regarded by an employee as a violation of their right to non-association, such objections shall be resolved according to the provisions of RCW 41.59.100, or PERC.

Section B. Other Deductions

Upon receipt of written authorization prior to the 15th of any given month, the District agrees to deduct

from the salary of employees, premiums for those insurance and annuity programs which have been approved by the Parties. The sums which are deducted as premiums for approved insurance and annuity programs shall be forwarded in accordance with the written authorization.

Section C. Management Rights

The Board has the responsibility and authority to manage and direct the operations and activities of the District provided that all such actions shall conform to State and Federal law and the provisions of this Agreement.

Section D. Association Rights

1. **Use of School Buildings**: The Association shall have the right to use school buildings at all reasonable hours for meetings as long as such use does not interfere with normal school operations.
2. **Use of School Equipment**: The Association shall have the right to use district equipment, including but not limited to, typewriters, copy equipment, duplication equipment, calculating machines, computers, and audiovisual equipment at reasonable times when such equipment is not otherwise in use as long as such use does not interfere with normal school operations.
3. **Association Business**: The Association shall have the right to transact business on school property at all reasonable times, provided that such business shall not interfere with or interrupt normal school operations. Association representatives shall suffer no intervention, undue delays, or harassment by the employer's representatives while representing an employee or while on Association business.
4. **Use of District Bulletin Boards**: The Association shall have the right to post notices on District bulletin boards to be provided by the District in each lounge, lunchrooms and other locations in each building in which employees are assigned.
5. **Use of District Mail System**: The Association shall have the right to use the District mail system and employee mail boxes for communication purposes.
6. **New Employees**: The District shall notify the President of the name, address and assignment of any new hire into the bargaining unit at the earliest possible date. The Association shall be given the opportunity to speak to all employees as an official part of the program during any District sponsored new employee orientation and during any year opening district-wide or building-wide employee meeting.
7. **Notice of Disciplinary Action**: In the event any employee is given a formal disciplinary action, the District shall provide the President with notice of such action, provided that should the employee indicate in writing to the District (Appendix G) that he/she does not wish to have the Association notified, such notice will be withheld.
8. **District Budget, Financial Reports, Board Agendas, Board Minutes and Salary Information**: At the Association's written request, the District shall cooperate with the Association in fulfilling all such requests in a timely fashion. No charge shall be made to the Association for the materials specified herein.

ARTICLE III. EMPLOYEE RIGHTS

Section A. Rights of Law

No employee shall be denied any legal right granted under Federal, State, County or local law or regulation.

Section B. Non-Discrimination

Employees shall be entitled to full rights of citizenship. The Parties shall not discriminate against any employee because of membership or non-membership in the Association, domicile, race, creed, religion, color, national origin, age, sex, marital status, or the presence of any sensory, mental, or physical disability.

Section C. New Employee Probation

New employees shall be placed on a ninety (90) workday probationary period. No later than the end of the initial ninety (90) workday probationary period, the employee shall receive an evaluation. Upon mutual agreement between the District and OSEA, the initial probationary period may be extended an additional forty (40) workdays to implement a specific plan of assistance per the evaluation report. After the additional forty (40) workdays, the employee shall receive a second evaluation (Appendix E). Following the probationary period, if the employee has not demonstrated satisfactory proficiency, the Superintendent, the employee, and the Association President shall be notified in writing of the lack of proficiency along with specific documentation. Lack of necessary proficiency may constitute grounds for termination.

Section D. Personnel File

1. **Right To Inspect**: Any employee shall have the right to inspect all contents of his/her own personnel file. A representative of the Association shall, at the employee's request, accompany the employee in this review. This file may contain, but is not limited to the employee's employment application, individual employment authorizations, pay authorizations, training records, correspondence, and evaluation reports. Medical and/or employee health benefit enrollment information shall be maintained in a Payroll/Benefits file to be maintained separate from the Personnel File.
2. **Placement of Materials**: Employees shall be given a copy of any material that is placed in their personnel file at the time it is so placed. Employees shall be given an opportunity to attach written comments within ten days of the receipt of the material. Employees shall indicate they have seen such materials and have received a copy thereof by affixing their signature and dating the copy that is to go into the file.
3. **Location**: The District shall maintain the employee's personnel file and Payroll/Benefits file at the District Office. The Superintendent shall be responsible for safeguarding employee files, and shall sign an inventory sheet to verify the contents of the files, if the employee so requests.
4. **Removal of Materials**: After seven years the District may remove and destroy employee's evaluation reports. Any derogatory material (e.g. written warning, reprimand, discipline documentation, discipline report) shall be removed from the employee's Personnel File, if requested in writing ~~A~~after three calendar years from the date of the incident, provided no similar incident is recorded.
5. **Principal's Working File**: Principals may keep working files on employees in their building; however, such files (including computer generated files) shall be expunged at the end of each school year.

Section E. Due Process and Just Cause

1. **Just Cause:** No employee will be disciplined or adversely affected without just cause.
2. **Written Grounds:** The specific grounds forming the basis for disciplinary actions shall be made available to the employee and the Association in writing at the time discipline action is taken.
3. **Hearings:** Employees shall have the right to a fair hearing and confrontation of witnesses.
4. **Association Representation:** Employees shall be entitled to Association representation at any hearing, meeting or conference involving the employee regarding disciplinary actions or the investigation thereof at which the employee is present. When a request for such representation is made, no action shall be taken with respect to the employee until such representative of the Association is present. In the event a disciplinary action is to be taken, the employee shall be advised of the right to representation in writing under this provision prior to the action being taken. Such notification shall be by Appendix G which is made apart of this agreement.
5. **Privacy and Confidentiality:** Any discipline of an employee by any agent of the District actions shall be made in private and in confidence and never in the presence of students, parents, other employees, or at public gatherings.
6. **Complaints Against Employees:** Any complaint against an employee that may lead to disciplinary action shall be promptly called to the attention of the employee. No complaint against an employee may be used in a disciplinary action against that employee unless the complaint was discussed with the employee in a timely fashion.

Section F. Professional Growth Plan (PGP)

The PGP provision is for all employees whose work had been previously judged by his/her immediate supervisor as satisfactory by written report attached herein as Appendix E.

1. **Definition:** The term "**Employee Professional Growth Plan (PGP)**" shall mean a plan by an employee and his/her supervisor designed to improve that employee's professional performance according to the criteria set forth below.
2. **Purpose:** The purpose of the PGP is to assist employees in professional development toward selected professional development goals in order to encourage enhancements and improvements in job performance and abilities. Professional growth is the desired outcome of the PGP. Collaborative interaction is encouraged. PGP's are intended to provide employees with support inherent in trying new ideas.
3. **Plan:** The PGP plan shall be developed, maintained, and executed and assessed cooperatively between the employee and the employee's supervisor. The Professional Growth Plan and Evaluation Form shall be attached as Appendix D. Parts I, II, and III of Appendix D shall be completed by the last business day of September each year. Parts IV, and V of Appendix D shall be completed prior to the employee's last working day of the year.
4. **Records and Materials:** In addition to the plan itself, materials, records and/or portfolios developed as a result of an employee's participation in a PGP shall be the sole property of the employee; however, a copy of the employee's Professional Growth Plan and Evaluation Form may be retained in the employee's personnel file. PGP's shall not be used by the District in any way for a negative evaluation of the employee.

5. **Classes, Courses, Workshops, etc:** Once agreed upon and approved by the supervisor any classes, courses and/or workshops developed as part of the PGP shall be paid for by the District. Additionally, the District shall pay any travel expenses incurred for such classes, courses and/or workshops at the amount established by Board policy. Such payment shall include lodging expenses should they be necessary. The employee shall remit to the District receipt for such lodging.

Section G. Employee Evaluations

All employees will be evaluated annually. The evaluation of the employee's performance shall be documented in a written report form (attached herein as Appendix E).

1. **Unsatisfactory Evaluations:** In the event an employee's work performance leads to an unsatisfactory evaluation that may ultimately lead to dismissal, the employee shall be evaluated using Appendix E.

The evaluation report shall be presented in post-conferences to the employee by his/her immediate supervisor within five (5) days following its completion.

Such reports shall be written in narrative form and shall include:

- (a) Strengths of the employee
- (b) Weaknesses of the employee
- (c) Specific plan of assistance which the employee should take to improve his/her performance in each of the areas wherein weaknesses have been indicated.

2. **Ninety Day Remediation Period:** The employee shall be given ninety (90) working days to implement the specific plan of assistance noted on the evaluation report.

The employee shall be reevaluated (using Appendix E) within thirty days following the implementation of the remedial plan and monthly thereafter.

3. **Failure to Improve:** Following the ninety day remediation period, if the employee has not demonstrated satisfactory improvement in the area(s) of weakness, the Superintendent and the employee shall be notified in writing of the lack of improvement along with specific documentation. Lack of necessary improvement may constitute grounds for termination.

4. **Opportunity for Rebuttal:** The employee shall have the opportunity to write and attach a rebuttal to his/her evaluation(s).

Section H. Testing:

There will be testing for new hires and voluntary transfer. There will be no testing for involuntary transfers and reduction in force (RIF) status employees returning to a position in the District.

Section I. Assignment and Transfer

1. **Assignments:**

- a. **Definition:** An assignment shall mean the placement of an employee to a position within the bargaining unit. A position shall be defined as a job classification within or without the

building(s) in which the employee is stationed.

b. **Assignment Notice**: All employees presently employed will be given written notice of their specific building assignments for the forthcoming year not later than May 15.

2. **Transfers**:

a. **Definition**: A "transfer" shall mean a change from an employee's current assignment to a different assignment.

b. **Vacancies**: When vacancies (including new positions) exist with the employer, employee transfers shall be made on the basis of seniority provided that the employee is qualified to perform the required duties of the assignment. Should the District choose a junior employee, such junior employee shall possess substantially greater qualifications.

c. **Involuntary Transfers**: Involuntary transfers shall be made only when necessary. When such transfers are made, they shall be accompanied with a written explanation of the reasons. Employees transferred involuntarily shall be transferred only for good cause. Written notice of 10 working days shall be given to the employee before the transfer takes place.

3. **Vacancy and Posting of Jobs**:

a. **Posting**: All vacancies (including new positions) occurring during the work year shall be reported to the Association and posted in each building for a minimum of five (5) days.

All known vacancies for the following work year shall be reported to the Association and posted in each building by May 15 of the current work year. Thereafter, the job posting list shall be updated, as new vacancies become available, with the new listing being circulated to the employees in the bargaining unit.

b. **Application for Transfer**: Employees requesting a transfer shall complete and file a request for transfer with the Superintendent by May 1.

c. **Employee Retirement or Termination of Employment**: Employee retirement or termination of employment should give written notice to the District by May 1.

d. **Priority**: Employment of employees outside of the bargaining unit for a specific vacancy shall be made only after it is determined that there are no qualified employee applicants on file to fill the vacant position. Qualified current employees shall be given first priority by seniority for vacancies and new positions.

e. **Notice to Applicants**: All employees requesting a transfer to a vacancy or new position shall be notified within five days of the employer filling the vacancy or new position. Employees who are not accepted shall be given the reasons thereof.

f. **Posting During Vacation Periods**: During vacation periods, the District shall notify the Association of the posting by mail. Such employees shall then have ten days from mailing of the notification to apply for the vacancy.

Section J. Layoff and Recall

1. **Seniority:** The District shall prepare and maintain the seniority list ranking each employee from greatest to least seniority. The seniority date of an employee shall be established as of the date an employee begins continuous employment within the secretarial job classification. Upon request, a copy of the seniority list and subsequent revisions shall be furnished to the President.

Seniority shall be lost by an employee upon termination, resignation, retirement, transfer to a non-bargaining unit position, or declining recall.

2. **Layoff:** Layoff shall be defined as a necessary reduction in the work force beyond the normal attrition for economic reasons only.

In the event of a necessary reduction in work force, the District shall first layoff the least senior employee(s). In no case shall a new employee be employed by the District while there are laid off employees qualified for a vacant or newly created position. In the event of layoff, The District shall provide written notice to all affected employees and the President, as soon as reasonably possible of the school year preceding the layoff. Employees not notified shall continue in employment for the following year unless there is just cause for termination.

All retained employees face possible reassignment to fill essential vacancies.

3. **Recall:** Employees that are laid off shall be placed in a reemployment pool. Recall of employees shall be by reverse order as determined by the final seniority list. No transfers or posting of open positions shall be made until all employees on lay off status have been recalled into positions for which they are qualified. Notification of recall shall be sent by certified or registered mail to the last known address as shown on District records. The notice shall include the time and date the employee is to report back to work. It is the employee's responsibility to keep the District notified as to his/her current mailing address.

A recalled employee shall be given five (5) calendar days from receipt of the recall notice to inform the District if he/she will accept the position. An employee who declines recall, shall forfeit his/her seniority rights provided the position offered is of equivalent monetary value and does not involve a reduction in total compensation.

Employees shall not be "bumped" or reduced in seniority ranking by school employees not represented by the Association.

Employees on layoff shall retain their seniority for purpose of recall for a period of two (2) years.

Section K. Employee Protection

1. **District Insurance:** The District shall provide such insurance for the protection of employees as is required by RCW 28A.58.425 and upon annual renewal will provide employees with a written summary of the coverage they have under the provisions of District insurance policies. The District shall notify the President of any changes in insurance coverage.

2. **Threats:** Any employee who is threatened with physical harm by any person or group while carrying out assigned duties shall immediately notify his/her immediate supervisor and, if necessary, the appropriate law enforcement authority. Immediate steps shall be taken by the District in cooperation with the employee to provide for the employee's safety. Steps may include notifying law enforcement, providing legal counsel and/or other earnest efforts. Precautionary measures for the employee's safety shall be reported to the employee and the President by the Superintendent at the earliest possible time.

3. **Injury on the Job:** In the event an employee is absent due to reasons covered by industrial insurance, the District will pay the employee an amount equal to the difference between the amount paid the employee by the Department of Labor and Industries and the amount the employee would normally earn. The District will continue to pay the monthly insurance premium of a Secretarial employee while said employee is on leave that is covered by industrial insurance. The portion of insurance that would normally be paid by the employee may be deducted from sick leave.

Section L. Privacy

1. **Personal Lives:** Except under unusual circumstances and where the job performance of the employee is materially affected, the private and personal life of any employee is not within the appropriate concern or attention of the District.
2. **Information:** The District shall not provide personal information concerning employees, including names, addresses, phone numbers, etc. to any person not required by law, or to any commercial or charitable organization without specific employee approval or Association agreement.

Section M. Harassment

The District shall investigate and take appropriate disciplinary action when an employee complains that he/she has been harassed (including sexual harassment).

Section N. Non-Assigned Duties

The Parties agree that an employee's primary responsibility is to perform the clerical duties of the assigned position and that his/her energies should, to the greatest extent possible, be utilized to this end. Therefore, employees shall not routinely perform the following non-assigned duties:

- * **Non-Assigned Duties:** Non-assigned duties, including but not limited to, cafeteria duties and supervision of cafeterias, sidewalks, bus loading or unloading, or playgrounds.

ARTICLE IV. LEAVES

Section A. Illness, Injury and Disability (Sick) Leave

1. **Accumulation:** At the beginning of each school year, each full time employee shall be credited with ten (10) days of Sick Leave. Employees who are less than full time shall receive a prorated portion of such leave. Employees who work more than 10 months will be credited with an additional day of sick leave for each month or fraction thereof above 10 months. Unused sick leave shall accumulate to the maximum allowed by law. Each employee's accumulated sick leave balance will be made known to him/her on each pay check stub.
2. **Use:**
 - a. **Personal Illness, Injury or Disability:** The District shall grant sick leave to an employee when the employee is unable to perform duties because of personal illness, injury or disability.
 - b. **Maternity:** The District shall grant sick leave for pregnancy, child birth and related temporary disability to employees, to the extent the employee's physician certifies the employee's

temporary disability.

Employees requesting maternity leave shall notify the District as early as possible prior to the beginning of the leave and shall indicate the expected date of return at the time the leave is requested. Employees shall advise the District of the exact date of return as soon as that date is known to the employee.

c. **Family Illness/Emergency Leave:** In accordance with Washington State law, the District shall grant sick leave to employees in the event of illness or emergency within the immediate family of the employee.

For purposes of this provision, immediate family shall mean: spouse, mother, father, sisters, brothers, children, brother/sister/mother/father/daughter/son-in-law, aunts, uncles, nieces, nephews, cousins, significant other or his/her family, grandparents, grandchildren, step family, and foster family. Emergency shall be defined as a problem that has been suddenly precipitated or is unplanned; or where pre-planning could not relieve the necessity for the employee's absence.

d. **Dental and Medical Appointments:** The District shall grant sick leave to employees and their immediate families for dental and medical appointments.

3. **Sick Leave Exhaustion:** In the event an employee's accumulated sick leave is exhausted, but more sick leave is required by the employee pursuant to the provisions set out above, the employee may request and the District may grant a leave without pay for the period of time needed to return to work or the end of the school year, whichever is sooner. The employee shall advise the District of the expected duration of the leave at the time of request for the leave.

4. **Annual Sick Leave Buy-Back Option:** Employees may cash in unused sick leave days above an accumulation of sixty (60) days at a ratio of one full day's pay for each four days of accumulated unused sick leave (accumulated in the previous calendar year), in January of each year following any year in which a minimum of sixty (60) days of sick leave are accumulated. No employee may receive pay for sick leave accumulated in excess of one day per month per calendar year.

5. **Death or Retirement Sick Leave Buy-Back Option:** At the time of separation from District employment due to retirement (as recognized by the Washington State Public Employees' Retirement System, whether or not the employee was a participating member of the system) or death, an employee or his/her estate shall receive pay for accumulated but unused sick leave up to a maximum of one-hundred-eighty (180) days at a rate equal to one day's per diem pay for each four full days accrued leave for illness or injury.

The monies paid pursuant to this provision shall not be included for the purpose of computing a retirement allowance under any public retirement system in the State, and shall be in accordance with the rules and regulations of the Superintendent of Public Instruction.

Section B. Personal Leave

The District shall grant employees two (2) days of personal leave with pay plus two (2) days of unpaid personal leave each year, under the following conditions:

1. Notice of intended use must be given in advance of such leave as soon as reasonably possible.

2. Personal leave will be rolled over one year for a maximum of four (4) days of personal leave accumulated.

Section C. Emergency and Bereavement Leave

1. **Emergency**: For reasons of serious emergency, serious injury or serious illness in the immediate family, each employee shall be granted a maximum of five (5) days leave each school year.
 - a. **Serious Emergency**
Emergency shall be defined as a problem that has been suddenly precipitated or is unplanned; or where pre-planning could not relieve the necessity for the employee's absence.
 - b. **Serious illness or serious injury in the immediate family.**
2. **Bereavement**: For reason of death in the immediate family, each employee shall be granted five (5) days maximum leave for each death. Up to two (2) days of leave per contract year shall be granted to attend the funeral of anyone outside of the immediate family in which no deductions shall be made.
3. **Immediate Family**: For purposes of this provision, immediate family shall mean: spouse, mother, father, sisters, brothers, children, brother/sister/mother/father/daughter/son-in-law, aunts, uncles, nieces, nephews, cousins, significant other or his/her family, grandparents, grandchildren, step family, and foster family.
4. **Additional Family Illness**: Additional family illness beyond the five (5) days provided above shall be taken for the employee's accrued sick leave.

Section D. Court Appearance Leave

The District shall grant Court Appearance Leave with pay as follows:

1. **Jury Duty**: Employees who are called to serve on a jury.
2. **Subpoenas**: Employees who are subpoenaed to testify in court for work related litigation.
3. **Other Court Leave**: Other court absences shall be granted from Emergency Leave.

Section E. Family Leave (Family and Medical Leave Act of 1993)

The District shall comply with all provisions of the Family Leave Act, FLA (WA) and District policy.

1. **Eligibility**: Employees employed for more than 1 year, having worked a minimum of 1080 hours (6 hours/day) in the last 12 month period.
2. **Usage**: Employees shall be provided twelve (12) weeks of unpaid leave during any twelve (12) month period for any of the following reasons:
 - a. the birth of a child and to care for the newborn child within one year of birth;
 - b. the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
 - c. to care for the employee's spouse, child, or parent who has a serious health condition;
 - d. a serious health condition that makes the employee unable to perform the essential

- functions of his or her job;
 - e. an qualifying exigency arising out of the fact that the employee’s spouse, son, daughter, or parent is covered military member on “covered active duty;” or twenty-six workweeks of leave during a single 12 month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member’s spouse, son, daughter, parent, or next of kin (military caregiver leave).
3. **Notification:** The employee shall provide the District thirty (30) days advance notice of his/her intent to use Family Leave when the need for the leave is foreseeable.
4. **Job Benefits and Protection:** The District shall insure the following provisions:
- a. Maintain the employee’s full insurance benefits during the duration of Family Leave, continuing to pay its portion of health benefits. During unpaid status, the District shall continue to pay its portion of the insurance benefits, while the employee picks up their regular monthly premium.
 - b. Grant, at the employee’s request, his/her usage of accrued sick leave prior to his/her going on unpaid Medical Leave;
 - c. Grant the employee his/her previous position, or an equivalent position, upon return from Family Leave; and
 - d. Maintain any employee benefits that accrued prior to the start of Family Leave.

Section F. Long Term Leave of Absence

The District may grant any employee an unpaid long-term leave of absence for up to one year for medical or other mutually agreed to reason(s). Employees granted such a leave will be permitted to stay in the District insurance programs at their own expense (carriers permitting), shall not gain or lose seniority or other benefits, but shall not be granted advancement credit on the salary schedule for the period of the leave. The employee shall give written notice to the District of the intent to return to the District two weeks prior to the end of the leave. Upon return from such leave, the employee shall be entitled to the same position or a position substantially equivalent to the position held prior to the leave. Once granted, such leave may be renewed annually upon request of the employee, with the agreement of the District.

Section G. Association Leave

The District shall grant six (6) days leave with pay to the Association to be used to conduct Association business. Members must have prior approval from the President to request association leave.

Section H. Child Rearing Leave

The District shall grant a child rearing leave of up to one year to any employee for the purpose of rearing a natural or adopted child. In the event of adoption, such leave may include time for court legal procedures, home study and evaluation, and required home visitations by the adoption agent not possible to schedule outside of the regular working hours. An employee returning from such leave shall be placed in the position last held or in a similar position in the District.

Section I. Military Leave

The District shall grant military leave to any employee who is called into active duty, extended or temporary, as a member of the Armed Forces of the United States in accordance with law.

Section J. Leave Sharing

1. **Purpose:** An employee with an annual leave balance of more than twenty-two 22 days may donate excess leave to a fellow employee who runs out of sick leave during a prolonged absence from work due to illness or injury of the employee or an immediate family member as defined herein. Employees who accrue sick leave pursuant to RCW 28A.58.400.300 (RCW 28A.58.099(2)) and RCW 28A.310.240 (RCW 28A.21.102(1)) and have more than sixty (60) days accrued sick leave, may transfer a specific amount of sick leave to a needy employee. No more than six (6) days may be donated in a twelve (12) month period and no sick leave may be donated which would cause an employee's own sick leave balance to drop below sixty (60) days. An employee who chooses to participate in the sick leave sharing program shall make his/her wishes known no later than January 31 of each year.
2. **Procedure:** In order to be eligible to receive leave sharing:
 - a. The employee or his/her immediate relative must be suffering from an extraordinary or severe illness, injury, impairment, or physical or mental condition which has caused, or is likely to cause the employee to go on leave without pay status or terminate his/her employment.
 - b. The employee must have depleted, or be on the verge of depleting, available annual sick leave balances.
 - c. The employee must be ineligible for worker's compensation benefits.
 - d. An employee may not receive a total of more than 261 days of donated sick leave.

ARTICLE V. FISCAL MATTERS

Section A. Hours of Work and Overtime

1. **Work Day:** Each employee shall be assigned to a definite work day with designated times of beginning and ending which shall not be reduced.
2. **Hours, Lunch and Rest Period:** The normal work day shall consist of eight (8) hours excluding a thirty (30) minute uninterrupted lunch period. A daily fifteen (15) minute first half and a fifteen (15) minute second half uninterrupted rest period shall be provided.
3. **Work Week:** The work week shall consist of five (5) consecutive days, Monday through Friday.
4. **Work Schedules:** Work schedules showing the employees' shift, work days, hours, and contract days shall be given to each employee. Additional assigned hours shall be by seniority. The District shall not reduce the number of full time jobs and will not fragment jobs, however, the District and the Association value, as much as fiscally possible, full time, non-fragmented jobs. If the District deems it necessary to reduce the number of full time, non fragmented jobs the District shall meet with the affected principal, secretary(ies), a central office representative, an Association representative, as well as optional note takers to review the necessity of the change, planned resolution, and receive input. Both parties shall meet and evaluate the changes putting the changes in writing for the impacted school year . No split shifts shall be allowed **with the exception of the transportation secretary for the 2016-19 school years.**

5. **Overtime:** Overtime shall be compensated at one and one-half (1 1/2) times the employee's hourly rate. Saturdays, Sundays and holidays shall be compensated at two (2) times the employee's hourly rate. Overtime shall be defined as hours worked beyond eight (8) hours per day and/or forty (40) hours per week. All payment for overtime hours worked shall be in accordance with the Fair Labor Standards Act.
6. **Early Notification – Minimum Pay for Emergency School Closures:** Secretaries will be paid two (2) hours minimum show up time or actual hours if supervisor requests the time to be worked.
7. **Public Employment Retirement System:** All employees shall be credited with sufficient hours per day to qualify them for retirement benefit within the Public Employment Retirement System (PERS).
8. **Paid Moving Time:** With prior principal/administrator approval any secretary required to move their work station/office shall submit a time sheet for up to eight (8) hours of move –related additional time, or the employee may elect to take compensatory time. Exceptions to this eight (8) hour limit shall be based upon the extent of the required move and must be approved by the Superintendent.
9. **Incentive Pay for Early Notification of Retirement:** For the purpose of helping the District determine staffing levels for the following year, the District will pay the departing secretarial staff member for early notification. Written notification of intent to retire/resign received in the district office by the following dates will be paid according to the following scale:
 - Notification by January 31 = 2 days of pay
 - Notification by February 28 = 1 day of pay
 Employees must document additional hours worked equal to the incentive hours paid.

Section B. Holidays

All employees shall receive the following paid holidays which fall within their work year:

- a) New Year's Day
- b) President's Day
- c) Memorial Day
- d) Independence Day
- e) Labor Day
- f) Veteran's Day
- g) Thanksgiving Day
- h) Day After Thanksgiving Day
- i) Christmas Day
- j) Martin Luther King Day

Section C. Vacations

1. **Vacation:** Annual leave with pay shall be allowed to each FTE employee in the following manner:

Number of Years Vacation Days

1 to 5 years	5 Days
6 to 10 years	10 Days
11+ years	1 additional day of vacation for each year of service after 10 years of

service. Maximum 17 days.

2. **Accrual:** Vacation accrual shall be based on total hours per year. (1440 hours equals full year). Employees who are less than full time shall receive a prorated portion.

3. **Vacation Usage:** Employees shall have the option of four (4) days of employee vacation use at any time with substitutes provided by the District. Remaining employee vacations shall be used on non-student days.

Section D. Previous Experience Credit

Any newly hired employee who had previously been employed by any school district, and is hired to perform work similar to that in which she/he was previously engaged, shall be placed on the salary schedule pursuant to her/his years of experience. The District will determine what experience applies to the employee's position. This provision is not retroactive.

Seniority for newly hired employees shall be defined in accordance with Article I. Section A.

Section E. Salary and Salary Payments

1. **Schedule:** Salaries shall be as set out in the schedule which is attached to and made a part of this Agreement as Appendix A.

2. **Retroactivity:** Should the date of execution of this Agreement be subsequent to the effective date, salaries (including overtime) shall be retroactive to the effective date. Retroactive pay, where applicable, shall be paid on the first regular pay day following execution of this Agreement.

3. **Increments:** Increment steps shall take effect on September 1 of each year. An employee shall receive increment credit and advancement when employed one-half (1/2) or more of full time employment during the school year (1440 work hours per year equals full-time employment).

4. **Payment:** Employees shall be paid in twelve (12) equal monthly payments. Checks shall be issued on the last working day of each month. Employees may opt to have their checks delivered to them personally, direct deposited to a bank or mailed to a specified address.

5. **Severance:** All compensation owed to an employee who is leaving the District shall, upon request, be paid on the final day of employment.

6. **State Funding:** The maximum allowable and funded by the State will automatically be applied to the salary schedule. As early in the school year as is practicable, the District shall share State funding information with the Association. Salaries shall be adjusted at that time to assure that the maximum legally allowable is paid in salary.

7. **Errors in Computation:** Errors in computation related to salary and/or fringe benefits shall be brought to the attention of the employee as soon as discovered. In the event the District has made an over payment, the District and the employee shall work out a mutually agreeable plan for payback. In the event the District has underpaid, the deficit shall be made up immediately.

Section F. Insurance

1. **Contribution:** The District shall provide the maximum allowable funded by the state per month per FTE (based on 1440 hours per year) on a pooled basis. No funds shall be deducted from the

employee state allocation for the purpose of funding the HCA remittance.

2. **Part Time Employees:** Employees less than 1440 hours will receive a prorata share, based on their percentage of FTE, of the maximum contribution.
3. **Available Programs:** All eligible employees along with dependents will be required to participate in the District/Association approved dental and vision insurance programs. Each eligible employee will have the option of participating in a District/Association approved medical insurance program, along with eligible dependents. These programs will be known as the “basic benefits” programs. Payroll deductions will be made for any portion of an eligible employee’s premium which is not paid by the District.
4. **Pooling:** The intent of the Parties is to provide the maximum insurance contribution allowable by law to the employee pool. To gain maximum utilization of the total allowable State insurance contribution provided by law for employees, the District shall contribute the maximum allowable to an insurance pool to be distributed among employees, to those who do not generate sufficient monies to cover the full cost of medical coverage.
5. **Sequence:** From the dollar amount available to each employee, first shall be deducted the cost of the District's dental and any other one-hundred percent (100%) required participation insurance plans, with the remaining monies available for application to the medical insurance program(s).
6. **Review:** The Parties shall jointly review coverage and carriers at least annually. No change in carrier or coverage shall be made without mutual determination of the Parties.
7. **Additional Options:** In addition, any employee may participate in any other Association approved voluntary programs, provided, all premiums will be paid from payroll deductions by the employee. Such premiums/deductions will not be included in any pooling calculations.

Section G. Travel Reimbursement

An employee who is required to use his/her personal vehicle as a part of his/her employee responsibilities (including employees who are required to travel between buildings) shall receive travel reimbursement equal to that amount paid to State employees.

Section H. Training/In-service

1. **Required Training/In-service:** Employees attending training/in-service courses required by State regulation or District policy as a condition of employment, will be paid by the District at the employee's per diem hourly rate of pay for all time in attendance, plus any fee or tuition.
2. **Fees, Certificates and Health Tests:** The District shall pay all required fees, inoculations, certificates and health tests needed to maintain employment.
3. **Voluntary Training/In-service Program:** The District shall provide a fund sufficient for funding two (2) days of voluntary training courses, workshops and in-service training per year per employee. If such training/in-service is scheduled outside the employee's work day, the employee shall be paid his/her hourly per diem rate of pay. Overtime provisions will also be in effect for this provision.
4. **Cross Training:** Provide time for Cross Training and collaboration to all employees on non-student days. The District shall provide financial or time consideration for secretaries

requested to train other employees.

Section I. Longevity Payments

The Following longevity payment will be made to qualifying employees:

1. At the completion of the fifteenth (15th) year of a secretary's employment with the district and every year thereafter, an employee's wages shall be increased by the equivalent of one (1) week's salary.
2. At the completion of the twentieth (20th) year of a secretary's employment with the district and every year thereafter, an employee's wages shall be increased by the equivalent of two (2) week's salary.
3. At the completion of the twenty-fourth (24th) year of a secretary's employment with the district and every year thereafter, an employee's wages shall be increased by the equivalent of three (3) week's salary.

Section J. Education Stipend:

Annual Stipends will be paid to employees who hold an applicable skills certificate requiring 25 or more clock hours, an Associate of Arts Degree, or Bachelor of Arts Degree.

Classes must be pre-approved and be applicable to assignment. Effective September 1, 2007. Proof of clock hour completion must be submitted to the Personnel Office by September 1 of each year. Stipends will be paid in one (1) lump sum each year on the October payroll. Employees hired mid-year will receive a pro-rated stipend upon proof of clock hour completion.

25 clock hours = \$50 Annually

50 clock hours = \$100 Annually

ARTICLE VI. GRIEVANCE PROCEDURE

Section A. Definitions

1. "**Grievant**" shall mean a bargaining unit member or group of bargaining unit members or the Association.
2. "**Grievance**" shall mean a claim or complaint by a grievant that:
 - a. there has been a violation, misinterpretation or misapplication of any terms or provisions of this Agreement or of any rules, order, policy, regulation or practice of the employer;
 - b. an employee has been treated inequitably; or
 - c. there exists a condition which jeopardizes employee health or safety.
3. "**Days**" shall mean employee work days. After the last day of school and before commencement of the new term, days shall mean calendar days.

Section B. Time Limits

If the grievant fails to file or appeal according to the time-lines set out herein, the grievance may not be further pursued and will be resolved according to the last formal response. In the event the District or its agents fail to meet a time-line, the grievant may proceed to the next step of the procedure. The specified time limits shall be strictly observed but may be extended by mutual concurrence of the parties.

Section C. Rights to Representation

1. A grievant shall have the right to be accompanied by the Association at all steps of the grievance procedure.
2. In the event a grievant elects to file and proceed without Association representation, he/she may do so through the first two steps of the procedure only, provided that the Association is present at every meeting or conference in order to protect its contract rights, and further provided that copies of the grievance, appeals and responses are given to the President in a timely fashion.
3. No grievance may be processed with a grievant having representation other than him/her self or the Association.

Section D. Individual Rights

Nothing contained herein shall be construed as limiting the right of any employee having a complaint to discuss the matter through administrative channels and to have the problem adjusted without the intervention of the Association, as long as the Association is notified in writing of the disposition of the matter and such disposition is not inconsistent with the terms of this Agreement.

Section E. Procedure

Grievances shall be processed in the following manner:

STEP 1. Supervisor: The Parties encourage employees and their supervisors to attempt to resolve problems through free and informal communications prior to filing formal grievances.

Within thirty days of the occurrence, or of the grievant's knowledge of the occurrence, the formal grievance shall be presented in writing to the employee's supervisor, who will arrange for a conference between him/her self, the grievant and the Association Representative to take place within five days after receipt of the grievance. The supervisor shall provide the grievant and the Association with a written answer to the grievance within five days after the meeting. Such answer shall include all reasons upon which the decision was based.

STEP 2. Superintendent: If the grievant is not satisfied with the disposition of the grievance at Step 1, or if no decision has been rendered within the time line, the grievance may be appealed to the Superintendent. The Superintendent shall arrange for a hearing with him/her self, the grievant, the first level supervisor and the Association Representative, to take place within five days of his/her receipt of the appeal. The grievant and the Association shall have the right to include in the representation such witnesses they deem necessary to develop the facts pertinent to the grievance. Upon conclusion of the hearing, the Superintendent will have five days to provide his/her written decision, together with the reasons for the decision to the grievant and the Association.

STEP 3. Binding Arbitration: If the Association is not satisfied with the decision at Step 2, or if no disposition has been made within the time-line, the Association may submit a Demand for Arbitration to the American Arbitration Association (AAA), along with a copy to the Superintendent. The arbitration shall be controlled by the Voluntary Arbitration Rules of AAA, provided that the Parties shall strike names from the panel selected by AAA within ten days of receipt of such panel. Neither the District nor the Association shall be permitted to assert in such arbitration any ground not previously disclosed to the other part.

The arbitrator shall have complete authority to make any decision and provide any remedy appropriate except as otherwise expressly prohibited by law or this Agreement. If the arbitrator finds that the District's action has been taken to accrue unjust enrichment, the arbitrator may require the District to compensate for any damages inflicted or to turn over any monies acquired as a result of such unjust enrichment. Both parties agree to be bound by the award of the arbitrator.

The costs for the services of the arbitrator, including per diem expenses, if any, and his/her travel and subsistence expenses and the cost of any hearing room, will be borne equally by the Parties; all other costs will be borne by the party incurring them, except that where the arbitrator finds that the position of one party is an intentional breach of contract, the arbitrator may require that party to pay all expenses.

Section F. Miscellaneous Conditions

1. **Contract Expiration**: Notwithstanding the expiration of this Agreement, any claim or grievance arising thereunder may be processed through the grievance procedure until resolution.
2. **No Reprisals**: a No reprisals of any kind will be taken by the District or its agents against any employee because of his/her participation in this grievance procedure.
3. **Cooperation of the Parties**: The Parties will cooperate in their investigation of any grievance; and will furnish such information as is requested for the processing of any grievance.

For the purpose of assisting an employee or the Association in the prosecution or defense of any contractual, administrative, or legal proceeding, including, but not limited to grievances, the District shall permit an employee and/or an Association representative access to and the right to inspect and acquire copies of his/her personnel file and any other files or records of the District which pertain to the affected employee or any issue in the proceeding in question.

4. **Released Time**: Should the investigation or processing of any grievance require that an employee(s) or an Association representative(s) be released from his/her regular assignment, upon request of the Association, he/she shall be released without loss of pay or benefits.
5. **Files**: All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.
6. **Form**: The form for filing grievances is attached to and made a part of this Agreement as Appendix B.
7. **Association Grievances**: If a grievance affects a group of employees or the Association, the Association may initiate and submit such grievance to the Superintendent directly, and the processing of such grievance shall commence at Step 2. Grievances involving more than one supervisor and grievances involving the administrator above the building level may be filed by the Association at Step 2.

ARTICLE VII. DURATION

Section A. Effective Dates

This Agreement shall be in effect **September 1, 2016, through August 31, 2019.**

Section B. Openers

Modifications of this Agreement, matters of common concern, wages, hours, terms and conditions of employment may be subject to negotiation during the term of this Agreement only upon request and by mutual agreement of the parties, except as otherwise provided herein, provided that upon written notice from either Party, the Agreement shall be renegotiated for its second and third years as follows: automatically open shall be salaries, insurance, and extracurricular stipends; in addition, each party may open up to two additional contract items.

Upon written notice given by the Association to the District not later than April 1, the Parties agree to exchange proposals and commence negotiations on a successor Agreement no later than **May 1, 2019**, provided that, in the event the State Legislature passes law that creates a new program(s) that is not currently covered in this contract and if such program is also subject to local bargaining, negotiations shall be opened on such matters.

EXECUTED THIS _____ day of _____, **2016**, at Omak, Okanogan County, Washington, by the undersigned officers with the authority of and on behalf of the Parties.

FOR THE DISTRICT:

FOR THE ASSOCIATION:

Board Chairman

Association President

Superintendent

Chief Negotiator

APPENDIX A. EMPLOYEE SALARY SCHEDULE 2016-2017 School Year

<u>Years</u>	<u>Base</u>	<u>Factor</u>	<u>Hourly</u>
0	\$ 15.00	1.00	\$ 15.00
1	\$ 15.00	1.13	\$ 16.95
2, 3	\$ 15.00	1.14	\$ 17.10
4, 5	\$ 15.00	1.15	\$ 17.25
6, 7	\$ 15.00	1.16	\$ 17.40
8, 9	\$ 15.00	1.17	\$ 17.55
10, 11	\$ 15.00	1.18	\$ 17.70
12, 13	\$ 15.00	1.19	\$ 17.85
14, 15	\$ 15.00	1.20	\$ 18.00
16, 17	\$ 15.00	1.21	\$ 18.15
18, 19	\$ 15.00	1.22	\$ 18.30
20, 21	\$ 15.00	1.23	\$ 18.45
22, 23	\$ 15.00	1.24	\$ 18.60
24, 25	\$ 15.00	1.25	\$ 18.75
26, 27	\$ 15.00	1.26	\$ 18.90
28, 29	\$ 15.00	1.27	\$ 19.05
30+	\$ 15.00	1.28	\$ 19.20

APPENDIX A-1 POSITIONS

POSITION **DAYS** **HOURS**

High School Secretary	210 days	8 hrs.
High School Secretary (Bookkeeper)	200 days	8 hrs.
High School Counselor/JOM Advisor Secretary	210 days	8 hrs.
High School Records Secretary	190 days	4 hrs.
High School Attendance Secretary	195 days	8 hrs.
Career & Technical Ed/Athletic Director Secretary	205 days	8 hrs.
High School Library/Media Secretary-Technician	190 days	8 hrs.
Highlands ALE Secondary Secretary	190 days	8 hrs.
Middle School Secretary	210 days	8 hrs.
Middle School Counselor Secretary	190 days	4 hrs.
Middle School Library/Media Secretary-Technician	190 days	8 hrs.
Middle School Attendance Secretary	195 days	8 hrs.
Transportation Secretary	190 days	7 hrs.
North Elementary Secretary	205 days	8 hrs.
North Elementary Counselor/Attendance Secretary	195 days	8 hrs.
East Elementary Secretary	205 days	8 hrs.
East Elementary Counselor/Attendance Secretary	195 days	8 hrs.
North Preschool Secretary	182 days	1 hrs.
Early Childhood Education Assistance Program (ECEAP) Secretary	182 days	5 hrs.
Maintenance Secretary	250 days	4 hrs.

**The days and hours allotted for the ECEAP Secretary shall be renegotiated if the ECEAP program is no longer a part of the Early Childhood Development Program at North Elementary School. The hours for this position are not to exceed budget guidelines of ECEAP program.

APPENDIX B. FORMAL GRIEVANCE FORM

NAME OF GRIEVANT: _____

ASSIGNMENT _____ **BUILDING** _____

DATE _____

PERSON TO WHOM GRIEVANCE IS SUBMITTED _____

SPECIFIC CONTRACT ARTICLE, BOARD POLICY, CODE, RULE, REGULATION, PRACTICE, OR HEALTH OR SAFETY CONDITION VIOLATED: _____

BRIEF DESCRIPTION OF GRIEVANCE: _____

DATE VIOLATION OCCURRED: _____

DATE GRIEVANT BECAME AWARE OF VIOLATION: _____

REMEDY SOUGHT: _____

SIGNATURE OF GRIEVANT: _____

DATE: _____

Send the original signed grievance to the person with whom the grievance is filed. Send one copy each to the Superintendent and Association President. Keep one copy.

APPENDIX C. JOB DESCRIPTIONS

Beginning with the 2006-07 school year, a committee to review job descriptions will be formed. This committee will consist of two (2) Association representatives, appropriate building/department administrator, and the personnel officer. This committee will receive input from incumbents regarding current job duties, develop and review amendments, and develop newly drafted job descriptions for negotiations. All updated job descriptions will meet ADA and FSLA requirements.

1. **HIGH SCHOOL SECRETARY**

JOB PURPOSE: **ENHANCE STUDENT ACHIEVEMENT**
BY

ENSURING THE EFFICIENT OPERATION OF THE SCHOOL OFFICE

ESSENTIAL JOB RESPONSIBILITIES:

- ***Responsible for courteous and professional communication and contact with all staff, students, parents and visitors to the school office by***
 - *Possessing the ability to communicate and multi-task effectively and efficiently*
 - *Scheduling meetings for parents and/or students with Principal or teaching staff*
 - *Answering and operating the multi functioning digital telephone system - transferring calls, taking written messages for students and staff*
 - *Reset phone panel when outages occur.*
 - *Maintain the Daily Bell Schedules in the bell system and adjust accordingly*
 - *Communicate any adjustment in daily bell schedules with staff and students*
 - *Maintain field trip /activity requests and follow-up communication with Principal*
 - *Maintain the events calendar, input all data on the calendar*
 - *Assist students, staff and visitors at the front office*
 - *Assist the Principal by calendaring appointments, meetings, faculty meetings, community relations, press releases, letters, assemblies and other school or community events*
 - *Assist parents and students with Skyward Family Access for student records*
 - *Assist the Attendance Secretary with parent and student attendance matters*
 - *Assist ASB Bookkeeper with processing lunch payments, and other financial matters*
 - *Assist with planning or implementation of staff trainings, workshops, events, and student or school related activities*
 - *Assist with workshop registration, travel arrangements for staff, administrators*
 - *Maintain a courteous, helpful and friendly attitude*
- ***Maintain a high level of ethical behavior and confidentiality of any information regarding students, personnel and all job-related matters by***
 - *Interpreting, communicating and applying District and school rules, procedures and policies*
 - *Assist Principal with discipline matters by; contacting parents, typing letters, scheduling appointments*
 - *Communicating effectively and professionally with staff, students, and community agencies*
 - *Managing the main school office area; organizing countertops & magazine racks with informational school letters, newspapers, pamphlets, log into desktop computer for aides and teachers to have daily log in access*
 - *Training and managing the student office aides daily; coaching them on office attire and appearance, class attendance, attitude & behavior*
 - *Monitoring student office aides work performance of routine daily tasks, grading them under the supervision of Principal*
 - *Assisting the Principal and office support staff during the planning and/or implementation of school emergency drills, evacuations*
 - *Maintaining emergency radios/equipment (check each day to be sure all have complete charge on them)*
 - *Maintaining the evacuation site key & emergency information*
 - *Creating survey's online for students, parents, and staff*
 - *Maintaining printed or online survey data and records*

- *Maintaining files on all school related confidential matters*
- *Maintaining L&I posters in lounge and maintaining log sheets*
- *Maintaining student and staff accident reports*
- *Providing first aide treatment to staff & students (application of bandages, ice packs, medical supplies)*
- *Contacting parents or emergency medical services for ill or injured students*
- *Maintaining a current First Aide/CPR card, attend required training*
- *Maintaining and organizing shelves and all paper forms used by the staff and students in the staff workroom*
- ***Maintain all staff records of student grades and files by***
 - *Completing and maintaining teachers grading reports and lesson plans (each quarter)*
 - *Reviewing status of staff records received with Principal each quarter*
 - *Maintaining staff records; curriculum notebook – course outline, grading expectations, Teacher emergency lesson plans*
 - *Assist Principal with typing reports*
 - *Maintain yearly classroom inventory records submitted by teachers; retain database and printed copies for annual audit*
- ***Responsible for maintaining daily staff absences by***
 - *Coordinating staff absence coverage with sub coverage*
 - *Maintaining monthly staff absence reports for district office*
 - *Meeting substitute teachers; /personnel daily*
 - *Assisting substitutes with necessary materials; keys, sub packet, bulletins, schedules, emergency lesson plans, attendance sheets, instructions for the day*
 - *Copy daily Substitute Sign in sheets (1- district office, 1- retain for building copy)*
 - *Reconcile staff absence reports in AESOP computer program at month end*
 - *Processing substitute reports and sign in -sign out sheets*
- ***Maintain Building Keys - records and data for all keys and security cards issued to all staff; and community members; using the facilities by***
 - *Inputting card data in the security system for staff, new users, (pass codes & authorization levels for security system) and make necessary updates and changes to the security code*
 - *Provide individual training when issuing keys and security swipe cards*
- ***Maintain reports and correspondence with excellent organizational skills by***
 - *Typing letters, minutes, orders, bulletins, reports, documents, statistical data*
 - *Creating, proof-reading, and compiling information/correspondence for emails, memos, letters, newsletters, press releases, bulletins*
 - *Maintain high school web page and update weekly*
- ***Responsibilities for the Parent/Teacher/Student Conferences***
 - *Schedule & coordinate fall and spring Parent, Teacher and Student Conferences for staff, students, parents*
 - *Maintain PTS Conference attendance and data records*
 - *Prepare PTS Conference notifications and press releases*
 - *Prepare data reports, charts, and data retrieval*
- ***Responsibilities for the Site Council Committee Meetings***
 - *Attend Site Council Committee Meetings*
 - *Take minutes at the meetings*
 - *Maintain the agenda, minutes, and records*
 - *Correspond monthly with committee members by phone or email*
- ***Historian and Graduation Responsibilities***
 - *Maintaining all record keeping of data, school reports, student awards, final graduate lists, graduation ceremony programs, scholarship donors, keep on file for school archives*
 - *Gather and maintain end of year student awards ceremony information*
 - *Prepare list and order student awards for the engraver*
 - *Prepare list and confirm each graduating senior's legal name as it should appear on diplomas*

- Coordinate with graduation diploma company each year; proof diploma draft confirm school board, principal, superintendent name spelling, titles. Make sure signatures appear correctly for each year's diploma, provide final diploma order for each graduate, maintain data and continually review the list for confirmation of actual graduates authorized to receive a state diploma
- Coordinate graduation, program brochure and data with the senior class advisor, counselor, principal.
- Type and prepare the senior data to be printed in the graduation program.
- Copy, fold and stuff the inserts into the graduation program each year
- Responsible for ordering valedictorian/salutatorian medals, obtain updated honor roll list, order honor chords, and finalize order with Principal.
- **Maintain all assigned office software programs and machines by**
 - Experience and knowledge of computer programs used by the high school : including but not limited to Office XP, Word, Excel, Dreamweaver, Publisher, Adobe, Outlook e-mail
 - Maintaining office equipment: including but not limited to facsimile machines, digital copiers, printers, Xerox, HP, Dell, Acer, and the EON - V.O.I.P. multi-line digital telephone system
 - Restocking paper daily in copy and printing machines throughout the day
 - Maintaining and ordering supplies for the printers, fax and copiers
 - Routinely examining machines throughout the day to assure all are in good working condition
 - Inputting tech repair help ticket requests into the computer system for administrator, staff
 - Inputting maintenance help ticket requests into the computer system for administrator, staff
 - Assisting and troubleshooting for repairs of the machines or office equipment and act as main contact person for the copy machine repair service tech, ESD network tech, EVCO telephone tech, Security Camera tech, and other office computers or equipment
 - Call copy machine service repair tech for machines experiencing any kind of problems
 - Maintain Inventory of all office equipment and supplies

2. HIGH / MIDDLE SCHOOL SECRETARY (BOOKKEEPER)

JOB PURPOSE: ENHANCE STUDENT ACHIEVEMENT
BY

ENSURING THE EFFICIENT OPERATION OF THE SCHOOL OFFICE

ESSENTIAL JOB RESPONSIBILITIES:

ASB DAILY / WEEKLY DUTIES

Count and receipt all ASB money daily for the HS and MS

By:

- Reconciling the receipt book to the monies received
- Completing a Cash Deposit Report(s)
- Writing a receipt to the club / athletic organization
- Completing a separate Deposit Transmittal for monies collected by the HS and MS
- Preparing the daily deposit(s) to the bank
- Delivering the deposit(s) to the bank

Maintain detailed records for all ASB club transactions for the HS and MS

By:

- Creating spread sheets for each ASB club / athletic organization
- Inputting all deposits
- Inputting all Purchase Orders, Payment Orders, Disbursement Requests, Transfers, Travel Requests

Review and approve all activity / fund raising requests

By:

- Making sure the activity / fund raiser is an approved activity according to ASB guidelines and Board Policy
- Signing off on activity and make sure all necessary signatures have been obtained

Order supplies / inventory for both concession stands

By:

- *Reviewing current inventory and order from vendors*
- *Putting away all new inventory*
- *Sending inventory invoices to the District office for payment*

Maintain accurate inventory records for both concession stands

By:

- *Counting all available inventory prior to opening concessions*
- *Completing an Inventory of Concessions worksheet and put in the concession cash box*
- *Reconciling the Inventory of Concessions worksheet with the Cash Deposit Report after concessions for the event have been closed*

Balance All ASB accounts with the District on a monthly basis

By:

- *Reconciling each HS and MS ASB and athletic accounts with the end of month reports generated by the District Office*

Input all ASB Purchase Orders on Skyward for the HS and MS

By:

- *Auditing the Purchase Order for signatures and use of funds*
- *Assisting coaches, club advisors and administration with budget and Purchase Order questions*
- *Printing the Purchase Order after it has been electronically approved*
- *Obtaining authorized signature on completed, printed Purchase Order*
- *Photocopying the Purchase Order and distribute a copy to the District Office, Club and ASB office*
- *Filing the ASB Office copy of the original and final Purchase Order*

Prepare any additional ASB fund requests for the HS and MS by Payment Order, Disbursement Request, Transfer and Travel Request

By:

- *Completing the necessary paperwork for each type of request*
- *Auditing the paperwork for signatures and proper use of funds*
- *Photocopying Disbursement Requests and travel Requests and forward the originals to the District Office for further processing*
- *Completing Imprest checks for Payment Orders*

Review incoming invoices for HS and MS ASB Purchase Orders for accuracy

By:

- *Pulling the Purchase Orders and compare with the invoice*
- *Sending the invoice to the District Office for payment*

Prepare cash boxes for all HS and MS events

By:

- *Preparing a Cash Deposit Report detailing the starting cash in the box*
- *Preparing a Ticket Sales Report of cash boxes using tickets*
- *Securing completed cash boxes in the safe for later pick up by game / activity manager*

Reconcile all event cash boxes for all HS and MS events

By:

- *Counting all money*
- *Reconciling monies collected with inventory or tickets sold*

Recover NSF and Return Check monies

By:

- *Revising the Depository Account check register to reflect the NSF / Returned check amount*
- *Attempting to recoup the loss by going to the issuing band and trying to cash it*
- *Writing a letter to the person who wrote the check with a request to bring in the money*
- *Fining the student whose guardian wrote the NSF / Returned check until the issue is resolved*
- *Adjusting the Depository Account when the check is cleared*
- *Depositing the money*

Maintain Ticket Sales Report for all HS and MS events

By:

- *Inputting all deposits*

- *Inputting ticket numbers and cash received of the Sales Ticket Summary for review by the District Office and/or auditor*

ASB MONTHLY DUTIES

Prepare monthly HS and MS ASB transfer recap report

By:

- *Gathering all Transfer Request forms and prepare a Transfer Recap Report*
- *Obtaining all required signatures*
- *Sending the original report to the District office*
- *Filing a photocopy in the ASB office*

Prepare monthly HS and MS Depository Account Summary

By:

- *Gathering all Deposit Transmittals and Cash Deposit Reports for that month and input all income transactions onto a Program Fund Report*
- *Checking for accuracy and reconcile with the bank balances*
- *Obtaining required signatures*
- *Writing a check from the ASB Depository account to the Okanogan County Treasurer*
- *Sending the original Depository Account Summary and the check to the District office*
- *Filing a copy of the summary and check with the months Deposit Transmittals and Cash Deposit Reports*

Prepare an Imprest Replenishment report for the HS and MS

By:

- *Gathering all Payment Order requests and complete the Imprest Replenishment report*
- *Obtaining all required signatures*
- *Photocopying all the Payment Order requests*
- *Attaching the original Imprest Replenishment report to the photocopies of the Payment Orders and send to the District office*
- *Filing the original Payment Orders with a copy of the Imprest Replenishment report in*
- *The ASB office*

Balance ASB HS and MS Imprest accounts and the ASB Depository account

By:

- *Reconciling monthly bank statements with the Imprest and ASB Depository account registers*
- *Filing bank statements in binder*

ASB ANNUAL DUTIES

Annual start up

By:

- *Reviewing mail from summer, processing accordingly*
- *Completing a Payment Order to the bank for cash boxes*
- *Preparing cash boxes for ASB HS and MS offices*
- *Updating club / athletic accounts with transactions completed over the summer*
- *Reconciling bank statements from June, July and August Imprest and ASB Depository accounts*
- *Reconciling District reports for June, July and August with ASB accounts*
- *Removing all previous years paperwork and storing it in the records room*

Estimated Budgets for all HS, MS, ALT and Athletic accounts

By:

- *Preparing a packet for each Athletic and ASB club*
 - *Packet to include detailed instructions as to how to complete the Estimated Budget*
 - *Estimated Budget Form*
 - *Recap of what financial activity the club had for that year and their current balance*
- *Assisting coaches and advisors with questions on how to complete their Estimated Budget*
- *Auditing incoming Estimated Budget forms for signatures and completeness*
- *Preparing the Chart of Accounts and obtain all signatures on the final copy*
- *Photocopying the completed Chart of Accounts and sending the original to the District office for Board Approval*

Assist with Scholarship nominations

By:

- *Gathering all scholarship applications from the Counseling office for the Dorothy Threewits, Chet Evans, and the E. Felgenhauer Scholarship programs*
- *Recruiting administration and teachers from every department to participate in the nomination process*
- *Processing award letters to each scholarship recipient*
- *Processing Disbursement Requests for the above scholarships when the information comes in from the recipient*

Year End

By:

- *Retrieving all cash boxes from the HS and MS*
- *Depositing cash on hand monies back into the HS Imprest account*
- *Writing thank you letters to scholarship donors with the recipients application information*
- *Completing the InvestED yearend report online for the HS and MS*
- *Setting up all forms to reflect the next year*
- *Preparing a fine list for the Athletic department for the sports which start early*

DISTRICT DAILY / WEEKLY DUTIES

Count and receipt all District money daily for the Lunchroom, HS office and MS office

By:

- *Collecting all cash boxes*
- *Adding all the cash and checks*
- *Reconciling the cash / checks with the Cash Deposit Report*
- *Reconciling the receipt book to the monies received*
- *Writing a receipt to the club / athletic organization*
- *Complete a Deposit Transmittal for monies collected*
- *Fax the Deposit Transmittal and bank receipt to the District office*

Assist with a variety of special projects as directed by the HS Principal

By:

- *Creating informational graphs and reports for the building and administration meetings*

Prepare all HS Building budget and Purchase orders through Skyward

By:

- *Auditing the Purchase Order for signatures and use of funds*
- *Assisting teachers and administration with budget and Purchase Order questions*
- *Photocopying the Purchase Order and distribute a copy to the requesting department*
- *File the office copy of the original with the final Purchase Order*

Maintain and update the Building budget

By:

- *Inputting all deposits*
- *Inputting all Purchase Orders, Reimbursement Requests, Travel Requests and Sub costs*

DISTRICT MONTHLY DUTIES

Balance Building budget

By:

- *Reconciling monthly District reports with the Building budget spreadsheet*
- *Filing reports in binder*
- *Preparing monthly Building budget reports for the Principal and the Budget Committee*

DISTRICT ANNUAL DUTIES

Start up

By:

- *Reviewing mail from summer and process accordingly*
- *Requesting monies from the District office for District cash boxes*
- *Preparing cash boxes for the HS office, MS office, Lunchroom and MS Library*
- *Updating Building budget with transactions completed over the summer*
- *Reconciling District reports for June, July and August for the Building budget*

- Collecting all previous years paperwork and putting it into storage

Close up

By:

- Retrieving all cash boxes from the HS, MS and Lunchroom
- Returning District cash on hand to the District office

ASB AND DISTRICT DAILY / WEEKLY DUTIES

Maintain the HS Fine List

By:

- Receiving notice of fines from teachers, coaches, library, lunchroom and administration
- Preparing fine letters at grading time
- Updating fine list with new fines
- Receipting in fine money
- Informing teachers, coaches, library, lunchroom, secretaries and administration of paid fines

Maintain office filing system

Assist parents and students with a variety of questions / situations

Make daily deposits to the bank

By:

- Preparing daily deposits for the HS, MS ASB and District accounts

3. HIGH SCHOOL COUNSELOR/JOM ADVISOR SECRETARY

JOB PURPOSE: ENHANCE STUDENT ACHIEVEMENT

BY

ENSURING THE EFFICIENT OPERATION OF THE SCHOOL OFFICE

ESSENTIAL JOB RESPONSIBILITIES:

Provide professional, courteous communication and contact with students, staff, parents, visitors, community, and the media.

By

- Make and receive phone calls
- Draft letters and correspondence
- Schedule appointments for parents and teaching staff or counselor
- Supervise student office aids
- Assist students with college application forms

Maintain Skyward Master Calendar

By

- Set master calendar
 - Update school days non-school days
 - Update with calendar terms
 - Update grading periods
- Set up grading buckets
 - Set grading window
- Set up and update master calendar
 - Add and edit courses
 - Add and edit sections
 - Add and edit course meets

Maintain Course Description Book

By

- Add new courses being offered
- Remove courses not offered
- Update description upon teacher request

Maintain HS Master Schedule

By

- *Keep updated master schedule*
- *Prepare section counts upon request*

Prepare and Update Student Registration Packets

By

- *Listing of grade level electives*
- *Parent letter*
- *Master schedule*
- *Have copies ready*
- *Prepare registration information for student registration meetings*

Manage Online Registration

By

- *Ensure system is set up*
- *Reserve computer lab*
- *Order username and password labels for each student*
- *Computer lab set up*
 - *Master schedule on smart board*
 - *Online registration instructions on smart board*
 - *Computers on registration site*
- *Master Schedule for each grade level*
- *Create student scheduling groups*
- *Assist students with online registration*
- *Edit course master as needed during registration*

Maintain Student Records

By

- *Manage all student enrollment*
 - *Request student records from previous school*
 - *Maintain immunization record*
 - ✓ *Require immunization record upon enrollment*
 - ✓ *Mail non-compliance letters*
 - ✓ *Contact parents of students regarding out of compliance immunizations*
 - *E-mail teachers regarding new students and transfer grades*
- *Post transfer credits to OHS transcripts*
- *Update/Edit transcripts per counselor request*
- *Update student information in system*
 - *Address*
 - *Family Contact*
 - *Emergency Contact*
 - *Restraining Orders*
- *Maintain student Accumulation files*
- *Withdraw*
 - *Print and send withdraw form to counselor, principal, attendance, teachers for grades and signatures*
 - *Withdraw transferring students from system*
 - *Work with attendance secretary to Drop students who have 20 consecutive absences*
 - *Faxing transcript, withdraw grades, and immunization record to new school*
 - *Mailing Accumulation file to new school*

Student Enrollment Reporting

By

- *Maintain student enrollment records*
- *Run P-223 report*
- *Compare that P-223 is correct with student listing*

Assist with schedule changes

By

- *Send student to teachers with drop/add form to get withdraw grade and fine release*
- *Input schedule changes*

Manage Grading

By

- *Make sure all grades are posted*
- *Run and order all grade reports*
- *Run and order D & F reports*
- *Run and order midterm progress reports*
- *Post grading corrections as requested by teachers*
- *Send honor roll information to paper*
- *Recognize honor roll students in the building*
- *Assist teachers with skyward grading*

Coordinate Testing

By

- *Order PSAT and Study Guides*
 - *Reserve PAC*
 - *Prepare testing materials*
 - *Sign up students*
 - *Receipt testing fee*
 - *Mail testing fee to PSAT*
 - *Schedule Proctor*
- *Coordinate AP Testing*
 - *Send notices to teachers*
 - *Sign students up for appropriate AP Test*
 - *Maintain testing file*
 - ✓ *Track who take which test*
 - ✓ *Track deposit collected*
 - ✓ *Track remaining balances*
 - ✓ *Who qualifies for fee waivers*
 - *Receipt testing fee*
 - *Mail testing fee*
 - *Reserve testing areas*
 - *Schedule testing proctors*
 - *Order testing materials & store in locked area*
- *Assist with SAT and ACT Information*
 - *Order SAT and ACT information material*
 - *Order SAT & ACT Waivers*
 - *Make study guides available*
 - *Assist Students with online registration*
 - *Fill out student waivers if student qualifies*
 - *Maintain test records*
- *Order FASFA forms*

Create Various Data Mining Reports requested by Principal, Counselor, JOM Advisor, and other staff

By

- *Example: Grade Comparisons, Attendance/Grade Comparisons*
- *Assist with NAV 101 reporting*
- *Assist with Gear Up reporting*
- *Assist with Student Tracker reporting*

UpWard Bound Support

By

- *Prepare grade reports and testing scores*
- *Counselor recommendations*
- *Verify student enrollment, grade, and attendance to various agencies upon request*
- *TANF*
- *Employment Agencies*

Maintain Scholarship Information

By

- Keep and update scholarship book
- Create and update scholarship packets
- Send scholarship notices to HS Secretary for bulletin
- Make scholarship applications available to students
- Collect completed scholarship applications from students
- Maintain scholarship award list
- Create scholarship insert for graduation program
- Keep running tally of total scholarships awarded

Assist Counselor with maintaining graduating senior list

Report to Media

- Graduating student list
- Honor roll
- Special awards (national merit scholarship)

Senior Support

By

- Mail official final transcripts to colleges
- Mail immunization reports to seniors
- Mail final transcript to students

Assist with Skyward Family Access

By

- Send out family access information letter
- Assist students and parents with family access

Maintain School Forms

By

- Mail home school forms to be updated yearly
- Track forms that have been turned in
- Send to appropriate staff member

Maintain Office Equipment

Order office supplies

Request students from class

By

- To meet with Counselor
- To meet with Parole Officer
- For MAPS Testing

Assist with new student orientation

By

- Welcoming new students to OHS
- Providing school tour (if a student aid is not available)
- Introducing student to office staff

Attend guidance team Late Start Monday (LSM) meetings

Prepare student name and address listing for military

By

- Send letter to parents to opt out of their student being placed on the list
- Take student off list that opt out
- E-mail listing to military recruiter

4. HIGH SCHOOL RECORDS SECRETARY

JOB PURPOSE: ENHANCE STUDENT ACHIEVEMENT

BY

ENSURING THE EFFICIENT OPERATION OF THE SCHOOL OFFICE

ESSENTIAL JOB RESPONSIBILITIES:

1. Process Mailings

- BY*
- 2. *Preparing mailing of grade reports, certified letters, PRIDE and state testing correspondence*
Maintain Student Records
- BY*
- *Requesting transcripts of incoming student*
 - *Sending transcripts to requesting schools, agencies, or students*
 - *Copying senior transcripts to permanent record to be filed*
 - *Filing incoming freshmen cume files*
 - *Purging old records and archive senior files*
 - *Mailing accumulation file to withdrawn students new school upon school request*
 - *Updating and correcting student information such as addresses, phone numbers, emergency contacts and parent/guardian information*
- 3. **Maintain Immunization Records**
- BY*
- *Updating student immunization records*
 - *Running immunization reports*
 - *Preparing non-compliance letters to be mailed*
 - *Submitting immunization Report*
 - a. **Grade Reporting**
- BY*
- *Ensuring all grades are posted*
 - *Ordering grade reports*
- 5. **Shared Duties with Counseling Secretary**
- BY*
- *Greeting and assist visitors, staff, and students*
 - *Registering students transferring into the district throughout the year*
 - *Withdrawing Students leaving the district*
 - *Providing various reports to requesting agencies such as TANS, Upward Bound, and Gear Up*
 - *Updating the scholarship book and have copies available to students*

5. **HIGH SCHOOL ATTENDANCE SECRETARY**

JOB PURPOSE: *ENHANCE STUDENT ACHIEVEMENT*

BY

ENSURING THE EFFICIENT OPERATION OF THE SCHOOL OFFICE

ESSENTIAL JOB RESPONSIBILITIES:

1. ***Provide professional, courteous communication and contact with students, staff, parents, visitors, community, and the media***

BY

- *assist with greeting visitors and provide them with appropriate information*
- *answering phones, transfer calls, take messages, send/receive fax documents*
- *assist parents to relate to the school program and its staff; referring the most complex problems to the principal or other designated staff person*
- *make arrangements for conferences*
- *interprets, communicates and applies school rules, procedures, and policies*
- *provide accurate information to parents, staff and outside agencies as allowed*

2. ***Serve as secretary to the vice-principal***

BY

- *greet and announce visitors*
- *locate and send for students*
- *participate in emergency drills and perform assigned duties*
- *assist with discipline matters as needed; contacting parents, scheduling appointments*

3. ***Provide clerical duties***

BY

- *process dance guest requests and print report for ASB secretary*

- *print and fax attendance, grade, and enrollment information to TANF as requested*
- *provide students/parents with attendance records when requested*
- *print attendance sheets for substitutes when necessary*
- *run attendance information for JOM students*
- *set-up auto email notifications when necessary*
- *copy and distribute notices of detention received from the juvenile department*
- *filing and shredding documents*

4. Perform office support and communication services for the building

BY

- *compose standard letters, memoranda, and reports independently with little or no instruction*
- *assist teachers with Skyward attendance issues*
- *provide attendance, discipline and/or student data as requested for reports*
- *input and update filed trip information into the Skyward system*
- *communicate with newspapers to maintain and update list of participating teachers and distribute papers*
- *act as liaison between the staff and the representatives for BooksAreFun*
- *record messages and program caller for various announcements*
- *create and post messages to students/parents through Message Center on Skyward*
- *when necessary take a digital photo of a student and email to Parsons along with identifying information so that a student ID card or ASB card can be issued*
- *distribute school pictures and dance pictures*

5. Responsible for Attendance Data and Records

BY

- *assist students/parents with the completion of admit slips, off-campus passes, pre-arranged absence slips*
- *input attendance information from completed forms and update related discipline entries as required*
- *make calls to verify absences and follow up on unexcused absences*
- *run report for attendance letters each week, create related discipline entries, print and mail letters*
- *run report for tardy letters each week, create related discipline entries, print and mail letters*
- *track attendance to identify any student(s) that may have 20 days consecutive absence*
- *assist staff with attendance issues*
- *run daily unrecorded attendance report and email appropriate staff and administrator*
- *input unrecorded attendance*
- *input attendance for students suspended or in the ISS room*
- *co-ordinate with Alternative HS secretary on attendance for “shared” students*
- *supervise and review the work of student assistants assigned to the attendance office*
- *run report and import data to School Messenger and set calling machine each day*
- *create and print attendance sheets for staff each week*
- *track field trip data and input appropriate attendance information*
- *each month print Enrollment Report, Attendance Membership Report, Entry Report, and Withdrawal Report and maintain hard copy for “count” records and electronic copy for the state auditor records*
- *run second Attendance Membership Report one week after count with new date range and add to file*
- *run Student Transaction Report weekly and compare schedule changes to recorded attendance and make necessary adjustments to attendance entries and discipline entries that apply to attendance letters*
- *run Schedule & Enrollment Inconsistencies Report and the Suspect or Questionable Attendance Report to verify current attendance entries*
- *maintain files for attendance information; both for students and all reports*
- *maintain all files that relate to attendance*

6. Responsible for following BECCA Rules and School Procedures

BY

- *at the beginning of the year, locate any students under age 18 that have not returned to our district*
- *run weekly and monthly reports to track attendance on those students that are under age 18*
- *make sure calls and letters are completed on appropriate students*
- *contact and request student/parent conferences when appropriate*
- *meet with student/guardians about attendance issues*
- *make other contacts and provide attendance information to various agencies – TANF, juvenile department, probation officer, tribal attendance contacts*
- *notify juvenile department and/or probation officer regarding any suspension*
- *complete and file appropriate papers (petition, contempt) with the court*
- *correspond with juvenile office regarding any change in student enrollment status or possible changes to the court docket*
- *prepare files for court – current attendance, grades, progress and/or discipline report*
- *complete “Notice of Substitution” for any student that has left the district*
- *attend court when assigned person is unable to attend*
- *file “Request for further action” when appropriate for students that are on order to attend*
- *maintain spreadsheet for BECCA filings*
- *enter Becca petition information in discipline section of Skyward*
- *enter Q codes into discipline section of Skyward for state reporting purposes*
- *complete state reports twice a year and submit to the district office*
- *copy and distribute monthly probation list to appropriate staff*

7. Beginning of Year Duties

BY

- *print labels and set up attendance files for all students*
- *add student names to activities for various clubs or groups-i.e. FFA, Travel Club, FBLA, Key Club, etc*
- *add items to Outlook calendar*
- *verify and add new information to sub folder*
- *set up new informational and correspondence files for the year*
- *check status of students that are registered for classes but do not show*
- *assist with picture day by performing the following tasks*
 - *co-ordinate with middle school to create schedule times for pictures and fax information to Parsons*
 - *select student helpers for picture day and make sure they have teacher approval to participate*
 - *print student information for Parsons*
 - *fax late orders, if necessary*
 - *assist with the distribution of student ID cards*
 - *import pictures into Skyward as needed*

8. End of Year Duties

BY

- *communicate with Parsons and the middle school to establish the day and time for pictures as well as the format of student ID cards*
- *run reports for attendance awards and give information to administrator*
- *run class reports for average attendance awards and give information to administrator*
- *participate with student check-out process*
- *prepare and submit inventory*
- *complete purchase requisition for upcoming year*
- *run individual attendance reports for all students*
- *run state truancy, behavior, and weapons reports and input data on EDS site*
- *review attendance policies in student handbook with administrator and propose adjustments if necessary*
- *purge and shred appropriate files*
- *retain and file all attendance records as required by the state*

9. Provide Additional Office Support

BY

- assist with checking in substitute teachers, dispensing keys, providing necessary information, and printing daily substitute sign in report
- assist with entries into Aesop as needed
- assist with finding sub coverage for staff when needed in emergency or requested
- assist with adjusting the bell system when needed
- assist with first aide treatment to staff & students when necessary (application of bandages, ice packs, medical supplies)
- assist with contacting parents or emergency medical services for ill or injured students
- assist parents and students with Skyward Family Access for student records as needed
- assist ASB Bookkeeper with processing lunch payments, and other financial matters as needed
- assist staff and students with copier jams and other problems when needed
- assist counseling office with tracking attendance for students as it relates to “count” for the purpose of determining monthly FTE figures
- assist counseling office with verifying student phone numbers

6. HIGH SCHOOL ATHLETIC SECRETARY/CAREER & TECHNICAL EDUCATION SECRETARY

JOB PURPOSE: ENHANCE STUDENT ACHIEVEMENT

BY

ENSURING THE EFFICIENT OPERATION OF THE SCHOOL OFFICE

ESSENTIAL JOB

RESPONSIBILITIES: ATHLETICS

1. Provide professional, courteous communication and contact with students, staff, parents, visitors, community, and the media

By

- Make Appointments for Athletic Director with parents, community, coaches
- Community relations contacts phone/e-mail/written releases
- Advertising and publicity of contests
 - Contact radio stations/newspapers by e-mail and phone
 - Contact students – provide information on game/practice changes for Athletic Director and coaches
- Assisting Athletic Director with – appointments/travel arrangements, office supplies, reserve vans/cars/bus
- Booster Club Liaison/Acknowledgment letters to students
- Attending coaches’ meetings – take minutes
- Updating and maintaining coaches’ expectations notebook
- Collect equipment/uniforms for out of building coaches
- Supervising student office aides

2. Maintain Student Athletic Files

By

- Maintaining student athlete eligibility lists high school and middle school
- Collecting student paperwork and prepare data base for Athletic Director and coaches
- Preparing fine lists (per OHS Student Handbook – Athletic Director oversees delinquent students) for Athletic Director and coaches
- Reviewing grade check required progress reports for midterm, quarter, and semester and preparing lists of students with GPA below 2.00 as well as students with failing grades reporting lists to Athletic Director and coaches
- Collecting sports PE credit from coaches and provide it to the Counseling Office
- Preparing daily HS/MS sports attendance for Athletic Director and coaches
 - Setting up students by activity in Skyward Student System
 - Running student athlete attendance reports daily for Athletic Director and coaches
- Preparing HS/MS Team Rosters

- *Preparing programs for home events*
 - *Sending rosters to other schools*
 - *Requesting rosters from other schools*
 - *Preparing district rosters and paperwork to submit to District 6 tournament managers*
 - *Preparing and organizing rosters and paperwork to send to Washington Interscholastic Activities Association (WIAA) State Tournaments*
- 3. *Maintain schedules of team competitions, events and gyms***
- By*
- *Preparing seasonal sports schedules for HS and MS*
 - *Updating schedules from online Caribou Trail League (CTL) scheduling company (currently CTLAthletics.net)*
 - *Providing schedules of HS and MS competitions and sending to officials, media, bus garage, maintenance dept., and building administrators and secretaries*
 - *Providing schedules to other schools*
 - *Providing “Week At A Glance” schedules to HS, MS, transportation department, and other buildings*
 - *Providing schedule revisions as needed (daily, weekly, or hourly)*
 - *Preparing Gym Schedules for Winter and the first three weeks of Spring Practice*
 - *Providing gym schedules to coaches, athletes, parents, and community members using HS and MS facilities*
 - *Preparing and maintaining facility use data using Microsoft Outlook with the following information*
 - *HS Building Facility Use, HS Gym Use, Multipurpose Room Use (including PAC use), Steven’s Gym Use, Facility Summer Use, and the HS Events & Activities Calendar*
 - *Checking out keys to Steven’s Gym and the Multipurpose Room*
- 4. *Preparing, updating and maintaining forms for athletic use***
- By*
- *Revising the Athletic Rules and Regulations and the Honor Code*
 - *Making revisions after the committee has revised*
 - *Preparing and updating sports forms*
 - *Athletic Registration Form, Emergency Treatment Form, and Concussion Forms*
 - *Ordering School Accident Insurance Forms*
 - *Distributing HS Accident Insurance Forms to students with the insurance information letter*
 - *Gathering risk management for summer programs from coaches*
- 5. *Preparing and maintaining Athletic Awards***
- By*
- *Ordering HS/MS team awards*
 - *Distributing awards to coaches*
 - *Submitting lists to Caribou Trail League (CTL) for Scholar Athletes*
 - *Determining list of 3.500 and above GPA Omak Athletes (7 semesters of school)*
 - *Preparing certificates for Senior Scholar Athletes*
 - *Determining Washington Interscholastic Activities Association (WIAA) Scholastic Awards from Semester Grades*
 - *Submitting teams to WIAA*
 - *Ordering awards from WIAA*
- 6. *Preparing Purchase Orders and Bookkeeping Functions***
- By*
- *Processing HS/MS District Athletic Purchase Orders/Travel Requests for Athletic Director and coaches*
 - *Maintaining coaching professional development fund*
 - *Arranging bus/car transportation for coaches and teachers*
 - *Processing HS/MS sports payroll*
 - *Obtaining payroll signatures and forward to the District Office by the 5th of the month*
 - *Obtaining W-4 and payroll forms from workers for the District Office*

**ESSENTIAL JOB
RESPONSIBILITIES: CAREER & TECHNICAL EDUCATION**

1. Provide professional, courteous communication and contact with students, staff, parents, visitors, community, and the media

By

- Providing advertising/publicity information for the CTE program
- Providing communication with staff, advisory members, community, and local media
- Attending advisory committee meetings taking notes and preparing minutes of the meetings
 - Arranging for advisory committee – meeting place, food
 - Setting up the Annual Plan meeting with School Board, staff, advisory members, and student presenters
- Preparing certificates for advisory members
- Supervising student office aides
- Supporting the CTE Director by assisting with appointments, travel arrangements, office supplies, reserve vans/cars/bus
- Supporting the CTE staff by assisting with certification, travel, field trips, classroom supplies/needs, reserve vans, cars, bus

2. Maintaining CTE Office, student, and staff files

By

- Preparing, updating, and maintaining P-210Voc report due each year in October or November
- Updating and maintaining CTE monthly class counts
- Maintaining follow up study of students previously graduated
- Providing Business Week support
- Maintaining and filing articulation agreements with CTE/Wenatchee Valley College
- Attending CTE staff meetings taking notes
- Updating and processing CTE staff check out
- Preparing and maintaining end of year reporting

3. Preparing Purchase Orders and Bookkeeping Functions

By

- Preparing and maintaining CTE budget – updating to staff and CTE director
- Processing district PO's for CTE staff
- Providing assistance to the District Office staff for processing leave forms

4. Preparing and Maintaining Grants

By

- Updating and Maintaining Carl Perkins Grant Budget
- Preparing and maintaining grants related to the CTE Department

NON ATHLETIC and CTE SECRETARY ESSENTIAL JOB RESPONSIBILITIES

1. Provide professional, courteous communication and contact with students, staff, parents, visitors, community, and the media

By

- Providing support for HS Office staff by covering phones or desk area in main office
- Preparing sign up lists for individual teachers for Parent/Teacher/Student Conferences
- Preparing check out sheets for teaching and support staff at end of year
- Updating and maintaining facility use data base
 - Updating and maintaining facility use calendars in Microsoft Outlook
 - Preparing certificates for students, parent/community volunteers, and teachers
 - Preparing certificates for valedictorian, salutatorian, 4.000 GPA students, and perfect attendance for the end of the year assembly

7. HIGH SCHOOL LIBRARY/MEDIA TECHNICIAN SECRETARY

JOB PURPOSE: *ENHANCE STUDENT ACHIEVEMENT*
BY

ENSURING THE EFFICIENT OPERATION OF THE SCHOOL LIBRARY/COMPUTER LABS
MANAGING THE LIBRARY AS A FLEXIBLE, MULTI-TASK LEARNING ENVIRONMENT

ESSENTIAL JOB
RESPONSIBILITIES:

1. MAINTAINING LIBRARY COLLECTION
BY

- *Handling book checkout.*
- *Sorting returned books and library materials.*
- *Cataloging new books and materials.*
- *Electronically cataloging the current books and materials with Library of Congress number and adjusting Dewey Decimal System numbers to enable Destiny Library Manager use----Continuing Process!*
- *Monitoring overdue books and circulating overdue notices.*
- *Creating fine lists.*
- *Maintaining inventory of technology and library materials.*

2. SUPERVISION OF LIBRARY
BY

- *Supervising/instructing student library aides.*
- *Collaborating with students and staff to analyze information needs.*
- *Establishing a positive learning environment.*
- *Monitoring student activities in library including appropriate usage of computers, internet and online courses.*
- *Maintaining schedule for use of library.*
- *Supervising directed study students, monitor drop-ins.*
- *Supervising students at non-class times, including lunches, before and after school.*

3. WORKING WITH INDIVIDUAL STUDENTS OR GROUPS
BY

- *Assisting students with general reference requests, both using library materials and computer based research tools and resources.*
- *Searching for and identify resources available for assigned tasks.*
- *Pulling materials to put on reserve for classroom assignments.*
- *Coordinating the library program to support educational goals.*
- *Assisting one-on-one with individual student based on assigned lesson.*
- *Supervising, assisting, and monitoring students accessing on line learning.*
- *Assisting individual students with technology issues form use of server, use of thumb drives/personal hard drives, porting of files from email to school computers, etc. tech issues.*
- *Individually assisting students with use of on-line Databases for research and production of tech based presentations--including senior projects.*
- *General assistance with proof reading student papers and offering grammatical corrections and advice.*

4. SUPERVISION OF COMPUTER LAB
BY

- *Maintaining schedule for use of lab.*
- *Monitoring student activities in lab including appropriate usage of computers and the internet.*
- *Supervising students at non-class times, including lunches, before and after school.*
- *Assisting students in obtaining user account passwords.*
- *Maintaining records of internet use forms and passwords.*
- *Maintaining lab and computers are in working order.*
- *Make request for technology assistance*

5. CLERICAL TASKS
BY

- *Preparing purchase orders for library processing supplies and equipment supplies.*
- *Repairing books and textbooks.*
- *Preparing materials for discard.*
- *Laminating for staff and students.*
- *Maintaining equipment.*
- *Keeping the video, calculator, laptop check-out/check in.*
- *Meeting with vendors who visit in person or call by phone.*
- *Inserting student and staff photos into Follett Destiny Library Manager.*
- *Maintaining the collection of books, periodicals, documents, videos and recordings through selecting, ordering, cataloging, processing, shelving, repairing, and materials.*
- *Keeping online catalog up to date by adding and deleting records of materials purchased, lost or damaged.*
- *Evaluating and weeding collection to keep current information available to patrons.*
- *Reading and reviewing mail, catalogs, and filing useful materials.*
- *Surveying staff for requests for materials and services.*
- *Preparing monthly and yearly reports such as but not limited to collection, patron statistics, circulation, and library inventory and Library/Computer Lab/ Individual Computer Use reports.*

6. MAINTAINING THE LIBRARY MEDIA BUDGET

BY

- *Working with building administrator to set funding for library.*
- *Preparing requisitions for materials.*
- *Following up on orders by contacting vendors.*
- *Keeping spreadsheet or a manual form of budget information.*
- *Working with Title VI grants and follow* guidelines for tracking materials purchased with federal funds.*

7. PROVIDING SUPPORT FOR TECHNOLOGY

BY

- *Participating in workshops and training for Media and Technology to learn skills needed to keep the library functioning.*
- *General maintenance of Library & computer lab computers, i.e.: regular Disk Scans and Defragmentation, Microsoft Updates and loading patches for newer MS versions compatibility.*
- *Assisting students and staff in using current and emerging information technologies.*
- *Researching current media and library trends for the purpose of maintaining up-to-date information.*
- *Distributing various library books and media equipment for the purpose of providing requested classroom materials.*
- *Checking out DVD players, monitors (TV's), projectors to HS staff.*
- *Laminating for HS staff.*

8. MAINTAINING A HIGH LEVEL OF ETHICAL BEHAVIOR AND CONFIDENTIALITY OF ANY INFORMATION REGARDING STUDENTS, PERSONNEL AND ALL JOB-RELATED MATTERS.

8. HIGHLANDS ALE SECONDARY SCHOOL SECRETARY

JOB PURPOSE: *ENHANCE STUDENT ACHIEVEMENT*

BY

ENSURING THE EFFICIENT OPERATION OF THE SCHOOL OFFICE

ESSENTIAL JOB RESPONSIBILITIES:

1. Provide professional, courteous communication and contact with students, staff, parents, visitors, community, and the media

BY

- *Greeting parents/visitors/staff; assist with questions and inquiries or problems professionally providing accurate information*
- *Answering phones, transfer calls, take messages, send/receive fax documents*
- *Scheduling appointments for teaching staff and principal*
- *Maintaining office machines; calling for repairs and supplies*
- *Preparing and updating special reports and correspondence*

- *Filing correspondence and records*
- *Sorting and managing incoming mail*
- *Delivering mail to district office*
- *Maintaining safety and security within the building*
- *Participating in all drills and other exercises*

2. Student Record Duties

BY

- *Completing and maintaining all student attendance*
- *Maintaining all student grades*
- *Maintaining all parent correspondence*
- *Maintaining all schedule changes*
- *Preparing poor attendance reports and letters*
- *Preparing and mailing out progress reports*
- *Maintaining student learning plans*
- *Inputting immunization and health records*
- *Enrolling new students*
- *Scheduling homeschool students*
- *Maintaining student time logs*
- *Posting grades and credits*
- *Preparing student academic probation letters*
- *Inputting student academic probation into system*
- *Tracking students placed in or coming out of Juvenile Detention*
- *Making referrals to Juvenile Detention for students out of compliance with BECCA Law*
- *Inputting discipline referrals into system and mailing out letters*

3. Fiscal Duties

BY

- *Preparing purchase order requisitions*
- *Maintaining and updating building budget*
- *Maintaining daily teacher attendance log and substitute logs*
- *Printing staff/substitute attendance sheets*
- *Calling substitutes when needed*
- *Checking in and out keys to substitute teachers*

4. State Records and Report Duties

BY

- *Preparing monthly student counts*
- *Entering and updating all student health records*
- *Preparing monthly entry/withdrawal reports*
- *Maintaining and updating student enrollment (list of students) monthly*
- *Preparing and running weekly absence occurrence reports*
- *Maintaining a record of state reports due at the end of the year*

5. Graduation Preparation

BY

- *Maintaining accurate count of credits for seniors*
- *Preparing and mailing home letters with important graduation dates*
- *Ordering graduation materials*

6. Beginning of Year Duties

BY

- *Preparing and mailing information letters with registration instructions*
- *Updating and moving old files*
- *Preparing new folders for all returning students*
- *Verifying all active students for first count*
- *Verifying all Learning Plans and Contracts for students*
- *Dropping all “no show” students before first count*
- *Updating all student information*

7. End of Year Duties

BY

- *Printing and filing all student transcripts*
- *Printing and filing student attendance reports*
- *Managing files by boxing and taking to the district office vault*
- *Completing data entry making corrections*
- *Creating and running retention reports*
- *Creating and running graduation discrepancy report*
- *Flagging students being advanced or retained*
- *Pre-registering returning students*
- *Running attendance truancy reports*
- *Creating days and rolling up calendar for next school year*
- *Preparing special reports for principal and teachers*

9. MIDDLE SCHOOL SECRETARY

JOB PURPOSE: ENHANCE STUDENT ACHIEVEMENT

BY

ENSURING THE EFFICIENT OPERATION OF THE SCHOOL OFFICE ESSENTIAL JOB RESPONSIBILITIES:

1. Provides professional, courteous communication and contact with students, staff, parents, visitors, community, and the media

BY

- *Greeting parents/visitors/staff; assist with questions and inquiries or problems*
- *Answering phones, transfer calls, take messages, send/receive fax documents*
- *Creating and updating school phone list and intercom list*
- *Creating and maintaining weekly school bulletin for staff and others requesting it*
- *Maintaining middle school event calendar*
- *Updating the reader board*
- *Assisting with the preparation of the staff and student handbook*
- *Distributing student handbook and agendas to teaching staff*
- *Organizing fall and spring picture days*
- *Distributing ID/ASB cards and spring class pictures*
- *Providing signup sheets for middle school athletics*
- *Maintaining or requesting service on office machines*

2. Clerical duties

BY

- *Maintaining office machines; calling for repairs and supplies*
- *Issuing keys to new staff and substitutes*
- *Updating and maintain building staff absences through the AESOP sub calling program*
- *Preparing absent reports*
- *Issuing substitute staff keys*

3. Provide fiscal duties

BY

- *Organizing major field trips for students (reward, ski, waterslides, park)*
- By*
- *Preparing and collecting field trip permission forms*
 - *Setting up dates and fees with companies*
 - *Preparing order forms, collecting money*
 - *Preparing data base for attendance to and from events with lunch count*
 - *Preparing final bill for payment, submitting it to ASB secretary*
 - *Preparing budget reports, district purchase orders, registrations, travel requests, claim forms*
 - *Organizing orders for Pepsi products throughout the year for dances and events*
 - *Receipting ASB card purchases, lunches, and fines*

- *Maintaining and updating fine list*

4. End of year duties

BY

- *Organizing and storing current year binders and folders (purchase orders, field trip forms, leave of absence) reports*
- *Preparing files and binders for next school year (purchase orders, accident reports, lockers, etc.)*

10. MIDDLE SCHOOL COUNSELOR SECRETARY

JOB PURPOSE: *ENHANCE STUDENT ACHIEVEMENT*

BY

ENSURING THE EFFICIENT OPERATION OF THE SCHOOL OFFICE

ESSENTIAL JOB RESPONSIBILITIES:

1. Provides professional, courteous communication and contact with students, staff, parents, visitors, community, and the media

BY

- *Greeting parents/visitors/staff; assist with questions and inquiries or problems*
- *Answering phones, transfer calls, take messages, send/receive fax documents*

2. Provide clerical duties for counselor

BY

- *Maintaining all student records and files*
- *Preparing enrollment packet for new students*
- *Enrolling/Withdraw students*
- *Inputting enrollment data into Skyward*
- *Preparing monthly enrollment report*
- *Making new cumulative folders*
- *Requesting records for new students*
- *Updating immunization/contact information*
- *Assisting school nurse with compliance reporting of immunizations*
- *Contacting parents by letter regarding immunization records*
- *Preparing check out forms for withdrawing students*
- *Checking for fines of withdrawing students*
- *Inactivating student providing paperwork for student to take to new school*
- *Sending official records to new school for withdrawing students*
- *Assisting counselor with recognition ceremony*
- *Preparing program for moving on ceremony*
- *Preparing and mailing certified letters to parents of failing students*
- *Helping with preparation of State Testing (Smarter Balance, etc) class lists, supplies, etc.*
- *Assisting with master schedule*
- *Scheduling students appointments with counselor*
- *Class scheduling for new school year*
- *Filing student assessment results in cumulative files*
- *Running varied student information reports from Skyward when requested by staff.*
- *Cover secretarial absences in the office when no sub available.*
- *Labeling and stuffing envelopes for various mailings home.*
- *Participating in emergency drills.*
- *Smarter Balance Testing – monitor students while testing.*

3. Maintain and Manage Grading Reports from Skyward

BY

- *Run all Grading Reports and Honor Roll at scheduled times.*
- *Select criteria/perimeters to print on Report Cards and Honor Roll Reports.*
- *Adjust Grading Setup to match grading schedule.*
- *Print copies of Grading Reports and Honor Roll; distribute to Principal, Vice Principal, School Counselors, and support staff as needed.*
- *Maintain Records of all Grading Reports and Honor Roll Reports.*

- *File Reports and/or Documents as required.*
- *Print Teacher Proof Sheets from Skyward.*
- *Contact Staff with grading needs or questions.*
- *Contact Omak Chronicle and Wenatchee World Newspapers at the end of S1/S2 with Honor Roll information.*
- *Run and print scheduled D&F Reports from Skyward.*
- *Run and print D&F Reports when requested by parents or staff.*
- *Address and label Envelopes, stuff with grading reports and/or report cards, and mail home.*

4. End of year duties for counseling

BY

- *Preparing files and binders for next school year (withdrawn students, new students, enrollment reports, etc.)*
- *Filing transcripts in student cumulative files*
- *Preparing cumulative files to be transferred to high school*
- *Preparing new cumulative files for students transferring to middle school*
- *Collecting and filing quarter grades and lesson plans from teachers*

5. Shared duties

BY

- *Assisting with ill/hurt students*
- *Preparing school mailings*
- *Assisting parents with Skyward Family Access, issuing passwords*

11. MIDDLE SCHOOL LIBRARY/MEDIA SECRETARY-TECHNICIAN

JOB PURPOSE: *Enhance Student Achievement*

By

ENSURING THE OVERALL UTILIZATION OF THE MIDDLE SCHOOL LIBRARY'S MEDIA, MATERIAL AND RESOURCES.

ESSENTIAL JOB RESPONSIBILITIES:

1. Maintain Follett Alliance Plus; Circulation Desk - Online Library System

By

- *Organizing entry data for efficient entry and accuracy.*
- *Entering up-to-date student records in the Circulation Desk.*
- *Adding and/or withdrawing student information as needed.*
- *Processing incoming and outgoing media; check in/out media using Circulation Desk.*

2. Maintain Follett Alliance Plus; Cataloging - Online Library System

By

- *Maintaining online media catalog.*
- *Keeping accurate records of library media.*
- *Evaluating and select media to support library needs.*
- *Building collection of media appropriate for student growth.*
- *Ordering, receiving, processing, and catalogs all media orders.*
 - *Order media*
 - *Receive order, reconcile against packing list.*
 - *Add Barcode and spine labels to books.*
 - *Stamp all media with OMS library stamp.*
 - *Catalog all media into the Follett Cataloging Online Library System.*
- *Weeding collection; remove outdated or frayed media from collection.*
- *Removing data from Cataloging system of damaged or outdated media.*

3. Maintain Inventory of Media

By

- *Completing shelf-reading of collection periodically.*

- *Completing Media Inventory at the end of each year, scanning barcode from each media or AV equipment into Follett Inventory Management System.*
 - *Printing Final Inventory Report; listing all missing/lost media.*
 - *Filing copies of Inventory Report.*
 - *Keeping database of all other inventory not covered by Follett Inventory.*
 - *Removing media that is damaged and/or outdated from collection.*
 - *Creating Surplus List; move damaged and/or outdated media to surplus.*
 - *Making book repairs as needed.*
- 4. Maintain accurate Overdue/Fine Information for MS Library**
- By*
- *Keeping up to date records of overdue book and fines for lost or damaged book.*
 - *Weekly posting updated overdue/fines lists and notices.*
 - *Notifying office of student library fines.*
 - *Sending updated overdue/fine notices to students and parents.*
 - *Collecting payment for library media fines.*
 - *Counting money and receipts fines.*
 - *Maintaining database of fines paid.*
- 5. Managing MS Library**
- By*
- *Maintaining appropriate record of library information/reports/materials/files.*
 - *Running Monthly Circulation/Collection reports that support library use.*
 - *Creating Requisition/Purchase Orders for yearly renewals.*
 - *Selecting and order library supplies.*
 - *Checking fulfillment of Requisitions against invoice or packing list.*
 - *Shelving books/ media using the standard Dewey method.*
 - *Researching books/media from award winning reading list, for future media purchase, including Lexile reading list and media for students at risk.*
 - *Training and supervising student aides.*
 - *Corresponding with Omak Public Library*
 - *Assisting students/staff with reading collection needs, order media for check out.*
 - *Contact for upcoming events; author visits, guest speakers, special events.*
 - *Supply Grant writer with Circulation, Cataloging data and, student information.*
 - *Writing narrative for Grant writer to support library needs.*
 - *Contacting WEA Works to create student user account/passwords for computer access to computer system.*
- 6. Provide library assistance to students.**
- By*
- *Keeping order in the library.*
 - *Providing library services/materials/media to meet student needs.*
 - *Assisting students in media searches.*
 - *Assisting students in the location, use and choices of appropriate materials.*
 - *Providing reference assistance.*
 - *Helping students develop independent habits and skills in finding media and/or resource material.*
 - *Assisting students with basic computer operation – internet, databases, and printing.*
 - *Scheduling classroom/student use of the library.*
 - *Conducting large student group tour and orientation.*
 - *Assisting students with Teacher assigned, independent media work.*
 - *Alerting appropriate staff of any problems with students.*
- 7. Manages Accelerated Reader and STAR reading programs.**
- By*
- *Entering accurate student information into programs.*
 - *Entering current class schedules.*
 - *Setting up student accounts with username and password within programs.*
 - *Instructing student on how to access program and take tests.*

- *Printing student reading reports as needed by teaching staff.*
- 8. Scholastic Book Fair Management**
By
 - *Plan/schedule book fair twice yearly, spring and fall.*
 - *Contact A.C.E account representative for startup cash and deposit of sales information.*
 - *Coordinate parent volunteers.*
 - *Coordinate Student Crew Volunteers.*
 - *Plan Parent Night event.*
 - *Advertise Event.*
 - *Schedule Parent volunteers for daily fairs.*
 - *Schedule classes to visit fair.*
 - *Receive and set up book fair displays.*
 - *Supervise Fair Event.*
 - *Pack and return unsold books from display.*
 - *Take money, make deposit and send payment from book profit.*
 - *Select books from ~~of~~ book credit, add books to library collection.*
- 9. Books Are Fun Monthly Management**
By
 - *Receive and place order for staff from staff book display.*
 - *Choose books for library from book profit.*

12. MIDDLE SCHOOL ATTENDANCE SECRETARY

JOB PURPOSE: *ENHANCE STUDENT ACHIEVEMENT*
BY

MAKING SURE ACCURATE ATTENDANCE RECORDS ARE KEPT AND ENSURING THE EFFICIENT OPERATION OF THE SCHOOL OFFICE

ESSENTIAL JOB RESPONSIBILITIES:

1. MAINTAIN ALL ATTENDANCE RECORDS AND FILES

BY

- *Maintaining accurate and up to date attendance on the Skyward/Citrix Program*
- *Making sure teachers are inputting their attendance on a daily basis*
- *Helping teachers troubleshoot any problems they are having with their attendance on the Skyward/Citrix program*
- *Inputting admit slips from the day before, or if caught up, from that morning*
- *Inputting attendance called in by parents/guardians for that day*

1. MAINTAIN EACH STUDENT'S ATTENDANCE

BY

- *Making sure all absent and tardy students receive admit slips*
- *Making sure students that do not have a note excusing their absence or tardy are given a form to take home and have signed by their parent/guardian*
- *Making sure each student's attendance is kept up to date for grading purposes and athletic eligibility*

2. MAINTAIN CONTACT WITH PARENTS AND GUARDIANS

BY

- *Answering phone calls and recording messages each day from parents/guardians*
- *Generating un-excused attendance letters to send home to get excused*
- *Calling home to notify parents/guardians of excessive absences or un-excused absences*
- *Notifying parents/guardians if a student is suspected of truancy*

3. MAINTAIN ATTENDANCE RECORDS FOR ABSENT TEACHERS

BY

- *Printing out attendance sheets for substitute teachers and showing them how to record the attendance for each period*
- *Inputting the attendance that the substitute recorded for each period into the Skyward/Citrix Program*

4. MAINTAIN CONTACT WITH JUVENILE AUTHORITIES

BY

- *Providing attendance reports for them upon request*
 - *Notifying Juvenile Probation Officers of suspensions and expulsions of students on probation or community supervision*
- 5. MAINTAIN A FACILITY USE BOOK FOR THE MIDDLE SCHOOL BUILDING**
BY
- *Accepting Facility Use Forms from people requesting use of rooms in the Middle School*
 - *Collecting Facility Use Forms from the High School and the District Office for use of the PAC, Multipurpose room and Stevens Gym*
 - *Making sure all forms are signed by the appropriate people and copies are distributed to those that need them and forms are forwarded on to the next person needing signatures from their building*
- 6. MAINTAIN SUPERVISION OF STUDENT OFFICE AIDES**
BY
- *Training the new student office aides every semester*
 - *Typing up handouts to give them with directions for various office duties to keep in their binders*
 - *Monitoring their whereabouts when they are sent out on deliveries*
 - *Giving them duties to do while they are in the office*
 - *Monitoring behavior while working in the office.*
- 7. SHARED OFFICE DUTIES**
BY
- *Greeting visitors that come to the office*
 - *Answering the phone and taking messages*
 - *Typing and inputting on the computer*
 - *Faxing documents*
 - *Filing paperwork*
 - *Taking lunch money and recording it in the lunch book*
 - *Receipt money taken for ASB cards, Annuals, Sweatshirts, Fines etc...*
- 8. MAINTAIN SECURITY AND CONFIDENTIALITY**
BY
- *Following all security and emergency guidelines that have been established by the district*
 - *Making sure all visitors sign in and have a badge*
 - *Releasing student and/or information only to those people that are on the student's list*
 - *Being aware of restraining orders, custody issues and medical alerts for those that have them*
- 9. BEGINNING OF THE YEAR START UP DUTIES**
BY
- *Emptying out files from previous the previous year*
 - *Ordering labels from the ESD and setting up files for the new school year*
 - *Preparing handouts for new office aides*
 - *Setting up bulletin boards*
 - *Cleaning, dusting and setting up office for the new school year*
 - *Preparing handouts for 6th grade parent meeting*
 - *Setting up new Student Schedule notebooks*
- 10. Shared Start Up Duties**
BY
- *Compiling letters, flyers and schedules to mail to parents and students*
 - *Assigning lockers to students*
 - *Greeting and receipting money for lunches, ASB cards, agendas, lab notebooks etc... in the office and at the 6th grade Parent Meeting*
 - *Helping the Building Secretary with paperwork for enrolling new students*
- 11. END OF THE YEAR CLOSE UP DUTIES**
BY
- *Making sure all un-excused absences are excused by calling parents*
 - *Making sure all truancy files are in order and send incoming 9th grade files to Attendance Secretary in the High School*
 - *Running end of the year State and District reports*
 - *Ordering attendance history for all middle school students from the ESD*

- *Filing attendance history in individual cum files when it arrives from ESD*
- *Ordering admit slips, tardy slips, excused absence slips etc... for next year*
- *Clearing off counters and bulletin boards and storing everything away for the summer*

THESE ARE DUTIES THAT HAVE BEEN ADDED SINCE THE TRUANCY/HOME LIASON POSITION WAS VACATED AND NOT FILLED YET:

12. MONITOR ATTENDANCE RECORDS FOR NATIVE AMERICAN STUDENTS

BY

- *Running reports for Title IIV/JOM Counselor for their monthly report for Native American Students*
- *Making referrals to the Colville Confederated Tribal Attendance Officer for her to follow up on Native American students who are having trouble with their attendance and/or grades*

13. MAINTAIN TRUANCY FILES

BY

- *Filling out the proper paperwork to file in truancy court when all efforts have been exhausted to correct a student's truant attendance*
- *Delivering court papers and all other reports needed to the Juvenile office to be filed at Truancy Court*
- *By having all court papers and reports delivered to the School Representative to appear in Truancy Court*
- *Keeping up to date files on all students that are on BECCA Bill supervision and have appeared in Truancy Court and all students on Probation and Community Supervision*
- *Keeping a notebook with all court dockets, documentation from Juvenile Court and a list of all students on probation or community supervision and all students that are on the BECCA Bill supervision*

13. TRANSPORTATION SECRETARY

JOB PURPOSE: ENHANCE STUDENT ACHIEVEMENT

BY

ENSURING THE EFFICIENT OPERATION OF THE SCHOOL OFFICE

ESSENTIAL JOB RESPONSIBILITIES:

1. *Provide professional, courteous communication and contact with students, staff, parents, visitors, community, and the media*

BY

- *Answering the phone providing a link between parents and bus drivers as well as schools and bus drivers*
- *Notifying bus drivers of changes/additions to their bus routes*
- *Assisting building secretaries with bussing information*
- *Confirming bus trip details*

2. *Clerical Duties*

BY

- *Assigning trips to bus drivers according to their contract*
- *Updating the Trip Board on Fridays for the following week*
- *Collecting and inputting trip mileage reports*
- *Preparing end of the month transportation reports for buildings and district office*
- *Updating and maintaining driver/staff absences in the AESOP system*
- *Arranging for substitute bus drivers*
- *Reconciling absences and vacancies*
- *Preparing daily absence and sign in reports*
- *Inputting regular daily hours for bus drivers for payroll purposes*
- *Inputting trip hours and adjust regular hours for drivers for payroll purposes*
- *Collecting time cards balancing hours with payroll spreadsheet*
- *Preparing payroll report for personnel office*
- *Maintaining log in record sheets monthly*
- *Notifying bus drivers of upcoming CDL requirements*
- *Collecting and filing of emergency exit drill paperwork*
- *Requesting yearly driver abstracts from the Dept. of Licensing*

- *Assisting transportation supervisor with count week*
- *Maintaining student emergency care plan notebook*
- *Picking up/delivering transportation mail at the district office*
- *Preparing purchase order requisitions*
- *Providing forms*

3. *Beginning of Year Duties*

BY

- *Preparing and adjusting bus routes and drivers when necessary*
- *Collecting signatures from bus drivers for trip seniority list*
- *Attending CDL 3 hour in-service training*
- *Preparing for back to school night*
- *Greeting parents at back to school night assisting with questions*
- *Preparing for kindergarten parent meeting*
- *Greeting parents and students at the kindergarten meeting assisting with questions*
- *Preparing for pre-school meeting*
- *Greeting parents and students at the pre-school meeting assisting with questions*

14. *NORTH ELEMENTARY SCHOOL SECRETARY*

JOB PURPOSE: ENHANCE STUDENT ACHIEVEMENT

BY

ENSURING THE EFFICIENT OPERATION OF THE NORTH SCHOOL OFFICE

ESSENTIAL JOB RESPONSIBILITIES:

1. *Provide professional, courteous communication and contact with students, staff, parents, visitors, community, and the media*

BY

- *Greeting parents/visitors/staff; assist with questions and inquiries or problems*
- *Answering phones, transfer calls, take messages, send/receive fax documents*
- *Communicating with staff via intercom, transfer messages, all calls over intercom*
- *Assisting staff with phone passwords*
- *Creating and updating school phone list and intercom list*
- *Maintaining and announcing meetings and activities on the building calendar*
- *Creating and maintaining a daily bulletin for staff and others requesting it*
- *Making the bulletin an important resource for all North communications*
- *Distributing the building newsletter*
- *Updating the building reader board in the main entrance*

2. *Provide clerical duties*

BY

- *Filing and shredding documents*
- *Copying and distributing memos/publications for staff and students*
- *Maintaining office machines; calling for repairs and supplies*
- *Taking minutes at bi-monthly staff meetings*
- *Distributing minutes via e-mail to staff; post hard copies as well*
- *Computing surveys and statistical data for principal*
- *Composing correspondence for the building and principal*
- *Tracking and reconciling staff absences*
- *Calling for substitutes after 8:00 a.m.*

3. *Provide fiscal duties*

BY

- *Banking of meal money and other building revenue on a daily basis*
- *Sending final tally report of revenue to district office daily*
- *Faxing building money deposit to district office daily*
- *Creating and inputting purchase order requisitions*
- *Assisting principal to set up budget parameters at first of year*
- *Maintaining budget spreadsheets and track all expenditures*

- *Collecting and depositing profit from pop machines*
- *Writing checks from pop machine fund for qualifying purchases*
- 4. Building Facility Use**
 - BY*
 - *Scheduling facility use to large monthly calendar*
 - *Mailing confirmations of facility use form to patrons after principal confirms usage*
 - *Receipting and depositing all facility use rental money*
 - *Issuing keys for facility use; making certain keys are returned after function*
 - *Reviewing the security system operation with users*
 - *Submitting work orders for keys to be made*
 - *Reporting building maintenance work requests*
- 5. Student Records**
 - BY*
 - *Maintaining the P223 Monthly Count student records ready for the first count day of each month*
 - *Running class lists and reports for the first of the month*
 - *Inputting and updating student immunization files*
 - *Mailing letters and phone calling to parents with student delinquent shot records*
 - *Assisting with maintaining students files/records*
 - *Assisting with enrolling and withdrawing students*
 - *Assisting with requesting incoming student records*
 - *Assisting with mailing withdraw student records to other schools*
- 6. Beginning of Year Duties**
 - BY*
 - *Creating/updating registration packets for P-2 students*
 - *Updating forms yearly*
 - *Organizing and preparing mailings/forms to be mailed to student families*
 - *Updating Parent/Teacher Handbook yearly*
 - *Updating teacher supply lists for students*
 - *Posting/faxing teacher supply lists to media and local stores*
 - *Issuing building keys to staff*
- 7. End of Year Duties**
 - BY*
 - *Maintaining volunteer list*
 - *Ordering gifts to honor volunteers*
 - *Tracking/compiling parent requests for teachers*
 - *Updating and distributing end of the year checkout to staff*
 - *Assisting the principal with check out*
 - *Maintaining individual staff inventory on spreadsheets*
 - *Sending copies of staff inventory to the district office*
 - *Compiling a list of summer maintenance jobs by classroom for custodians*
- 8. Assist with Student Attendance**
 - BY*
 - *Assisting with tracking student entry/withdrawal on spreadsheet with teacher totals*
 - *Assisting with attendance data entry and printing reports*
 - *Assisting with late slips to tardy students*
 - *Assisting with recording student absences from parent phone calls*
- 9. Assist with Student Bussing**
 - BY*
 - *Assisting with preparing bus notes from parent phone calls/notes from home*
 - *Assisting with preparing tardy slips for children arriving late to school*
 - *Assisting with making radio contact to bus drivers*
- 15. NORTH ATTENDANCE & COUNSELING SECRETARY**

JOB PURPOSE: *ENHANCE STUDENT ACHIEVEMENT*
BY

**ENSURING THE EFFICIENT OPERATION OF THE SCHOOL OFFICE
ESSENTIAL JOB RESPONSIBILITIES:**

1. Provide professional, courteous communication and contact with students, staff, parents, visitors, community, and the media

BY

- Greeting parents/visitors/staff; assist with questions and inquiries or problems
- Answering phones, transfer calls, take messages, send/receive fax documents
- Communicating with staff via intercom, transfer messages, all calls over intercom
- Maintaining check in/check out log sheets for staff and visitors
- Receiving and signing for packages from UPS, FED X
- Monitoring students in office before and after school
- Preparing bus notes from phone calls and written notes from home routing notes to teachers at end of the day
- Monitoring bus radio before school, midday and after school
- Assisting bus drivers with problems making phone contacts with parents
- Coordinating and scheduling dates for Childfind registration
- Creating and updating fliers and banners for pre-K and Kindergarten registration
- Assisting with media presentations for Kindergarten registration

2. Student Records

BY

- Maintaining and inputting student attendance
- Greeting tardy students or students that have a note for absences
- Writing tardy slips, attendance slips and inputting attendance
- Collecting student absence excuses from parents verbally, written note, phone call
- Updating and running daily absence report
- Updating and running weekly unexcused reports for teachers
- Updating and running monthly unexcused report for principal and secretary to make calls home
- Creating and updating all Pre-Kindergarten files
- Entering and withdrawing students
- Updating student information
- Updating and inputting immunization information on P-2 students
- Preparing and running immunization reports
- Preparing and running individual attendance sheets
- Preparing and faxing proof of enrollment statements for parents

3. Fiscal Duties

BY

- Entering all purchase order requisitions for ECEAP, SpEd, KCDA
- Collecting and inputting all lunch money collected from students
- Preparing and running report for daily deposit
- Inputting the count for all Pre-K breakfast and lunch students daily
- Preparing and running a reports for kitchen staff every Monday
- Collecting money for picture day after the photographer has left building

4. Clerical Duties

BY

- Requesting maintenance service and supplies for copy machines
- Providing meter call in service copy machine
- Providing staff codes on K-2 copy machine
- Typing notes/minutes at staff meetings
- Requesting updated inventory from staff every June
- Updating and storing inventory for Pre-K staff
- Transferring updated inventory to district office
- Coordinating and scheduling dates of fall and spring pictures
- Coordinating volunteers to help with picture days
- Coordinating class schedules for pictures
- Coordinating with maintenance department for risers on picture day

5. **Assist**

BY

- *Assisting transportation department with scheduling all students on the correct bus*
- *Assisting with Kindergarten – 2nd grade filing and updating*
- *Assisting with substitute calling*
- *Assisting with AESOP*
- *Assisting with making bank deposits*

16. **EAST ELEMENTARY SCHOOL SECRETARY**

JOB PURPOSE: ENHANCE STUDENT ACHIEVEMENT
BY

ENSURING THE EFFICIENT OPERATION OF THE SCHOOL OFFICE
ESSENTIAL JOB RESPONSIBILITIES:

1. ***Provide professional, courteous communication and contact with students, staff, parents, visitors, community, and the media***

BY

- *Greeting parents/visitors/staff*
- *Greeting building substitutes, providing keys, instructions, and materials*
- *Answering phones, transfer calls, take messages, send/receive fax documents*
- *Creating and updating school phone list and intercom list*
- *Communicating with staff via intercom, transfer messages, and all calls over intercom*
- *Scheduling appointments for the principal*
- *Maintaining and scheduling events/activities on calendar*
- *Creating and maintaining daily bulletin*
- *Typing and distributing informational correspondence such as Curriculum Night, parent conferences, and State testing*
- *Scheduling and coordinating school activities such as student and class picture days*
- *Pacific Science Center presentation*
- *Scheduling and coordinating volunteers for picture days and presentations*

2. ***Provide clerical duties***

BY

- *Filing and shredding documents*
- *Copying and distributing memos/publications for staff and students*
- *Copying and distributing Student Learning Plans to teachers for fall conferences*
- *Maintaining office machines; calling for repairs and supplies*
- *Maintaining and updating copy machine access codes for staff and monthly copy counts*
- *Recording and distributing meeting agendas and minutes*
- *Sorting and distributing mail for staff*
- *Creating and updating school phone list and intercom list*
- *Tracking and reconciling staff absences*
- *Calling for substitutes after 7:00 a.m.*
- *Participating in emergency drills during activation of School Campus Emergency Plan*

3. ***Provide fiscal duties***

BY

- *Requesting money from District office for cash boxes*
- *Assigning budget amounts to categories per principal*
- *Creating and inputting purchase order requisitions*
- *Maintaining budget spreadsheets and track all expenditures*
- *Providing printouts to staff of current budget balances*
- *Making reservations for conferences, travel, and accommodations for principal and staff*
- *Processing annual supply order*
- *Distributing and organizing annual office supply order*
- *Maintaining and updating ASB budget*

- *Preparing and recording ASB purchase requisitions*
- 4. Building Facility Use**
 - BY*
 - *Scheduling facility use and posting to monthly calendar*
 - *Mailing confirmations of facility use form to patrons after principal confirms usage*
 - *Receipting and depositing all facility use rental money*
 - *Issuing keys for facility use; making certain keys are returned after function*
 - *Reviewing the security system operation with users*
 - *Reporting building maintenance issues to district maintenance*
 - *Submitting work orders for keys to be made*
 - *Updating and revising fire drills and building maps*
- 5. Beginning of year duties**
 - BY*
 - *Updating and distributing the staff handbook*
 - *Updating recess/lunch schedules*
 - *Creating the schedule for recess aides*
 - *Mailing back to school letters to students and staff*
 - *Updating/ mailing Curriculum Night Agenda*
 - *Updating staff telephone list, phone tree list, birthday list*
 - *Scheduling school/class pictures*
- 6. End of year duties**
 - BY*
 - *Updating and distributing parent/student placement request form, letter, and policy*
 - *Updating and distributing student retention letter*
 - *Scheduling student transition visits from North and to Middle School*
 - *Updating and distributing track and field day events list, parent letter*
 - *Scheduling end of year awards assembly*
 - *Preparing and ordering end of year awards for students and staff*
 - *Scheduling end of year barbeque*
 - *Assisting principal with staff check out*
 - *Maintaining individual staff inventory on spreadsheets*
 - *Sending staff inventory to the district office*
 - *Compiling a list of summer maintenance jobs by classroom for custodians*

17. EAST ELEMENTARY COUNSELOR/ATTENDANCE SECRETARY

JOB PURPOSE: ENHANCE STUDENT ACHIEVEMENT

BY

ENSURING THE EFFICIENT OPERATION OF THE SCHOOL OFFICE

ESSENTIAL JOB RESPONSIBILITIES:

1. Provide professional, courteous communication and contact students, staff, parents, visitors, community, and the media

BY

- *Greeting parents/visitors/staff; assist with questions and inquiries or problems*
- *Answering phones, transfer calls, take messages, send/receive fax documents*
- *Communicating with staff via intercom, transfer messages, all calls over intercom*
- *Interpreting and communicating school and district rules*
- *Issuing tardy and absent slips to students*
- *Preparing and issuing transportation notes*
- *Receiving and distributing mail*
- *Collecting and balancing lunch money*
- *Preparing and delivery of bank deposit*
- *Creating and maintaining parent/teacher/student conference boards*
- *Preparing student learning plans for teachers for fall conferences*
- *Maintaining volunteer lists for class pictures, science fair, and other school events*

- *Operating and maintaining office machines; calling for repairs and supplies*
- *Assisting with ill/hurt students*
- 2. **Maintains all student records and files**
BY
 - *Maintaining attendance and student data of students*
 - *Creating attendance and statistical reports*
 - *Maintaining office files*
 - *Filing and maintaining truancy court documents for Becca Bill*
 - *Preparing and running the P-223 student count for the District Office*
- 3. **Maintains student health records**
BY
 - *Updating and monitoring student vaccination records*
 - *Notifying parents of “out of compliance” vaccinations*
 - *Preparing reports for State Health Department*
 - *Updating and maintaining vision/hearing screening records for students*
 - *Assisting school nurse with letters to parents involving health issues*
- 4. **Provide clerical support to the building counselor**
BY
 - *Typing 504 plans for students*
 - *Typing TAT plans for students*
 - *Scheduling student appointments to see the counselor*
 - *Requesting records for new students to the district*
 - *Withdrawing students from the district*
 - *Preparing and sending school records to schools requesting records*
- 5. **Beginning of the year duties**
BY
 - *Scheduling students into classrooms*
 - *Registering new students to the school district*
 - *Preparing and mailing back to school student packets*
 - *Updating school teacher schedule and calendar in Skyward system*
 - *Creating attendance and statistical reports*
 - *Checking and updating student 3rd grade files for special education/504 reports*
 - *Reviewing files for court documents*
 - *Preparing maintenance requests for the building*
 - *Preparing and setting up for picture day*
- 6. **End of the year duties**
BY
 - *Preparing awards and certificates for students*
 - *Creating required end of the year attendance reports*
 - *Transferring files to middle school*
 - *Preparing to receive files for incoming 3rd graders*
 - *Compiling and storing all current office reports such as lunch reports, P223, attendance*
 - *Preparing placement of students for upcoming school year in 3rd, 4th, and 5th grades*
 - *Distributing unclaimed lost and found items*

18. NORTH PRESCHOOL SECRETARY

JOB PURPOSE: ENHANCE STUDENT ACHIEVEMENT

BY

ENSURING THE EFFICIENT OPERATION OF THE SCHOOL OFFICE

ESSENTIAL JOB RESPONSIBILITIES:

1. ***Provide professional, courteous communication and contact with students, staff, parents, visitors, community, and the media***

BY

- *Greeting parents/visitors/staff; assist with questions and inquiries or problems*

- Answering phones, transfer calls, take messages, send/receive fax documents
 - Communicating with staff via intercom, transfer messages, all calls over intercom
 - Preparing bus notes from phone calls and written notes from home routing notes to teachers at end of the day
 - Coordinating and scheduling dates for Childfind registration
 - Creating and updating fliers and banners for pre-K
- 2. Student Records**
- BY*
- Greeting tardy students or students that have a note for absences
 - Writing tardy slips, attendance slips and inputting attendance
 - Collecting student absence excuses from parents verbally, written note, phone call
 - Creating and updating all Pre-Kindergarten files
 - Entering and withdrawing students
 - Updating student information
 - Updating and inputting immunization information on students
 - Preparing and running immunization reports
 - Preparing letters to parents with results of vision/hearing screenings
- 3. Clerical Duties**
- BY*
- Updating and storing inventory for Pre-K staff
 - Filing and shredding documents
 - Creating and preparing documents, forms, letters, e-mails, fliers, and newsletters
- 4. Assist**
- BY*
- Assisting staff with phone passwords
 - Assisting transportation department with scheduling all students on the correct bus
 - Assisting with late slips to tardy students
 - Assisting with recording student absences from parent phone calls
 - Assisting with child find and pre-school round up vision, hearing, and screenings prior to start of classes.
 - Assisting with special events and celebrations participating in set up/clean up
- 5. Assist with Student Bussing**
- BY*
- Assisting with preparing bus notes from parent phone calls/notes from home
 - Assisting with preparing tardy slips for children arriving late to school
 - Assisting with making radio contact to bus drivers

19. EARLY CHILDHOOD ASSISTANCE PROGRAM (ECEAP) SECRETARY

JOB PURPOSE: ENHANCE STUDENT ACHIEVEMENT

BY

ENSURING THE EFFICIENT OPERATION OF THE SCHOOL OFFICE

ESSENTIAL JOB RESPONSIBILITIES:

- 1. Provide professional, courteous communication and contact with students, staff, parents, visitors, community, and the media**

BY

- Answering phones, transferring calls, taking messages, sending/receiving fax documents
- Greeting parents/visitors/staff; assist with questions and inquiries or problems
- Preparing bus notes from phone calls and written notes from home
- Preparing tardy slips for children arriving late at school

- 2. Student Record Duties**

BY

- Maintaining and inputting ECEAP student database records
- Distributing information to family service employees to facilitate their work
- Preparing reports pertaining to enrollment status, medical/dental requirements, immunization in

- *Early Learning Management System (ELMS)*
- *Inputting student immunization data in the student system (Skyward), tracking on ECEAP database and Early Learning Management System (ELMS)*
- *Recording vision and hearing screenings for ECEAP files in the fall*
- *Preparing letters to parents with results of vision/hearing screenings*
- *Compiling height and weight data from teachers to record on growth charts.*
- *Input and maintain student data in Teaching Strategies Gold (TSG)*

3. Clerical Duties

BY

- *Distributing staff mail*
- *Creating and preparing documents, forms, letters, e-mails, fliers, and newsletters*
- *Updating and maintaining data entry on Early Learning Management System (ELMS)*
- *Updating and preparing child enrollment forms*
- *Updating and preparing program information form yearly*
- *Assisting with child find and pre-school round up vision, hearing, and screenings*
- *Assisting with special events and celebrations participating in set up/clean up*
- *Updating ECEAP forms annually*
- *Assisting ECEAP director with researching and creation of Community Needs Assessment every three years, complete ECEAP self-assessment yearly*
- *Assisting ECEAP director to prepare for program review every four years*
- *Preparing and distributing bi-monthly Early Childhood Program (ECP) staff meetings minutes*
- *Completing ECP school board report monthly*
- *Tracking attendance monthly and providing excellent attendance certificates quarterly*
- *Tracking conference time monthly providing to staff*
- *Training staff annually on ECEAP Performance Standards and Child Abuse Prevention*

20. FACILITIES MAINTENANCE SECRETARY

JOB PURPOSE: SERVE AS SECRETARY TO THE FACILITIES DIRECTOR

BY

MAINTAINING EFFICIENT OPERATION AND COMMUNICATION OF THE OFFICE

ESSENTIAL JOB RESPONSIBILITIES:

Provide professional, courteous communication and contact

By

- *Receiving visitors and making and receiving telephone calls*
- *Communicating (both written and verbal) with the maintenance department, building staff, contractors, product sales representatives and the community as they relate to the entire district*
- *Under direction of the supervisor, serving as dispatcher of personnel*
- *Working with a significant diversity of individuals and groups, working as part of a team and maintaining confidentiality*

Maintain office systems and correspondence

By

- *Performing a variety of secretarial duties, particularly in the area of record keeping*
- *Composing and proof reading standard letters, memoranda, or reports*
- *Operating computer and all standard office equipment*
- *Completing and processing purchase orders, including office supplies*
- *Operating the School District Maintenance Work Order and Inventory system*
- *Maintaining the calendar for Facilities Director and Facilities Use Requests as applicable to the Maintenance Department*
- *Maintaining an organized filing system for the Facilities Maintenance Department including procedure and compliance binders*

- *Producing and maintaining the agenda and minutes of weekly staff meetings*
- *Maintaining Small Works Roster in conjunction with Finance and Facilities Directors*
- *Working under limited supervision following standardized practices*
- *Performing other duties as assigned*

Maintain Compliance Requirements

By

- *Producing and maintaining agenda and minutes of monthly department safety meetings*
- *Maintaining schedule and calendar for routine and scheduled maintenance and inspections*
- *Updating Employee Law and Safety position*

APPENDIX D. PROFESSIONAL GROWTH PLAN AND EVALUATION FORM

I. PROFESSIONAL GOAL(S): _____

II. MATERIALS, CLASSES, COURSES OR WORKSHOPS (IF APPLICABLE): _____

III. DESIRED OUTCOME(S): _____

Date of initial meeting _____

Supervisor _____ **Employee** _____

IV. FINAL ASSESSMENT OF OUTCOMES: _____

Supervisor's Comments:

Employee's Comments: _____

V. SUPERVISOR'S FINAL EVALUATION OF EMPLOYEE:

Check the appropriate box below.

- Satisfactory (Meets District criteria.)
 Satisfactory (Meets District criteria, but needs improvement.)

Date _____

Supervisor _____ Employee _____

APPENDIX E. EMPLOYEE EVALUATION REPORT

Employee's Name: _____ School Year: _____
Assignment: _____
Evaluator: _____

Quality of work: _____

Knowledge of job/technical ability: _____

Personal qualities/human relations: _____

Work habits: _____

Strengths: _____

Weaknesses: _____

Specific plan of assistance to improve employee's performance: _____

Check appropriate box below:

- Satisfactory (Meets District criteria.)
- Satisfactory (Meets District criteria, but needs improvement.)
- Unsatisfactory (Does not meet District criteria.)

Evaluators' signature: _____ Date _____

Employees' signature: _____ Date _____

Note: Employee's signature indicates only that he/she has read and has received a copy of this evaluation, not necessarily that he/she agrees with the content. Employee comments may be attached.

Original to: Personnel File
Copy to: Employee

APPENDIX F. POSTING REQUEST FORM

PLEASE CONSIDER THIS MY OFFICIAL REQUEST TO BE NOTIFIED OF POSTINGS.

I WISH TO BE NOTIFIED OF:

/__/ ALL POSTINGS

/__/ ELEMENTARY OPENINGS

/__/ SCHOOL OPENINGS

/__/ HIGH SCHOOL OPENINGS

/__/ ALTERNATIVE HIGH SCHOOL OPENINGS

/__/ SPECIAL EDUCATION

/__/ OTHER

(Specify)_____

*******NOTICE TO EMPLOYEES: THIS REQUEST WILL
REMAIN VALID AND IN EFFECT UNTIL THE NEXT MARCH 15TH.**

EMPLOYEE'S SIGNATURE:_____

DATE: _____

APPENDIX G. NOTICE TO EMPLOYEE RECEIVING A DISCIPLINARY ACTION OR BEING PLACED ON PROBATION

You are being presented with this notice and option pursuant to the Agreement between the Omak School District and the Omak Secretaries' Education Association. The District is not obligated to advise you of your rights beyond presenting you with this notice. If you select the first option below, the District will notify the Omak Secretaries' Association that this disciplinary action or probation notice has been given to you.

/__/ I **do** wish to have the Association notified that I have received this notice.

/__/ I **do not** wish to have the Association notified. I understand that the Association will receive no notice from the District of this action. Unless I contact them directly, they will not be informed of this action.

My signature indicates that I have received, read and understand this notice.

_____ Signature of Administrator

_____ Signature of Employee

APPENDIX H. MEMORANDUM OF UNDERSTANDING BETWEEN OMAK SCHOOL DISTRICT AND OMAK SECRETARIES EDUCATION ASSOCIATION

Letter of Understanding Between Omak School District and Omak Secretaries Education Association:

The Omak School District and the Omak Secretaries Education Association agree to the following:

As long as the current employee, Pam Short, is in the position of North Elementary Counselor/Attendance Secretary she will work 200 days, 8 hours per day. Since the reduction in force Ms. Short has worked a combination of Early Childhood Secretary and North Elementary Counselor/Attendance Secretary working 200 days per year.

The Association and the District will review the number of days of this position when it is vacant to determine if 195 days (as listed in the current contract) are adequate to perform the duties.