



# ***BARR-REEVE***

# ***COMMUNITY SCHOOLS***

## **NON-CERTIFIED PERSONNEL**

## **HANDBOOK**

### **NON-DISCRIMINATION CLAUSE**

It is the policy of the Barr-Reeve Community Schools to comply with the Indiana Civil Rights Act I.C. 22-9.1, Title VI and Title VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 Education Amendment), Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act of 1992, the Family Medical Leave Act of 1993, and other applicable state and federal statutes. The Barr-Reeve Community Schools further assures that it will not discriminate against any person on the basis of race, color, religion, sex, national origin, age, or disability, nor will anyone be denied the benefits of, or otherwise be subjected to discrimination in admission or access to, or treatment or employment in the conduct of its educational programs and activities and the operation of facilities.

**BARR-REEVE COMMUNITY SCHOOLS**  
***Non-Certified Personnel Handbook***

Barr-Reeve Community Schools will employ support staff within various job classifications to provide health, technology, food, clerical, maintenance, instructional assistance, and custodial services to support and enhance the educational program.

Violation of Federal Laws and regulations, State Laws and regulations, Corporation rules, regulations and/or policies may result in disciplinary action, up to and including termination.

This handbook is **not** intended to be construed in any way as a collective bargaining agreement or a formal employment contract. Its purpose is to inform new and current non-certified employees of various job responsibilities, expectations, rules, and procedures within the Barr-Reeve Community Schools. The content of this handbook may be altered at any time by school board action.

**EMPLOYMENT PROCEDURES**

Persons desiring to be employed in a non-certified position shall file an application at the Superintendent's Office where it will remain on file for one calendar year. Once vacancies are determined to exist, each position will be posted within and/or outside the school corporation as necessary.

**A. Selection of Support Staff**

The Superintendent shall recommend employment of support staff to the Board of School Trustees.

The building principals and/or supervisors shall screen and/or interview prospective candidates having filed applications for support staff vacancies and make recommendations for employment to the Superintendent.

Screening of prospective employees may include oral and written inquiries, physical examination, recommendations from past employers, and a careful analysis of qualifications required for the work to be performed.

It is the policy of the Barr-Reeve Community School Corporation to obtain the best possible applicant for any position in the Corporation. In all advertising of job openings the following sentence will be included: "The Barr-Reeve Community School Corporation is An Equal Opportunity Employer". Interviewing and recommending applicants shall be the responsibility of the Superintendent and/or his designee. All qualified applications will be kept on file for one calendar year.

Upon initial hire, the candidate will be placed on a sixty (60) work-day probationary period in order to see if the employee can adequately perform all of the tasks required of the position. If the candidate's supervisor determines that the employee cannot, they will be removed from the position. Upon such termination, the employer shall be obligated to pay the employee only for service/work performed prior to the date of termination and any deferred compensation owed the employee.

**B. Qualifications of Support Staff**

Each employee must be trustworthy, of good moral character, and physically capable of performing job related duties.

Where applicable, employees must be eligible for a valid license or certification and possess said license or certification prior to being officially employed.

Support staff must be cognizant of the educational program & their responsibility to the students.

Office personnel who are employed as treasurers must be bonded in an amount to be determined and paid for annually by Barr-Reeve Community Schools.

**1. Paraprofessionals**

All paraprofessionals must be qualified by Title I guidelines.

Qualifications must be one of the following:

- Two years of credit in higher education (60 hours)
- An Associates Degree from an institution of higher education
- Pass a state qualifying exam within the first 30 days of employment at their cost.

**C. Classification of Support Staff**

Within the Barr-Reeve Community School Corporation, non-certified employees include: full-time employees who work thirty (30) hours or more per week.

**D. Responsibilities and Duties of Support Staff**

Support staff, as a vital factor in accomplishing the mission of Barr-Reeve Community Schools, must represent themselves, the schools, and the Community with dignity and honor and perform all tasks required of their position.

Job descriptions defining responsibilities, duties, and expectations will be provided at time of employment in order to provide structure and guidance for employees.

**E. Criminal Records Check**

All school employees are required by state law to report convictions of certain crimes enumerated in state law. Each individual who is hired by Barr-Reeve Community Schools for a support staff position will be required at the time of hiring to have a Criminal History check completed.

**BENEFITS**

July 1 begins a new benefit year for purposes of accrual of leaves and determination of years of service. A full time employee is one who works 30 hours or more a week for at least 181 days. The following is a benefit schedule for each group of full time employees:

**A. Insurance**

## 1. **Health Insurance**

For Full time employees who work 30 hours or more: The Corporation will contribute the full cost for a single plan less \$1 towards the total premium of a single plan. Family plan options are available and premium costs are determined annually.

Health insurance coverage shall begin the first day of employment. Employees may choose to drop or join during the year if they have a family status change that meets the guidelines established by the insurance company.

Insurance for employees retiring or resigning will expire at 11:59 PM on their last paid day. A cobra packet will be mailed from our health insurance provider.

All insurance benefits and Corporation contributions are subject to change.

## 2. **Vision and Dental Insurance**

The Corporation will provide family vision and dental insurance for all employees. The Corporation will pay 100% of the premium.

## 3. **Life Insurance**

The Corporation will provide \$105,000 of life insurance and accidental death and disability insurance coverage for all employees. The Corporation will pay 100% of the premium.

## 4. **Long Term Disability Insurance**

The Corporation shall pay all the premiums for long term disability insurance which will cover all employees.

## B. **Holidays**

Full Year (260 Days) employees will be paid their regular daily salary for the days listed as holidays, if he/she works the day preceding the holiday. The Superintendent shall establish an alternate date when a paid holiday falls on Saturday or Sunday. School Year (181 Day) employees are not eligible for Holiday Pay.

Days classified as paid holidays are as follows:

**New Year's Day, President's Day (if not in school) Good Friday (if not in school), Memorial Day, Independence Day, Labor Day, Thanksgiving Day, day after Thanksgiving, Christmas Eve, Christmas Day & New Year's Eve.**

## C. **Paid Leave Days**

The first year of employment ALL employees will receive:

- 10 sick leave days
- 3 illness in family leave days
- 2 personal leave days

The following years, employees who work 200 days or less will receive:

- 8 sick leave days
- 3 Illness in family leave days
- 2 personal leave days

The following years, employees who work 200 days or more will receive:

- 9 sick leave days
- 3 Illness in family leave days
- 2 personal leave days

During their initial year, these days may/will be prorated based on the employee's start date and the end of the benefit year.

Regular attendance is required of all employees subject to applicable leave provisions. Excessive absences or tardiness, unauthorized leave, or unexcused absences may result in disciplinary action which may include time off without pay or termination of employment.

A leave day is equal to the number of hours an employee is normally scheduled to work. Any days not used will be added to the employees accumulative sick days. Unused leave days shall accumulate to a maximum of ninety (90) sick days. Accumulated leave days can only be used for additional sick days.

A physician's statement will be required for absences of five or more consecutive days unless approved by the Superintendent.

If called to jury duty the employee will receive pay at the regular rate for the day or time missed. In order to avoid duplication of payment the employee shall remit to the School Corporation Treasurer any monies (except travel pay) received from the court.

The definition of a day with reference to the above benefits is the number of hours an employee is normally scheduled to work.

#### **D. Vacations**

Those employees who work 260 days (custodians, maintenance, computer technicians, superintendent's secretary, and corporation treasurer) will be eligible for ten (10) days of vacation in addition to the leave days described above. (These days may also be prorated dependent upon the employee's start date and the end of the benefit year.)

All vacations will be arranged through the immediate supervisor and the office of the Superintendent in advance of the vacation period. All efforts need to be made to avoid having two employees in the same area on vacation at the same time.

When a vacation day falls on a paid holiday, an extra day shall be scheduled.

Vacation time shall not accumulate from one year to the next.

#### **E. Bereavement**

An employee absent due to death of spouse and children shall be allowed up to six (6) school days for each occurrence.

An Employee absent due to death of other members of immediate family shall be allowed up to five (5) school days for each occurrence. Such days shall begin immediately following the death. Other immediate family shall include father, mother, brother, sister, step-parent, father-in-law, mother-in-law, grandchildren or any person living in the home as a part of the family.

Three (3) school days shall be allowed for death of grandparents for each occurrence.

Two (2) school days shall be allowed for death of brother-in-law, sister-in-law, son-in-law, daughter-in-law, aunt, uncle, niece, nephew, and other dependent persons not living in the home.

In the case of the death of a relative not addressed above or a close personal friend, one (1) day of bereavement shall be granted. If additional days are needed, a request may be made to the superintendent.

If a current co-worker dies, one (1) day of bereavement shall be granted to the employee if the funeral is scheduled on a regular working day.

#### **F. Retirement**

All non-certified employees are eligible to participate in the Public Employee's Retirement Fund. Those eligible to participate will have their "original" three percent PERF contribution paid by the Corporation plus the additional "state mandated" percentage paid by the Corporation as well.

### **EVALUATIONS (SEE FORMS AT END OF HANDBOOK)**

All personnel will be evaluated by the Superintendent and/or building principal(s) and/or direct supervisor. Evaluations will be in writing and must be completed prior to June 1 of each year.

#### **A. Unsatisfactory Work**

If an employee's work is below standard, he/she shall be notified by the Superintendent, building principal, and/or direct supervisor that his/her work must improve. An outline, in writing, shall be given to the person involved stating how he/she may improve his/her work to become a satisfactory employee.

If an employee's work remains questionable, a meeting of the Superintendent *and* either the building principal, and/or direct supervisor shall decide whether the employee shall be retained or dismissed.

Causes for immediate dismissal shall prevail over the above procedures. These are: Use of alcohol or other illegal substances, profanity, immorality, insubordination, disregard of safety practices or procedures, deliberately putting a student or fellow employee's safety at risk and voluntary withholding of services.

A written report of all disciplinary actions shall be forwarded to the Superintendent who shall maintain a record of all cases filed by the direct supervisor, building principal(s) or Superintendent.

## **FAMILY MEDICAL LEAVE ACT (FMLA)**

FMLA leave will be taken concurrently with available sick days and shall be measured forward from the date any staff member's first FMLA leave begins.

## **GRIEVANCE PROCEDURE**

As a general rule all employees will report a grievance to their immediate supervisor unless as outlined in School Board Policy. Follow-up shall be made in a timely fashion between the supervisor and employee. If the supervisor fails to give a timely or satisfactory follow-up, the employee may then appeal to the Superintendent, in writing, regarding the problem.

## **INCLEMENT WEATHER**

When school is cancelled due to inclement weather or other emergency, Full Year (260 day) employees are required to work their regular hours at their regular rates of pay. Other employees shall not work and shall not be eligible for pay. Instead, they shall work on any rescheduled make-up day. If a Full Year (260 day) employee is required to work on a school make-up day and this day falls on a holiday, the Superintendent will designate another day to compensate for the loss of the holiday.

When school is delayed or dismissed early, all hourly employees shall observe regular working hours or work with their building principal to make up the hours missed.

## **PAYROLL INFORMATION**

All employee work hours and schedules shall be established by the employee's designated supervisor and authorized by the Superintendent. Work schedules shall be established based upon the needs of specific assignments or duties. All employment is established on an at will basis. The establishment of employee hours and wages should not be construed as a guarantee of a minimum period of employment or earnings.

The building principal or immediate supervisor shall be responsible for verifying the accuracy of time sheets for hourly employees. Time sheets shall reflect accurate work hours, leaves or other credits based upon adopted policy. Partial hours shall be rounded to the next quarter hour.

Salary payments shall be bi-weekly according to the pay schedule issued annually by the Superintendent.

### **A. Record Keeping**

Individual employee time records must be prepared bi-weekly. The employee shall record the **actual time worked**.

Actual time worked each week will be rounded to the nearest quarter hour when calculating payroll. Time sheets are to be sent to the corporation payroll clerk by Monday at 8:00 a.m. of the following week.

### **B. Overtime**

Employees shall **not** work more than 40 hours per week without the prior written permission of the appropriate supervisor. Principals and supervisors shall monitor employees' work to ensure that the overtime provisions of this policy and the Fair Labor Standards Act are

followed. Overtime for all non-certified personnel must be approved by the immediate supervisor and/or building principal before such work is scheduled to begin.

All employees shall be compensated for overtime worked, at a rate of one and a half times their normal rate of pay for any hours worked over 40 in a workweek. Employees whose workweek is less than 40 hours will be paid at the regular rate of pay for time worked up to 40 hours. Overtime pay will be provided only if an employee works more than 40 hours in a workweek.

**C. Work Week**

For the purposes of compliance with the Fair Labor Standards Act (FLSA), the workweek will be 12:00 a.m. Sunday until 11:59 p.m. Saturday.

**RESIGNATION**

The employee should attempt to give a written resignation at least two (2) weeks prior to the separation of employment.

**TERMINATION**

The employee/employer relationship is an “Employment At Will” relationship between the Barr-Reeve Community School Corporation and the employee. Employment with the Barr-Reeve Community School Corporation may be terminated by the Barr-Reeve Community School Corporation or the employee at any time, with or without cause. Upon such termination, the employer shall be obligated to pay the employee only for service/work performed prior to the date of termination and any deferred compensation owed the employee.

**WORKMAN’S COMPENSATION**

The Barr-Reeve Community School Corporation participates under the Indiana Workman’s Compensation Act and Workman’s Occupational Disease Act, so that employees who suffer from injuries or diseases which qualify shall receive compensation as the law allows.

**SAFETY STATEMENT**

Barr-Reeve School Corporation promotes an aggressive safety and health program for all employees and students. The Corporation will monitor all working conditions, practices, products, and personnel to ensure the safest environment for all concerned. The Corporation will provide safety training in job procedures and practices in the course of their duties.

In the event of an accident or safety issue, employees are to report immediately to the building principal or superintendent.



## MAINTENANCE DIRECTOR EVALUATION FORM

Name:

Date:

Years in District:

***Position Goal 1: To provide leadership in the maintenance of the physical facility through assignment and performance of duties and maintenance functions to the physical facility. To assure that the physical plant is functioning properly***

***Position Goal 2: To serve as the first line supervisor who will instruct, evaluate and help implement good housekeeping practices. To provide on-site training when necessary on a district-wide basis.***

<u>Performance:</u>	<u>Responsibilities</u>
1    2    3	1. Analyzes work requests to determine priority. Responds to work requests promptly Processes the work orders through the proper channels.
1    2    3	2. Recommends to the Treasurer and Superintendent necessary budget for parts and supplies needed for the satisfactory operation of the physical facility.
1    2    3	3. Inspects and makes necessary provisions for the safety of employees and the facility.
1    2    3	4. Takes necessary steps directed toward maintaining the efficiency of the physical facilities.
1    2    3	5. Assures that the Barr-Reeve Community School District meets all safety standards and regulations as requested by county, state, and federal regulations.
1    2    3	6. Works cooperatively with co-workers and other administrative personnel relative to maintenance needs.
1    2    3	7. Responds to calls to work as required on a 24-hr basis.
1    2    3	8. Performs other duties as may be assigned by the Superintendent.
1    2    3	9. Assigns substitutes to work, location based on need; when required, fills in as a substitute custodian.
1    2    3	10. Makes frequent contact with all custodians for the purposes of guidance and evaluation.

<i>1</i> <i>2</i> <i>3</i>	11. Performs and monitors the proper purchase storage, volume and use of custodial supplies.
<i>1</i> <i>2</i> <i>3</i>	12. Develops specifications and standards regarding equipment and purchases needed items as required.
<i>1</i> <i>2</i> <i>3</i>	13. Finalizes and approves all invoices & time cards.
<i>1</i> <i>2</i> <i>3</i>	14. Recommends recruitment, employment, discipline, dismissal, and evaluation of custodial personnel to Superintendent.
<i>1</i> <i>2</i> <i>3</i>	15. Maintains inventory of custodial equipment and ensures that they are maintained in good operating condition.
<i>1</i> <i>2</i> <i>3</i>	16. Makes recommendations to the superintendent regarding hours or employment, staffing changes, etc for custodial employees.
<i>1</i> <i>2</i> <i>3</i>	17. Assists with the overall maintenance of the physical facility in coordination with the superintendent.
<i>Key for Scale:</i>	18. Performs other such duties as may be assigned by the Superintendent.
<i>1-Unacceptable Performance</i>	
<i>2-Improvement Needed</i>	
<i>3-Satisfactory</i>	

**EVALUATOR COMMENTS:**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## CORPORATION TREASURER EVALUATION FORM

Name:

Date:

Years in District:

***Position Goal: Serve as the Chief Financial Officer for the school district advising the Superintendent and the School Board in matters related to the financial operation of the school district. Provide leadership to ensure financial data is collected, analyzed, and reported in an efficient and accurate manner which complies with local, state, and federal laws and regulations. Provide timely and accurate information and recommendations to the Superintendent and the Board of Trustees.***

<u>Performance</u>	<u>Responsibilities:</u>
1    2    3	1. Helps coordinate the financial planning for the school district. Analyze costs associated with personnel and material needed to accomplish the educational mission of the school district.
1    2    3	2. Direct the preparation of all financial reports and statistics for the information of the Superintendent and the School Board.
1    2    3	3. Continually evaluate internal controls within the school district and recommend changes which will enhance the safeguarding of school district assets.
1    2    3	4. Work with the Superintendent in the preparation of the annual budgets and submit them for consideration by the School Board in compliance with state laws and regulations.
1    2    3	5. Direct the accounting and reporting functions with respect to school district and extracurricular revenues, expenditures and payroll in accordance with state law and State Board of Accounts requirements.
1    2    3	6. Serve as the Treasurer for the Barr-Reeve School District
1    2    3	7. Coordinate the finance-related aspects of facility management, construction, remodeling, and renovations.
1    2    3	8. Analyze the property and casualty insurance needs of the school district and make recommendations with respect to coverages.
1    2    3	9. Work in conjunction with the Superintendent to analyze costs and make recommendations with respect to the employee group insurance programs.
1    2    3	

1 2 3	10. Supervise the maintenance of the inventory of school property.
1 2 3	11. Arrange for fidelity bonds as appropriate.
1 2 3	12. Serve as a resource person during collective bargaining with the certified teaching staff.
1 2 3	13. Participate in discussions along with Superintendent related to salary and working conditions with the following employee groups: Administrators and Support Staff.
1 2 3	14. Serve as the contact person from whom media representatives and members of the public may obtain information regarding financial matters.
1 2 3	15. Maintains accurate records of fiscal accounts and follows established procedures for spending budgeted amounts.
1 2 3	16. Exhibits good human relation skills in dealing with students, staff, peers, and community.
1 2 3	17. Works cooperatively with co-workers and other school personnel.
<p><i>Key for Scale:</i>  <i>1-Unacceptable performance</i>   <i>2-Improvement Needed</i>   <i>3-Satisfactory</i></p>	18. Perform such other duties as assigned by the Superintendent of Schools.

**EVALUATOR COMMENTS:**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## CORPORATION/TRANSPORTATION SECRETARY EVALUATION FORM

Name:

Date:

Years in District:

***Position Goal: Provide timely and accurate information and recommendations to the Superintendent and the Board of Trustee on Human Resources and transportation matters.***

<u>Performance</u>	<u>Responsibilities:</u>
1 2 3	1. Coordinate all human resources materials associated with personnel and material needed to accomplish the educational mission of the school district.
1 2 3	2. Direct the preparation of all payroll information for the school district in accordance with state law and State Board of Accounts requirements.
1 2 3	3. Continually evaluate internal controls within the school district and recommend changes which will enhance the safeguarding of school district resources.
1 2 3	4. Serve as the Deputy Treasurer for the Barr-Reeve Community School District
1 2 3	5. Work in conjunction with the Superintendent to analyze costs and make recommendations with respect to the employee group insurance programs.
1 2 3	6. Help Treasurer coordinate maintenance of the inventory of school property.
1 2 3	7. Serve as a resource person during collective bargaining with the certified teaching staff.
1 2 3	8. Participate in discussions along with Superintendent and Treasurer related to salary and working conditions with the following employee groups: Administrators and Support Staff.
1 2 3	9. Serve as the contact person from whom media representatives and members of the public may obtain School Board Information Meeting minutes and information.
1 2 3	10. Maintains accurate records of School Board Meeting minutes and Policies.

<i>1</i> <i>2</i> <i>3</i>	11. Assist with supervision of school district bus routes and Helps develop specifications for bus routes.
<i>1</i> <i>2</i> <i>3</i>	12. Administers drug-testing program for CDL bus drivers.
<i>1</i> <i>2</i> <i>3</i>	13. Maintains records for contract bus driver gas escalation program.
<i>1</i> <i>2</i> <i>3</i>	14. Assist Superintendent with development of vehicle replacement schedule and vehicle specifications for such.
<i>1</i> <i>2</i> <i>3</i>	15. Report all accidents to insurance agent and carrier.
<i>1</i> <i>2</i> <i>3</i>	16. Maintain master calendar for school district.
<i>1</i> <i>2</i> <i>3</i>	17. Works cooperatively with co-workers and other school personnel.
<i>Key for Scale:</i>	18. Exhibits good human relation skills in dealing with students, staff, peers, and community.
<i>1-Unacceptable performance</i>	19. Perform such other duties as assigned by the Superintendent of Schools.
<i>2-Improvement Needed</i>	
<i>3-Satisfactory</i>	

**EVALUATOR COMMENTS:**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## CAFETERIA MANAGER EVALUATION FORM

Name:

Date:

Years in District:

***Position Goal: To develop and direct the school breakfast and lunch programs within the guidelines established by federal, state, and local school authorities.***

<u>Performance:</u>	<u>Responsibilities</u>
1    2    3	1. Effectively communicates with all cooks for purposes of guidance and evaluation.
1    2    3	2. Establishes, with the assistance of cafeteria personnel and the treasurer, procedures to be followed in the operation of the cafeteria.
1    2    3	3. Develops specifications and standards regarding equipment and utensils, and purchases needed items as required.
1    2    3	4. Develops specifications for all items and, following standards of the Division of School Food and Nutrition, purchases all necessary items as required.
1    2    3	5. Develops, establishes, and coordinates an ongoing in-service training program for all food service employees.
1    2    3	6. Supervises the handling of all food service receipts, including receiving, accounting, and depositing, in accordance with procedures outlined by the Treasurer.
1    2    3	7. Finalizes and approves all invoices and payroll for payment.
1    2    3	8. Prepares necessary information so that accurate records are in place.
1    2    3	9. Communicates and collects information relating to the provision of food service programs to students and school personnel.
1    2    3	10. Keeps informed concerning new food products, equipment, and processes in food handling and preparation.

<i>1</i>	<i>2</i>	<i>3</i>	11. Recommends personnel for employment, promotion, transfer, suspension, and/or dismissal to the Superintendent
<i>1</i>	<i>2</i>	<i>3</i>	12. Develops and implements (based on advice from cooks and students) system-wide menus that are compliant with the IDOE Food and Nutrition guidelines.
<i>1</i>	<i>2</i>	<i>3</i>	13. Manage and Control all school breakfast and lunch food made available in all schools during the school day.
<i>1</i>	<i>2</i>	<i>3</i>	14. Develops and implements programs for student and parent involvement in the food service programs.
<i>1</i>	<i>2</i>	<i>3</i>	15. Make recommendations to the Superintendent regarding hours of employment, staffing changes, etc. for food service employees.
<i>1</i>	<i>2</i>	<i>3</i>	16. Maintains and reports nutritional aspects of meals served to corporation nurse.
<i>1</i>	<i>2</i>	<i>3</i>	17. Works cooperatively with co-workers and other school personnel.
<i>1</i>	<i>2</i>	<i>3</i>	18. Performs other such duties as may be assigned.
<i>Key for Scale:</i>			
<i>1-Unacceptable performance</i>			
<i>2-Improvement Needed</i>			
<i>3-Satisfactory</i>			

**EVALUATOR COMMENTS:**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## CORPORATION NURSE EVALUATION FORM

Name:

Date:

Years in District:

***Position Goal: Maintain good health records in the School District and oversee health and safety of students***

<u>Performance</u>	<u>Responsibilities:</u>
1    2    3	1. Needs to be familiar with and keep administration informed of health guidelines and regulations.
1    2    3	2. Arranges for scheduling of appropriate staff immunizations.
1    2    3	3. Conducts health instruction for staff and students as needed.
1    2    3	4. Assists with student registration requirements regarding immunizations and health problems.
1    2    3	5. Reports immunization levels to the Indiana Department of Health.
1    2    3	6. Gives prescribed medication.
1    2    3	7. Completes follow-up vision and hearing evaluations with reports to Indiana Department of Health.
1    2    3	8. Attends training as needed.
1    2    3	9. Checks injuries and disease conditions at school and keeps building administration and Superintendent informed.
1    2    3	10. Is available to monitor students with physical disabilities who may have medical needs.
1    2    3	11. Is responsible for stocking first aid supplies at school.
1    2    3	12. Has verbal meeting with building administration at least twice per school year.

<p>1      2      3</p>	<p>13. Maintains and informs staff, bus drivers, etc. of any specific health issues regarding students in their care.</p>
<p>1      2      3</p>	<p>14. Is responsible for daily student health care.</p>
<p>1      2      3</p>	<p>15. Works cooperatively with co-workers and other school personnel.</p>
<p><i>Key for Scale:</i>  <i>1-Unacceptable performance</i>  <i>2-Improvement Needed</i>  <i>3-Satisfactory</i></p>	

**EVALUATOR COMMENTS:**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## MIDDLE/HIGH SCHOOL-ECA TREASURER EVALUATION FORM

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Years in District: \_\_\_\_\_

<u>Performance</u>	<u>Responsibilities:</u>
1    2    3	1. Serve as ECA Treasurer for the Barr-Reeve Middle/High School
1    2    3	2. Coordinate substitutes for teachers and maintain "leave data" to be turned into Central office.
1    2    3	3. Direct the preparation of all computrol/vendor information for the school in accordance with state law and State Board of Accounts requirements.
1    2    3	4. Continually evaluate internal controls within the school ECA accounts and recommend changes which will enhance the safeguarding of school resources.
1    2    3	5. Exhibits good human relation skills in dealing with students, staff, peers, and community.
1    2    3	6. Works cooperatively with co-workers and other school personnel.
1    2    3	7. Perform such other duties as assigned by School Administration.
<p><i>Key for Scale:</i>  1-Unacceptable performance  2-Improvement Needed  3-Satisfactory</p>	

**EVALUATOR COMMENTS:**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**MIDDLE/HIGH SCHOOL & ATHLETICS SECRETARY**  
**EVALUATION FORM**

Name:

Date:

Years in District:

<u>Performance</u>	<u>Responsibilities:</u>
1    2    3	1. Serve as MS/HS Secretary and athletics secretary for the Barr-Reeve Middle/High School
1    2    3	2. Coordinate officials for athletic events and maintain updated contest schedules in consultation with Athletic Director
1    2    3	3. Coordinate all ECA/Field Trip Transportation
1    2    3	4. Keep website information updated and current
1    2    3	5. Coordinate school announcements daily
1    2    3	6. Exhibits good human relation skills in dealing with students, staff, peers, and community.
1    2    3	7. Works cooperatively with co-workers and other school personnel.
1    2    3	8. Perform such other duties as assigned by School Administration.
<p><i>Key for Scale:</i>            1-Unacceptable performance            2-Improvement Needed            3-Satisfactory</p>	

**EVALUATOR COMMENTS:**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ELEMENTARY SECRETARY-ECA TREASURER EVALUATION FORM

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Years in District: \_\_\_\_\_

<u>Performance</u>	<u>Responsibilities:</u>
1    2    3	1. Serves as the Elementary Secretary and ECA Treasurer for the Barr-Reeve Elementary School.
1    2    3	2. Coordinates substitutes for teachers and maintain "leave data" to be turned into Central office.
1    2    3	3. Directs the preparation of all Computrol/vendor information for the school in accordance with state law and State Board of Accounts requirements.
1    2    3	4. Continually evaluates internal controls within the school ECA accounts and recommend changes which will enhance the safeguarding of school resources.
1    2    3	5. Exhibits good human relation skills in dealing with students, staff, peers, and community.
1    2    3	6. Works cooperatively with co-workers and other school personnel.
1    2    3	7. Performs such other duties as assigned by School Administration.
<p><i>Key for Scale:</i>            1-Unacceptable performance            2-Improvement Needed            3-Satisfactory</p>	

EVALUATOR COMMENTS:

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PRIMARY SECRETARY/SCHOOL NURSE**  
**EVALUATION FORM**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Years in District: \_\_\_\_\_

<u>Performance</u>	<u>Responsibilities:</u>
1    2    3	1. Serves as the Barr-Reeve Primary Secretary.
1    2    3	2. Serves as the Barr-Reeve Primary School Nurse.
1    2    3	3. Gives prescribed medication.
1    2    3	4. Assists Corporation School Nurse with evaluations/screenings.
1    2    3	5. Is responsible for daily student health care.
1    2    3	6. Serves as the Barr-Reeve Elementary/Middle/High School Nurse as needed.
1    2    3	7. Exhibits good human relation skills in dealing with students, staff, peers, and community.
1    2    3	8. Works cooperatively with co-workers and other school personnel.
1    2    3	9. Performs such other duties as assigned by School Administration.
<p><i>Key for Scale:</i>            1-Unacceptable performance            2-Improvement Needed            3-Satisfactory</p>	

**EVALUATOR COMMENTS:**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# SUPPORT STAFF EVALUATION FORM

(Para-Professionals, Cooks, Custodians)

Name:

Date:

Position:

Years in District:

## Personal and Professional Qualities

1. Maintains enthusiasm .....	1	2	3
2. Shows good judgment .....	1	2	3
3. Can be relied upon to complete a job .....	1	2	3
4. Is cooperative with administration/supervisor .....	1	2	3
5. Is cooperative with co-workers.....	1	2	3
6. Is courteous and considerate .....	1	2	3
7. Uses proper and timely communication .....	1	2	3
8. Dresses appropriately for job assignment .....	1	2	3
9. Maintains good attitude toward job assignment .....	1	2	3
10. Accepts constructive criticism .....	1	2	3

## Work/Job Performance

1. Follows work assignment schedule.....	1	2	3
2. Does good quality work .....	1	2	3
3. Does adequate quantity of work .....	1	2	3
4. Does different jobs when asked with good attitude .....	1	2	3
5. Sees what needs to be done and does it .....	1	2	3
6. Keeps administrator advised of needs that pertain to his/her job...	1	2	3

## Key for Scale

1. Unacceptable performance
2. Improvement necessary
3. Satisfactory

**EVALUATOR COMMENTS:**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator Signature: \_\_\_\_\_ Date: \_\_\_\_\_