

DEER TRAIL SCHOOL DISTRICT 26J

Support/Classified Staff Handbook

2023-2024

➤ Transportation

- **Director**
- **Bus Drivers**

➤ Food Service

- **Director**
- **Cooks**

➤ Office Administration

- **Administrative Assistant**
- **District Secretary**
- **Business Manager/Human Resources**
- **Student Data/Technology Coordinator**

➤ Para-Professionals

➤ Nurse

➤ Maintenance-Custodial-Grounds Operations

- **Director**
- **Custodial**

➤ Concessions Coordinator

➤ Substitute Personnel

INTRODUCTION

The Deer Trail School District 26J takes this opportunity to welcome new employees and to thank all employees for helping give the students who attend our District the best educational opportunities possible.

This Handbook is designed to acquaint you with the District and to provide you with information about DT26J. Performance will be evaluated annually by school administration in accordance with the provisions of the Board's Policy on evaluation of personnel. This Handbook is not all inclusive but is intended to provide you with a summary of some of the District's guidelines.

Classified Staff employment with Deer Trail School District 26J is at-will. Employees have the right to end their work relationship with the District with or without advance notice for any reason. The District has the same right.

It is the responsibility of each support/classified staff employee to read and become familiar with the contents of this Handbook and the Board of Education Policy Book which is available on the District website – www.dt26j.com

No employee handbook can anticipate every circumstance or question. If after reading the Handbook, if you have questions, please talk with your immediate Supervisor, a member of Administration, or the Human Resources department. The District reserves the right to interpret or change the guidelines described in this Handbook without prior notice.

Deer Trail School is an Equal Opportunity Employer

In compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, the Genetic Information Non-discrimination Act of 2008, Colorado law and Board of Education Policy AC. Deer Trail 26J School District does not discriminate on the basis of disability, race, creed, color, sex, sexual orientation, gender identity/expression, national origin, religion, ancestry, need for special education services, age, marital status, genetic information, or physical characteristics in admissions, access to, treatment, or employment in educational programs or activities which it operates. Complaint procedures have been established for students, parents, employees and members of the public. The following person has been identified as the compliance officer for the district: Micheal Jobman, Superintendent, Deer Trail 26J School District: 130 S. Second Avenue, Deer Trail, CO 80105, 303.769.4421, mjobman@dt26j.com

Deer Trail School District 26J

Safe Harbor Procedure

Deer Trail School District 26J makes every effort to ensure our employees are paid correctly. When mistakes happen and are called to our attention, we will promptly make any corrections necessary. We ask all employees to please review their direct deposit voucher to make sure it is correct. If a mistake has occurred or should you have any questions, please contact the payroll office immediately.

Non-exempt Employees:

As a Classified / non-exempt employee, you must maintain a record of the total hours worked each day. These hours must be accurately recorded by punching in and out on a time clock. Time cards will be turned into the payroll office per the payroll calendar posted at the time clock to calculate weekly totals of hours worked. Employees are discouraged from performing any “off-the-clock” work. “Off-the-clock” work means work you may perform but fail to report on your time card.

It is a violation for any employee to falsify a time card or alter another employee’s time card. It is also a serious violation for any employee to instruct another employee to incorrectly or falsely report hours worked. All violations should be reported immediately to the Administration of the School District. Any employee who fails to report or inaccurately reports any hours worked will be subject to disciplinary action, up to and including discharge.

Exempt Employees:

If you are an exempt employee, you will receive a salary which is intended to compensate you for any hours you may work for Deer Trail School District 26J. This salary is established at the time of hire by using the Approved Salary Schedule. The exempt employee and Deer Trail School District 26J will enter into either an Administrative, Non-Probationary, Probationary, or Employment contract. Definition of Exempt Employees for Deer Trail School District 26J can be found in FLSA §541.204 (Administrators) and §541.303 (Teachers).

To Report Concerns or Obtain More Information:

If you have any questions about deductions from your pay, please contact the payroll office within seven (7) days. If you believe you have been subject to any improper deductions or your pay does not accurately reflect your hours worked, you should immediately report the matter to the payroll office. If you are unsure of who to contact or if you have not received a satisfactory response within a reasonable amount of time, please contact either the Superintendent/Administration of Deer Trail School District 26J.

Every report will be fully investigated and corrective action will be taken where appropriate. The District will not retaliate against any individual making a claim for overtime payment, improper deduction of wages, or other alleged FLSA violations.

Deer Trail School District 26J
Compliance with the Fair Labor Standards Act
WORK WEEK PROCEDURE

For purposes of this policy, the word “employees” means all District employees not specifically identified as exempt under federal law. This generally will include all Classified Staff unless the Administration / Payroll Office specifically determines a Classified Employee to be exempt as described in the FLSA federal law §541. If an employee is in doubt about their exempt / non-exempt status, said employee should contact the Payroll Office immediately.

The regular workweek for employees is scheduled from Sunday through Saturday. Regular workdays may vary among staff members with the standard workweek being designated per the school calendar.

The full-time workweek consists of between 32 - 40 hours per week. Hours worked in excess of 40 hours in a scheduled workweek shall be considered overtime and compensated at one and one-half the regular rate of pay. Regular rate of pay for salaried employees will be determined by taking total salary divided by total number of days worked for the current year divided by number of hours worked each day.

The Board of Education and Administration discourages overtime work by employees. An employee shall not work overtime without the approval of the District Superintendent. Employees who begin work earlier or work later than their assigned hours without prior authorization are subject to discipline. Disciplinary levels will include: 1. Verbal Warning (note to personnel file), 2. Written Warning (formal notice to personnel file), 3. Final Written Warning (formal notice to personnel file and Board of Education), 4. Termination of Employment.

All employees, with the exceptions of bus drivers, will use the time clock provided. Employees working outside of the main school building are required to keep a daily time sheet to be turned into the Payroll Office per the payroll calendar posted at the time clock. Because “off-the-clock” work is still assessed as “total hours worked per week” (according to FLSA laws), “off-the-clock” work is not permitted by the School District. It is the duty of the employer to maintain accurate records of hours worked for at least three years in the event that the Wage and Hour Division of the U.S. Department of labor should conduct an audit of Deer Trail School District 26J.

All employees who work over a five-hour time period are required to take a 30-minute meal break that will not be compensable as hours of work provided that:

1. the meal period lasts at least 30 minutes
2. the employee is completely relieved of all duties during the period
3. the employee is free to leave the work area

All work that is performed by an employee during the meal period must be counted as hours of work, even if the employee is voluntarily performing this work during an “unpaid” meal period.

If an employee works more than one job with the School District, overtime will be paid according to §778.115 in which overtime is computed on the basis of time and one-half the weighted average of all wages paid in that workweek.

Support/Classified Staff

Note: Policies and regulations in the GD section (Support Staff) pertain to classified and non-licensed staff and cover all categories of clerical personnel, food services personnel, maintenance and custodial personnel, bus drivers, etc.

Definitions

1. A *full-time* classified employee is one who works a 32-hour, four-day week.
2. A *part-time* classified employee is one who works less than eight hours but at least four or more hours per day on a regular basis.
3. A *limited part-time* classified employee is one who works less than four hours per day in a regular position.
 - a. A *short-term* classified employee is one who is employed to perform a service for the district for not less than one month nor longer than 195 working days, or who performs seasonal or emergency work.
4. An *hourly* classified employee is one who is employed for less than one calendar month, a full-time day student employed part-time, a day-to-day substitute or a noon supervisor.
5. A *substitute* classified employee is one who takes the place of an absent employee for less than 39 calendar days. Effective the first day following the first 30 days of a single assignment, a substitute employee shall be classified as a *long-term substitute*.
6. A regular classified employee is one who has satisfactorily completed a six month probationary period and is in continued employment. The use of the term “regular” shall not be construed to imply any employment rights explicitly established in Board policy.

ADOPTED 2010
REVISED June 2012
REVISED April 2023

Support Staff Recruiting/Hiring

The Board shall establish and budget for classified positions in the school district on the basis of need and the financial resources of the district.

Recruiting

The recruitment and selection of candidates for these positions is the responsibility of the superintendent or his designee who must confer with principals and other supervisory personnel in making a selection.

All vacancies will be made known to the present staff. Anyone qualified for a position may submit an application.

Background checks

Prior to hiring any person, in accordance with state law the district shall conduct background checks with the Colorado Department of Education and previous employers regarding the applicant's fitness for employment. In all cases where credit information or reports are used in the hiring process the district shall comply with the Fair Credit Reporting Act and applicable state law.

All applicants recommended for a position in the district must submit a set of fingerprints and a notarized form with information about felony or misdemeanor convictions as required by law. (This requirement shall not apply to any student currently enrolled in the district applying for a job.) Applicants may be conditionally employed prior to receiving the fingerprint results.

Hiring

Discrimination in the hiring process on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, age, genetic information, or conditions related to pregnancy or childbirth is prohibited.

The Board shall officially appoint all employees upon superintendent's recommendation; however temporary appointments may be made pending Board action.

Upon the hiring of any employee, information required by federal and state child support laws will be timely forwarded by the district to the appropriate state agency.

ADOPTED 2005

Revised: February 2019

Revised: October 2021

The fingerprint will be submitted to the Colorado Bureau of Investigation for the purpose of conducting a state and national fingerprint-based criminal history record check using the records of the CBI and FBI

Staff Paid Time Off (PTO)

The Board recognizes that there may be times when an employee is unable to fulfill the duties of their position due to various circumstances. Therefore, paid time off is provided for full time employees in accordance with this policy.

Accrual and use

Paid time off (PTO) may be accumulated at the rate of six (6) days per year, maximum accumulation 30 days.

All full-time certified and classified employees shall be granted six (6) PTO days per year as previously stated. Paid time off shall be cumulative to 30 days total. Paid time off may be taken by the employee for any reason they deem necessary.

Upon termination of employment or retirement, certified staff will be paid \$200.00 a day (maximum of 30 days) for unused PTO accumulated after 2023.

Upon termination, classified staff will be paid \$75.00 a day (maximum of 30 days) for unused PTO.

All full-time classified employees who work *year-round* shall be granted nine (9) PTO days per year. After the first year in the same position an additional four (4) PTO days shall be granted and after the second year an additional four (4) PTO days shall be granted with a maximum accumulation of 17 PTO days. This paid time off shall be cumulative to 30 days total.

Upon termination of employment or retirement, all full-time classified staff who work year-round will be paid \$100.00 a day (maximum of 30 days) for unused PTO accumulated after 2023.

Paid time off may be taken by the employee for any reason they deem necessary as previously stated. In addition, three days of bereavement leave shall be granted to be used in the event of a death to a member of the employee's immediate family. Bereavement leave is not accumulative

NOTE: Each employee earns at least 1 hour of paid sick leave for every 30 hours worked, up to a maximum of 48 hours (6 days). Districts may provide paid sick leave that accrues at a faster or more generous rate than required and may satisfy the accrual requirements by providing employees with an amount of paid sick leave that meets or exceeds the 48 hours at the beginning of the year. C.R.S. 8-13.3-403(2)(a).

Documentation may be required for approval of taking four or more consecutive PTO days. Any health or safety information relating to an employee or employee's family member will be maintained on a separate form and in a separate file from other personnel information, treated as confidential medical records, and will not be disclosed except to the affected employee or with the express permission of the affected employee.

NOTE: Districts may, but are not required to, pay out unused paid sick leave upon termination, resignation, retirement, or other separation. C.R.S. 8-13.3-403(5)(a). However, districts must reinstate any unused paid sick leave if an employee is rehired within 6 months of separating from the district. C.R.S. 8-13.3-403(5)(b).

Reinstatement upon rehiring

If an employee separates from employment with the district and is rehired by the district within six (6) months after the separation, the district must reinstate any paid time off that the employee had accrued but not used during the employee's previous employment if that accrued PTO had not been paid out at the time of the separation.

Additional PTO during a public health emergency

In addition to the PTO generally accrued, on the date a public health emergency is declared the district will supplement each employee's accrued paid time off as necessary to ensure that full-time employees who work 32 hours or more in a week may take at least 64 hours of PTO and that employees who work fewer than 32 hours in a week may take at least the greater of the number of hours the employee is scheduled to work in a 14-day period or the average time the employee works in a 14-day period. The district may count an employee's unused accrued PTO toward the supplemental paid time off.

An employee may use the supplemental paid time off until four (4) weeks after the official termination or suspension of the public health emergency. Leave under this provision may be taken for the following reasons:

- self-isolation or seeking medical care or treatment due to a diagnosis or symptoms of a communicable illness that is the cause of a public health emergency;
- caring for a family member who is self-isolating or seeking medical care after being diagnosed or is experiencing symptoms of a communicable illness that is the cause of a public health emergency;
- a determination from a local, state, or federal public official or health authority that an employee or a member of the employee's family that the employee cares poses a risk to the health of others;
- caring for a family member when the individual's school or place of care has been physically closed due to a public health emergency; or
- an employee's inability to work because of a health condition that may increase susceptibility to or risk of a communicable illness that is the cause of a public health emergency.

Documentation is not required to take PTO during a public health emergency.

Nondiscrimination

The Board, the superintendent, other administrators and district employees will not unlawfully discriminate, take adverse action, or retaliate against any employee who takes, attempts to take, or supports taking PTO in accordance with this policy, files a complaint or informs any person about an alleged violation of the Healthy Families and Workplaces Act, or participates in an investigation, hearing, or proceeding related to such matter.

Notice

To reduce unlawful discrimination and to ensure a healthy workplace environment, the administration is responsible for providing notice of this policy and the poster created by the Colorado Department of Labor and Employment to all district schools and departments. The policy must be referenced in

employee handbooks and otherwise be made available to all staff through electronic or hard-copy distribution.

Personal days **for all employees** (certified and/or classified) may not be used on days preceding or following a vacation (spring break), holiday (New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas), the opening week of school and during the final two weeks of school. Requests for personal paid time off on these days may be approved by the administrator, but will result in an additional day's pay deduction. Routine medical appointments are not to be scheduled on in-service days. In addition, three days of bereavement leave shall be granted to be used in the event of a death to a member of the employee's immediate family. Bereavement leave is not accumulative.

A full-time classified employee as defined in Policy GD will receive 6 days of PTO per year.

A part-time classified employee as defined in Policy GD will receive 4 days of PTO per year.

A limited part-time classified employee as defined in Policy GD will receive 3 days of PTO per year.

Paid time off shall not apply during vacation leave, paid holidays or leaves of absence.

At the end of each school year, all employees will have the option to redeem any unused PTO days and/or accumulate days. The district office will notify employees annually of their qualification to redeem hours. Employees must designate on the form provided by the district whether they will accumulate days (up to 30 days) or redeem the accumulated days. All days will be paid in the month of June.

Adopted 2005

Revised: April 2012

Revised: September 2013

Revised: August 2015

Revised: January 2021

Revised: March 2021

Revised: April 2023

Bus Driver - Route	3 days leave per year (6 routes)	Food Service	4 days leave per year
Business Manager	9 days leave per year	Office Admin Asst.	6 days leave per year
Maintenance	9 days leave per year	Paraprofessionals	6 days leave per year
District Secretary	9 days leave per year	Nurse	6 days leave per year
Student Data Coordinator	9 days leave per year		

For salaried employees, once all leave days are used, a salary deduction will go into effect for days missed. This deduction will be based on the daily rate of pay for the position.

For hourly employees, once all leave days are used, employees will be paid only for hours worked.

Support Staff Vacations and Holidays

Vacations

Regular classified personnel working on a 12-month basis are entitled to paid vacation on the following basis:

1. Classified employees shall be entitled to four days of vacation after the first full year of continuous employment. At the end of the second year of continuous employment, all full-time classified employees shall have eight days of vacation.

All vacation time earned by all employees in the previous fiscal year shall be taken before December 31 of the following fiscal year unless a deferred vacation is approved by the Superintendent.

Vacations shall be scheduled at the convenience of the district and as nearly as possible at the convenience of the employee. All summer vacation schedules shall be arranged for all employees and reviewed with the immediate supervisor.

All classified employees who resign or whose employment is terminated shall receive the paid vacation to which they are entitled as soon as possible.

New employees whose term of service is less than one full year shall not be entitled to any paid vacation. Accumulated vacation shall be taken during the summer months at the convenience of the school district.

Holidays:

The following days are considered paid holidays for support staff:

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

ADOPTED 2008
 REVISED: April 2012
 REVISED: March 2023

All employees, full or part-time, are required to complete a Staff Leave Request form for any day or days (Sick/Personal or Vacation) that they are absent. A Staff Leave Request form must be completed before the leave or vacation. In case of illness, Staff Leave Request form may be completed on the day employee returns to work. The form should be turned into your supervisor or the main office.

Personal Appearance / Dress Code

Support/Classified Staff should at all times be conscious of the importance of professional appearance. A positive public image is best conveyed by professional work attire rather than casual street wear. Staff members are expected to model appropriate workplace habits of dress and grooming to correspond with their position within the Deer Trail 26J School District.

All Office Administration, Para-Professionals, and Health Coordinator/Nurse are expected to follow the same “Dress and Grooming” rules as described within the Staff Handbook for the current school year.

- All staff should be neat, clean, and well groomed.
- Shorts and blue jeans are not allowed except for special activities such as field day and field trips that require physical activity.
- Blue jeans may be worn on a faculty dress-down day offered the last business day of the week. However, if a staff member chooses to wear jeans, they are requested to pay \$3.00 for the benefit. The Main Office will have a Dress Down jar available on the last day of each week. The money from the Dress Down Days goes into the Annual Scholarship Fund. This money is then given to graduating seniors who plan to further their education.

Bus Drivers, Food Service, Maintenance, and Transportation Director are expected to dress in professional work attire for the nature of their jobs.

- Casual dress code that allows you to work comfortably yet still establish a professional appearance. Casual clothing such as blue jeans and t-shirts are considered acceptable clothing.
- Unkempt, frayed, or display words, terms or pictures that may be offensive to others (this includes alcohol, tobacco, and firearm advertising) is not allowed
- Shorts must be fingertip in length as modesty warrants in a professional environment
- Summer tops are considered acceptable clothing as long as modesty and professional environment is considered.

Employees who report to work in unacceptable dress will be required to go home and change into acceptable clothing. Verbal and/or written warning may be given by supervisors or school district administration.

Transportation Director

Transportation Director general qualifications & responsibilities:

- Possess knowledge of school bus operations
- Ability to create and maintain a good level of communication between administration, teaching staff, transportation staff, and parents
- Ability to organize and schedule activities set in advance or with short notice

Transportation Director general duties:

- Establish and direct Pupil Transportation services as a support system to the education program of Deer Trail School District 26J
- Supervise and schedule daily bus routes, activity and athletic trips, and the use of district transportation vehicles throughout the school year
- Schedule workshops, meetings, and CPR/First Aid courses for bus drivers
- Assists in maintaining individual driver files to include: CDL requirements; motor vehicle records; scheduling & obtaining results of drug & alcohol testing; annual written testing; etc.
- Maintain individual bus files to include: daily inspection and monthly mileage reports and other paperwork required for registration and insurance purposes
- Schedule maintenance and repairs of student transportation vehicles
- Compile mileage data, October Count & Financial Information for CDE-40 Transportation Reimbursement Claim
- Work with Business Manager to compile the CDE-40
- Work directly with Superintendent, Principal, Athletic Director, Administrative Assistants, and Business Manager to coordinate and manage the Student Transportation Department
- Weekly maintenance/cleaning of district owned vehicle fleet (suburban's and cars)
- Other duties as assigned by the Superintendent

Terms of Employment: Terms of the contract will be in accordance to Board Policy and will be enforced according to contracted dates.

Daily Schedule: 8 hours per week as needed

Bus Drivers

Bus Driver minimum qualifications & responsibilities:

- Minimum of 21 years of age
- Must possess a valid Colorado Commercial Driver's License
- Must pass a prescribed physical examination when hired and at required intervals
- Must pass an annual written test at the District level
- Must have or obtain within 90 days a Red Cross First Aid Certification
- Must take six hours of annual in-service classes
- Must provide driving record release for the District to obtain information on your driving record
- Must comply with other District and State regulations as required

Bus Driver general duties:

- Drive the assigned route as needed in the morning and afternoon
- Be available in case of early dismissal situations that may arise
- Drivers should arrive for the morning and afternoon routes according to the yearly bus route schedule.
- Activity and Athletic trips will be assigned on a rotation basis by the Transportation Director. If Activity/Athletic assignment is not accepted by Bus Driver, Bus Driver will immediately notify Transportation Director so it can be re-assigned
- Cleaning of buses: The inside should be swept at least weekly. The outside of the bus should be washed as often as required to ensure that all school bus markings shall be kept clean at all times. Windshields and rear glass shall be kept clean at all times. When driving activity or athletic trips, buses should be cleaned after each use so as not to create a hazardous condition
- Perform daily maintenance and trip inspections - daily inspections should be turned in weekly and mileage reports should be turned in monthly to the Transportation Director
- Responsible for fueling buses as needed
- Responsible for maintaining order on the bus at all times
- In case of accident or other delays, the driver is to remain with the bus and the children and send for help
- Driver shall not permit the use of any contraband, chemicals including, alcohol or tobacco
- Driver shall at no time transport animals, firearms, ammunition, explosives, or any sharp or dangerous object or material
- Routes are subject to change at the discretion of the Superintendent or Transportation Director
- Any Route Driver missing a route will go through appropriate process of filling out a Staff Leave Request and turn it into the Transportation Director prior to absence so Substitute Bus Driver may be scheduled
- Perform other duties as assigned by the Superintendent, Principal, or Transportation Director

Daily Schedule: Morning & Afternoon routes as assigned during regular school days –
*see 2023-2024 School Calendar for Bus Drivers

Food Service Director

Food Service general responsibilities:

- To prepare and serve all food in a sanitary manner
- To exercise great care in the preparation of all food
- To serve all students in accordance with Federal & U.S.D.A civil rights law
- To practice economy and monitor budget in all areas of your responsibilities
- To practice good qualities of housekeeping in maintaining dining area, kitchen and all places where food is prepared, served, and stored

Food Service Director

- Responsible for compliance to CDE Nutritional Services, District Breakfast & Lunch Program
- Responsible for the preparation of monthly menus that meet CDE Nutritional Services and federal regulations for school lunches.
- Responsible for maintaining the required documentation for the school lunch program
- Responsible for filing all required CDE reports for the school lunch program
- Responsible for ordering of necessary food service supplies and maintaining an accurate inventory of such items
- Responsible for ordering necessary food and milk and maintaining an accurate inventory
- Responsible for coordinating the wellness program/policy
- Required Technology skills: Microsoft Word & Excel & Power School P.O.S. (Point of Sale)
- Maintain Breakfast/Lunch Programs that includes accurate & daily counts of meals
- Monitor Breakfast/Lunch Power School P.O.S. Program in cafeteria during regular school days
- Attend CDE Nutritional Services mandatory trainings and webinars
- Responsible for the Direct Certification and other associated paperwork through CDE
- Maintain Free/Reduced applications and State correspondence to include filing for Free & Reduced reimbursements
- Complete the CDE daily attendance reports for breakfast & lunch reporting
- Responsible for filling out the daily menu production worksheet
- Keyboard/Type and distribute monthly menu
- Responsible for invoicing of Senior Citizen meals to designee
- Responsible for invoicing monthly lunch bills to students and staff
- Responsible for contacting parents/guardians regarding payment of lunch bills
- Report maintenance and equipment repairs to the Superintendent or designee
- Approve all presentations with the Superintendent prior to distribution and/or presentation
- Responsible for other duties as assigned by the Superintendent

Daily Schedule: 6½ hours per day for 175 days
*see 2023-2024 School Calendar for Food Service

Food Service Cooks (1st Server Main Meal & 2nd Server – Fruits & Veggies)

- Responsible for preparation of daily meals that meet all dietary guidelines set forth by all local, state, and federal regulations for school lunches including CDE Nutritional Services
- Prepare and set up salad bar
- Store salad bar items after lunch is served
- Responsible for serving daily breakfast and lunch
- Responsible for the cleaning of the kitchen, storeroom & restroom of the cafeteria – to include daily cleaning of equipment to meet the health standards for a food service program
- Wash tables as necessary if custodial staff is unavailable
- Wash all trays, dishes, silverware, utensils, pots, and pans used daily in the cafeteria
- Clean dishwasher area
- Help with inventory, maintenance, and food storage
- Be capable of lifting 50-60 pound boxes and cases
- Meet all regulations set forth by the Colorado Department of Health
- Participate in required Federal & U.S.D.A civil rights law trainings
- Complete eight or required training hours to meet CDE annual requirements
- Responsible for daily freezer inventory
- Complete temp logs, food production reports & sanitize daily
- Responsible for other duties as assigned by the Superintendent or designee

Daily Approach & Duties: (Duties subject to change.)

A.M.

- Wash Hands upon entering kitchen and put on hairnets
- Change & Write on daily menu
- Check-in product inventory, date & put on shelves (nothing on floor)
- Complete logs (dishwasher, fridge, freezer, etc.)
- Wipe down freezer and refrigerator door handles
- Sweep & mop pantry
- Sweep the cafeteria
- “If we finish early with our duties, we help someone else”

P.M.

- Start laundry
- Lock milk cooler
- Clean sinks/wipe down all surfaces, including fridge & freezer handles
- Wipe all countertops/stove/freezer & refrigerator doors
- Sweep/mop kitchen (under appliances and counters as much as possible)

Weekly Duties:

- Clean out grease pit: (monthly/three-month schedule)
- Clean out microwaves (2X)
- Clean/sweep/mop bathroom
- Sweep & mop entry way to delivery area
- Take out milk and clean bottom of milk cooler
- Clean mats
- Wipe and clean ovens (if needed)
- Wipe bottom shelves of workspaces
- Sweep and mop (with approved chemicals) fridge & freezer floor
- Sweep and mop delivery entry way and mop room

Daily Schedule: 5 - 6 hours per day with additional ½ hour meal break –

*see 2023-2024 School Calendar for Food Service

Administrative Assistant

Administrative Assistant general responsibilities and duties:

- Perform clerical & administrative assistant functions within the school such as writing, typing correspondence, scheduling appointments, organizing and maintaining paper and electronic files, communicating with parents, teachers, and students, and providing information to callers
- Compile, process, and maintain school records in a manner consistent with administrative, ethical, legal, and regulatory requirements of the local educational system and CDE.
- Knowledge of administrative and clerical procedures and systems such as word processing, spreadsheets, management of files and records, designing forms, and other office procedures
- Principles & process for providing customer/parent support services
- Knowledge of structure and content of the English language including the meaning and spelling of words, rules of composition and grammar
- Security of all records to ensure confidentiality is maintained
- Ability to release proper information to persons or agencies according to regulations
- Ability to operate technology and general office equipment such as fax machines, copiers, phone systems and computers (Micro-Soft Office Suite, Google or other platforms)
- Attendance in Power School to include verifying reason for student absences, confirm information within program for accurate attendance reporting to parents, school and CDE.
- Assist in receipting in of all Food Service monies

Other duties include

- Serve as main office receptionist
- Visitor/student check in/out
- Maintaining master calendar on website
- Management of supply inventory of office products and needs
- Assist Athletic Director in creating rosters for coaches, programs for home games, sending rosters to other schools.
- Serve as Nurse assistant for duties as described
- Organize daily announcement information (birthdays, school wide events/sports, information about special days i.e. Groundhog Day, President's Day, MLK Day etc.)
- Create Registration packets/maintenance of student records
- Post information on exterior sign and internal TV's
- Organize weekly newsletter via email/Constant Contact
- Manage overflow disciplinary students in ISS or detention
- Maintenance of student records/RMMI scanning with Student Data/Technology Coordinator
- Provide support with Chromebooks/Website Calendar and Power School.
- Sorting and prepping report cards and attendance letters to mail out
- Sending out records of transferred students to requesting schools
- Notifies appropriate person of sick and/or injured students and staff
- Assist with RITS, SASID Numbers Access & Point of Sale Back-Up
- Send out report cards, assist in senior graduates transcript records
- Other duties as assigned by Superintendent/Administration

Daily Schedule: 7:30 a.m.-4:30 p.m. up to 40 hours per week –

*see 2023-2024 School Calendar for Office Staff

District Secretary

Office Administration general responsibilities and duties

- Provides executive assistance to the Superintendent, assists in the operations of the Superintendent's office and serves as Executive Secretary to the Board of Education (BOE)
- Schedule/Coordinate Substitute Teachers PK-12
- Manage, support and execute on assigned CDE State Reports
- Coordinates with other district and administrative office personnel and performs such duties as assigned by Superintendent
- Prepare Superintendent & BOE documentation and correspondence; respond to parent, community and staff inquiries
- Maintaining confidentiality in all aspects of job; provide confidential administrative support to Superintendent

Other duties include:

- Assist with planning and preparing reports, memoranda and information for the Board.
- Communicate with/to Superintendent by informing and respond to parent community, staff concerns and questions related to a variety of sensitive and critical issues concerning policy matters.
- Problem solve and coordinate solutions to matters, district stakeholders and school staff regarding community concerns
- Work with confidential information pertaining to potential litigation as well as personnel and student files, district and department information, decisions impacting district departments and materials for the Board of Education.
- Conduct information searches on the Internet and/or other legal resources.
- Effectively communicate and cooperate with students, district personnel, parents, the community and the Board of Education. Provide secretarial responsibilities to support the Superintendent's Office.
- Maintain a hard copy and electronic files of District policies, BOE agendas, minutes, etc. Arrange meetings as assigned. Assemble copy and deliver the monthly BOE packet.
- Maintain effective purchasing procedures and accurate accounting of budgets as assigned.
- Assist and complete reports, newsletters, brochures, calendars, materials, and correspondence, etc. as assigned.
- Ability to self-motivates and work well alone or in a group.
- Submit electronic reports to the state or county as required (Listing of State Reports)
- Promote a positive, professional image of the District through appearance, communication and action.
- Maintain a schedule of appointments and make arrangements for conferences and interviews as necessary.
- Check and respond to e-mail regularly on matter of the BOE.
- Maintain office supplies as needed with other administrative staff
- Arrange meetings, keep calendar for Superintendent & BOE as required

State Reporting

- All annual state reports as documented
- Child Welfare Education Liaison – Update Department of Human Services and the Department of Education regarding the transition of students from certain placements into a public school setting if the student has been identified as “at risk to self or community within the previous 12 months.”
- Migrant Liaison – Update Department of Human Services regarding migrant students
- Foster Care Liaison
- Homeless Children Liaison
- School Board Secretary – to include Board Room setup, recording the minutes, creating agendas, preparing monthly Board packets for distribution to Board Members, Administration and for public viewing, and assist in maintaining board policy
- Ordering supplies for the district and handling staff requisitions, purchase orders, inventory control, receive/ship
- Deliver outgoing mail to Post Office and distribute incoming mail on a daily basis
- Update social media
- Contact news stations for school closures
- Register anyone over the age of 18 to vote in an election
- Designated Election Official for Deer Trail School District
- Other duties as assigned by Superintendent/Administration

Daily Schedule: 7:30 a.m. - 4:30 p.m. up to 40 hours per week –

*see 2023-2024 School Calendar for Office Staff

Business Manager

- Maintain all financial records of the District including but not limited to the following funds: General, Capital Reserve, Food Service, and Activity
- Maintain money boxes and receipts for all Activity/Athletic accounts
- Prepare and submit all local, state, and federal financial reports to include Financial December and December Human Resource State reporting
- Maintain the purchasing system for the District to include: payment of monthly bills and processing completed purchase orders for payment
- Prepare materials and provide all needed information for annual audit
- Prepare bank deposits for all funds on a monthly basis
- Maintain, prepare, and record all payroll requirements to include: PERA contributions, state and federal withholding, other payroll deductions, W-2, Unemployment, Worker's Compensation reports, and other required state and federal forms
- Manage health insurance information for employees to include enrollment, payroll deductions, COBRA administration and other issues as they arise
- Prepare the annual budget for Board of Education approval
- Maintain personnel files for all staff
- Maintain fixed asset list
- Maintain Support/Classified Staff Handbook for general policy and any other changes
- Track personal and vacation leave for all employees
- Prepare administration and teacher contracts for Board of Education approval
- Prepare quarterly financial reports for Board of Education approval
- Maintain board policy
- Maintain all areas within the School Board section of the School District website
- Maintain Cost Containment Certification notebook
- Designated Safety & Claims Coordinator
- Compile October Count & Financial Information for CDE-40 Transportation Report
- Career & Technical Act (CTA) Main Contact to include assisting with VE-135 student data and CTA funding worksheets and filing
- Inventory and distribute District keys to staff members
- Other duties as assigned by Superintendent/Administration

Daily Schedule: 7:30 a.m. - 4:30 p.m. up to 40 hours per week – *see 2023-2024 School Calendar for Office Staff

Student Data/Technology Coordinator

General Duties & Responsibilities: Provides support for the educational process by implementing, monitoring, and supporting the use of computer technology (software, hardware, networks, etc.) to students, teachers and building staff. Provide technology support to instructional personnel and building staff by evaluating, recommending, installing and maintaining hardware and software in collaboration with the Power School student information system.

- Assist the instructional staff with scheduling, conducting testing, student transcripts, evaluating and recording technology needs as determined. Inventory and record software licenses, three-year computer rotations.
- Perform installation, maintenance and support of hardware and software for copiers & phone systems.
- Follow established procedures and Information Technology (IT) guidelines and timelines for creating systems.
- Troubleshooting of and preliminary diagnosis of hardware and software problems.
- Repair or replace computer hardware, repair, replace or reinstall corrupted software (phones)
- Coordinate issues and efforts with ECBOCES & DT26J IT personnel. Notify if situation requires high level of expertise.
- Network administrator responsible for maintaining connectivity and local area network for school district use.
- Acts as first responder for computer issues in the building. Resolves connectivity issues with IT
- Provide computer training and technology support for teachers as related to Power School and other programs.
- Assists in composing School Messenger communications to public, in school or remotely as necessary.
- Perform computer and specific software security for students and staff.
- Set up/delete user accounts set folder permissions and set/reset passwords. Perform file maintenance.
- Other duties as assigned by Superintendent/Administration

Daily Schedule: 7:30 a.m. - 4:30 p.m. up to 40 hours per week – *see 2023-2024 School Calendar for Student Data/Technology Coordinator

Paraprofessional

Paraprofessional general qualifications (if required):

- The following training may qualify for additional pay:
- 1) Have completed at least two years of college (48 semester hours) and can demonstrate one's knowledge of and the ability to assist in reading, writing, and math classroom instruction)
 - 2) Have earned an Associates or higher degree and can demonstrate one's knowledge of and the ability to assist in reading, writing, and math classroom instruction.
 - 3) Have a high school diploma or equivalent and pass a state or local written test on the skills necessary to assist in the classroom instruction in reading, writing, and math.

If you have met the requirement under #1 or #2 above, then all you will have to do is present your transcripts to the district to keep on file. If you have not met these requirements, you will have to meet #3 from above.

Paraprofessional general duties:

- Provide instructional support to individual and small groups of students with limited supervision
- Communicate on a regular basis with teachers or assigned students. Develop and maintain an efficient schedule for students.
- Implement instructional materials as assigned to meet the needs of assigned students. Utilize a variety of instructional strategies appropriate for the learner (ESL, Special Education, Gifted and Talented, etc.)
- Provide feedback to the classroom teachers on the progress of assigned students.
- Develop and maintain an efficient schedule for students.
- Attend scheduled meetings and participate in district professional growth activities as assigned.
- Collaborate with the administration team, instructional coaches, and teachers to complete student assessments as assigned. Complete student progress reports for assigned students.
- Collaborate and communicate appropriately and respect confidentiality.
- Teach and model expected behavior according to the building PBIS (Positive Behavior Support) plan and supports the physical and emotional well-being of all students
- Supervise children inside and outside of the classroom
- Other duties as assigned by the Superintendent/Administration

Daily Schedule: 7:30 a.m. -4:00 p.m. – *see 2023-2024 School Calendar for Paraprofessionals

Nurse

General Responsibilities

- Complete Vision and hearing screenings for sped students in grades Preschool, K, 1, 2, 3, 5, 7, & 9. Have them available in the office for Sped Teacher and SLP to access for meetings.
- Complete Health assessments when required after receiving a SPED permission to assess form. The health assessment data must be submitted to SPED staff prior to the IEP meeting.
- Communicate with parents to complete health history of students who may have incomplete health histories
- Creation of Health Care plans for students where required
- Referral for health care based on case findings, staff referrals, family and community requests
- Participation in Child Find “Part C” services
- Immunization compliance
- 504 Health Care Plan collaboration
- Organization of volunteers for the vision and hearing screenings
- Update student health records prior to the beginning of school
- Health policy consultation, development, and interpretation
- Supervision of school health screening programs including Preschool
- Consultation, training, and education for district staff on health issues
- General School Health Management:
 - Quarterly inspections of AED Equipment
 - Monitoring use of health supplies in office and classrooms, as needed.
 - Completing reports for the Colorado Department of Public Health and Environment
 - Assisting with Cost Containment at the district level
- Available for questions/concerns as necessary

Maintenance Director Responsibilities and Duties

- Oversee Custodian, Sub-Custodians and Summer Custodians
- Daily maintenance and repairs including but not limited to replacement, repairs, miscellaneous plumbing, painting, electrical, mechanical and HVAC activities
- Order supplies and equipment used in cleaning and maintenance responsibilities & duties
- Removal of snow/ice from entrances, sidewalks, driveways, and parking areas using snow plow, snow shovel and snow melt materials during winter season
- Monitor, clean, adjust, and service boilers, a/c units, and other heating and cooling systems
- Maintain Operations and Maintenance vehicles such as pickup, tractor and its equipment, mowers, etc.
- Maintain various log books as required by the state of Colorado
- Monitor and check building during severe weather
- Help prepare fields and gym for activity use as directed
- Weekly check of playground equipment and daily trash on playground and surrounding area
- Knowledge of asbestos abatement rules and regulations
- Appropriate community and staff relations
- Report to Superintendent concerning needs, repairs or additions to building operations
- Other duties as assigned by Superintendent/Administration

Daily Schedule: Per Employment Contract *see 2023-2024 School Calendar for Maintenance Director

Custodian Responsibilities and Duties

- Lock and secure outside and inside doors at the end of each shift
- Make sure the lights are off when securing the building
- On-duty Custodian to be available at home activities during regular working hours – to include checking restrooms during time building is in use and be available for emergency or custodial needs
- Help with maintenance and repairs as needed
- Wash walls and windows as project indicated
- Report to Maintenance Director concerning major repairs or additions to building operations
- Summer maintenance as assigned
- Responsible for the cleaning of the cafeteria – to include removal of trash and daily cleaning of the floors to meet the health standards for a food service program
- Appropriate community relations
- Other duties as assigned by Superintendent/Administration

Daily Schedule: Maximum of 8-10 hours per day, 4-5 days per week, (year round)

*see 2023-2024 School Calendar for Custodian.

Concessions Coordinator

Summary: This position is responsible for the coordination and the oversight of the Deer Trail concessions operations. Duties include supervising and managing of event day, extracurricular concessions operations. Purchases and manages inventory, prepares, presents and schedules student or parent support, sets up concessions food, items as needed for events.

Essential Duties and Responsibilities:

- Prep work including, purchasing of consumables or snack items.
- Store product in designated areas following wrapping, dating, safety and rotation procedures.
- Cleans work areas, equipment and utensils following end of concessions.
- Serves community, guests, students and other customers in an efficient and courteous manner.
- Resolves student, faculty, and parent concerns and relays relevant information to supervisor.
- Must possess the ability to work a flexible schedule to include late afternoons during school year, some nights, weekends while having reliable transportation.
- Maintains compliance with standards of service, inventory control, and cash control procedures.
- Maintaining accurate records of food/non-food inventories
- Assures compliance with sanitation and safety requirements.
- Performs other duties and functions as assigned.

Education and Experience: High school diploma or GED equivalent preferred; or 1 - 6 months related experience and/or training; or equivalent combination of education and experience.

Language Skills: Ability to read and comprehend English, simple instructions, short correspondence, and memos. Ability to write simple correspondence and fill simple forms.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability: Ability to apply common sense understanding to carry out simple written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Physical Demands:

While performing the duties of this job, the designee is regularly required to stand, walk, and reach with hands and arms. The employee frequently is required to use hands to finger, handle, or feel; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must regularly lift and/or move up to 25 pounds and may occasionally lift up to 50 pounds with mechanical assistance.

Terms of Employment:

Generally, operate from one hour before games or activities (9) out of twelve (12) months of the year to one hour after game (times approximate). Summer activities as necessary Salary and work schedule are established on an individual basis per approved Superintendent/designee. Performance of this job will be evaluated by the Superintendent/designee. Position is at will and either party may terminate agreement at any time.

*This part-time position may be assigned additional responsibilities and qualifications as reasonably required.

05/30/21

Department Substitutes

Substitute Bus Drivers for daily routes:

If regular route driver is absent from his/her route due to Sick/Personal Leave the District will pay a Substitute Bus Driver the current board approved rate. Bus Drivers for Activity and Athletic trip will be paid at the current board approved rate. Substitute Bus Drivers must complete an Additional Duty Payroll Slip and submit it to the Transportation Director for payroll approval. All Substitute Bus Drivers must meet the minimum qualifications for Bus Drivers and be approved by Administration.

Substitute Food Service:

Substitutes in Food Service will be scheduled to work by the Food Service Director. The Food Service Director will oversee the Substitutes and will delegate duties accordingly. It is the responsibility of the Food Service Director to verify that the correct hours worked is turned in to the Business Manager by the date on the annual payroll calendar. Hiring of Substitutes in Food Service must be approved by Administration.

Substitute Maintenance:

Substitute Maintenance will be scheduled to work by the Director of Maintenance. The Director of Maintenance will oversee the Substitutes in Maintenance and delegate duties accordingly. It is the responsibility of the Director of Maintenance to verify that the correct hours are worked and that the job is completed appropriately. Hiring of Substitutes in Maintenance must be approved by Administration.