



# ***EMPLOYEE HANDBOOK***

*Updated & Approved May 15, 2024*

***School District of  
Ladysmith EMPLOYEE  
HANDBOOK***

***Approved May 15, 2024***

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# 1.0 EMPLOYEE ACKNOWLEDGMENT & RECEIPT OF HANDBOOK

## 1.01 EMPLOYEE ACKNOWLEDGEMENT

*(To be signed and returned to the District Administrator by \_\_\_\_\_.)*

I, \_\_\_\_\_ acknowledge receipt of this Employee Handbook.

I understand that the School District of Ladysmith believes in its policies and procedures, many of which are set out in the Handbook. They are not conditions of employment. The Employee Handbook is simply a means to acquaint me with the School District and its operations, and provide guidelines in regard to its policies and my employment. My signature below indicates that I agree to read the Handbook and abide by the standards, policies, and procedures defined or referenced in this document. I further understand that if I have an existing employment contract (**professional staff**) with the District, as required and pursuant to Wis. State. 118.21 (1), that this Employee Handbook does not constitute a separate contract of employment, express or implied, between the School District and myself and that no oral statements by supervisors or administrators can alter this disclaimer or create a separate contract. I understand that the School District of Ladysmith reserves the right to modify, amend, or delete any provisions of the Employee Handbook at any time. I will receive notice of any such modifications, amendments, or deletions. I understand that this Employee Handbook supersedes all previous manuals, handbooks, and personnel policies that I have received or have been advised of by the District. I also understand that any subsequent revisions to the provisions of this Handbook after I commence my employment will supersede those contained herein.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

Date \_\_\_\_\_

*The District will maintain this page in the employee's personnel file. After the employee ceases employment with the District, the District will maintain this record pursuant to the records retention schedule*

## **2.0 ORGANIZATIONAL SECTION**

### **2.1 MISSION STATEMENT**

***We engage, empower, and collaborate to enable student success.***

#### ***VISION STATEMENT:***

***The School District of Ladysmith will be a leader in rural Wisconsin education.***

### **2.2 SCHOOL LOCATIONS**

Ladysmith Elementary School  
115 East 6<sup>th</sup> Street South  
Ladysmith, WI 54848  
Phone-715 532 5464  
Fax-715 532-7455

Ladysmith Middle and High School  
1700 Edgewood Avenue East  
Ladysmith, WI 54848  
Phone-715 532 5531  
Fax-715 532 3475

### **2.3 DISTRICT EMERGENCY PROCEDURES**

If the District should be required to close school due to severe weather or other emergency situations; the following procedures shall be followed:

Employees will be notified via Emergency Notification System (ENS), email and/or social media. Information will be posted on the School District website. Local media will be contacted.

Television: WEAU 13, WQOW 18, WLAX 25  
Radio: WLDY, WAXX, WJMC

## 2.4 SECURITY

In the event of a medical or other emergency that needs immediate action, contact emergency personnel-call 911 and contact your immediate supervisor as soon as practical.

In the case of a building emergency contact your immediate supervisor or Brian Srp, District Maintenance.

Jason LeMay	715-271-2583
Greg Posewitz	715-209-5587
Troy Gago	715-225-9535
Brian Srp	715-415-5132

Please refer to your School Safety Plan for other information in regard to school safety and security.

## 2.5 2024-2025 BOARD OF EDUCATION

President:	Michael Russell
Vice President:	Jeff Wallin
Treasurer:	Nancy Burmeister
Clerk:	Jennifer Pearson
Deputy Clerk:	Dustin Mataczynski
Director:	Laurie Keeble
Director:	Gerald Schueller

## 2.6 2024-2025 ADMINISTRATIVE STAFF

*Jason LeMay, District Administrator*

*Kelli Vetterkind, Director of Special Education and School Psychologist*

*Greg Posewitz, Ladysmith Middle and High School Principal*

*Kirk Yudes, Ladysmith Middle and High School Assistant Principal*

*Troy Gago, Ladysmith Elementary School Principal*

## 2.7 BOARD OF EDUCATION GOALS

1. Student Learning
2. Staff Retention and Recruitment
3. Budget and Finance
4. Community Partnership
5. Facility Utilization and Management

## 2.8 PURPOSE OF HANDBOOK

Each of you is a valued staff member and has an integral part in accomplishing our Mission. To help guide our working relationship, this Handbook has been provided as a method of communicating general information, rules, policies, procedures, and regulations. Its purpose is to familiarize employees with the personnel policies of the School District of Ladysmith. All employees must follow the handbook policies and procedures. Failure to do so may lead to disciplinary action.

The provisions set forth in this Handbook supersede all prior personnel policies and procedures, whether written or established by past practice. Because this Employee Handbook is based on the School District of Ladysmith's policies and procedures, federal and state mandated policies and procedures, and present employee fringe benefit programs which are all subject to change, this manual is also subject to change.

The School District of Ladysmith reserves the right to revise, add, subtract, correct, delete or update any part or all of the materials in this Handbook. Any changes made in this Handbook will be brought to the attention of all employees by: employee staff meetings, email, posting of the change on the employee bulletin board, and/or revisions in the Employee Handbook itself.

## 2.9 THE ROLE OF MANAGEMENT

Certain rights and responsibilities are imposed by state and federal laws and regulations. Many of these rights and responsibilities have implications for policies and procedures governing employment. The Employer reserves any and all management rights regarding employees' employment status.

**General Guidelines:** The role of management includes, but is not limited to, the right to:

- A. Manage and direct the employee
- B. Hire, promote, schedule, transfer and assign employees: Lay off and recall employees;
- C. Discharge employees or take disciplinary action;
- D. Schedule overtime as required
- E. Develop job descriptions;
- F. Assign work duties
- G. Introduce new or improved methods or facilities or change existing methods or facilities;
- H. Contract out for goods and services;
- I. Discontinue all operations; and
- J. Direct all operations of the District

## **2.10 STATUTORY REFERENCE**

Pursuant to Wis. Stat. § 118.21, the School Board shall contract in writing with teachers. Please note that nothing contained in this Handbook is to be construed by any employee as establishing, or modifying such teacher contract. Furthermore, nothing herein shall be construed as a guarantee of continued employment nor as a guarantee of any benefits or conditions of employment.

## **2.11 HANDBOOK ADVISEMENT**

A handbook advisement committee will meet at least annually to discuss and recommend to the Board changes to the handbook and share ideas and concerns.

# **3.0 EMPLOYMENT LAW**

## **3.1 EQUAL OPPORTUNITY EMPLOYMENT**

It is the policy of the School District of Ladysmith to provide equal opportunity in employment to all qualified employees and applicants for employment. Positive action is required from all employees to help ensure that the School District of Ladysmith complies with its obligations under state and federal law. In accordance with the Americans with Disabilities Act (ADA), the District will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of their job. A qualified individual who can be reasonably accommodated without undue hardship will be given the same considerations for that position as any other applicant. If you need assistance in the performance of your work-related duties, please contact your direct supervisor.

## **3.2 EMPLOYMENT OF MINORS**

No one under the age of 18 years of age will be employed without providing proper proof of his or her age. Minors may be employed only if in accordance with state and federal laws and district policies.

## **3.3 FAMILY MEDICAL LEAVE ACT**

Eligible employees may qualify for unpaid leave under Wisconsin's Family and Medical Law (§103.10, Wis. Stat.) and/or the federal Family and Medical Leave Act. When applicable, the leaves shall run concurrently. Employee rights posters for both laws are in the workplace for reference by all employees.

## **WISCONSIN FMLA:**

Any employee who has worked for more than 52 weeks (for a minimum of 1,000 paid hours) is eligible for unpaid leave under Wisconsin's Family and Medical Leave Act (§103.10, Wis. Stats.). However, the employee may, but is not required to, substitute definite and quantifiable paid leave benefits for unpaid leaves under the state law (e.g., paid vacation).

The amount of unpaid leave available in a calendar year pursuant to Wisconsin's law is presently as follows:

### **A. Family Leave**

1. Up to a maximum of six (6) weeks per twelve (12) month period for the birth or adoption of a child. The leave must begin no earlier than 16 weeks before estimated birth or placement and no later than 16 weeks after birth date or placement of the child.
2. Up to a maximum of two (2) weeks leave per twelve (12) month period to care for a child, spouse, parent, parent-in-law, domestic partner [as defined in Wis. Stat. § 40.02(1) and § 770.01(1)], or domestic partner's parent who has a serious health condition.

Total maximum time for #1 and #2 is eight (8) weeks per twelve (12) month period.

### **B. Medical Leave**

1. A maximum of two (2) weeks per twelve (12) month period for the employee's serious health condition.

[NOTE: "Serious health condition" means a disabling "physical or mental illness, injury, impairment, or condition which requires inpatient care in a hospital, nursing home or hospice, or outpatient care that requires continuing treatment or supervision by a health care provider.]

## **FEDERAL FMLA:**

Any employee who has worked for more than 12 months (for a minimum of 1,250 hours) is eligible for unpaid leave under the Federal Family and Medical Leave Act of 1993. An employee may be required to substitute definite and certain paid leave benefits for unpaid leave.

The federal law provides 12 weeks of unpaid leave during a 12-month period calendar year for any covered purpose, which are:

- a. The birth and first year care of a child or a child who has been placed with the employee for adoption or foster care.
- b. To care for a child, spouse or parent who is suffering from a serious health condition.
- c. For a serious health condition of the employee that makes the employee unable to perform his or her job duties.
- d. Because of a qualifying exigency arising out of the fact that the employee's spouse, child, or parent is on covered active duty or call to covered active duty as a member of the Armed Forces, National Guard, or Reserves.

The federal law also provides for 26 weeks of unpaid leave during a single 12-month period in the case of covered service member caregiver leave because the employee is the spouse, child, parent or next of kin of a covered service member with a serious injury or illness. This 12-month period begins on the first day the eligible employee takes leave for this purpose.

[NOTE: A "serious health condition" is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.]

**Intermittent Leave:**

Under some circumstances, employees may take FMLA leave on an intermittent basis. Intermittent leave may be taken in the smallest increment allowed by the employer for any other type of leave.

- a. Federal leave based on a birth or child placement may only be taken intermittently on a reduced leave schedule if the employer agrees;
- b. State family leave for birth/placement or care of a child, spouse, parent or parent in-law with a serious health condition may be taken as partial absences from employment if scheduled so as not to unduly disrupt the employer's operations.
- c. Federal leave based on a serious health condition of an employee, employee's child, spouse or parent may only be taken intermittently or on a reduced-leave schedule when medically necessary, unless the employer agrees otherwise.
- d. Federal leave due to a qualifying exigency may be taken on an intermittent basis as needed.
- e. State medical leave for self may be taken in non-continuous increments as medically necessary.
- f. Leaves will be granted in hourly increments or less as may be specified in policies or labor agreements. If it is physically impossible for an employee using intermittent leave to commence or end work midway through a shift, the entire time the employee is forced to be absent shall be designated as FMLA leave.
- g. Employees shall make a reasonable effort to schedule medical treatments so they do not unduly disrupt current operations and they shall provide the employer with reasonable advance notice.

**Benefits:**

An employer is required to maintain group health insurance coverage for an employee on FMLA leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. If applicable, arrangements will need to be made for employees to pay their share of health insurance premiums while on leave. If applicable, in addition to paying their portion of health insurance premiums, employees shall be required to pay the full cost of continuing their [life insurance, disability insurance, etc.] during leave. If an employee fails to return to work for a reason other than the serious health condition of the employee or the employee's immediate family member, or other reasons beyond the employee's control, the employee will be required to reimburse the employer for the employee's cost of these benefits while the employee was on unpaid leave.

**Notice:**

Both state and federal law provide that the employee requesting family and medical leave has an obligation to provide reasonable advance notice to management, when practicable, of the nature and extent of any leave requested. In any event, employees will always have a duty to cooperate with management in arranging and processing leave requests under the state and federal laws to avoid undue disruption of the employer's operations.

The employer requests that 30 days advance notice be provided whenever possible. To receive FMLA leave, an employee must complete an FMLA leave request form. If an employee is unable to do so because the need for leave was not foreseeable, a request may be made verbally.

Supervisors are not to discuss medical conditions or leave requests with employees, but are to forward them to Personnel. Personnel shall evaluate the request and provide a response to the employee approving or denying the request and providing the employee with a "Notice of Eligibility and Rights & Responsibilities (Family and Medical Leave Act)" and a "Designation Notice (Family and Medical Leave Act)" within five (5) business days, absent extenuating circumstances, of the employee's request. If Personnel needs additional information to determine whether a leave is being taken for an FMLA-qualifying reason, Personnel may wait until it has received the requested information from the employee and then notify the employee whether the leave will be designated as FMLA leave with the "Designation Notice" within five (5) business days, absent extenuating circumstances, after obtaining the information.

The employer may require employees to provide medical certification supporting the need for leave due to a serious health condition, second or third medical opinions (at the employer's expense) and periodic recertification, and periodic reports during FMLA leave regarding the employee's status and intent to return to work. A medical certification form must be presented by the employee within fifteen (15) days of being asked to do so by the employer. A return to work form from a physician will, in most cases, be required in the case of an employee's serious illness, injury, work-related injury (worker's compensation) or illness which has caused a prolonged absence from work, or if the employee's supervisor reasonably determines for the sake of safety that a medical authorization is advisable. The employer may require an employee seeking FMLA leave due to a qualifying exigency to submit a certification. The employer may require an employee seeking FMLA leave due to a serious injury or illness of a covered service member to submit a certification providing sufficient facts to support the request for leave.

**Upon Return to Work:**

Upon return from FMLA leave, an employee must be restored to the employee's original job, or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment. FMLA leaves shall not be counted as absences for

disciplinary purposes.

#### **Conform with Existing Laws:**

This policy does not provide any greater benefits than those provided by the family and medical leave laws. Any change in the law will impact upon the operation of this policy by modifying its provisions to conform to the law.

### **3.4 JURY DUTY**

Employees who receive a summons to serve on jury duty will be granted jury duty leave for up to two weeks per year. Staff required to be absent for jury duty shall be granted paid jury duty leave. While on such paid jury duty leave, the employee shall remit all fees for such duty (excluding mileage) to the District. If the employee is released from jury duty, with three hours or more remaining in their work day, the employee shall report back to work. Employees must give reasonable advance notice of their intended absence for jury duty. In the event that a staff member is involved in a lengthy trial, the district will cover jury duty for a maximum of ten days.

### **3.5 UNIFORMED SERVICES**

Employees performing duty, whether on a voluntary or involuntary basis, in a uniformed service shall be granted a leave of absence without pay in accordance with the provisions of State and Federal Law. When time permits, the request for military leave should be as far in advance as possible so the employer can adequately plan for the absence. Whenever possible, the request should be accompanied by a copy of the reservist's military orders. The request shall be submitted to the District Administrator or building principal.

### **3.6 WORKPLACE PROTECTIONS, WORKPLACE SAFETY, DISCRIMINATION, HARASSMENT & RETALIATION-FREE WORKPLACE**

It is the policy of the School District of Ladysmith to maintain a safe workplace environment that is free from discrimination, harassment and retaliation. Every employee has a personal responsibility to help maintain a safe and healthful workplace environment. Under federal and state fair employment laws, members of protected classes are shielded from unlawful discrimination in employment. Workplace harassment and discrimination whether engaged in by employees, supervisors or members of the public, will not be tolerated and will subject offenders to disciplinary action or discharge from employment. Retaliatory acts taken against employees for reporting workplace safety issues, harassment or discrimination or for cooperating in the investigation of a complaint will also not be tolerated and will subject the offender to disciplinary action or discharge from employment.

**Responsibility to Report:** It is the responsibility of each and every employee to immediately report to your direct supervisor any and all health and safety issues, discriminatory, harassing or retaliatory conduct which may relate to the work environment whether it occurs on or off the job. Such conduct includes conduct by employees toward other employees, by employees toward students, and by members of the public toward employees which relates to their work.

**Definition of Protected Class:** State and Federal law prohibits discrimination and harassment based on any protected class including, but not limited to, age, race, color, creed, disability, religion, sex, national origin, ancestry, arrest record, conviction record, marital status, sexual orientation, genetic testing, membership in the national guard, state defense force or any other reserve component of the military forces, for use or non-use of lawful products off the employer's premises during non-working hours.

**Definition of Harassment and Acts of Discrimination:** Harassment and acts of Discrimination to be reported by employees can include:

- A. Unsolicited and repeated derogatory epithets, derogatory statements or gestures made to a person because of his/her protected status.
- B. Any attempt to penalize or punish a person because of his/her protected status.
- C. Creating an offensive and hostile working environment for a person because of his/her protected status, including sexual harassment.

Reports and allegations of workplace harassment and/or discrimination will be subject to investigation by management as soon as reasonably possible. If an employee is found to be responsible for harassment or other discriminatory conduct, then appropriate disciplinary action may be taken, up to and including termination from employment. However, such action cannot be taken if management is not first made aware of the complaint. An employee who has a harassment, discrimination or retaliation complaint should immediately report it to their direct supervisor. The report may be made verbally or in writing. The allegations should provide sufficient information and detail so that the district can thoroughly investigate the complaint. If the harassment/discrimination officer is the object of the complaint, then the employee should report directly to your direct supervisor.

Upon receiving an employee report of harassment, discrimination or retaliation, the harassment/discrimination officer will take appropriate steps to investigate the complainant's allegations. Such reports shall be kept confidential to the maximum extent possible. An investigation may include interviewing other employees, speaking with the complainant, interviewing members of the public and reviewing documents such as e-mails, letters or memos. Based upon the investigation's outcome, management will take appropriate action to resolve the complaint. A resolution may or may not result in disciplinary action being taken by the employer.

**Definition of Workplace Safety:** *Any unsafe practice or condition, affecting persons, property or equipment, must be reported immediately to their direct supervisor. Should a hazardous situation exist, safety concerns always take precedence over continuing operations. Any employee, who identifies new ways to increase workplace safety, should make these recommendations known to their direct supervisor.*

See Board Policy 3122 & 4122 for more information on Reports and Complaints.

### **3.7 DRUG & ALCOHOL PROHIBITIONS**

No employee shall report to work or be under the influence of alcohol or illegal drugs during working hours. This policy includes any paid or unpaid lunch periods as well as training sessions and the working hours of conferences. The sale, possession, transfer or purchase of illegal drugs while in the course and scope of employment is also prohibited. The purpose of this policy is to: a) establish and maintain a safe and healthy work environment, b) reduce absenteeism and tardiness, and c) improve job performance.

**Drug & Alcohol Testing:** The Employer may conduct drug & alcohol testing based on reasonable suspicion that the employee is under the influence of alcohol or illegal drugs and may conduct testing for employees in testing-designated positions (such as CDL/Bus Drivers). Any such testing will be done in accordance with established procedures. Newly hired, regular employees shall be subject to a pre-employment drug screening per district policy.

## **4.0 EXPECTATIONS AND PROCEDURES**

### **4.1 JOB DESCRIPTIONS**

The Board of Education recognizes that it is essential for professional staff member accountability that each professional staff member is fully aware of the typical duties and responsibilities of his/her position. Job descriptions document and describe the essential functions for professional staff positions and thereby promote organizational effectiveness and efficiency. Such job descriptions will typically be developed by the Board or designee and may change at its discretion. (Appendix E)

### **4.2 CONFLICTS OF INTEREST**

All staff members are expected to maintain high standards of honesty, integrity, impartiality, and professional conduct. Further, professional staff members are expected to perform their duties in a manner free from conflict of interest pursuant to Section 19.59, Code of Ethics, Wisconsin Statutes.

### **4.3 ACCIDENT AND INCIDENT REPORTS**

All accidents/incidents occurring on District property, school buses or during the course of school-sponsored activities, including field trips and other away events, are to be reported to the building principal/immediate supervisor immediately.

Reports should cover property damage as well as personal injury. Principals shall report any staff injury to the District Administrator. A completed accident report form must be submitted to the building principal within twenty-four (24) hours or the next scheduled District workday, as appropriate. In the event of a work-related accident or injury, please complete an accident report and fax or email it to the district office immediately. Please let the district office know if you miss any work days due to a work-related accident or injury.

### **4.4 ATTENDANCE**

The District expects employees to make every effort to be present for work. Employees are expected to adhere to their assigned schedule. In order for the schools to operate effectively, employees are expected to perform all assigned duties and work all scheduled hours during each designated workday, unless the employee has received approved leave. Breaks and meal periods may only be taken during times designated by the employee's supervisor/building administrator. Any deviation from assigned hours must have prior approval from the employee's supervisor/building administrator.

Employees who are unable to report to work shall follow the applicable procedures for reporting his/her absence. Any time spent not working during an employee's scheduled day must be accounted for in using the appropriate reasons as defined in the *Leaves* sections of this Handbook. The District maintains its right to monitor attendance and absence patterns. Theft of time and/or improper modification of time worked records will be investigated and may result in disciplinary action up to and including termination. Failure to notify the District of an absence and failure to report to work on such a day could result in disciplinary action up to and including termination. Failure to return to work the day following the expiration of an authorized leave of absence may result in termination of employment.

### **4.5 CHILD ABUSE/NEGLECT REPORTING**

Reporting of child abuse and neglect will be done in accordance with state statute. Any employee who has reasonable cause to suspect that a child, seen by the person in the course of professional duties, has been abused or neglected or who has reason to believe that a child, seen by the person in the course of professional duties, has been threatened with abuse or neglect, or that abuse or neglect of the child will occur, shall immediately inform, by telephone or personally, the applicable District administrative personnel and the county department of the facts and circumstances contributing to a suspicion of child

abuse or neglect or of unborn child abuse or to a belief that abuse or neglect will occur.

## **4.6 CONFIDENTIALITY**

Pupil information employees obtain as the result of their employment with the District is confidential and protected by law unless such information has been designated as pupil directory data. The law and respect for our students require that student issues are only discussed with employees and parents who need to know the information. In addition to student information, confidentiality is expected in other areas, including employee or District business information. Any requests for District records shall be referred to the appropriate administrator. Employees will need to sign a District Confidentiality Agreement. (Appendix E)

## **4.7 COPYRIGHT**

A variety of machines and equipment for reproducing materials to assist staff in carrying out their educational assignments are available to staff in both the school and home setting. Infringement on copyrighted material, whether prose, poetry, graphic images, music audiotapes, video or computer-programmed materials, is a serious offense against federal law, a violation of Board policy and contrary to ethical standards required of staff. All reproduction of copyrighted material shall be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as "fair use" under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form. Employees are further advised that copyright provisions apply to all forms of digital media. Questions regarding copyright shall be directed to the Library/Media Specialist.

## **4.8 HONESTY**

Honesty is a core value in the District. Employees are required to accurately record information on official District documents such as time sheets, job applications, pupil records, etc. This policy is intended to also include a requirement to fully disclose information/answer questions on District documents.

## **4.9 INVESTIGATIONS**

In the event of a District investigation or inquiry, every District employee has an affirmative duty to provide to his/her supervisor(s) or any other District official assigned to investigate all relevant and factual information about matters being investigated. Failure to cooperate in an investigation may be grounds for disciplinary action up to and including termination. Staff who could

self-incriminate during an investigation should be informed of their Garrity Rights.

#### **4.10 LICENSURE/CERTIFICATION**

Each employee who is required to be licensed or certified by law must provide the District with a copy of the current license or certificate to be maintained in his or her personnel file. Personnel files can be found in the School District Office. Employees are expected to know the expiration date of their license/certification and meet the requirements for re-licensure or certification in a timely manner. A teaching contract with any person not legally authorized to teach the named subject or at the named school shall be void per statute. All teaching contracts shall terminate if, and when, the authority to teach terminates.

#### **4.11 PERSONAL APPEARANCE/STAFF DRESS CODE**

District employees are judged not only by their service but also by their appearance. It is the District's expectation that every employee's appearance is consistent with the high standards we set for ourselves as a District. Employees are expected to present a well-groomed, professional appearance and to practice good personal hygiene.

Remember, to our students, parents and the public, employees represent the District.

The Board of Education believes that professional staff members set an example in dress and grooming for their students to follow. The Board retains the authority to specify the following dress and grooming guidelines for staff that will prevent such matters from having an adverse impact on the educational process.

When assigned to District duty, all professional staff members shall:

- a. Be physically clean, neat, and well groomed;
- b. Dress in a manner consistent with their professional responsibilities;
- c. Dress in a manner that communicates to students a pride in personal appearance;
- d. Dress in a manner that does not cause damage to District property;
- e. Be groomed in such a way that their hair style or dress does not disrupt the educational process nor cause a health or safety hazard.

Appropriate safety gear shall also be worn by all support personnel,

custodians, cooks, and others at all times as deemed necessary. Any designated employees (e.g. custodial, maintenance, transportation, food service et al), shall not wear open-toed or slip-on shoes during work hours.

## **4.12 PERSONAL PROPERTY**

The District does not assume any responsibility for loss, theft or damage to personal property. In order to minimize risk, the District advises employees not to bring unnecessary amounts of cash or other valuables to work. If employees bring personal items to work, they are expected to exercise reasonable care to safeguard them. The District is not liable for vandalism, theft or any damage to cars parked on school property. The District carries no accident insurance or other insurance coverage for any loss or injury for which the District does not have legal responsibility.

## **4.13 STUDENT RELATIONSHIPS**

All District personnel will recognize and respect the rights of students, as established by local, state, and federal law as well as by District policy. Employees shall, at all times, maintain a professional relationship and exhibit a professional demeanor in their interactions with students. Further, employees shall refrain from engaging in any actions or conduct of a sexual nature (verbal or physical) directed toward a student, including, but not limited to, sexual advances, activities involving sexual innuendo, or requests for sexual favors or sexually explicit language or conversation. Employees shall not form inappropriate social or romantic relationships with students, regardless of whether or not the student is 18 years old. Employees shall not use profane or obscene language or gestures in the workplace. The Board fully supports the right and desire of teachers to maintain a proper disciplinary atmosphere in all classrooms. The Board further realizes that this is necessary if students and teachers are to realize maximum effectiveness in the cooperative goals of educational excellence.

## **4.14 WELLNESS**

District employees are encouraged to facilitate a healthy learning atmosphere for students to promote wellness. The District encourages staff to use foods of high nutritional value in fundraising activities and to create an educational environment that supports the promotion of healthy food and beverage choices for students. Using food as a learning or behavior incentive should be kept to a minimum. Incentives shall be healthy food choices. The withholding of a meal as punishment is prohibited.

District employees are expected to follow all state and local laws and school policies or rules. The use of alcohol and tobacco are prohibited on school property or at school sponsored events. The prohibition includes E-cigarettes and non-

alcoholic beers, liquors or substances.

#### **4.15 BULLETIN BOARDS**

The School District of Ladysmith will keep employees informed about activities and provide a bulletin board in each building for use by employees for posting of communications.

**Prior Authorization:** Authorization for employees to use the bulletin board must first be obtained from the building principal. All persons who post notices, letters, and the like on bulletin boards without first obtaining authorization may be subject to disciplinary action, up to and including termination. All postings are expected to be removed in a timely manner by the employee or may be removed by the Administration.

#### **4.16 ELECTRONIC MEDIA & SOCIAL MEDIA POLICY**

It is the policy of the District that information, in all its forms, written, spoken, recorded electronically, or printed, will be protected from accidental or intentional unauthorized modification, destruction, or disclosure. All electronic media must be protected from misuse, unauthorized manipulation, and destruction. It is further the policy of the employer that employees may not use social media technology to engage in or post communications or material that would violate any Handbook policy, including, but not limited to, using technology to post communications or materials that are derogatory or offensive with respect to race, religion, gender, sexual orientation, national origin, disability, age, or any other legally protected class status.

##### **General Guidelines - Electronic Media:**

1. All employer-provided electronic media systems are the employer's property. Additionally, all messages and files composed, sent or received on these systems are and remain the property of the employer. They are not the private property of any employee.
2. The use of our electronic media systems is reserved solely for the conduct of business, during work hours. However, if employees wish to use these systems during breaks, lunch periods, or before and after regular working hours, they may do so but employees are specifically prohibited from using these services for any illegal, illicit, immoral or offensive purposes.
3. The electronic media systems may not be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations or other non-job-related solicitations.

4. The electronic media systems are not to be used to create any offensive or disruptive messages or documents.
5. The electronic media systems may not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information or similar materials without prior authorization.
6. The employer reserves and intends to exercise the right to review, audit, intercept, access and disclose all internet activity and any messages or documents created, received or sent over the employer's electronic media systems for any purpose.
7. The confidentiality of any message cannot be assumed. Even when a message is erased, it is still possible to retrieve and read that message. Further, the use of passwords for security does not guarantee confidentiality. All passwords must be disclosed to management or they are invalid and cannot be used.
8. Employees may not modify, delete, or destroy any Employer document created by any electronic media unless specifically authorized to do so.
9. General Guidelines - Social Media:
  1. **Only on Your Own Time.** Unless you have received advance permission from your supervisor or unless such activity is directly related to the performance of your job, you may not engage in social media activity on work time.
  2. **Post as Yourself.** Make clear that you are expressing your personal views alone, not those of your employer.
  3. **Be Respectful and Nice.** Do not post communications or material that is disparaging, obscene, profane, vulgar, bullying, threatening, or inappropriately inflammatory.
  4. **Use Good Judgment.** Because what you say online is accessible to the public, use good judgment in your communications.
  5. **Obey the Law.** Do not post any material that violates the law, such as material that is obscene, profane, defamatory, threatening, harassing, or that violates the privacy rights of someone else. The posting of such material may subject you to criminal and civil liability.
  6. **Don't Expect Privacy.** Because your social media communications are publicly available, you should not expect that your communications are private in any way. Once you post something online, it is completely out of your control and generally available to

anyone in the world.

7. **Ask for Guidance.** If you have any questions about what is appropriate to include in social media communications, ask your supervisor.

8. **Comply with Harassment and Other Policies.** Team members may not use social media technology to engage in or post communications or material that would violate any other Handbook policy, including, but not limited to, the Workplace Safety, Discrimination, Harassment and Retaliation policy.

9. **Keep Secrets.** You must not disclose confidential information.

10. **Students and Social Media:** Unless classroom or athletics related, all personal/private communications through social media are highly discouraged. General posts to Social Media are acceptable.

**Duty to Report:** All employees have a duty to report any discovered or suspected unauthorized or improper usage of electronic media or social media with impact on the workplace.

**Policy Violations:** Employees who violate this policy may be subject to discipline, up to and including immediate termination of employment.

## 4.17 POLITICAL ACTIVITIES

Employees are free to engage in political activity outside of work hours and to the extent that it does not adversely affect the performance of job duties, working relationships or School District of Ladysmith operations. When engaging in political activity or engaging in discussion of issues of public importance, employees are expected to ensure that their actions and positions are not attributed to the Employer. Employer resources may not be used for promoting a particular candidate or political party or for advocating a particular position on an issue that has become identified as the viewpoint of a particular candidate or party.

**Definition of “Employer Resources”:** Employees may not use employer resources for political activities. Employer resources include office supplies, electronic equipment including e-mail, facsimile and photocopying machines, bulletin boards and other public spaces. (Use of bulletin boards requires authorization of the building principal and is off-limits to public use.)

**Definition of “Political” Activities:** Political activities include partisan and non- partisan elections and referendums. Any political activity must be conducted independent of your role as an employee. The following guidelines are not exhaustive, but are intended to help in differentiating between those

activities that may be viewed as harmful to workplace functioning and those activities that generally fall outside the “political” activities subject to employer restrictions and intervention. Employees are expected to avoid the following political activities:

- Using working hours or employer resources to solicit money or signatures or to make political contributions;
  - Using non-work hours to solicit contributions, signatures or services from other employees who are on work time;
  - Posting political materials in areas open to the public (generally, individual work stations that are not available to the public are exempted from this restriction);
  - Using the employer’s mailing address as the return address for political solicitations;
  - Providing employer mailing lists to any individual or organization for political solicitations if this information is not generally available to the public. (Note: the use and distribution of employer mailing lists to outside parties always requires prior authorization including an assessment of whether fees should be charged to cover production costs);
  - Providing a forum for an individual candidate to promote his or her campaign without giving an equal opportunity to other candidates for the same office, to participate in the forum;
- (continued)
- Political advocacy in the form of clothing items, armbands and buttons that cause a disruption in operations and/or violate the rights of others including the right to be free from discrimination, harassment and intimidation in the workplace.

**Additional notations:**

These guidelines are not intended to discourage discussion of controversial issues in the classroom, where such discussions are consistent with District curriculum guidelines and teaching methods. This policy is not intended to limit the off-duty activities of employees where District buildings and property are made available to community groups for meetings and gatherings. Nothing in this policy limits the rights of the District to sponsor non-partisan political forums or forums to provide information on District initiatives, such as building referendums. Nothing in this policy places restrictions on the District’s freedom to invite speakers with political associations to forums that are not open to the general public.

## 4.18 SOLICITATION (Non-Political)

In order to help maintain a work environment that protects employees from undue interference while performing their jobs, employees may not orally solicit or distribute written materials for any organization, fund, activity or cause to other employees in work areas while either employee is on working time.

**Employees On-duty:** Employees may solicit other employees or distribute written materials before or after the normal work day, during normal break or lunch times or any other time when they are not working. These solicitations and literature distribution efforts are not permitted in working areas.

**Employees Off-duty:** Off-duty employees may not solicit or distribute literature on premises at any time.

**Non-employees:** May not solicit or distribute written materials on behalf of any organization, fund, activity or cause. Solicitations for charitable organizations are exempt as long as the organization is sponsored by an employee and prior permission has been secured from management. The same restrictions regarding working time and working areas apply to nonemployees.

## 5.0 HOURS OF WORK

### 5.1 WORK SCHEDULES

The district reserves the right to make changes in the work hours and work schedules of employees at its discretion.

**School Day Full-time:** The normal school day for full-time teaching staff shall be determined by the building principal and/or District Administrator. From time to time staff will be required to remain at work for an extended time for meetings or other professional activities or responsibilities. Teachers will receive no additional compensation for participating in those activities before or after the normal teaching day (or during prep time) unless specifically provided otherwise. Prep time is not considered free time. The employee is not allowed to leave the building during this time period for non-school related business. If an employee needs to leave during prep for personal business, emergency or personal time must be used.

**School Day Part-time:** The normal workweek for any part-time teacher shall be designated by the building principal or direct supervisor. From time to time staff will be required to remain at work for an extended time for meetings or other professional activities or responsibilities. Teachers will receive no additional compensation for participating in those activities before or after the normal teaching day unless specifically provided otherwise.

**Associate Staff:** The normal workday for full and part-time associate staff shall be designated by the building principal and/or direct supervisor. Associates may not adjust their work day without the approval of their direct supervisor/building principal, including starting work early, staying late or working over a lunch period and/or working from home using electronic communications to conduct work when off duty.

## **5.2 SUBSTITUTE CALLING**

Certified and Paraprofessional Staff will log or call into AESOP (Frontline) as soon as they know a substitute is needed up until 7:00 am. After 7:00 am, a call needs to be placed to Nicole Stewart (11001) at the Elementary, or Amy Rydlund (21400) at LMHS.

Cooks, Custodians and Secretaries will contact their Building Administrator or immediate supervisor.

All other absences, personal leave, professional leave, pre-arranged appointments, etc. should be entered into Skyward. You will find a link to the AESOP (Frontline) website to enter your request for a substitute.

## **5.3 LUNCH and BREAKS**

### **Professional Staff**

Lunch: Professional staff shall be granted a 30-minute duty free lunch period per the 8-hour work day.

### **Associate Staff**

Breaks: Associate staff working less than 3.5 hours per day are not eligible for a paid break. Associate staff working at least 3.5 hours per day but less than 6 hours per day shall receive one 15-minute paid break. Associate staff working at least six or more hours per day will receive two fifteen-minute paid breaks. All breaks are scheduled by the employee's direct supervisor.

### Lunch:

- a. Part time employees working at least six hours per day shall receive a 30-minute unpaid duty-free lunch period.
- b. All full-time employees shall have a 30-minute unpaid duty-free lunch period.
- c. Night custodians will work a straight 8-hour shift which includes a 30-minute paid lunch break.

Breaks and lunch periods may not be used to shorten or extend a shift. Breaks may not be used to extend the lunch period. Unused break times are not compensable and will be forfeited if not used.

## 5.4 SCHOOL CALENDAR

The school calendar shall be determined by the board of education. The number and length of days required are subject to yearly board approval. (See School District's website for Calendar.) School year associate staff are required to work the scheduled days as listed on the calendar. This includes the days before and after all holiday breaks unless the employee has pre-scheduled time off.

## 5.5 MAKEUP POLICY

### Professional Staff

All emergency closure days will be made up per the approved calendar.

### Associate Staff

School Year Employees: All emergency closure days will be made up per the approved calendar.

Twelve-Month Employees: All twelve-month employees shall report and remain at work on inclement weather days at their respective time and site. Should such an employee feel it unsafe to report to or remain at work, the employee must contact their direct supervisor and so state. The employee may take PTO or the day without pay, if the employee is unable to report or needs to leave early due to inclement weather.

## 6.0 PAYROLL & DEDUCTIONS FROM PAYROLL

### 6.1 PAY PERIODS

**Professional Staff-** Paychecks are directly deposited every two weeks on a Friday. Professional staff will be paid in 26 equal installments. During certain calendar years there will be 27 pay periods.

**Associate Staff-** Paychecks are normally deposited, by direct deposit every other Friday. Full year employees shall be paid on a 26-payroll cycle. School year employees shall be paid on a 21-payroll cycle during the school year. All employees shall be paid off their latest hourly time sheets. During certain calendar years there will be 27 pay periods.

### 6.2 DATA CHANGES

Please notify your supervisor and the District office if any changes occur in your name, home address, telephone number(s), marital status, name or number of dependents, number of tax exemptions, insurance classification, beneficiary changes, or individuals to be contacted in case of emergency. This

information is necessary as it may affect your compensation, dependents' eligibility for medical insurance, and other important matters.

### **6.3 DEDUCTIONS**

It is the Employer's policy to comply with applicable wage and hour laws and regulations. If you have any questions or concerns about your salaried status or you believe that any deduction has been made from your pay that is inconsistent with your salaried status, you should immediately raise the matter with your direct supervisor and the payroll clerk who can assist you in understanding the information that is required in order to investigate the matter. The Employer is committed to investigating and resolving all complaints as promptly, but also as accurately as possible. Consistent with the U.S. Department of Labor's policy, any complaint will be resolved within a reasonable time given all the facts and circumstances. If an investigation reveals that you were subjected to an improper deduction from pay, you will be reimbursed and the Employer will take whatever action it deems necessary to ensure compliance with the salary basis test in the future.

### **6.04 403(b)**

The School District of Ladysmith (the "District") offers a 403(b) Plan to help you and other employees save money for your retirement. The 403(b) Plan is a type of tax-deferred retirement savings program. Future benefits from the 403(b) Plan will reflect the amount of a participant's voluntary salary deferral contributions plus earnings.

Vesting is immediate for the employee contributions. The district will match up to 2% of base salary for support staff. Professional staff's matching follows the language detailed under section 11.9 Post Employment Benefit Summary.

District's matching contribution is subject to a five (5) year cliff vesting schedule. In order to receive the district's matching contribution, all Employees must have their 403(b) in place prior to July 1 of each fiscal year. If the employee sets up their account after July 1, the district's matching contribution will begin the following fiscal year on July 1st. Whether you choose to participate in the Plan is entirely up to you. Although the Plan is offered by the District, the Plan is not established or maintained by the District for purposes of the Employee Retirement Income Security Act of 1974, as amended ("ERISA"). Accordingly, the Plan and the District are not subject to ERISA. Contact Lana Nelson in the District Office for more information.

### **6.05 EXPENSE REIMBURSEMENT**

Expense reimbursement requests are due into the district office by the 20<sup>th</sup> of each month for payment at the end of the month.

## **7.0 PROFESSIONAL STAFF COMPENSATION**

Employers are prohibited from engaging in collective bargaining with general municipal employees on any form of compensation except for total base wages. Premium pay, merit pay, automatic pay progressions and any other form of supplemental compensation may be considered, but not bargained, by the employer.

### **7.1 SALARY SCHEDULE**

The wage range shall be made a part of this handbook (**Appendix C**). The wages schedule for co-curricular/additional duties shall also be made a part of this handbook (**Appendix B**). Upon being hired, teachers will be placed at a wage where the board of education deems appropriate.

### **7.2 SUMMER SCHOOL PAY**

Professional staff members who teach the Summer School Program or other non-contract time will receive an hourly rate of \$24.00.

### **7.3 CURRICULUM WORK/NON-CONTRACT INSTRUCTIONAL PAY**

Professional staff members who complete District pre-approved curriculum work will receive an hourly rate of \$24.00. Payment for work done will be issued after full completion of curriculum work.

### **7.4 SUBSTITUTING DURING PREPARATION PERIODS**

Teachers who substitute for another teacher during their preparation period will receive \$26.88 per hour (prorated by the minute). Compensation will be prorated to actual time worked.

### **7.5 MASTER'S PROGRAM/CONTINUING EDUCATION**

The School District of Ladysmith will provide professional staff that attain a Master's degree with a \$3000 increase in pay. If any classes are taken that are germane to the professional staff member's district assignment or that affords the district more flexibility through the attainment of additional licensure or certification, the district will pay for these courses directly. All classes and Master's degree programs must be approved by the District Administrator before the course begins to be qualified for the additional compensation. Any courses paid directly by the school district, will require a 5 year commitment by the employee. If the employee leaves prior to the completion of 5 years, the employee will reimburse the district for these courses paid.

## 8.0 ASSOCIATE STAFF COMPENSATION

### 8.1 WAGES

The wage rates for associate staff shall be made a part of this handbook  
(Appendix A)

#### OVERTIME

Each position is designated as either “Non-exempt” or “Exempt” from the federal Fair Labor Standards Act and state wage and hour laws. Employees in “non-exempt” jobs are paid on an hourly basis and are entitled to overtime pay for hours worked in excess of 40 hours per week. Employees in “exempt” positions are generally paid on a salary basis and are excluded from specific provisions of federal and state wage and hour laws and are not eligible for overtime pay. Employees should contact their supervisor if they are unsure of their position’s designation.

**Accrual:** Any paid leave time shall not be counted as hours worked for overtime purposes.

**Approval:** All overtime must be approved in advance by your direct supervisor.

### 8.2 HOLIDAYS

The following days are designated as holidays by the Board for 12-month staff: New Year’s Eve, New Year’s Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, the Day after Thanksgiving, Christmas Eve and Christmas Day.

For regular hourly school-year employees, the following days are designated as holidays: Labor Day, Thanksgiving Day, and the Day after Thanksgiving, Christmas Day, New Year’s Day, Good Friday, and Memorial Day.

**Observance:** When a holiday falls on a Saturday or Sunday, the holiday will be rescheduled on the Friday immediately preceding, the Monday immediately succeeding, or as determined by the employer.

**Eligibility:** All full-time employees and part-time employees are eligible to receive their compensation for holidays; temporary or limited-term employees are not eligible. In order to receive holiday pay, employees must work the day before and the day after each holiday to be eligible for holiday pay with the exception of normal days off or excused absences.

**Work on Holiday:** Any employee who is required to work on any of the above-mentioned holidays shall receive holiday pay as well as be paid for hours worked.

**Holiday Pay Rate:** Holiday pay rate shall be computed at the employee's regularly classified rate at the regularly scheduled number of hours.

## **9.0 PROFESSIONAL STAFF MEMBER LEAVES**

**School Year Certified Employees (FT Teachers, Counselor, Nurse, etc) (Certified Employees that are hired to work less than 12 months a year)**

### **9.1 LEAVE - SICK - PERSONAL - EMERGENCY**

Sick leave will be granted at the rate of 10 days per year, cumulative to 85 days. Employee sick leave is generally construed as leave taken for personal illness of the employee, but may extend to include illness of spouse, children, and parents.

**Incremental Use:** Sick leave may be used in increments of 15 minutes.

**Notification:** A request for sick leave must be submitted to the direct supervisor as soon as reasonably practical and no later than 30 minutes before the start of assigned work hours.

**Verification:** The employer may require verification of illness.

#### **Personal Days:**

Personal time will be granted annually mid-August for Certified Employees at the rate of (4) days per year (prorated for mid-year hires) per 1.0 Full Time Equivalency (FTE) based upon an 8-hour work day. Personal time will be prorated for employees that are employed less than 1.0 FTE based upon an 8-hour workday.

If a professional staff's resignation effective date is prior to June 30th of the current academic year, this benefit is prorated based on time worked. The sum equal to the actual days used, but not earned would be deducted from the remaining pay.

Personal time will be available in 15-minute increments.

Pre-planned personal or sick leave may not be used on scheduled In-Service, Professional Development, or Parent Teacher Conference Days.

Only one pre-scheduled personal and/or sick day may be used surrounding a scheduled school vacation (i.e., including, but not limited to Thanksgiving, Christmas and Spring Breaks) with at least 5 days advanced approval from the District Administrator and limited to three (3) Certified Employees per building.

LMHS counts as one building and LES is one building.

Personal and/or sick leave requests of three (3) consecutive days or more must be made at least 5 days in advance of the absence with approval from the District Administrator and limited to three (3) Certified Employees per building.

Staff is limited to a maximum of three days without pay in a school year. Any additional days, will result in the employee being charged for their employer portion of health or cash in lieu of benefits. All unpaid days off require pre approval by the district administrator.

Employees will be allowed to retain one (1) Personal day and roll this annually into the next year's Personal time. Any remaining Personal time not used will be paid out at the daily substitute rate of pay based on an (8) hour day. The amount will be prorated for any time less than 8 hours.

### **Permanent Sick Bank (PSB):**

Unused sick leave on June 30 of each year will be rolled into the PSB to a maximum of 680 hours.

Employees may only utilize the PSB for personal illness of the employee, spouse, children, parents and parents-in-law once all other time has been exhausted.

Certified Employees who have accumulated 680 hours in the PSB shall receive an annual cash payout of any unused sick time exceeding 680 hours, up to 80 hours at the rate of \$40.00 per 8-hour day, subject to all applicable state and federal taxes.

Any Certified Employee with sick leave accumulated in the PSB at the time of separation and has reached the age of 55 or has 30 years of service will receive a cash payout at the rate of \$40.00 per 8-hour day, subject to all applicable state and federal taxes.

Staff is limited to a maximum of three days without pay in a school year. Any additional days, will result in the employee being charged for their employer portion of health benefits. All unpaid days off require pre approval by the district administrator.

### **Emergency Leave:**

Professional staff may be granted up to two (2) days of emergency leave per year with pay for unexpected situations which arise and necessitate the employee's absence from work and such leave will be deducted from the employee's sick leave. Any additional days of emergency leave may be granted at the sole discretion of the District and such leave will be deducted from the employee's sick leave. In the event that the employee does not have any remaining sick leave, emergency leave, if approved, will be unpaid, but shall not affect accrual of benefits. Leave under this section is not cumulative.

### **Effective Date:**

The Time Off Policy for Certified Employees will become effective August 18, 2022.

## **9.2 PROFESSIONAL LEAVE**

Staff may request or be required by the District to attend workshops or training out of the District. Employees may be reimbursed for normal travel expenses to include lodging, meals, registration fees, and other usual expenses as per District guidelines.

All professional development, workshops, and travel are subject to approval of the building principal and District Administrator.

## **9.3 LONG TERM UNPAID LEAVE**

A professional staff member may be considered for a one (1) year leave of absence without pay subject to the approval of the Board. All benefits accrued at the time the leave commences will be restored to the teacher upon resumption of teaching duties. Leave of absence for competitive work will not be considered in granting a leave of absence. Individuals granted a leave of absence agree to return to the District to teach for not less than one (1) year. Failure to return from an approved leave of absence will be considered a voluntary termination.

## **9.4 SHORT TERM UNPAID LEAVE**

Unpaid leave may be granted for personal reasons, in the sole discretion of the District. While on such leave, the employee shall not earn or accrue any fringe benefits. A request for this unpaid leave shall not be granted if the employee has accumulated personal leave available.

## **9.5 SABBATICAL LEAVES**

Sabbatical leave may be awarded to not more than one (1) teacher or 1% of the total faculty in each given year. Teachers will become eligible for sabbatical leave after seven (7) successful years of continuous service in the District. Sabbatical leave requests will be considered by a committee appointed for this purpose and may be awarded to teachers who would most likely derive professional improvement from the experience. Teachers who take sabbatical leave must agree to return to the District and teach for a minimum of an additional two (2) year period.

## **9.6 BEREAVEMENT**

In the event of the death of an employee's immediate family member, full-time employees will be granted up to three (3) consecutive days of paid leave, if scheduled to work, to make necessary funeral arrangements and/or attend the funeral.

For purposes of this provision, "immediate family" shall be defined as including spouse, child, parent, brother, sister, aunt, uncle, grandparent, and grandchild and in-laws of the same degree or domestic partner, as defined by

State Statute, with whom the employee shares a residence.

The Employer recognizes that “immediate family” may not recognize people whom we care deeply about. In these instances, other forms of paid or unpaid leave may be available for use. Please see your supervisor to discuss any requests.

## **10.0 ASSOCIATE STAFF MEMBER LEAVES:**

### **10.1 SICK - PERSONAL LEAVE**

Sick leave will be granted at the rate of 10 days per year, cumulative to 85 days. Employee sick leave is generally construed as leave taken for personal illness of the employee, but may extend to include illness of spouse, children, and parents.

**Incremental Use:** Sick leave may be used in increments of 15 minutes.

**Notification:** A request for sick leave must be submitted to the direct supervisor as soon as reasonably practical and no later than 30 minutes before the start of assigned work hours.

**Verification:** The employer may require verification of illness.

#### **Personal Days:**

Two (2) Personal days will be granted annually mid August for Support Employees. This time is prorated for mid-year hires and is based on how many hours the support staff person works daily.

If a support staff's resignation effective date is prior to June 30th of the current academic year, this benefit is prorated based on time worked. The sum equal to the actual days used, but not earned would be deducted from the remaining pay.

Personal time may be available in 15-minute increments.

Pre-planned Personal and/or sick leave may not be used on scheduled In-Service, Professional Development, or Parent Teacher Conference Days.

Only one pre-scheduled day of, personal and/or sick leave may be used surrounding a scheduled school vacation (i.e., including, but not limited to Thanksgiving, Christmas and Spring Breaks) with at least 5 days advanced approval from the District Administrator and limited to three (3) Support Employees per building. LMHS counts as one building and LES is one building.

Personal and/or sick leave requests of three (3) consecutive days or more must be made at least 5 days in advance of the absence with approval from the District Administrator and limited to three (3) Support Employees per building.

Staff is limited to a maximum of three days without pay in a school year. Any

additional days, will result in the employee being charged for their employer portion of health benefits. All unpaid days off require pre approval by the district administrator. Employees will be allowed to retain one (1) Personal day and roll this annually into the next year's Personal time. Any remaining Personal time not used will be paid out at the staff's substitute rate of pay.

### **Permanent Sick Bank (PSB):**

Unused sick leave on June 30 of each year will be rolled into the PSB to a maximum of 680 hours.

Employees may only utilize the PSB for personal illness of the employee, spouse, children, parents and parents-in-law once all other time has been exhausted.

Support Employees who have accumulated 680 hours in the PSB shall receive an annual cash payout of any unused sick time exceeding 680 hours, up to 80 hours at the rate of \$4.00 per hour, subject to all applicable state and federal taxes.

Any Support Employee with sick leave accumulated in the PSB at the time of separation and has reached the age of 55 or has 30 years of service will receive a cash payout at the rate of \$4.00 per hour, subject to all applicable state and federal taxes.

Staff is limited to a maximum of three days without pay in a school year. Any additional days, will result in the employee being charged for their employer portion of health or cash in lieu of benefits. All unpaid days off require pre approval by the district administrator.

### **10.2 Emergency Leave:**

Support staff may be granted up to two (2) days of emergency leave per year with pay for unexpected situations which arise and necessitate the employee's absence from work and such leave will be deducted from the employee's sick leave. Any additional days of emergency leave may be granted at the sole discretion of the District and such leave will be deducted from the employee's sick leave. In the event that the employee does not have any remaining sick leave, emergency leave, if approved, will be unpaid, but shall not affect accrual of benefits. Leave under this section is not cumulative.

### **10.3 Emergency School Closing:**

Any day(s) that school is closed due to inclement weather or other reasons as determined by the District shall not result in the loss of wages of any employee provided that the student school day is made up. For days which are not made up, the employee shall use a sick/emergency day or use a deduct (nonpaid) day.

### **Bereavement Leave:**

Employees shall be entitled to up to three (3) days bereavement leave for death(s) involving any member of the immediate family. Immediate family is defined as spouse, child, parent, brother, sister, uncle, aunt, grandparent, grandchild, niece, nephew and in-laws of the same degree. Any further extension of this leave will be

considered on an individual basis with the Superintendent determining whether or not to grant the extension.

**Effective Date:**

- a. The Time Off Policy for Support Employees will become effective August 18, 2022.

### **10.3 Year-Round Support Employees**

(Support Employees that are hired to work 12 months a year)

#### **A. PTO Days:**

Employees are required to use any available earned PTO for all personal time off situations, including medical appointments, sick days, and inclement weather conditions.

PTO will be granted annually on July 1 (prorated for mid-year hires) for Support Employees per the chart below per 1.0 Full Time Equivalency (FTE) based upon an 8-hour work day. PTO will be prorated for employees that are employed less than 1.0 FTE based upon an 8-hour workday.

If the support staff's resignation effective date is prior to June 30th of the current academic year, this benefit is prorated based on time worked.

PTO will be available in 15-minute increments.

PTO requests of three (3) consecutive days or more must be made at least 5 days in advance of the absence with approval from the District Administrator and limited to one (1) Certified Employees per Classification (Appendix A) on scheduled student contact days.

PTO used from the last day of school to ten (10) days before the first day of school (summer months) will be limited to a maximum of 80 consecutive hours.

Employees are responsible for keeping sufficient hours in their account for unexpected illnesses to prevent unpaid time off situations.

Pre-planned Vacation may not be used within 10 days before the first day of school, unless approved by the direct supervisor.

Staff is limited to a maximum of three days without pay in a school year. Any additional days, will result in the employee being charged for their employer portion of health benefits. All unpaid days off require pre approval by the district administrator

12 month employees may access their permanent sick bank when they miss 5 consecutive work days for the same illness.

## **B. Permanent Sick Bank (PSB):**

Unused Vacation on June 30 of each year will be rolled into the PSB to a maximum of 680 hours.

Existing unused sick days already in the employees PSB will continue to roll annually on June 30th.

Employees may utilize the PSB for personal illness of the employee, and spouse, children, parents and parents-in-law.

A Support Employee who has accumulated 680 hours in the PSB shall receive an annual cash payout of any unused PTO exceeding 680 hours, up to 80 hours at the rate of \$32.00 per 8-hour day, subject to all applicable state and federal taxes.

Any Support Employee with PTO accumulated in the PSB at the time of separation and has reached the age of 55 or has 30 years of service will receive a cash payout at the rate of \$32.00 per 8-hour day, subject to all applicable state and federal taxes.

## **C. Bereavement Leave:**

Employees shall be entitled to up to three (3) days bereavement leave for death(s) involving any member of the immediate family. Immediate family is defined as spouse, child, parent, brother, sister, uncle, aunt, grandparent, grandchild, niece, nephew and in-laws of the same degree. Any further extension of this leave will be considered on an individual basis with the Superintendent determining whether or not to grant the extension.

Effective Date:

This PTO Policy for Support Employees will become effective July 1, 2024.

### **12 month SUPPORT STAFF AWARDED PTO Days**

<b>Years of Service</b> (PTO awarded July 1)	<b>PTO Earned</b> (Prorated to July 1)
Date of Hire	96 hours (12 days)
Year 2 – 5	176 hours (22 days)
Year 6 – 10	216 hours (27 days)
Year 11 and forward	256 hours (32 days)

Chart based on 8 hrs.

PTO hours are based on the number of days x number of hours working. (example: 12 days x 7.5 = 90 hours).

## **Payment upon Termination/Transfer/Resignation to a Position not Eligible for Vacation:**

Vacation days shall be earned for each month of service. Vacation, though credited at

the beginning of each fiscal year, is vested only upon completion of the work year. If an employee is terminated or resigned prior to the completion of the school year, he/she will be credited only with those days earned at the time employment is severed and a sum equal to the actual days used but not earned would be deducted from the remaining pay. Deductions will be based on paid vacation leave earned per month of employment.

## **10.4 WORKSHOPS AND TRAINING**

Staff may request or be required by the District to attend workshops or training out of the District. Employees will be reimbursed for normal travel expenses to include lodging, meals, registration fees, and other usual expenses as per District guidelines. Hourly employees attending a workshop or training are compensated for their normal scheduled hours. No extra compensation is approved for extra drive time or longer hours than a normal work day.

All professional development, workshops, and travel are subject to approval of the building principal and District Administrator.

## **10.5 BEREAVEMENT**

In the event of the death of an employee's immediate family member, full-time employees will be granted up to three (3) consecutive days of paid leave, if scheduled to work, to make necessary funeral arrangements and/or attend the funeral.

For purposes of this provision, "immediate family" shall be defined as including spouse, child, parent, brother, sister, aunt, uncle, grandparent, and grandchild and in-laws of the same degree or domestic partner, as defined by State Statute, with whom the employee shares a residence.

The Employer recognizes that "immediate family" may not recognize people whom we care deeply about. In these instances, other forms of paid or unpaid leave may be available for use. Please see your supervisor to discuss any requests.

## **11.0 BENEFITS**

The School District of Ladysmith will provide health insurance to those employees who qualify for coverage. A benefit summary is attached-Appendix E

### **11.1 HEALTH INSURANCE**

All eligible employees are given the opportunity to enroll in the standard District provided health plan Effective July 1, 2016, the Board agrees to pay 88% of the

Insurance Premium under the District's standard medical/hospitalization insurance plan. The district will pay 100% of the premium for the Simply One Health plan. Benefits begin on the 1st of the month following the employees start date.

HSA or Cash in lieu of benefit for employees hired after October 1 each year, will be prorated based on start date. If an employee adds or drops health benefits mid-year, no cash in lieu of or HSA will be paid until the next fiscal year. Employees must work **30** or more hours per week to be eligible for health coverage.

For the 2024-25 plan year; the Board of Education will fund the high deductible as follows for eligible employees into a Health Savings Account (HSA).

Single Plan: \$1025  
Family Plan \$2050

HSA distribution will be the second payroll in September.

Any eligible employee who is not opting for health insurance, shall receive \$3600 annually. The employee must fill out a disclaimer with the payroll clerk and provide a copy of their insurance card. This provision (\$3600 annually is paid during the school year) shall not apply to married teachers where both spouses are employed by the District.

Retiree's may remain on the School District's Health Insurance plan for the period of time described in COBRA.

**District Disclaimer:** The District may change its insurance plan design, including deductible, co-pays, and co-insurance, carrier(s) or self-fund those programs. Levels of benefits provided and employee participation is determined by the School District of Ladysmith and applicable state and federal regulations.

Coverage begins on the first day of the month following the start date.

## **11.2 DENTAL INSURANCE**

The School District of Ladysmith will provide dental insurance to those employees who qualify for coverage.

Effective July 1, 2016, the Board agrees to pay 100% of the dental insurance premium under the District's dental insurance plan. Employees must work 25 or more hours per week to be eligible for dental coverage. Employees on worker's

compensation shall have their determined amount of premium paid by the Employer for a period of time for which temporary total compensation is received by the employee, but in no case to exceed one hundred (100) working days. Retirees may remain on the district dental plan for the period of time described in COBRA.

**District Disclaimer:** The District may change its insurance plan design including deductibles, co-pays, and co-insurance, carrier(s) or self-fund those programs.

Levels of benefits provided and employee participation is determined by the School District of Ladysmith and applicable state and federal regulations.

### **11.3 COBRA**

Under state law and the Federal Consolidated Omnibus Budget Reconciliation Act of 1985 (“COBRA”) and subsequent amendments to the Act, employees covered under an employer’s group health care plan are eligible for continuation of health care coverage under the group plan upon the employee’s termination (except for gross misconduct) or reduction in hours. COBRA regulations also allow the employee’s spouse and covered dependents to elect continuation coverage upon the employee’s death, divorce or legal separation, an employee’s entitlement to Medicare, a dependent’s loss of dependent status under family coverage, or the employer’s filing of a bankruptcy proceeding. All employees, as well as their qualified dependents, will receive notice of mandated insurance continuation benefits at the time of hire or whenever the plan coverage for the employee begins. If a qualifying event occurs which entitles the employee and/or qualified dependents to continuation coverage, the plan administrator will notify the qualified beneficiaries of their right to elect continuation coverage. Unless otherwise agreed, continued participation is solely at the participant’s expense. For additional details regarding coverage and premium contributions, contact Lana Nelson in the District Office.

### **11.4 WRS-WISCONSIN RETIREMENT SYSTEM**

Once eligible for coverage under WRS, coverage is mandatory and an employee may not “opt out” of WRS. Employers and employees are required to pay a percentage of each payment of earnings equal to “one-half of the total required contribution rate.” Employee contributions are pre-tax.

### **11.5 GROUP LIFE INSURANCE**

The Board of Education will participate in WRS Group Life Insurance Program by paying the minimum employer's costs for those who wish to receive the benefit and are eligible to participate in the Wisconsin Retirement System.

### **11.6 LONG TERM DISABILITY**

The Board will pay 100% of the premium cost of a long-term disability insurance policy for all eligible employees.

### **11.7 VOLUNTARY INSURANCE POLICIES**

The Employee may elect to participate in voluntary insurance programs and will pay 100% of the premium cost of these insurance policies.

### **11.8 WORKERS COMPENSATION**

In the event of a worker's compensation injury resulting in lost time, the employee may elect to take such time off as sick, PTO or unpaid leave. In the event of a loss time payment from worker's comp, the employee is to keep such payment resulting from the loss time. Therefore; the employee that elected to take the sick/PTO time while out on leave, will not get that time awarded back. Employees are responsible for their portion of the WRS retirement benefits not collected while out on leave.

### **11.9 BENEFITS – TEACHER EARLY RETIREMENT**

1. The age of eligibility shall be age 57 or older in the calendar year in which the retirement becomes effective with twenty years of service in the District, or 30 years of service to the District with no age stipulation.
2. Early retirement benefits shall not be provided to employees who are discharged or non-renewed.
3. Early retirement benefits shall not be provided to a retiree who is receiving benefits through the District's long-term disability insurance plan when such early retirement benefits are offset against the LTD benefits received.
4. If the retiree dies before the exhaustion of the benefits set forth below, the balance due that fiscal year shall be paid to the named beneficiary or to the retiree's estate.
5. For each retiring teacher or professional staff member who qualifies, the District will contribute to the District's Section 125 plan beginning in the month of September in the calendar year of the effective date of the employee's retirement. The maximum payout per month and per term is listed below. Payments will cease once the retiree becomes eligible for Medicare coverage or when the payout maximum has been reached, whichever comes first. Benefits shall be prorated for part-time employees.
6. Prior to the start of the plan year (September 1), retirees shall select a benefit or combination of benefits provided by the plan.

7. Retirees may elect a cash benefit from the District. Any cash payments from the District shall be paid on the first payroll of the month or at the same time the health insurance premium is paid. Retirees shall have no right to accelerate or receive any cash payments in advance of when the District ordinarily pays its health insurance premiums. Such cash payments shall be subject to state and federal withholding and FICA. The School District is not required to contribute any money to WRS or any other retirement program.
8. For retirees who were enrolled in the District's group health insurance plan at the time of their retirement will begin payment of the full premium on September 1st. The cost of the premiums and deductibles shall be paid by the retiree, either through the Section 125 plan or directly, beginning with the premiums for coverage for the month of September (paid on the last payday in August).
9. Applications for retirement benefits must be filed with the Superintendent by February 1 of the retiring year.
10. If any section of this Article is found to be invalid by operation of law or by process of the grievance procedure, the remainder of this Article shall not be affected.
11. Prior to the amendment of any of the terms of this Article 11.8, the District shall provide notice to current professional staff twelve (12) months in advance of the effective date of any such amendment.
12. **NOTIFICATION OF CHANGE TO THIS POLICY:** The School Board voted on June 13, 2018 to provide notice that a new Early Retirement Policy would be in place by July 1, 2019, thereby providing the twelve (12) month notice.

## School District of Ladysmith

### Post-Employment Benefit Summary

#### **Those Retired Prior to the 2016/17 School Year**

- *Retirees may be receiving grandfathered benefits that are no longer provided to future retirees which include Section 125 contributions. In addition, retirees may choose to self-pay the full (100%) amount of required premiums to remain on the District's medical plan until Medicare eligibility.*

#### **Administrators**

Administrators

Eligibility	OPEB								
Upon retirement	<u>Medical Insurance (<i>Implicit Rate Subsidy Only</i>)</u> : Upon retirement, eligible retirees may choose to remain on the District's group medical plan provided that the retiree self-pays the full amount (100%) of the required premiums <u><b>only for the duration of COBRA.</b></u>								
Eligibility	Actively-Funded Benefit								
Funded during active years of service	<u>TSA Contributions</u> : The District will provide Administrators with a TSA contribution upon completion of each year of service based upon the number of years of service in the District, as noted below: <table><tr><th>Classification</th><th>Years of Service</th><th>Amount of Contribution</th></tr><tr><td rowspan="2">All Administrators</td><td>1-10 years</td><td>3% of base salary</td></tr><tr><td>11 or more years</td><td>4% of base salary</td></tr></table>	Classification	Years of Service	Amount of Contribution	All Administrators	1-10 years	3% of base salary	11 or more years	4% of base salary
Classification	Years of Service	Amount of Contribution							
All Administrators	1-10 years	3% of base salary							
	11 or more years	4% of base salary							

#### **Teachers**

<b>Eligibility</b>	<b>OPEB</b>
At least age 57 with a minimum of 20 years of service in the District	<u>Medical Insurance (<i>Implicit Rate Subsidy Only</i>)</u> : Upon retirement, eligible retirees may choose to remain on the District's group medical plan provided that the retiree self-pays the full amount (100%) of the required premiums <b><u>only for the duration of COBRA.</u></b>
	<b>Non-OPEB: (Supplemental Pension)</b>
	<u>Section 125 Contributions</u> : Eligible retirees will receive a monthly payment of up to \$1,200 for a period of up to 8 years but not to exceed Medicare-eligibility; whichever occurs first. Contribution

**OR**

30 years  
of service  
in the  
District

amounts may be used for eligible medical expenses such as payment of premiums or taken in cash. The amount and duration of the benefit is based on years of service as follows:

20 or more years of service as of July 2019		
Retirement By	Benefit Duration	Benefit Amount
6/30/2020	84 months	\$ 1,200 per month
6/30/2021	78 months	
6/30/2022	72 months	
6/30/2023	66 months	
6/30/2024 and thereafter	60 months	
Those with 15 - 19 years of service as of July 2019		
6/30/2025	60 months	\$ 1,000 per month
6/30/2026		\$ 900 per month
6/30/2027		\$ 800 per month
6/30/2028		\$ 700 per month
6/30/2029 and thereafter		\$ 600 per month
Those with 10 - 14 years of service as of July 2019		
6/30/2026	60 months	\$ 400 per month
6/30/2027		\$ 300 per month
6/30/2028		\$ 200 per month
6/30/2029 and thereafter		\$ 100 per month
<b>Note:</b> Those with less than 10 years of service as of July 2019; no retirement benefit is provided.		

If the retiree dies prior to the exhaustion of the benefits noted, the balance due that fiscal year shall be paid to the named beneficiary or to the retiree's estate.

403(b) Match: Effective July 1, 2019: The District will match an amount based on years of service as of July 1, 2019 into an employee's 403(b) as noted below:

<b>Years of Service as of July 1, 2019</b>	<b>Matching payment amount</b>
Less than 10 years of service	2 %

	10-19 years of service	3 %
	20 or more years of service	No matching payments provided
<p><u>Vesting Schedule:</u> Matching payments by the District to Teachers with less than 5 years of service shall not be vested until the Teacher has completed 5 years of service.</p> <p><i>Such contributions are made in the year the benefit is earned and are deposited into an irrevocable trust. Thus, the benefit is considered an active benefit and was not included in the post-employment valuation.</i></p>		

Upon retirement	<p><u>Medical Insurance (<i>Implicit Rate Subsidy Only</i>)</u>: Upon retirement, eligible retirees may choose to remain on the District's group medical plan provided that the retiree self-pays the full amount (100%) of the required premiums <b><u>only for the duration of COBRA.</u></b></p>

**Note:** As of July 1, 2016, the District has a high deductible health plan (\$3,200 single/ \$6,400 family) and will provide only active employees with HSA contributions of \$1025 single/ \$2050 family.

## **12.0 DISCIPLINE, TERMINATION, AND NONRENEWAL**

The level of discipline imposed will take into consideration the seriousness of the infraction as well as the employee's performance record. When appropriate, discipline should be corrective in nature. At the employer's sole discretion, various types of employee discipline or corrective action may be imposed which include, but are not limited to, the following:

1. Coaching
2. Verbal reprimand with Written Notification
3. Written Reprimand
4. Suspension without pay
5. Termination or Non-Renewal

All new teacher's starting their employment with the 2020-2021 school year, are subject to a 3-year probationary period, and not subject to "just cause".

Employee discipline for purposes of access to the grievance procedure, is defined to include only termination, disciplinary suspensions and disciplinary demotions.

None of these disciplinary measures are required to be used before termination from employment occurs nor are the listed disciplinary actions required to be used in any specific order. The Employer may repeat disciplinary action.

Employees are expected to work in a competent and conscientious manner which reflects favorably upon the employee and the School District of Ladysmith. The following is a list of examples of behavior which would normally justify disciplinary action.

- Fraud in securing employment
- Incompetency
- Inefficiency
- Unauthorized absences
- Repeated absence or tardiness or improper use of leave
- Neglect of duty/unattended students
- Insubordination or willful misconduct
- Dishonesty
- Assuming duties while under the influence of controlled substances or intoxicants; or possession of use of intoxicants or controlled substances during working hours
- Conviction of a felony or misdemeanor, the circumstances of which are substantially related to the duties performed
- Negligence or willful damage to property
- Discourteous treatment of the public or fellow employees

- Failure to obtain and maintain a current license or certification as required by law or employer
- Failure to maintain effective working relationships with other employees or the public
- Sexual or other unlawful harassment.
- Workplace violence
- Violation of any lawful order, directive, policy, or work rule

The offenses listed above are not intended to be all-inclusive, and discipline, including termination, may occur for any other reason depending upon the seriousness of the offense, the particular facts and circumstances surrounding the incident(s), and the employee's record of prior disciplinary actions.

**Documentation:** All discipline shall be documented with a copy provided to the employee and a copy placed in the employee's personnel file.

## **12.1 STANDARD FOR NONRENEWAL OF TEACHERS**

Teachers employed in the district are subject to nonrenewal on a statutory basis, as described in Sec. 118.22. Wis Stats. Such nonrenewal shall be exclusively subject to the provisions of section 118.22, and is not covered by the Grievance Procedure in this Handbook. All new teacher's starting their employment with the 2020-2021 school year, are subject to a 3-year probationary period, and not subject to "just cause".

## **12.2 TERMINATION**

A teacher may be terminated during the contract year for "cause". Cause is not required for Associate Staff members. Unpaid suspensions, demotions, and or termination shall be subject to the Grievance Procedure in this Handbook. All new teacher's starting their employment on or after the 2020-21 school year, are subject to a 3-year probationary period, and not subject to "just cause".

## **12.3 REPRESENTATION**

In the event any employee is called to a meeting with District representatives for the purpose of issuing discipline or discharge, or for investigating circumstances which may lead to discipline or discharge, the District shall advise the employee of his or her right to representation in regard to the matter.

## **12.4 DISCIPLINARY MATERIALS**

Copies of disciplinary materials shall be provided to employees prior to any such material being placed in an employee's personnel file. The employee shall have the opportunity to affix his or her reply to such materials.

## 13.0 GRIEVANCE PROCEDURE

It is the policy of the District to treat all employees equitably and fairly in matters affecting their employment. Each employee of the District shall be provided an opportunity to understand and resolve certain matters affecting employment that the employee believes to be unjust. This section shall apply to all regular full-time, part-time, limited, temporary, and seasonal employees.

This procedure is available in the case of any employee's disagreement with discipline or termination of employment, as well as any matter relating to workplace safety.

A grievance shall mean a dispute concerning an employee's discipline or termination of employment, or a dispute concerning workplace conditions that affect workplace safety. Only one subject matter shall be covered in any one grievance. A written grievance shall contain:

- A. the name and position of the grievant;
- B. a clear and concise statement of the grievant;
- C. the issue involved;
- D. the relief sought;
- E. the date the incident or violation took place;
- F. the specific section of the Policy Manual alleged to have been violated;
- G. the signature of the grievant and the date.

All employee grievances must be filed by the aggrieved employee(s). The grievance must be filed within five (5) working days after the employee knew or should have known of the cause of such grievance. The following procedures shall be followed:

### **A. District Administrator:**

This grievance shall fully state the details of the problem and suggest a remedy. The District Administrator shall, within five (5) working days of receipt of the grievance, meet and discuss the grievance with the employee and then reply in writing within ten (10) working days. This step does not apply to any grievance related to action by the Board of Education that directly affects the grievant.

### **B. Hearing Before an Impartial Hearing Officer:**

In the event the matter is not resolved to the employee's satisfaction by the District Administrator, the employee may, within five (5) working days of the date of the written decision of the District Administrator, request in writing that the

matter be referred for a hearing before an impartial hearing officer. If the District Administrator denies the grievance based on whether the grievance is timely or relates to a covered matter (i.e. workplace safety, discipline or termination), the matter shall be referred to the Board for determination of whether the grievance may proceed. If the Board determines that the grievance may proceed, it will then be referred to the Impartial Hearing Officer. The Board of Education shall appoint a hearing officer for the purpose of conducting the hearing. The Board may appoint a hearing officer or panel of potential hearing officers from which to select an officer for this purpose either on an ad hoc basis or by resolution adopted for a school year and delegate to the District Administrator the responsibility to arrange for such hearing with one of the selected officers.

Each grievance shall be heard by a single hearing officer and such hearings shall be private. The employee and the District may present witnesses, and each side may select one individual to attend the hearing as a representative. Any employee representative selected shall be at no expense to the District.

The Hearing Officer may only consider the matter presented to him/her in the initial grievance filed by the employee. The decision will apply exclusively to the employee presenting the grievance. The Impartial Hearing Officer shall have authority to run the hearing, including administering oaths, admitting evidence into the record, providing for transcription, etc. The Officer may not modify any Board policy and may not issue decisions on matters not presented to the District Administrator in the initial grievance. Any costs incurred by the impartial hearing officer shall be paid by the District.

#### **C. Board of Education:**

In the event that either party is dissatisfied with the hearing officer's decision, that party may within ten (10) working days, present the grievance in writing to the Board, who shall consider the matter within thirty (30) working days after its receipt, unless postponed by mutual agreement. The Board shall review the decision of the impartial hearing officer and may either issue a decision or determine that additional evidence or testimony is necessary and provide for a hearing for that purpose.

The Board's decision shall be by majority vote, which shall be final.

This procedure constitutes the exclusive process for the redress of employee grievances for the subject matter referred to herein. However, nothing in this grievance procedure shall prevent any employee from addressing concerns regarding matters not subject to the grievance procedure with administration and employees are encouraged to do so. Matters not subject to the grievance procedure that are raised by employees shall be considered by administration which has final authority, subject to any applicable Board policy or directive, to resolve the matter.

Time limits contained in this grievance procedure outlined above may be extended by mutual consent of the parties. If any applicable time limit for advancing the grievance to the next step in the process is not met, the

grievance shall be deemed resolved. Each employee shall be afforded any opportunity to be represented at each step of the grievance procedure by a representative of the employee's choice and at no expense to the District.

For purposes of this grievance procedure, the following definitions shall apply:

- A. "Workplace safety" means those conditions related to physical health and safety of employees enforceable under Federal or State law, or District rule related to: safety of the physical work environment, the safe operation of workplace equipment and tools, provision of protective equipment, training and warning requirements, workplace violence and accident risks.
- B. "Termination" does not include voluntary resignation or retirement, or the nonrenewal of an employment contract pursuant to 118.22 and 118.24 Wis. Stats., nor does it include position elimination due to a reduction in force under Policy 3131.
- C. "Employee discipline" refers to unpaid suspensions, written reprimands, or demotion, but excludes performance conferences/evaluations, staff assignments, improvement plans, or oral counseling or reprimand unless a written record of the reprimand is placed in the employee's file.

## **14.0 EMPLOYMENT RETENTION**

### **14.1 JOB TRANSFERS & PROMOTIONS**

The District reserves the right to permit temporary and permanent job transfers and promotions based on operational needs and based on the employee's relative ability, experience and other qualifications as determined by the Employer. Such transfers and promotions shall not be made arbitrarily or capriciously. Temporary assignments will normally not exceed one year and employees will normally receive their regular rate of pay for the time spent in temporary assignment.

### **14.2 JOB VACANCIES & POSTING**

When the District determines that a vacancy or new position shall be filled, the District shall typically post on WECAN a notice of such vacancy or new position for a minimum of five working days if reasonable and appropriate to do so. The posting shall typically include the date the position is to be filled, title of position, requirements, and rate of pay and benefits. The District retains the right to determine whether and when to recruit outside applicants. All employees who interview for a position will be notified of the selection outcome. The District maintains its discretion to offer employment to any candidate.

### 14.3 LAYOFF & RECALL

The District retains the right to lay off employees, in whole or in part, and to retain those employees who are most qualified to perform the available work, regardless of their previous length of employment. However, employee morale and loyalty to the District are enhanced by a recognition of seniority as being important. Therefore, in choosing who is to be laid off, the District will utilize seniority as an important factor, but while doing so will consider specialized qualifications, and documented and ongoing deficiencies in performance, as being legitimate reasons to not follow seniority. The rehiring of employees that have been laid off shall be determined by the district based on its need for the most qualified person to perform the available work. Associate staff layoffs are subject to a 30-day notice and board of education approval. The District maintains its discretion to offer recall to employment to any candidate.

### 14.4 PERFORMANCE REVIEWS

Employee work performance for professional staff will normally be during the first three years of employment and at least every third year thereafter. Associate staff will typically be evaluated yearly. If an employee believes that a performance review is needed and/or past due, the employee should discuss the matter with their immediate supervisor.

### 14.5 PERSONNEL FILES

Reasonable access to personnel records will be authorized in accordance with public records laws and regulations. Any/all personal medical information will be secured in an area separate from the personnel record, with strictly controlled and limited access, in order to protect confidentiality. Employees, and other authorized viewers of records, shall have the authority to review and copy, but not remove or alter, personnel records. If an employee disagrees with any information in his/her personnel file, the employee may submit a written statement explaining his/her position which shall be included in the file.

### 14.6 SEPARATION FROM EMPLOYMENT

**Professional Staff:** In the event a professional staff member wishes to break a contract with the Board, the employee shall pay to the School District liquidated damages for the termination of the contract in the following amounts:

1. Resignation after June 15, five hundred dollars (\$500).
2. Resignation after July 1, seven hundred and fifty dollars (\$750).
3. Resignation after August 1, one thousand dollars (\$1,000).
4. Resignation after August 15, two thousand dollars (\$2000).

With signed consent, the Board may deduct such liquidated damages from any paychecks still due and payable to the teacher. Liquidated damages may be waived at the sole discretion of the Board.

In the event a teacher seeks to break a teacher contract before the end of the school year, the Board shall receive liquidated damages in the amount of **\$2,000**.

**Associate staff** may resign from their position subject to a two week notice and Board approval.

## APPENDIX A

### ASSOCIATE STAFF WAGES

<b>CLASSIFICATION</b>	<b>7/1/24</b>
General Education aide	\$18.49
Special Education aide	\$19.21
Library/Computer aide	\$19.45
Clerical	\$22.55
Bus Drivers	\$22.55
Custodial	\$22.55
Cooks	\$19.21
Dishwasher	\$18.49
Groundskeeper	\$15.60
Weekend Pool Custodian	\$17.04

## APPENDIX B

### Co-Curricular Pay

### EXTRA-CURRICULAR

#### DUTIES

Those individuals who are assigned extra-curricular duties shall be issued an extra-curricular duty contract. Staff members will be allowed to resign from extra-curricular duties as follows - If a staff offers to resign from an extracurricular duty in one year and the Board does not accept that resignation, should the staff member offer to resign from that same extra-curricular duty position next year, the Board will accept that resignation.

A survey of students going out for a sport two weeks before the sport starts, will determine the number of coaches needed. The final number of coaches or advisors needed will be determined by the AD and Principal after conferring with the Superintendent. *Coaching stipend shall be compensated at the end of the appropriate season.* Approval will be required from the Athletic Director stating the coach fulfilled all requirements for the appropriate season.

<u>Position</u>	<u>Wages</u>
Head Football	\$4041
LHS Assistant Football Coaches (4)	\$3367
Middle School Football (2)	\$2357
Flag Football (2)	\$673
Head Cross Country	\$4041
Assistant Cross Country	\$3367
Middle School Cross Country	\$2357
Head Volleyball Coach	\$4041
LHS Assistant Volleyball Coaches (3)	\$3367
Middle School Volleyball (2)	\$2357
Head Boys Basketball	\$4041
LHS Assistant Boys Basketball (2)	\$3367
Head Girls Basketball	\$4041
LHS Assistant Girls Basketball (2)	\$3367
8th Grade Basketball	\$2357
7th Grade Basketball	\$2357
Head Wrestling	\$4041
LHS Assistant Wrestling Coach (2)	\$3367
Middle School Wrestling (2)	\$2357
Head Baseball	\$4041
Assistant Baseball (1)	\$3367
Head Softball Coach	\$4041
Assistant Softball (1)	\$3367
Head Track	\$4041
Assistant Track (3)	\$3367
Middle School Track	\$2357
Head Boys Golf	\$4041

Assistant Boys Golf	\$3367
Head Girls Golf	\$4041
Assistant Girls Golf	\$3367
Head Swim Coach	\$4041
Assistant Swim Coach	\$3367
Swim Meet Manager	\$500
Annual	\$2020
Debate & Forensics Head	\$2020
High School Band Director	\$4041
Choir Director	\$3367
LHS Art Club	\$1010
LHS Student Council (2)	\$2020
Freshman Class Advisor (1)	\$337
Sophomore Class Advisor (1)	\$377
Junior Class Advisor (2)	\$673
Senior Class Advisor (2)	\$673
National Honor Society	\$505
LHS Musical Staff (allocation made by Musical Director)	\$5724
LMS Art Club	\$1010
LMS Drama Coach	\$1347
LMS Student Council (1)	\$1347
LMS Band Director	\$2020
LMS Choir Director	\$2020
LES Safety Patrol	\$1347
LES Student Council	\$1347
LES Drama Coach	\$1347
LES Music Director	\$2357
Mentor	\$505
HOSA/HCA Coordinator	\$1500
STEAM	\$1500
CTE Coordinator	\$1500
Skills USA	\$1500

## Substitute Wages

Teacher-Full Day	\$125
Teacher-Half Day	\$65
Teacher-Long Term	BA 1.0 base pay after 20 consecutive days in same assignment
Clerical	\$15.00/Hour
Cook	\$15.00/Hour
Custodian	\$15.00/Hour
Bus Driver	\$18.20/Hour
Regular Aide	\$15.00/Hour
Library Aide	\$15.00/Hour
Special Aide	\$15.00/Hour
Weight Room Supervisor	\$11.00/Hour
Lifeguard/Swim Lessons	\$13.00/Hour

VOLUNTARY DUTIES-All rates are calculated as “per hour” rates at **\$15.00** per hour

Football:	Chain Gang Scorers Announcer Concession Stand Supervisor-Non-Volunteer Group
Basketball:	Scorer Timer Concession Stand Supervisor-Non-Volunteer Group
Wrestling:	Timer Scorer Concession Stand Supervisor-Non-Volunteer Group
Volleyball	Timer Scorer Line Judge
Track:	Starter Timers Officials
Crowd Control/Event Manager	

## APPENDIX C

### Professional Staff Compensation Guideline

Bachelor's Degree	Master's Degree
40,000	43,000
41,200	44,200
42,400	45,400
43,600	46,600
44,800	47,800
46,000	49,000
47,200	50,200
48,400	51,400
49,600	52,600
50,800	53,800
52,000	55,000
53,200	56,200
54,400	57,400
	58,600
	60,800
	62,000

**\*Masters** would top out at **\$61,443**. **Bachelors** would top out at **\$53,856**.  
**\$3,000** for a Masters.

**\$1,000** National Board Certification each year the certification remains current.  
 This **guideline** awards **\$1200 annually** for teachers that have not reached the top wage. This increase could be more or less depending on the projected annual budget.

\*Teachers move through the salary progression until they reach the top salary for a master's or bachelor's degree. After that teachers are awarded longevity pay dictated by the availability of funding in the projected annual budget. This chart is a guideline for administrators and teachers to follow. Salaries are no longer considered steps in a matrix, but rather a plan for moving ahead on the salary schedule until you reach the top of the master's or bachelor's wage.

### **Zero Hour Class Procedures for academic rigorous coursework**

- A zero hour class will be considered if the following criteria are met:
- There must be at least 8 students who want/need the class
- The class will not fit into the regular schedule without displacing a disproportionate number of students or causing a class(es) to become too large. (Too large is more than 30 students?)
- There is no alternative for the class, such as WVS, WIN, or other options.
- Stipend: 10% of the instructor's contract. This rate will be prorated if the course is offered less than a year.

## APPENDIX D

### CONFIDENTIALITY AGREEMENT

#### SCHOOL DISTRICT OF LADYSMITH CONFIDENTIALITY AGREEMENT

It is the policy of the School District of Ladysmith *to* provide a level of privacy and confidentiality with regard to information concerning our employees and students.

In the course of your work, you may have access to confidential information (oral, written or computer generated not otherwise available to the public at large) about employees or students, their families and/or district business. School business information includes computer programs, software and supporting documentation, technological improvement plans, strategic plans, financial information and employee information (including but not limited to co-worker and their families).

THEREFORE, I AGREE that:

My right to enter or make use of confidential information is restricted to my need to know the data or information to perform my job responsibilities. I will keep my computer access password(s) confidential. If another method of accessing a computer system is used, I will restrict its use to myself. I will not discuss any confidential information in any public areas, hallways, gathering spaces and etc.

I will hold all confidential information of which I have knowledge in the truest confidence, as required by law. I agree to utilize confidential information obtained by me in accordance with the performance of my job responsibilities.

Unauthorized disclosure, copying and/or misuse of confidential information is a serious breach of duty and may result in disciplinary action up to and including termination of employment or contract with the School District of Ladysmith. Further, this agreement mandates compliance extending beyond employment, contract, or association with the School District of Ladysmith, as required by law.

Nothing in this agreement is intended to prohibit collaboration among professional staff members for the purpose of providing assistance to a student. Nothing in this agreement is intended to prohibit an employee from discussing his/her own personal data, such as wages and conditions of employment.

I HAVE READ THIS CONFIDENTIALITY AGREEMENT AND AGREE TO ITS TERMS.

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

Employee Name (print) \_\_\_\_\_

APPENDIX F -  
JOB DESCRIPTIONS

[School District of Ladysmith](#)

Athletic Director  
Assistant Coach  
Aquatics Director  
Auditorium Director  
Behavior Intervention  
Bookkeeper  
Business Manager  
Cook  
Custodian  
CWD Bus Driver  
CTE Coordinator  
Director of Special Education and Pupil Services  
District Administrator  
District Nurse  
Executive Secretary  
Extracurricular  
Advisor Food Service  
Director  
Groundskeeper  
Guidance Counselor  
Head Coach  
Program Intervention  
Teacher (RtI) Library  
Paraprofessional Library  
Media Specialist  
Meet Technology Manager  
Maintenance Director  
Payroll/Personnel Services  
Police-School Liaison Officer  
Regular Education Teacher  
Regular Education Teacher Paraprofessional  
School District Technology Coordinator  
School Principal  
School Psychologist  
School Secretary  
Special Education Teacher Special  
Education Teacher Paraprofessional  
Skills USA  
Special Services Secretary  
Speech and Language  
STEAM  
Tutoring  
Pathologist Title I Coordinator  
Weight Room Director  
21<sup>st</sup> Century Site Coordinator

## **Position Title: Athletic Director**

### **Essential Duties and Responsibilities:**

- Coordination of District athletic program
- Prepare and maintain athletic budget
- Oversee and inventory athletic equipment
- Serve as event manager at home events or arrange designee
- Prepare master sports calendar including conference and non-conference events
- Monitor condition of athletic facilities to ensure the safety and proper playing conditions
- Work with coaches and athletic staff to schedule buses
- Secure appropriate staffing for athletic events
- Seek and recommend suitable competition for all non-conference games
- Hire all officials for athletic contests
- Coordinate collections of rosters as needed
- Acts as a resource and a support person for all coaches and athletic staff
- Mediate the resolution of issues and/or concerns that may arise within the athletic program
- Provide a channel through which students, families, community members, and/or coaches can communicate concern related to the athletic program
- Provide professional development for athletic staff as needed
- Disseminate WIAA materials
- Enforce WIAA regulations
- Monitor player eligibility
- Coordinate proper record keeping related to athletic materials such as physical cards, alternate year cards, athletic codes, fees, WIAA documentation, grade reporting, equipment inventory, budget, and other athletic program initiatives as needed
- Adhere to all safety procedures related to athletics and student-athletes
- Ensure all coaches and athletic staff adhere to safety procedures related to athletics and student-athletes
- Administer the school athletic code in a fair, equitable, and consistent manner for all coaches, student-athletes, and other athletic staff
- Order and disseminate athletic awards as needed
- Attend monthly Heart O' North conference meetings
- Stay current on WIAA and conference by-laws, procedures, regulations, and other issues
- Maintain proper lines of communication with administration, staff, coaches, players, parents, and other stakeholders
- Maintain appropriate confidentiality regarding school and student matters
- Perform other duties as assigned

### **Qualifications:**

- Baccalaureate degree (preferred)
- Administrative and/or coaching experience

Required Knowledge, Skills, and/or Abilities:

- Knowledge of WIAA rules and procedures
- Knowledge of Heart O' North conference rules and procedures
- Good organizational skills
- Good communication skills
- Ability to work cooperatively with others
- Knowledge of athletics and athletic rules, regulations, and procedures

Reports To: Middle School Principal/High School Principal

Employment Status/Term: Schedule aligned with athletic programming needs

**Position Title: Assistant Coach**

Essential Duties and Responsibilities:

- Serve as an appropriate role model for those associated with the athletic program
- Support the vision, direction, and success of the athletic program under the direction of the head coach
- Assist in providing positive leadership and direction for the athletic activity
- Assist with program initiatives under the direction of the head coach
- Help each participant increase skill level and understanding of the sport
- Promote a positive environment in which student-athletes can grow and develop
- Promote sportsmanship
- Consistently and appropriately enforce all school, conference, and WIAA regulations and procedures
- Use sound and acceptable coaching techniques and strategies
- Plan, organize, and conduct safe and effective practices
- Effectively and appropriately manages and leads the team and players during contests
- Effectively and appropriately communicate with all program stakeholders who can include, but is not limited to, assistant coaches, players, families, staff members, and administration.
- Establish and maintain professional working rapport with the athletic director
- Promote and positive image of the school, team, program, and participants
- Model good sportsmanship
- Coach individuals in the fundamentals and advanced skills needed to develop their full potential
- Demonstrate the ability to motivate the team and individuals within the team
- Commands respect of the players
- Instills a positive attitude towards self, team, and sport
- Clearly communicates expectations
- Develops and maintains a firm, fair, and consistent system of accountability for team and individuals associated with the team
- Makes an effort to improve coaching techniques and strategies

- Promotes growth and success of the athletic program
- Promotes importance of academic success
- Maintain appropriate confidentiality regarding school and student matters
- Performs other duties as

assigned Qualifications:

- Experience and/or education in the athletic activity being supervised
- Relevant coaching experience
- Appropriate background/fingerprint clearance

Required Knowledge, Skills, and/or Abilities:

- Ability to effectively communicate with the head coach regarding program initiatives
- Ability to work effectively and positively with the head coach, players, and other stakeholders
- Understanding of safety and injury prevention procedures associated with the sport
- Understanding of the fundamentals and higher level skills associated with the sport
- Understand of sound and acceptable coaching techniques and strategies
- Ability to communicate program expectations
- Ability to motivate others
- Ability to maintain professional rapport with others
- Effective organizational skills
- Demonstration of leadership ability
- Demonstrates professionalism
- Skillfully manages individual, group, and program activities
- Demonstrates self-control and perseverance
- Completes paperwork and related documentation in a timely and appropriate manner

Reports To: Head Coach/Athletic Director

Employment Status/Term: Schedule aligned with athletic programming needs

**Position Title: Aquatics Director**

The Aquatics Director is responsible for all aspects of the pool facility and community locker rooms.

Performance Responsibilities:

- Ensure that the pool facility meets all regulatory requirements pertaining to rules set forth by the Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP) and Wisconsin Administrative Code ATCP Ch. 76.

- Conduct an annual review with local Public Health Officials, review findings and implement changes per any findings or citations issued. This includes the associated public locker rooms.
- Maintain certification as a Commercial Pool Operator and American Red Cross Lifeguard Instructor.
- Ensure that daily chemical and physical water quality logs are maintained by designated district staff.
- Ensure that the facility cleanliness is maintained by designated district staff.
- Ensure that Lifeguard staff are properly trained, relevant credentials are maintained on file, and an approved Lifeguard Staffing Plan has been submitted to Public Health. Recruit, hire, train and discharge if necessary all Lifeguard staff. Conduct regularly scheduled in-service training for all staff.
- Create Lifeguard work schedules. Conduct random checks to ensure that Lifeguards are meeting an appropriate standard of work behavior.
- Create a monthly Facility schedule and make this available to the public through various means. Alert the public in the case of schedule changes.
- Coordinate with community stakeholders to ensure that the pool and locker room facilities are available for specific events and needs. Stakeholders include but are not limited to: LMHS Physical Education Staff, SDL Summer School Instructors, LMHS Head Coaches, Local Swim Club Coaches, Adult Patrons, Community Organizations and Local Health Care Professionals which use the facility for therapy treatments.
- Ensure that safety equipment is properly maintained and accessible to pool staff.
- Conduct an annual review of the facility Emergency Action Plan.
- Work with the District Administrator to develop an annual budget and recommend purchases for the facility. Coordinate all repairs and maintenance of the pool facility with appropriate district staff and local / regional contractors.
- Maintain all necessary competitive equipment used by local co-op and club teams.

*Note: this job description is not intended to be all-inclusive. The employee may perform other duties as assigned to meet the ongoing needs of the District.*

### **LMHS Auditorium Director**

- Auditorium management/facility use
  - Sound setup for any event in the auditorium throughout the year including school based groups as well as outside groups such as Flambeau Valley Arts Association, Mardi Gras Queen Coronation, Dance recitals, etc.
  - Lighting plots for various amateur and professional groups
    - Focusing light fixtures, placing gels (colors) in lights to ensure parties needs are met

- Maintenance on any and all lighting fixtures and sound systems in the auditorium
- Ordering of miscellaneous items used in maintenance of venue/lighting/sound
- Work with the principal's secretary on scheduling the various events in the facility throughout the school year
- Organization of items stored in the auditorium
- Primary party responsible for sound systems in the gymnasium and football field
  - Set up microphones as needed
  - Train new users of district sound systems
- Assist with sound set up at LES when needed
- Assist with graduation setup of sound equipment
- Assist in lighting and sound of any school productions in the auditorium. This includes setting projectors, screens, and sound for meetings held in the auditorium, or at another location in the school, i.e. cafeteria, gym, and library. This includes livestreaming set up for monthly board meetings.
- Design and implement sound and lighting needs for any school plays or musicals held in the auditorium
- Hire, train, schedule, and supervise/advise student workers outside of the school day

### **Position Title: Bookkeeper**

#### **Essential Duties and Responsibilities:**

- Maintains a complete, accurate, and systematic set of records related to the accounts payable and accounts receivable (Lana) for the school district in accordance with accepted accounting procedures
- Assists administration in budgeting process
- *Prepare and maintain accurate reports related to payroll, payroll deductions, and insurance, and other employee benefits (Lana does)*
- Assists with preparation of pre-audit and audit processes
- Oversees record keeping for activity accounts
- Processes invoices and accounts payable checks for all funds
- Processes purchase orders
- Verifies appropriate receipt of supplies and materials ordered throughout the District
- Compiles financial information related to District and school sites for the purpose of ensuring completeness and availability of records and compliance with established regulations and procedures
- Assists in general district office functions as needed
- Processes financial information in order to provide current and accurate balances and to ensure proper procedures are practiced
- Requests bids from vendors through proper District procedures as needed

- Register personnel for workshops, hotels, or other events as needed
- Process expense reimbursement requests
- Process check requests
- Other duties as assigned
- Qualifications:
  - High school diploma or equivalent
  - Associate Degree in accounting or relevant experience as determined by Administration
  - Appropriate background/fingerprint clearance

Required Knowledge, Skills, and/or Abilities:

- Understanding of pertinent computer and other technology applications
- Ability to maintain high level of confidentiality related to District information
- Knowledge of acceptable accounting procedures
- Good organizational skills
- Ability to communicate clearly in verbal and written format
- Ability to work with other office and District personnel in a team setting
- Willingness to complete additional training as needed

Reports To: District Administrator/Business Manager

Employment Status/Term: 12 months

**Position Title: Business Manager**

Essential Duties and Responsibilities:

- Manage the financial and business affairs of the District in accordance with Board policy and state and federal law
- Advise the District Administrator on fiscal matters and long-range fiscal planning
- Administer the collection, safekeeping, distribution, and accounting of all funds following generally accepted accounting practices, WUFAR, and administrative procedures
- Submit monthly and annual reports as required including state, federal, and E-rate reports
- Administer fiscal portion of all grants and special projects received by the District
- Ensure and facilitate the annual audit of school accounts
- Work with District Administrator to develop and administer a comprehensive budget for the school district
- Supervision of building operations including custodial/maintenance, utilities, and compliance with State and Federal regulations
- Maintain accurate records, procedures, and reporting of payroll, finance, fixed assets, and census according to standards established by the independent financial audit and State statutes
- Projection of District yearly cash flow and arrangement of appropriate investment and borrowing

- Manage the District's employee benefit, property, liability, and worker compensation insurance programs
- Supervise purchasing, bidding, service contracting, and local purchasing procedures
- Supervise operation of the business office and food service program
- Direct the District student transportation system
- Assist the Board and administrative team with contractual and labor agreements as needed
- Assist Board members in performance of their duties and serve as advisor to the Board in school business matters
- Serve as District Safety Coordinator
- Other duties as assigned by District Administrator

Qualifications:

- Appropriate State Certification
- Advanced degree and/or training in accounting
- Successful financial experience, preferably in a school setting
- Appropriate background/fingerprint clearance

Required Knowledge, Skills, and/or Abilities:

- Understanding of pertinent accounting and school business procedures
- Understanding of office management and procedures
- Ability to maintain high level of confidentiality related to District information
- Good organizational skills
- Good time management skills
- Ability to communicate clearly in verbal and written format
- Ability to work with other District personnel in a team setting
- Ability to serve as a positive role model for students and staff and a positive representative of the District
- Willingness to complete additional training as needed

Reports To: District Administrator

Employment Status/Term: 12 months

**Position Title: Cook**

Essential Duties and Responsibilities:

- Assist in preparation and serving of foods for the school food service program
- Assist supervisor in all food preparation
- Serve food
- Maintain a clean kitchen and cafeteria environment
- Assist in proper maintenance of kitchen equipment

- Assist in proper procedures for storage of food and related supplies
- Assist in monitoring of food service supplies and deliveries
- Properly prepare and serve food according to established procedures
- Other duties as needed/assigned

Qualifications:

- High School diploma or equivalent
- Relevant food service experience and/or knowledge
- Appropriate background/fingerprint clearance

Required Knowledge, Skills, and/or Abilities:

- Knowledge of large quantity cookery
- Knowledge of kitchens and related equipment
- Ability to maintain high standard of sanitation and safety in all phases of the school food service program
- Knowledge of health and safety rules and regulations related to food service
- Ability to properly operate and maintain kitchen/food service equipment

Reports To: Food Service Director/Building Principal

Employment Status/Term: School year per contract

**Position Title: Custodian**

Essential Duties and Responsibilities:

- Perform all duties that are custodial in nature as deemed by administration
- Keep building and other school areas neat and clean at all times
- Cleaning of floors, bathrooms, waste baskets, and other school areas
- Cleaning of desks, windows, furniture, and other school fixtures
- Attend to school security, heating/cooling, and energy conservation
- Replacement of light bulbs, paper products, and small repairs as needed
- Clean and maintain all school areas and custodial equipment
- Lock all doors and entrance points at the end use and/or each day
- Assist in maintaining seasonal grounds work (snow, lawn, etc.)
- Other duties as assigned

Qualifications:

- High School diploma or equivalency
- Appropriate background/fingerprint clearance

Required Knowledge, Skills, and/or Abilities:

- Knowledge of and ability to follow all school safety procedures and regulations
- Ability to stand, walk, carry, and perform numerous physical demands associated with the duties of this position
- Ability to safely and properly use custodial tools and equipment
- Ability to work cooperatively with other custodial staff, District staff, and educational stakeholders
- Ability to properly communicate custodial/maintenance concerns with District/administration through appropriate verbal and/or written avenues

- Ability to serve as a positive representative of the District when dealing with staff, students, and community members

Reports To: Building Principal

Employment Status/Term: 12 months

**Position Title: CWD Bus Driver**

**Essential Duties and Responsibilities:**

- Makes the safety and health of bus riders the highest priority
- Demonstrates professional behavior and cleanliness
- Maintains respect and obedience of all pupils
- Models appropriate language and conversation
- Picks up and discharges pupils only at designated bus stops or loading zones
- Operating the power lift and securing pupil in wheelchairs to the bus
- Remains with the bus until all pupils have been discharged
- Follows predetermined time schedule and bus route
- Maintains and can make available a calendar with all regular routes and times clearly defines (for substitute drivers)
- Obeys all laws and rules of the road
- Wear safety belt
- Conducting a complete vehicle inspection prior to each trip
- Keeps aisles, stairwells, and steps all clear
- Keeps the bus clean
- Will not: (a) leave the bus with motor running; (b) drive in reverse on or near school grounds; (c) fill gas tank while children are on the bus; (d) allow anyone other than pupils and authorized personnel to ride the school bus; (e) make personal stops while on a bus route
- Other duties as assigned

**Qualifications:**

- High School Diploma or Equivalent
- Appropriate licensure and/or certification to operate all necessary vehicles and equipment
- Appropriate background/fingerprint clearance
- Ability to make sound decisions affecting pupils' travel environment jointly with special education staff
- Ability to operate both automatic and standard transmission buses
- Ability to lift 50 pounds on a regular basis and 75 pounds on occasion
- Must possess a valid Wisconsin bus driver's license

**Required Knowledge, Skills, and/or Abilities:**

- Ability to promote and foster positive rapport with students
- Demonstrates excellent knowledge of relevant Federal laws, State statutes, and local ordinances

- Ability to communicate effectively in verbal and written form
- Ability to promote positive interactions with students and school personnel
- Ability to properly and professionally demonstrate respect and sensitivity to the educational environment
- Understanding of all relevant health and safety procedures

Reports To: Director of Special Education

Employment Status/Term: Per contract in accordance with employee handbook

### **Ladysmith High School CTE Grant Coordinator Proposal**

Proposed Duties:

- Perkins Grant Designee
  - o Manage district budget for Federal Carl Perkins grant--includes working with CTE departments to ensure budgets are in compliance with federal and state requirements
  - o Attend CESA workshop days and disseminate information back to CTE team
  - o Assist CTE departments to develop and roll out Regional Career Pathways
  - o Responsible for implementing the Comprehensive Local Needs Assessment (CLNA)
- Wisconsin Technical Incentive Grant Designee
  - o Work with CTE departments to create CTE goals based on programming needs
  - o Manage and maintain Technical Incentive grant budget
  - o Seek to expand industry recognized certifications for students--including knowledge of Incentive list and eligibility
  - o Provide annual report to the Board of Education on CTE Technical Incentive grant spending and improvements and updates.
- Wisconsin Fast Forward Technical Equipment Grant Project Director
  - o Complete annual reporting to DWD
  - o Oversee project goals and objectives
  - o Manage project budget
  - o Work with district office to setup project accounts and reimbursement from DWD
  - o Order and oversee installation of all new equipment

### **Position Title: Director of Special Education and Pupil Services**

Essential Duties and Responsibilities:

- Provides guidance to special education staff and other departments as their interact with special education matters
- Observes and evaluates the job performance of all special education and pupil services staff
- Develops and evaluates instructional content in special education, summer school, and support services including special education programs, development

guidance, children at-risk, school age parent, school nursing, and/or school psychologist services

- Provides a comprehensive professional development program related to special education
- Responsible for appropriate identification of students with disabilities through consistent implementation of DPI eligibility criteria
- Assists in recruitment, selection, and recommendation for hiring of all pupil services and special education and summer school personnel
- Ensures District legal compliance of multidisciplinary team process, due process safeguards, confidentiality and maintenance of student and behavior records, Board policies and procedures related to special education services, and other legal requirements
- Develops and submits compliance reviews, federal projects, annual plans, annual claims, enrollment reports, needs assessments, and other local, State, and Federal reports
- Responsible for in-District and out-of-District placement of resident students receiving special education services
- Prepares and administers the special education department budget
- Provides leadership in creating a climate conducive to high morale and effective learning
- Other duties as assigned by District Administrator

Qualifications:

- Appropriate WI DPI certification-Director of Special Education and Pupil Services License Code 80
- Successful teaching experience in the field of special education
- Appropriate background/fingerprint clearance

Required Knowledge, Skills, and/or Abilities:

- Demonstrates excellent verbal and written communication skills
- Ability to effectively interact with and work with a variety of people
- Effective public relations skills
- Demonstrates a commitment to high professional standards and ethics
- Demonstrates appropriate computer and technology literacy related to all programs and applications implemented, utilized, and/or pertinent to special education services
- Ability to effectively resolve conflicts
- Highly organized
- Good time management skills
- Willingness to complete additional training/professional development as needed

Reports To: District Administrator

Employment Status/Term: 12 Months

**Position Title: District Administrator**

### Essential Duties and Responsibilities:

- Supports students in their schooling and their achievement of academic success
- Directly supervise the building Principals, Business Manager, Maintenance Director, Food Service Director, School Nurse, and Executive Secretary
- Indirectly supervises all staff
- Serves as Chief Executive Officer of the Board of Education
- Implements policies, procedures, formal actions, and informal directives of the Board of Education
- Coordinates efforts to achieve school goals adopted by the Board
- Advises the Board of Education on policy matters and assists the Policy Committee in drafting and reviewing Board policies
- Informs the Board of Education of its legal responsibilities including those established by DPI and other governing bodies
- Files all district reports and ensures their accuracy and timeliness
- Administers all school contracts
- Communicates with all stakeholders in the educational enterprise and maintains a constructive relationship with news media
- Exercises administrative authority, delegates power, and seeks counsel prudently
- Uses sound judgment and even temper in the management of school affairs
- Reports directly to the Board of Education and makes recommendations on personnel matters requiring action
- Maintains a positive work environment and responds effectively to reported incidences of harassment, employee assistance needs, and/or unsafe or unhealthy conditions
- Clarifies duties and responsibilities of each staff member through written through written job descriptions
- Directs the evaluation of all staff on the basis of their job descriptions and supervises administrative follow-through
- Coordinates staff development and other efforts to improve job performance of all staff
- Collaborates with staff and considers their input in decision-making
- Administers and helps negotiate contracts and labor agreements
- Directs implementation of the state performance standards and the modification of programs to meet those standards
- Facilitates staff training to improve teaching and learning
- Coordinates the development, implementation, and evaluation of the K-12 curriculum with building Principals and instructional staff
- Reports student progress annually through the school report card
- Serves as the instructional leader for the district and directs all programs to achieve academic excellence
- Supervises the budgeting process and directs the business manager in financial planning, the administration of fiscal affairs, and the issuance of reports to the Finance Committee, Board of Education and Annual Budget Hearing
- Ensures accountability through the annual auditing process and reports findings

to the Board of Education

- Reports budgetary implications of Board action when appropriate
- Coordinates regular maintenance of buildings and grounds through the building Principals and Maintenance Director
- Administers building projects approved through referendum
- Reports to the Building and Grounds Committee and/or the Board of Education on matters involving facility use and maintenance
- Coordinates school lunch program through building Principals and Food Service Director
- Coordinates health services and programs through the building Principals and District Nurse
- Manages bus contracts and the efficient operation of school transportation
- Performs other duties as assigned by the Board of Education

Qualifications:

- Valid Wisconsin District Administrator's License
- Specialist or Doctorate Degree in Educational Administration or sufficient progress to qualify for licensure
- Successful teaching experience
- Appropriate background/fingerprint clearance

Required Knowledge, Skills, and/or Abilities:

- Ability to maintain high standards of ethics, honesty, and integrity
- Devotes time and energy required to effectively fulfill all duties
- Ability to work effectively and positive with others in a team setting
- Demonstrates a constructive management style
- Ability to maintain poise and emotional stability
- Ability to communicate well with all educational stakeholders and news media
- Ability to stay current in the field of education

Reports To: Board of Education

Employment Status/Term: 12 months

**Position Title: District Nurse**

Essential Duties and Responsibilities:

- Consults with administrators to determine goals and services
- Serves as a team member in identifying, evaluating, and providing services for students
- Collects information related to health and health care matter in a systematic, appropriate, and effective manner
- Uses health data collected to determine a nursing diagnosis
- Develops and maintains a nursing care plan with specific goals and interventions pertinent to student needs
- Serves as liaison between District and community health care agencies/organizations
- Promotes the prevention of illness and other health problems throughout

the District

- Assists with the development and maintenance of student health care records
- Provides training and professional development for other staff related to health care initiatives as necessary
- Maintains accurate inventory of health care supplies and equipment at each school site
- Maintains strict confidentiality and security regarding school and student information
- Coordinates school health care screenings

Qualifications:

- Bachelor's degree in nursing
- Valid Wisconsin nursing license
- Successful experience in healthcare field(s)
- Appropriate background/fingerprint clearance

Required Knowledge, Skills, and/or Abilities:

- Understanding of all District health and safety procedures
- Understanding of and ability to implement all health care requirements at the State, Federal, and local level
- Ability to work collaboratively with others in a team setting
- Knowledge of technology applications related to health care and student management as needed
- Ability to stay current on all school and student health care/nursing initiatives
- Willingness to complete additional training and professional development as needed

Reports To: District Administrator

Employment Status/Term: School year in accordance with employee handbook

**Position Title: Executive Secretary**

Essential Duties and Responsibilities:

- Responsible for a variety of office work related to student records, school records, and clerical duties
- Confidential Secretary to the District Administrator
- District Office receptionist
- Maintain a welcoming atmosphere in the district office
- Appropriately carry out verbal and written instructions
- Promote positive public relations
- Accurately prepare reports as directed
- Schedules and confirms appointments for District Administrator
- Maintains inventory and necessary ordering of office supplies
- Composes routine correspondence
- Maintains district office files

- Assists with distribution of daily mail
- Assists with employee handbook, contract, and Board policy updates
- Coordinates necessary District communications
- Serves as a notary public
- Maintains District records and files, specifically including confidential records and serves as custodian of records for the District and Board
- Maintains personnel files, distributes notices of Intent to Return and contracts to professional staff and verifies timely return, manages background check process for potential employees, and verifies licensure of all professional staff
- Prepares and distributes the District Staff Directory
- Maintains Hepatitis B vaccinations and submits claims for reimbursement
- Process at the District level personal and professional leave requests
- Coordinates scheduling of substitute teachers when and where necessary
- Assists with the District audit as needed
- Assists with annual meeting procedures as needed
- Assists with school board procedures as needed
- Implements all election procedures and paperwork for primaries, regular, and special elections, referenda, and other school-related polling
- Other duties as assigned by the District Administrator

**Qualifications:**

- High school diploma or equivalency
- Successful secretarial/clerical experience
- Advanced secretarial/clerical training
- Appropriate background/fingerprint clearance

**Required**

**Knowledge, Skills, and/or Abilities:**

- Represents the school district and district office in a supportive and positive manner
- Ability to manage dictation and editing of documents
- Knowledge of computers, word processing, student management software, copy machines, fax machines, telephone systems, and other office equipment and/or technology applications
- Ability to communicate with staff, students, families, and community members in a clear, consistent, and positive manner
- Good writing skills
- Ability to interact positively with students
- Certification in basic 1<sup>st</sup> aid and C.P.R.
- Ability to organize and complete tasks in a timely manner
- Willingness to complete additional training as needed

**Reports To:** District Administrator

**Employment Status/Term:** 12 months

**Position Title:** Extracurricular Advisor

### Essential Duties and Responsibilities:

- Promote the interest of the District, students, and educational stakeholders
- Adhere to all safety and injury prevention procedures associated with the activity
- Promote school spirit and pride in the school
- Promote positive self-image
- Model positive and effective leadership
- Create and maintain a respectful, positive, and productive environment
- Promote growth of the program
- Attend professional development activities when appropriate
- Maintain appropriate confidentiality regarding school and student matters
- Serve as a role model for students
- Appropriately communicate with participants, staff, administration, and other stakeholders
- Assist with events related to the extracurricular program
- As applicable, plan, attend, and lead activities associated with the extracurricular program
- Accompany and supervise students during extracurricular activities
- Prepare and monitor activity budget
- Evaluate the program annually and make recommendations for improvements as necessary
- Maintain appropriate confidentiality regarding school and student matters
- Perform other duties as needed/assigned

### Qualifications:

- High School diploma or equivalent
- Related experience, education, and/or knowledge
- Other qualifications as deemed appropriate by Administration and/or School Board
- Appropriate background/fingerprint clearance

### Required Knowledge, Skills, and/or Abilities:

- Demonstrate professionalism
- Promote a positive image of the District, school, and extracurricular program
- Ability to interact positively with others
- Ability to work effectively with others
- Demonstrate good oral and written communication skills
- Good organizational skills
- Good problem-solving skills

Reports To: Building Principal

Employment Status/Term: Schedule to align with needs of the extracurricular program

**Position Title: Food Serve Director**

### Essential Duties and Responsibilities:

- Develop and manage a food serve program that meets Federal, State, and local guidelines
- Develop and manage a food serve program that provides sound nutrition and promotes student health and nutrition
- Effectively supervise and evaluate food service personnel
- Attend professional development activities as appropriate to stay current with food service initiatives
- Provide appropriate in-serve activities for food service personnel
- Assist in establishing and maintaining appropriate policies related to food serve and food service personnel
- Facilitate hiring of food serve personnel as needed
- Plan menus in consultation with cooks
- Establish high standards for food preparation and service within each school
- Develops procedures for properly receiving, distributing, and storing food and food service supplies
- Monitors participation in food service programs at each school to ensure patron satisfaction
- Develop, monitor, and maintain food service budget
- Administer accounting procedures and records for proper control and management of costs, expenditures, and collections related to the food service program
- Collects necessary data to compile financial and statistical information
- Instructs personnel in the proper use and care of food service equipment and supplies
- Collaborates with food service personnel, custodians, and administration to ensure proper maintenance of food service equipment and serving areas
- Maintain appropriate confidentiality regarding school and student matters
- Prepare work schedules
- Process free and reduced lunch applications according to State requirements
- Perform other duties as needed/assigned

### Qualifications:

- Bachelors or Associates Degree relating to food service field
- Relevant experience in food service industry or field
- Background in food preparation and nutrition
- Experience or training planning menus, budgeting, and personnel management
- Appropriate background/fingerprint clearance

### Required Knowledge, Skills, and/or Abilities:

- Ability to promote teamwork and efficient production
- Ability to maintain high standard of sanitation and safety in all phases of the school food service program
- Knowledge of all local, State, and Federal health laws and regulations
- Maintain positive professional rapport with students and staff members
- Promote a positive image of the school food service program

- Demonstrate effective leadership and serve as a positive role model for staff and students
- Ability to delegate and assign tasks
- Knowledge of kitchen and food service equipment
- Willingness to pursue advanced training related to food service as needed

Reports To: District Administrator

Employment Status/Term: Per Contract

### **Position Title: Groundskeeper**

#### **Essential Duties and Responsibilities:**

- Safely and properly operate tools and equipment related to grounds keeping tasks which can include, but is not limited to, lawn mowers, tractors, trimmers, and trucks
- Landscaping
- Maintaining lawn and school grounds
- Performing manual labor as needed
- Keep grounds clear of refuse
- Work collaboratively with custodial and maintenance staff to ensure task completion in a timely, efficient, and appropriate manner
- Lining and other maintenance of all athletic fields as designated by the Athletic Director and/or High School Principal
- Complete simple repairs and maintenance as needed
- Assist in proper maintenance of tools and equipment related to grounds keeping duties
- Completion of other duties

as needed Qualifications:

- Demonstrate personal interest and commitment to maintaining attractive, functional, and safe school sites
- Self-motivated
- Ability to safely and properly operate tools and equipment related to grounds keeping tasks which can include, but is not limited to, lawn mowers, tractors, trimmers, and trucks
- Valid licenses/certifications to drive and operate all relevant equipment
- Relevant grounds keeping experience, skills, and/or knowledge
- Appropriate background/fingerprint clearance
- Required Knowledge, Skills, and/or Abilities:
- Understand and abide by all Federal, State, and District safety procedures and regulations
- Understanding of applicable ADA requirements
- Ability to maintain a clean, safe, and attractive school site
- Ability to act as a positive representative of the school system when interacting with students, staff, community members, and other stakeholders
- Ability to complete or attend additional training as needed

- Ability to appropriately communicate concerns or needs with supervisory personnel

Reports To: District Administrator/High School Principal/Athletic Director

Employment Status/Term: Temporary/Seasonal

**Position Title: School Counselor**

**Essential Duties and Responsibilities:**

- Discusses the comprehensive school counseling program with the school administrator
- Maintains current and appropriate resources for education stakeholders
- Provides leadership and collaborates with other educators in the integration of the School Counseling Student Content Standards across the curriculum
- Implements developmentally appropriate and prevention-oriented group activities to meet student needs and school goals
- Assists all students, individually or in groups, with developing academic, career and person/social skills, goals and plans
- Accurately and appropriately interprets and utilizes student data
- Collaborates with parents/guardians and educators to assist students with educational and career planning
- Assist in grade transitional plans for students
- Assists with registration and scheduling
- Assists in student enrollment and withdrawal process as needed
- Provides individual and group counseling to students with identified concerns and needs
- Consults and collaborates effectively with parents/guardians, teachers, administrators and other educational/community resources regarding students with identified concerns and needs
- Implements an effective referral and follow-up process - SST Coordinator for your building
- Write 504 plans for your building - Building coordinator
- School assessment coordinator for your building
- Administer universal mental health screener
- Participate in PBIS team / EMLSS
- Administer ACCESS test
- Homeless liason coordinator for your building
- Participate in IEP meetings as needed
- Leadership in ACP for your building
- Accurately and appropriately uses assessment procedures for determining and structuring individual and group counseling services
- Provides appropriate information to staff related to the comprehensive school counseling program
- Assists teachers, parents/guardians and other stakeholders in interpreting and understanding student data
- Participated in professional development activities to improve knowledge and

skills

- Uses available technology resources to enhance the school counseling program
- Adheres to laws, policies, procedures, and ethical standards of the school counseling profession
- Maintain strict confidentiality related to school and student information
- Annual Agreements developed with and approved by administrators at the beginning of the school year addressing what goals will be accomplished
- Maintain flexibility and responsiveness when student or building needs arise
- Maintain approachable and responsive demeanor
- Collects and analyzes data to guide program direction and emphasis
- Monitors student academic performance, behavior and attendance and assists with appropriate interventions

Qualifications:

- Master's Degree in Guidance and Counseling
- Valid and appropriate WI DPI licensure
- Successful teaching and/or counseling experience or relevant experience as determine by administration/Board of Education
- Appropriate background/fingerprint clearance required

Knowledge, Skills, and/or Abilities:

- Knowledge of health and safety procedures and regulations
- Ability to work collaboratively with others in a team setting
- Ability to effectively, productively, and positively communicate with students, families, staff member, administration, and community members
- Ability to serve as a positive role model for students
- Ability to serve as a positive representative of the school district
- Ability to adhere to and support District policy, school guidelines, administrative rules, and other applicable laws and regulations
- Ability to understanding, interpret, and analyze performance data
- Willingness to complete additional training and/or professional development as needed

Reports To: Building Principal

Employment Status/Term: School year in accordance with employee handbook

**Position Title: Head Coach**

Essential Duties and Responsibilities:

- Serve as an appropriate role model for those associated with the athletic program

- Help each participant increase skill level and understanding of the sport
- Promote a positive environment in which student-athletes can grow and develop
- Promote sportsmanship
- Consistently and appropriately enforce all school, conference, and WIAA regulations and procedures
- Use sound and acceptable coaching techniques and strategies
- Plan, organize, and conduct safe and effective practices
- Effectively and appropriately manages and leads the team and players during contests
- Lead and manage assistant coaches; clarify each assistant coach's duties
- Adhere to all safety and injury prevention procedures
- Ensure assistant coaches adhere to all safety and injury prevention procedures
- Effectively and appropriately communicate with all program stakeholders which can include, but is not limited to, assistant coaches, players, families, staff members, and administration.
- Establish and maintain professional working rapport with the athletic director
- Promote and positive image of the school, team, program, and participants
- Model good sportsmanship
- Coach individuals in the fundamentals and advanced skills needed to develop their full potential
- Demonstrate the ability to motivate the team and individuals within the team
- Commands respect of the players
- Instills a positive attitude towards self, team, and sport
- Clearly communicates expectations
- Develops and maintains a firm, fair, and consistent system of accountability for team and individuals associated with the team
- Makes an effort to improve coaching techniques and strategies
- Promotes growth and success of the athletic program
- Promotes importance of academic success
- Maintain appropriate confidentiality regarding school and student matters
- Performs other duties assigned

Qualifications:

- Experience and/or education in the athletic activity being supervised
- Relevant coaching experience
- Appropriate background/fingerprint

Required Knowledge, Skills, and/or Abilities:

- Understanding of safety and injury prevention procedures associated with the sport
- Understanding of the fundamentals and higher level skills associated with the sport
- Understand of sound and acceptable coaching techniques and strategies
- Ability to communicate program expectations
- Ability to motivate others
- Ability to maintain professional rapport with others

- Effective organizational skills
- Demonstration of leadership ability
- Demonstrates professionalism
- Skillfully manages individual, group, and program activities
- Demonstrates self-control and perseverance
- Completes paperwork and related documentation in a timely and appropriate manner

Reports To: Principal/Athletic Director

Employment Status/Term: Schedule aligned with athletic programming needs

**Position Title: Intervention Teacher (RtI)**

**Essential Duties and Responsibilities:**

- Establishes and maintains standards of pupil behavior to achieve effective learning
- Good grasp of the specific curricula taught and appropriate instructional methods
- Ability to differentiate curriculum according to student needs
- Ability to adapt lesson to developmentally appropriate level
- Ability to use technology to research effective RtI practices and for necessary record keeping
- Facilitates, assesses, and monitors student learning
- Evaluates progress, documents records, and prepares progress reports
- Identifies student needs and develops appropriate teaching strategies to address specific skill deficits
- Provides individualized and small group instruction to address specific skill deficits
- Works collaboratively with parents, families, teachers, and the community as needed
- Communicates regularly with parents through progress monitoring data
- Meets with teams to develop individual learning plans
- Provides academic support
- Participates in co-teaching with other staff as needed
- Provides homework assistance
- Assists in evaluation of continuation/discontinuation of services
- Other duties as assigned

**Qualifications:**

- Bachelor's Degree in Education
- Appropriate Degrees/Endorsements in areas of teaching assignment
- Valid WI DPI licensure in applicable area(s)

**Required Knowledge, Skills, and/or Abilities:**

- Current and thorough knowledge of Response to Intervention strategies and processes
- Excellent verbal and written communication skills

- Ability to establish positive rapport with students
- Willingness to participate in on-going professional development
- Ability to communicate effectively with students, families, and other staff members
- Ability to work effectively with students, families, and other staff members
- Willingness to participate on school/District committees as needed
- Ability to carry out all responsibilities in a safe and professional manner
- Ability to apply appropriate and effective educational technologies

Reports To: Building Principal

Employment Status/Term: Per contract in accordance with employee handbook

### **Position Title: Library Paraprofessional**

#### **Essential Duties and Responsibilities:**

- Assist in overall library functions by maintaining catalogs, lists, and records for the library system
- Processing, circulating, and shelving books and other learning materials
- Stamping, labeling, repairing, and cleaning library books and other library resources
- Perform regular inventories
- Provide guidance and assistance to students using the library
- Provide assistance and support to staff members related to retrieving and properly utilizing library/media resources
- Assist the Library/Media Specialist in maintaining a clean, current, and student-friendly learning atmosphere in the library
  - May assist in events such as book fairs and/or other library/media related school activities
  - Supervise students as assigned
  - Maintain appropriate records and documentation according to school and library procedures
  - Other duties as

assigned Qualifications:

- High school diploma or equivalent
- 48 postsecondary credits/hours or an Associate's Degree
- Appropriate background/fingerprint

clearance Required Knowledge, Skills, and/or

Abilities:

- Ability to adhere to proper safety procedures
- Knowledge and ability to assist students and teachers with learning related to necessary academic skills
- Skills to perform multiple tasks to perform the functions of the job
- Ability to upgrade skills in order to meet potentially changing conditions related to the functions of the job
- Ability to learning and utilize equipment related to the position and student needs present in the program

- Ability to maintain appropriate records as needed
- Ability to follow directions
- Good communication skills (oral and written)
- Demonstrate appropriate behavior management techniques
- Willingness to undertake new task and learn new skills
- Ability to relate to other stakeholders such as parents, community members, and educational colleagues
- Demonstrate ability to properly use technology resources related to library operations

Reports To: Building Principal/Library Media Specialist

**Employment Status/Term: School year position/Approximately 10 month Position**  
**Title: Library Media Specialist**

**Essential Duties and Responsibilities:**

- Evaluates, selects, and requisitions new IMC materials
- Prepares and administers the IMC budget
- Assists teacher in the selection of classroom resources
- Maintains a comprehensive, efficient, and effective system for organization and use of instructional resources
- Establishes and maintains a positive and productive learning atmosphere in the IMC
- Provides student instruction related to the IMC and library/media education
- Informs appropriate staff members of new IMC resources as they become available
- Works collaboratively with the Technology Coordinator, library aides, administration, and other staff as necessary
- Collaborates with teachers to effectively integrate library/media skills and standards into the classroom environment
- Other duties as assigned

**Qualifications:**

- Appropriate and valid WI DPI certification for library/media
- Advanced degree in the area of library/media specialty
- Successful classroom teaching experience
- Appropriate background/fingerprint clearance

**Required Knowledge, Skills, and/or Abilities:**

- Demonstrates effective leadership related to the IMC and library/media resources
- Knowledge of technology applications related to and utilized within the library/media setting
- Effectively communicates with students, staff, and other educational stakeholders
- Organized and demonstrates effective time management
- Serves as a positive role model for students and positive representative of the District
- Demonstrates the ability to work collaboratively with others in a team setting
- Willingness to complete additional training as necessary

Reports To: Building Principal/District Administrator

Employment Status/Term: School year in accordance with employee handbook

**Position: Meet Technology Manager**

**Duties:**

- Ensure timing systems and meet management software are assembled and functioning properly prior to the start of home meets.
- Ensure rosters are properly loaded into meet software. Print heat sheets and distribute to all coaches, officials, and timing personnel prior to the start of the meet.
- Run and maintain meet software and timing systems during meet. Announce events and competitors if necessary.
- Print official scores for signatures and distribute to coaches. Email pdf of results to conference statistician if applicable.
- Oversee storage of timing hardware at the end of home swim meets.
- Approximate time requirement for home swim meets: 4:30 – 8:00
- Typically, 5 to 6 home meets per season.

**Position Title: Maintenance Director**

**Essential Duties and Responsibilities:**

- Perform inspections, maintenance, and repairs to ensure all students, staff, and community members are provided a safe, healthy, appealing, and functional environment for learning and work
- Completes or coordinates completion of jobs related to a variety of building maintenance areas
- Maintain and monitor District-wide HVAC, electrical, plumbing, and mechanical systems and buses
- Implement maintenance schedules and maintenance agreements
- Bid projects and contracted work according to District policy and applicable laws
- Order and monitor District fuel supplies
- Order and monitor maintenance and custodial supplies other than those ordered at the building level
- Complete work orders requiring professional services by contracting and scheduling electricians, carpenters, plumbers, etc.
- Maintain required asbestos certifications and implement Asbestos Abatement Plan to ensure compliance
- Coordinate mowing and snow removal at each building as needed
- Supervise inventory of maintenance equipment and supplies
- Supervise temporary maintenance staff
- Properly maintains equipment, tools, and vehicles related to maintenance
- Responds to emergency situations in a timely manner during and outside of school hours
- Other duties as assigned

Qualifications:

- High school diploma or equivalent
- Valid licenses/certifications to drive and operate all relevant equipment
- Relevant maintenance experience, skills, and/or knowledge
- Appropriate background/fingerprint clearance

Required Knowledge, Skills, and/or Abilities:

- Demonstrate knowledge and ability to a variety of maintenance related fields
  - Demonstrate appropriate interpersonal skills; ability to relate well to staff, students, and community members
  - Ability to multitask
  - Good time management and ability to complete tasks within established timelines
  - Understands and abides by Federal, State, and District safety procedures and regulations
  - Willingness to complete additional training or professional development as needed
- Reports To: District Administrator/Building Principal

Employment Status/Term: 12 months

**Position Title: Payroll/Personnel Services**

Essential Duties and Responsibilities:

- Calculate salaries according to contracts
- Prepare payroll data and issue payroll checks, direct deposits, transfer direct deposit to bank, issues checks/electronic payments for federal, state, and FICA taxes, retirement, dues, insurances, annuities, and other necessary payables
- Reconcile payroll liability accounts
- Maintain payroll and personnel records for sick and emergency leave, personal days, professional days, overtime, salary deductions, and retirement
- Prepare quarterly and annual reports for unemployment, 941s, W-2s, WT-7 and retirement
- Provide information for worker compensation and annual audit
- Maintain the District's cash flow by transferring funds to/from the investment account in the Local Government Pool; preparer monthly bank reconciliations and treasurer's report
- Make wire arrangements to repay loans
- Issue scholarship checks, prepare monthly bank reconciliations, deposit money in bank, maintain books on computer and act as recording secretary for the Bryce Fogarty Scholarship
- Maintain the flexible benefit plan
- Complete PI-1202 Staff report and other DFPI reports associated with personnel
- Complete worker compensations claims and records for OSHA
- Code receipts for monthly data entry and enter into Skyward system
- Assist with development of the budget and annual meeting processes as directed by the District Administrator

- Submit required State and Federal annual reports
- Ensure and facilities the annual audit of school accounts
- Project District yearly cash flow and arrange appropriate investment and borrowing
- Assist with financial information as needed
- Asset with the general operations of the District Office as needed
- Other duties as assigned

Qualifications:

- High school diploma or equivalent
- Associate Degree in accounting or relevant experience as determined by Administration
- Appropriate background/fingerprint clearance

Required Knowledge, Skills, and/or Abilities:

- Understanding of pertinent computer and other technology applications
- Ability to maintain high level of confidentiality related to District information
- Knowledge of acceptable accounting procedures
- Good organizational skills
- Ability to communicate clearly in verbal and written format
- Ability to work with other office and District personnel in a team setting
- Willingness to complete additional training as needed

Reports To: District Administrator/Business Manager

Employment Status/Term: 12 months

**Position Title: Police-School Liaison Officer**

Essential Duties and Responsibilities:

- Serve as a professional resource for students, school personnel, and/or parents/guardians on law enforcement matters
- Engage in crime prevention, detection, and investigation
- Decrease the amount of crime through prevention efforts
- Provide opportunities for students to get acquainted with a police officer in an informational and non-authoritarian setting (the school)
- Be accessible to students in need of confidential conversations with a law enforcement officer
- Allow students an opportunity to discuss circumstances from the community they believe are negatively impacting their lives
- Provide classroom discussions/activities as needed
- Provide an opportunity to appropriate divert students from the juvenile justice system and assure adequate follow-up
- Provide an opportunity for other police officers to better understand the actions and problems of youth in the community
- Conduct classes and seminars for police officers related to problems and perspectives of youth
- Increase the reporting of crimes committed against youth and their property

and child abuse and/or neglect

- Help youth deal with concerns brought to his/her attention in cooperation with other assisting professionals
- Help educators become aware of reportable crimes against youth
- Provide appropriate feedback on referrals received as to disposition of cases
- Decrease the number of crimes committed in schools or near school property
- Provide preventative patrol in the school areas to reduce loitering on school grounds, drug and alcohol traffic, assaults, and other actions of anti-social behavior. (The Police-School Liaison Officer's legal responsibilities lie in the areas of direct violations of the law and he/she will not be used as an arm of school discipline.)
- Assist any person in school areas having difficulty with inappropriate behavior of students attending the school
- Respond to administrative requests in handling suspected illegal activity of students
- Inform merchants serving school-age clientele of ways to prevent vandalism and theft
- Help youth and adults view the police department as a helping agency with the responsibility to protect and serve all citizens
- Provide opportunity for input from students and staff regarding written guidelines on handling juvenile matters, especially in the area of student/police contacts within a school setting
- Maintain regular contact and communication with representatives from youth- serving agencies to coordinate prevention efforts
- Make presentations to community groups, clubs, and organizations as needed

Qualifications:

- Certification as Law Enforcement Officer in State of Wisconsin
- License to operate a motor vehicle
- Appropriate background/fingerprint clearance

Required Knowledge, Skills, and/or Abilities:

- Ability to promote and foster positive rapport with students
- Demonstrates excellent knowledge of Federal laws, State statutes, and local ordinances
- Ability to communicate effectively in verbal and written form
- Ability to promote positive interactions with students and school personnel
- Ability to properly and professionally demonstrate respect and sensitivity to the educational environment

Reports To: Chief of Police/County Sheriff/Building Principal (or designee) on school-related matters Employment Status/Term: Per contract

**Position Title: Regular Education Teacher**

Essential Duties and Responsibilities:

- Plans and delivers meaningful, appropriate, and relevant learning experiences for students
- Helps students learn appropriate and relevant academic subject matter and/or

skills

- Implements appropriate curriculum plan
- Maintains strict confidentiality related to the school and student information
- Maintains a supportive and positive classroom atmosphere
- Teaches the objectives of the lesson and curriculum
- Monitors and adjusts instructional activities to meet student needs
- Establishes an atmosphere of high classroom expectations
- Communicates learning goals and objectives to students
- Maintains open line of communication between home and School District of Ladysmith
- Adapts instructional practices to meet the needs of all students
- Implements and supports all building procedures and rules
- Addresses a variety of learning styles
- Plans appropriate scope and sequence and present information at an appropriate pace
- Appropriately recognizes and reinforces student efforts
- Organizes students in cooperative groups when appropriate
- Demonstrates enthusiasm for teaching, learning, and helps students enjoy learning
- Conducts on-going assessments for learning
- Monitors student progress and performance
- Provides interventions when appropriate
- Established and maintains reasonable and appropriate classroom rules and procedures that can be clearly understood by all students
- Communicates expectations regarding student behavior and achievement to students and parents
- Follows District guidelines and procedures
- Appropriate participates in parent/teacher conferences
- Documents student progress and reports progress to students and families as appropriate
- When necessary, provides appropriate plans for substitute teachers
- Supports and promotes District goals
- Effectively communicates with building Principal regarding school matters as necessary and appropriate
- Assists in the preparation and maintenance of the classroom budget as necessary and completes relevant forms in a timely manner
- Maintains accurate and complete records as required by the school, District, and/or law.
- Is expected to adhere to regulations set forth in the employee handbook
- Adheres to all safety and health procedures implemented at the District, State, or Federal level
- Responsible for supervision of all students under his/her care

Qualifications:

- Bachelor's Degree in Education
- Appropriate Degrees/Endorsements in areas of teaching assignment
- Valid WI DPI licensure in applicable area(s)

Required Knowledge, Skills, and/or Abilities:

- Ability to apply appropriate and effective educational technologies
- Excellent verbal and written communication skills
- Ability to establish positive rapport with students
- Willingness to participate in on-going professional development
- Ability to communicate effectively with students, families, and other staff members
- Ability to work effectively with students, families, and other staff members
- Willingness to participate on school/District committees as needed
- Ability to carry out all responsibilities in a safe and professional manner

Reports To: Building Principal

Employment Status/Term: School year in accordance with employee handbook

**Position Title: Regular Education Teacher Paraprofessional**

Essential Duties and Responsibilities:

- Assist in the implementation of the daily program under the direction of the teacher
- Assist with classroom operations such as preparing the learning environment, preparing needed supplies, and other tasks as assigned under the direction of the teacher
- Supervise students as needed
- Demonstrate professionalism and composure during all school and student-related activities
- Maintain appropriate confidentiality related to school and student matters
- Attend and participate in appropriate professional development activities as assigned
- Other duties as assigned

Qualifications:

- High school diploma or equivalent
- 48 postsecondary credits/hours or an Associate's Degree
- Appropriate background/fingerprint clearance

Required Knowledge, Skills, and/or Abilities:

- Ability to adhere to proper safety procedures
- Knowledge and ability to assist students and teachers with learning related to necessary academic skills
- Skills to perform multiple tasks to perform the functions of the job
- Ability to upgrade skills in order to meet potentially changing conditions related to the functions of the job
- Ability to learning and utilize equipment related to the position and student needs present in the program
- Ability to maintain appropriate records as needed
- Ability to follow directions
- Good communication skills (oral and written)
- Demonstrate appropriate behavior management techniques
- Willingness to undertake new task and learn new skills

- Ability to relate to other stakeholders such as parents, community members, and educational colleagues.

Reports To: Building Principal/Classroom Teacher

Employment Status/Term: School year position/Approximately 10 months

**Position Title: School District Technology Coordinator**

**Essential Duties and Responsibilities:**

- Provide effective leadership for the District technology committee
- Provide and communicate technology plan to all stakeholders
- Manage and maintain District technology in an organized, efficient, and effective manner
- Maintain current technology inventory of hardware and software
- Communicate technology needs/concerns/initiatives to administration
- Coordinate technology acquisitions with the District technology plan
- Provide recommendations to administrations regarding technology implementations, initiatives, budgeting, and related resources
- Monitor the District technology use policy
- Work with the technology committee and Media Specialist to make recommendations regarding hardware, software, and other technology resources
- Review and approve purchasing related to technology resources
- Assist in identifying and securing outside technology funding for the District; assist with grant planning and writing as needed
- Prepare and provide reports and related information pertaining to technology as needed by the District, DPI, or other appropriate stakeholders
- Represent the District before the school board and/or other entities on matter related to technology as directed by the administrative team
- Provide on-going communication to students, staff, community members, and other stakeholders regarding technology initiatives
- Maintain District telephone and cable television system
- Serve as contact person for the Internet Service Provider
- Collaborate with Media Specialist to promote District and staff knowledge of and compliance with copyright laws related to use of software
- Maintain and keep current administration software
- Maintain the networks at each school site
- Ensure proper and effective operation of anti-virus software
- Other duties as assigned

**Qualifications:**

- High school diploma or equivalent

- Advanced degree or related training in technology field(s)
- Successful experience with educational technology implementation, management, networks, instructional technology, and School District technology planning
- Knowledgeable in the technical aspects of computer hardware, software, and networking
- Preferred experience in the grant writing process
- Knowledge of the educational budgeting process
- Appropriate background/fingerprint clearance

Required Knowledge, Skills, and/or Abilities:

- Understanding of pertinent computer and other technology applications
- Ability to maintain high level of confidentiality related to District information
- Good organizational skills
- Good time management skills
- Ability to communicate clearly in verbal and written format
- Ability to work with other District personnel in a team setting
- Ability to serve as a positive role model for students and staff and a positive representative of the District
- Willingness to complete additional training as needed

Reports To: District Administrator

Employment Status/Term: 12 months

**Position Title: School Principal**

Essential Duties and Responsibilities:

- Serves as instructional leader of the school
- Responsible for improving student performance
- Supervises all building level operations
- Establish and enforce guidelines to maintain proper discipline and conduct
- Maintain an effective and safe school environment
- Supervises all building staff, volunteers, and sharing staff with major of their time assigned to the building
- Supervises District level staff as assigned by District Administrator
- Coordinates supervision of shared staff with other supervisors
- Spends adequate time in classrooms observing and/or assisting with instruction
- Improves instruction through extensive supervision of teachers involving a formative and summative evaluation process
- Implements effective professional development opportunities at the building level
- Supervises curriculum development and instruction
- Coordinates programming for At-risk students at the building level
- Maintains a safe and healthy learning environment for students, staff, and other stakeholders
- Manages student discipline fairly and equitably with high standards and zero

tolerance for violence, harassment, drug and alcohol possession or abuse

- Coordinates co-curricular programming at the building level
- Directs all building operations under the supervision of the District Administrator
- Implements all master agreements and contracts at the building level in a manner that fulfills legal obligations, timelines, and rights
- Develops and administers building level school budget
- Maintains all student records including behavior, attendance, achievement, and academic progress reports
- Promotes parental and community involvement within the school
- Coordinates District services and supports at the building level
- Coordinates implement of grants and special programs at the building level and completes necessary reporting in a timely manner
- Supervises student transportation at the building level and collaborates with bus drivers to ensure bus rules and regulations are properly implemented and followed
- Implements Board policies and procedures and reports to the Board of Education and its committees as requested
- Implements safety and health procedures for building and grounds, including staff and student emergency procedures
- Conducts and supervises regular emergency drills
- Supervises summer school programming as needed
- Coordinates VITAL programming at the building level
- Prepares or supervises preparation of required reports and paperwork
- Assists in the selection and monitoring of new staff
- Mediate and solves problems at the building level
- Perform other duties as assigned by the District Administrator Qualifications:
  - Valid WI DPI Principal's License
  - Master's Degree or Higher or sufficient progress to qualify for licensure
  - Three years of successful teaching experience
  - Appropriate background/fingerprint clearance

Required Knowledge, Skills, and/or Abilities:

- Ability to maintain high standards of ethics, honesty, and integrity
- Devotes time and energy required to effectively fulfill all duties
- Ability to work effectively and positive with others in a team setting
- Demonstrates a constructive management style
- Ability to maintain poise and emotional stability
- Ability to communicate well with all educational stakeholders and news media
- Ability to stay current in the field of education

Reports To: District Administrator

Employment Status/Term: 12 months

**Position Title: School Psychologist**

**Essential Duties and Responsibilities:**

- Provide assessment, consultation, and intervention services for students and staff as necessary
- Identify and match student needs with effective interventions
- Ensure compliance with State and Federal special education procedures and guidelines
- Review and ensure proper maintenance of student records
- Maintains strict confidentiality related to the school and student information
- Assist in communication between and among school, home, and community stakeholders as appropriate
- Interpret and summarize evaluation/assessment data
- Work cooperatively with teachers and counselors to meet the individual social- emotional behavioral needs of students
- Assist in the implementation of educational strategies to promote student achievement
- Conduct individual psycho-educational evaluations and observe and analyze the data relevant to students
- Work collaboratively with teacher, families, administration, and other educational stakeholders to effectively implement educational strategies, develop IEPs, and identify learning solutions for students
- Consult with parents, teachers, and other relevant staff members to assist in the development of academic and behavioral intervention plans
- Consult with staff regarding special education law as it relates to qualification for special education services
- Participate in the development of functional behavioral assessments and behavior intervention plans
- Work with IEP team members to recommend placements or programs designed to meet the needs of students with disabilities
- Other duties as assigned by administration

Qualifications:

- Valid WI DPI School Psychologist licensure
- Relevant experience as determined by administration/Board of Education
- Appropriate background/fingerprint clearance

Required Knowledge, Skills, and/or Abilities:

- Ability to attain and maintain all licenses and certifications necessary to accomplish assigned duties
- Knowledge of State and Federal regulations and District policy and procedures pertaining to special education and related student services
- Demonstrate the ability to work collaboratively with others in a team setting
- Demonstrate effective verbal and written communication skills
- Ability to stay current with educational laws, research, and other initiatives
- Willingness to complete additional training and/or professional development as needed
- Ability to maintain an approachable and positive demeanor
- Maintains open lines of communication

Reports To: District Administrator/Director of Special Education and Pupil Services

Employment Status/Term: School year in accordance with employee handbook

**Position Title: School Secretary**

**Essential Duties and Responsibilities:**

- Responsible for a variety of office work related to student records, school records, and clerical duties
- Secretary to the building Principal
- Office receptionist
- Maintain a welcoming atmosphere in the school office
- Appropriately carry out verbal and written instructions
- Promote positive public relations
- Accurately prepare reports as directed
- Handle student registration, withdrawals, record requests, and related records and documentation
- Schedules and confirms appointments for Principal
- Maintains inventory and necessary ordering of office supplies
- Complies and submits staff attendance reports to payroll
- Composes routine correspondence
- Maintains office files
- Assists with distribution of daily mail
- Assists with handbook updates
- Maintains an up-to-date facility use schedule and calendar
- Coordinates necessary parent/family communications
- Other duties as assigned by the Principal

**Qualifications:**

- High school diploma or equivalency
- Advanced secretarial/clerical training
- Appropriate background/fingerprint clearance

**Required Knowledge, Skills, and/or Abilities:**

- Represents the school and office in a supportive and positive manner
- Ability to manage dictation and editing of documents
- Knowledge of computers, word processing, student management software, copy machines, fax machines, telephone systems, and other office equipment and/or technology applications
- Ability to communicate with staff, students, families, and community members in a clear, consistent, and positive manner
- Good writing skills
- Ability to interact positively with students
- Certification in basic 1<sup>st</sup> aid and C.P.R.
- Ability to organize and complete tasks in a timely manner
- Willingness to complete additional training as needed

Reports To: Building Principal

Employment Status/Term: 12 months or 9 months- per employee handbook

**Position Title: Special Education Teacher**

**Essential Duties and Responsibilities:**

- Participates in identification, assessment or IEP development and delivery for eligible students as identified by District policy and procedure
- Evaluates, selects, and modifies resources and activities consistent with instructional goals and student needs
- Maintains records regarding special education services and processes in compliance with District, State, and Federal requirements
- Plans for the learning needs and abilities of each student
- Plans evaluation procedures consistent with educational objectives
- Provides opportunities for students to participate and interact positively and successfully
- Maintains a supportive and positive classroom atmosphere
- Instructs individuals and groups in special education skill areas
- Monitors student progress inside and outside of the special education classroom
- Maintains an open and consistent line of communication with students, families, staff members, and administration as appropriate
- Prepares report cards, educational records, IEP forms, classroom observation records, and other forms as needed
- Facilitates regular IEP meetings in accordance with District, State, and Federal guidelines
- Plans and delivers meaningful, appropriate, and relevant learning experiences for students
- Helps students learn appropriate and relevant academic subject matter and/or skills
- Implements appropriate curriculum plan
- Maintains strict confidentiality related to the school and student information
- Teaches the objectives of the lesson and curriculum
- Monitors and adjusts instructional activities to meet student needs
- Establishes an atmosphere of high classroom expectations
- Communicates learning goals and objectives to students
- Maintains open line of communication between home and School District of Ladysmith
- Adapts instructional practices to meet the needs of all students
- Implements and supports all building procedures and rules
- Addresses a variety of learning styles
- Plans appropriate scope and sequence and present information at an appropriate pace
- Appropriately recognizes and reinforces student efforts
- Organizes students in cooperative groups when appropriate

- Demonstrates enthusiasm for teaching, learning, and helps students enjoy learning
- Conducts on-going assessments for learning
- Monitors student progress and performance
- Provides interventions when appropriate
- Established and maintains reasonable and appropriate classroom rules and procedures that can be clearly understood by all students
- Communicates expectations regarding student behavior and achievement to students and parents
- Follows District guidelines and procedures
- Appropriate participates in parent/teacher conferences
- Documents student progress and reports progress to students and families as appropriate
- When necessary, provides appropriate plans for substitute teachers
- Supports and promotes District goals
- Effectively communicates with building Principal regarding school matters as necessary and appropriate
- Assists in the preparation and maintenance of the classroom budget as necessary and completes relevant forms in a timely manner
- Maintains accurate and complete records as required by the school, District, and/or law.
- Is expected to adhere to regulations set forth in the employee handbook
- Adheres to all safety and health procedures implemented at the District, State, or Federal level
- Responsible for supervision of all students under his/her care

Qualifications:

- Bachelor's Degree in Education
- Appropriate Degrees/Endorsements in areas of teaching assignment
- Valid WI DPI licensure in applicable area(s) Required Knowledge, Skills, and/or

Abilities:

- Ability to apply appropriate and effective educational technologies
- Excellent verbal and written communication skills
- Ability to establish positive rapport with students
- Willingness to participate in on-going professional development
- Ability to communicate effectively with students, families, and other staff members
- Ability to work effectively with students, families, and other staff members
- Willingness to participate on school/District committees as needed
- Ability to carry out all responsibilities in a safe and professional manner

Reports To: Building Principal

Employment Status/Term: School year in accordance with employee handbook

**Position Title: Special Education Teacher Paraprofessional**

### Essential Duties and Responsibilities:

- Maintain appropriate level of confidentiality related to school and student matters
- Assist instructional staff with the educational process and plan of students
- Escort/supervise students to and from school locations and functions
- Lift or assist with lifting and transferring of students as needed
- Carry out student care plans to meet health, occupational, and physical needs demonstrated by students
- Participate in all activities related to the student's educational program
- Properly adhere to District, State, and Federal procedures related to medication administration and appropriate documentation
- Gain understanding of pertinent student needs and appropriately utilize problem solving and social skills in a manner that positively influences the student and provides a courteous and fair learning environment for the student
- Assist teacher(s) in classroom operations
- Appropriately and professionally advocate for each student's learning experience according to his or her educational needs
- Other duties as assigned

### Qualifications:

- High school diploma or equivalent
- 48 post secondary credits/hours or an Associate's Degree
- Appropriate background/fingerprint clearance

### Required Knowledge, Skills, and/or Abilities:

- Ability to adhere to proper safety procedures
- Knowledge and ability to assist students and teachers with learning related to necessary academic skills
- Skills to perform multiple tasks to perform the functions of the job
- Ability to upgrade skills in order to meet potentially changing conditions related to the functions of the job
- Ability to learning and utilize equipment related to the position and student needs present in the program
- Ability to maintain appropriate records as needed
- Ability to work with emotionally, cognitively, or physically challenged students and maintain professionalism and composure under stressful and/or demanding conditions
- Ability to follow directions
- Good communication skills (oral and written)
- Demonstrate appropriate behavior management techniques
- Willingness to undertake new task and learn new skills
- Ability to relate to other stakeholders such as parents, community members, and educational colleagues

Reports To: Building Principal/Special Education Teacher

Employment Status/Term: School year position/Approximately 10 months

### **Job Title: High School SkillsUSA Advisor**

#### **Job Summary:**

The High School SkillsUSA Advisor will be responsible for guiding, coaching, and mentoring students who are interested in participating in SkillsUSA competitions. The Advisor will work with students to help them develop the skills and knowledge necessary to succeed in their chosen fields and will serve as a liaison between the school and the SkillsUSA organization.

#### **Key Responsibilities:**

- Recruit and organize interested students to participate in SkillsUSA competitions
- Provide training and support to students in their chosen fields
- Help students to develop their technical skills, leadership skills, and teamwork skills
- Organize and coordinate field trips, competitions, and other events related to SkillsUSA including transportation and lodging when needed
- Serve as a liaison between the school and the State and National SkillsUSA organization
- Manage administrative duties such as registering students, maintaining records, and submitting required reports
- Coordinate fundraising activities to support SkillsUSA events and competitions
- Coordinate and organize community service projects
- Oversee student activity budget
- Ensure that students adhere to the SkillsUSA Code of Conduct and school policies

#### **Qualifications:**

- Bachelor's degree in Education, Career and Technical Education or related field preferred
- Experience working with high school students and knowledge of SkillsUSA competitions
- Strong organizational skills and attention to detail
- Excellent communication and interpersonal skills
- Ability to motivate and inspire students
- Flexibility to work outside of normal school hours as needed

### **Position Title: Special Services Secretary**

#### **Essential Duties and Responsibilities:**

- Maintenance of all Special Education records including, but not limited to, evaluations, I.E.P.s and other documentation as needed
- Preparation of appropriate forms and paperwork for SPED referral processes
- Appropriate distribution of special education information to parents, staff members, and/or other appropriate stakeholders
- Appropriate management of Special Education records related to student enrollment and/or withdrawal
- Proper disposal of special education records in accordance with established District procedures
- Assist with receptionist duties as needed
- Maintains strict and appropriate level of confidentiality related to special

- education and school district information
- Maintain a log of referrals for new students, transfer students, and re-evaluations
- Prepare State and/or local reports as needed
- Maintain supplies related to special education forms and other professional needs
- Maintain record of special education purchases
- Other duties as assigned

Qualifications:

- High school diploma or equivalency
- Successful secretarial/clerical experience
- Advanced secretarial/clerical training
- Appropriate background/fingerprint clearance

Required Knowledge, Skills, and/or Abilities:

- Represents the school district and district office in a supportive and positive manner
- Ability to manage dictation and editing of documents
- Understanding of relevant law and regulations related to special education
- Knowledge of computers, word processing, student management software, copy machines, fax machines, telephone systems, and other office equipment and/or technology applications
- Ability to communicate with staff, students, families, and community members in a clear, consistent, and positive manner
- Good writing skills
- Ability to interact positively with students
- Certification in basic 1<sup>st</sup> aid and C.P.R.
- Ability to organize and complete tasks in a timely manner
- Willingness to complete additional training as needed

Reports To: Director of Special Education

Employment Status/Term: 196 Days

**Position Title: Speech and Language Pathologist**

Essential Duties and Responsibilities:

- Provides students instructional related to speech and language development
- Maintains an instructional plan and schedule consistent with guidelines established by student I.E.P.s and other educational programming
- Evaluates student progress based on data and observation
- Plans curriculum, lessons, and special educational programming and teaching methods
- Monitors student progress outside of the speech/language and special education setting
- Prepares report cards, educational records, IEPs, observation reports, and other forms as needed
- Participates on IEP teams as necessary
- Provides appropriate diagnostic testing, identifies student capabilities, and monitors student progress on a regular and consistent basis

- Maintains accurate and complete records as required by law and District policy
- Effectively communicates with all educational stakeholders as appropriate
- Consults with appropriate professional staff regarding student educational programming
- Maintains strict confidentiality related to school and student information
- When appropriate, facilitates and monitors mainstreaming into student educational programming when it is consistent with the least restrictive environment as determined by the student IEP
- Other duties as assigned by the Director of Special Education and Pupil Services

**Qualifications:**

- Bachelor's Degree in education
- Appropriate WI DPI licensure
- Appropriate background/fingerprint clearance

**Required Knowledge, Skills, and/or Abilities:**

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and/or government regulations
- Ability to complete required reports and documentation in a clear and timely manner
- Ability to work collaboratively with others in a team setting
- Willingness to complete additional training and/or professional development as necessary
- Ability to work effectively with general academic skill sets related to core academic skills
- Ability to communicate in a positive and productive manner with students, staff, and other educational stakeholders
- Ability to review and apply current research as necessary
- Knowledge of current technology tools, resources, and applications related to speech and language

**Reports To:** Director of Special Education and Pupil Services

**Employment Status/Term:** School year in accordance with employee handbook

**Position Title: Middle School STEAM Club:**

**Purpose:** To inspire inquiry and curiosity; to empower students to ask thought-provoking questions that promote creativity and exploration, and to connect their problem-solving to real-world solutions.

**Activities:**

- Science Experiments
- Coding (Programming)
- Engineering Challenge Contests
- Graphic Design and Illustration (including step-by-step drawing lessons)
- Interactive Math Activities

It would meet for an hour after school from 3:30-4:30.

**Position Title: High School Tutor Job Description**

A Tutor is responsible for providing students with individualized assistance to help them learn concepts and complete assignments. Their duties may include studying lesson plans and reviewing textbooks to prepare for a lesson, working with other teachers to ensure knowledge of what is expected of students, and answering a student's questions about a topic.

**Tutor duties and responsibilities**

Tutors are responsible for leading one-on-one or small group lessons that cater to the needs and goals of their students. They often have the following other responsibilities:

- 
- Reviewing classroom or curricula topics and assignments
- Assisting students with homework, projects, test preparation, papers, research and other academic tasks
- Working with students to help them understand key concepts, especially those learned in the classroom
- Teaching skills to improve academic performance, including study strategies, note-taking skills and approaches to answering test questions
- Demonstrating academic best practices for specific subjects and assignments, including research and writing tactics
- Developing and distributing teaching materials to supplement classroom lessons, including study guides
- Conducting practice tests to track progress, identify areas of improvement and help set goals for exam preparation
- Providing students positive and constructive feedback
- Offering feedback on progress to students' parents and teachers where appropriate

The teacher tutor is also responsible for supervising student tutors, assigning them to students in need of assistance, providing feedback, and ensuring that they are performing their duties in a positive and productive manner while working with other students.

Pay: \$21.50/hour

Time: 3:20-4:20 daily, Monday-Thursday

Location: LMHS, Room TBD

**Position Title: Reading Specialist**

### Essential Duties and Responsibilities:

- Develop and implement a reading curriculum in grades K-12
- Act as a resource person to classroom teachers to implement the reading curriculum
- Work with administrators to support and implement the reading curriculum
- Conduct an annual evaluation of the reading curriculum
- Coordinate the reading curriculum with other reading programs and other support services within the school district
- Understand and coordinate programming for Title I, Title II, Title III and Title IV
- Have working knowledge of the requirements fiscally and programmatically for Title I, Title II, Title III and Title IV
- Understand the annual timelines and reporting periods for Title I, Title II, Title III and Title IV
- Coordinate the paperwork for Title I, Title II, Title III and Title IV
- Coordinates a schoolwide Title I program.
- Coordinates professional development for staff within the district.
- Assists with Title I program improvement requirements, if applicable.
- Develops building budgets with principals
- Compiles and maintains written records and reports on results of the Title I program and disseminates this information to appropriate agencies, parents, and professional staff.
- Evaluates requests for Title I equipment, supplies and materials.
- Coordinates and develops building/district parent involvement activities, including the annual parent meeting.
- Schedules meetings with staff to review policy, procedures, and teaching methods within the program.
- Assists with the Title I targeting requirements.
- Articulates and interprets Title I regulations in order to inform others within the district.
- Serves as the Title I liaison between the public school district and private schools.
- Ensures that Title I requirements specified in the Elementary and Secondary Education Act (i.e. Parents' Right to Know Clause, AYP report dissemination, etc.) are enacted.

### Qualifications:

- Master's Degree - Reading 317
- Appropriate WI DPI licensure #317
- Appropriate background/fingerprint clearance

Reports To: Building Principal

Employment Status/Term: School year in accordance with employee handbook.

**Position Title: Weight Room Director**

**The Position:**

The Weight Room Director is responsible for all aspects of the Weight Room.

**Performance Responsibilities:**

- Hiring of new weight-room supervisors/employees.
- Training/in-service of weight room supervisors.
- Dismissal of weight room employees who do not fulfill their job requirements.
- Create a monthly Facility schedule and make this available to the public through various means. Alert the public in the case of schedule changes.
- Maintenance of weight room equipment.
- Ensure that the facility cleanliness is maintained by designated district staff.
- Coordinate with community stakeholders to ensure that the weight room and locker room facilities are available for specific events and needs. Stakeholders include but are not limited to: LMHS Physical Education Staff, SDL Summer School Instructors, LMHS Head Coaches, Local Swim Club Coaches, Adult Patrons, Community Organizations and Local Health Care Professionals which use the facility for therapy treatments.
- Collection of payment from paying members.
- Correctly deposit money for the weight room.
- Stay up to date on training theory, philosophy, etc. to ensure students, staff and community have a safe facility to workout in.
- Ensure safety equipment is properly maintained and usable by staff.
- Work with the District Administrator to develop an annual budget and recommend purchases for the facility. Coordinate all repairs and maintenance of the weight room facility with appropriate district staff and local / regional contractors.

Performance Evaluation: An annual performance evaluation will be conducted by the District Administrator or designee using the District Employee Performance Review Checklist

*Note: this job description is not intended to be all-inclusive. The employee may perform other duties as assigned to meet the ongoing needs of the District.*

**Position Title: 21<sup>st</sup> Century Site Coordinator**

**Essential Duties and Responsibilities:**

- Responsible for the management and supervision of the day-to-day operation of the 21 Century Community Learning Center Programs
- Responsible for assuring high-quality program services and support to

- enrolled children and their families and sufficient levels of communication.
- Supervise the notification and registration of the children selected to participate
- Supervise instructional, non-instructional, volunteers, and students who are participating
- Supervise enrichment, recreational and academic tutoring lessons.
- Ensures that site staff and programmatic activities comply with school district, Wisconsin Department of Public Instruction and 21 Century Community Learning Center rules, regulations, policies and procedures.
- Leads and facilitates ongoing planning efforts of staff and community partners to achieve academic and social outcomes.
- Provides high quality supervision and coaching for all project staff and partners.
- Ensures project staff establishes and maintains procedures to adequately document program activities and services.
- Ensures individual student and programmatic evaluation activities are consistently implemented.
- Facilitates regular staff planning and program refinement sessions to achieve continuous improvement in project activities and impact.
- Develops and provides leadership to school committees.
- Acquires additional services and supports for program participants as needed to achieve project goals and impact.
- Engages in coaching, problem solving/conflict resolution activities as needed to ensure effective program operation and high levels of staff and partner performance.
- Exhibits ability to work flexible hours including evenings and weekends.
- Participate in the identification of the students who will participate in the program activities.
- Recruit and enroll Program participants to meet grant average daily attendance requirements.
- Coordination and integration of staff and partners efforts to achieve intended academic and social outcomes.
- Collaborate with community agencies to provide appropriate extracurricular activities.
- Identify and train volunteers, parent liaisons, and community partners to implement academic, recreation, and enrichment activities.
- Provide assistance in preparing enrichment activities and tutoring lessons.
- Attend mandatory staff meetings to provide information and updates on the Program.
- Establish and maintain partnerships with community based organizations, public agencies, local universities, and city agencies.
- Participate in fundraising activities.
- Fiscal responsibility for fees collected and fundraisers.
- Work with the Project Director to collect data necessary for evaluation. Qualifications:

- Bachelor's Degree in education
- Appropriate background/fingerprint clearance

Required Knowledge, Skills, and/or Abilities:

- Ability to communicate effectively using written and oral communication skills
- Ability to use current technology to maintain records and obtain data and information
- Ability to plan and implement activities for maximum effectiveness
- Ability to supervise and evaluate instructional and non-instructional staff
- Ability to provide exceptional customer service
- Knowledge of current student assessment and accountability instruments
- Knowledge of prescribed curriculum and current educational

research Reports To: Building Principal

Employment Status/Term: School year in accordance with employee handbook

#### Title IX Coordinator Roles and Responsibilities Local School Districts

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Legal Citation: Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C.F.R. Part 106 (Title IX)

#### Designation of a Coordinator

A. School systems or other recipients of federal funds (including all public schools, charter schools and magnet schools) must designate at least one professional employee as the Title IX coordinator to oversee compliance efforts and investigate any complaints of sex discrimination.

B. All students, employees and parents/guardians must be notified of the names, office address(es), and telephone number(s) of the designated coordinator(s) of Title IX.

#### Dissemination of Policy

The school district's policy of nondiscrimination must be prominently included in each student handbook, bulletin, catalog, booklet, announcement, brochure, student application form or other publication distributed to students, potential students, parents, and any other persons benefiting from the school district's activities and programs. The name and contact information (office address, telephone number, fax number, email address) of the Title IX Coordinator must also be included in this announcement.

#### Monitoring compliance

The Title IX Coordinator is responsible for monitoring the overall implementation of Title IX for the school district and coordinating the institution's compliance with Title IX in all areas covered by the implementing regulations. The major responsibility is the prevention of sexual harassment and discrimination. Other major monitoring duties include, but are not limited to, the following:

#### Admissions: Admissions and Recruitment

Education Programs and Activities: Housing, Comparable Facilities, Access to Course Offerings, Access to Schools operated by the School District, Counseling and Related Materials, participation in extracurricular activities, Financial 2 Assistance, Employment Assistance, Health Services and Insurance, Marital/Parental Status, Athletics and Physical Education.

Employment in Education Programs and Activities: Employment Criteria, Recruitment, Compensation, Job Classification, Fringe Benefits, Marital or Parental

Status, Advertising, Pre-employment Activities

Other areas of consideration include:

- Developing a committee to assist in meeting Title IX obligations is highly recommended.
- Arranging to have a Title IX/Equity coordinator in each school building enables better monitoring of Title IX in individual schools leaving the District Title IX Coordinator to take care of the district as a whole.
- Participating in the development and implementation of the school system's sexual harassment policy. Be aware of new needs which may dictate changes or revisions in existing policies or practices. For example, since sexual harassment is a violation of Title IX, you should include a prohibition of sexual harassment in the school district's list of disciplinary infractions.
- Assisting faculty, counselors and administrators in complying with Title IX, and when a need arises, planning remedial actions. For example, if females are under-represented in advanced mathematics, science or computer programming courses, ask the faculty to plan for several workshops, student tutorial services, or other ways to increase enrollment of females in these advanced courses.
- Making your presence known in the community by disseminating civil rights information or by speaking at parent-teacher group meetings, social or professional organization meetings, and other community functions.
- Serving as a resource to the local superintendent of schools on Title IX/Gender issues, and submitting annual reports on Title IX compliance activities to the district superintendent.
- Monitoring and evaluating the district's Title IX compliance efforts and making recommendations for any appropriate changes.
- Providing updated information to schools on Title IX implementation and issues
- Maintaining contact with the state education agency Title IX coordinator and with the federal regional equity assistance center
- Identifying and disseminating information about Title IX educational resources (organizations, individuals, print, internet, and audio-visual)

Grievance Procedures

Adoption and publication of procedures providing prompt and equitable resolution of complaints is critical. Nondiscrimination policy notices and their attendant Grievance Procedures must be made public and disseminated throughout the educational community. Develop Title IX grievance procedures for students and teachers in cooperation with local student service and human resources staff; give public notice of the procedures and the name and contact information of the school system Title IX coordinator.

Have copies of the grievance procedure and any related forms available in schools and libraries to students, parents or school personnel alleging sexual harassment or discrimination. Assist them in filing their grievance and oversee the step-by-step procedure to be sure that time frames are met. Assist administrative personnel who need a better understanding of the grievance based on Title IX. Keep records of all grievances filed.

In carrying out this responsibility, the Title IX coordinator may actually investigate any complaint filed under the institution's grievance procedures. If the Title IX coordinator does not conduct the investigation of complaints, she or he should receive information about any grievance filed. This will allow the institution to

identify any patterns, and repeat offenders that may be missed when grievances are handled by several individuals. The coordinator should also receive sufficient information throughout the process so that she or he can provide guidance or information to ensure that the institution carries out its responsibilities under Title IX. The Title IX coordinator should also be sufficiently knowledgeable about the requirements of the regulations to advise the institution about policies and practices, which may violate Title IX.

#### Core Responsibilities of Title IX Coordinators

- Develop a working knowledge of the federal Title IX (of the Education Amendments of 1972) law and its implementation regulations. Have a copy of Title IX readily available and understand the requirements and the intent of the law. Keep informed of current research and legal and judicial decisions related to Title IX and gender equity.

- Be informed about state laws, regulations and policies on all equity issues, including bullying and harassment and child abuse laws.

- Be knowledgeable of federal and state laws (e.g. ADA, Section 504, IDEA) prohibiting discrimination against all protected classes (including race, religion and sexual orientation) and assist whenever possible.

- Be sure female and male students participating in work-based learning programs are guaranteed equal treatment by their employers. 4

- Coordinate with other staff and document an internal self-evaluation of practices and policies with respect to treatment of female and male students, if this responsibility was never completed. If the evaluation was completed by a previous Title IX coordinator, check if the evaluation's remedies for eliminating segregation and discrimination were carried out.

- Provide program development, including in-service training, to eliminate sex discrimination in the district. You may also want to consider conducting a school-wide in-service or assembly on sexual harassment. For another example, continued gender-segregated classes in workforce development education courses should prompt you to plan special on-going activities for lessening students' gender-role stereotypes.

- Attend state and national conferences specifically for Title IX coordinators and/or on gender equity issues generally, and share the information with local administrators, staff and faculty.

- Provide updated resources on Title IX and gender equity to local school districts