

Kuspuk School District Classified Personnel Handbook



Kuspuk School District
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Revised April 18, 2019

KUSPUK SCHOOL DISTRICT

Classified Personnel Handbook - Employee Acknowledgment

I have carefully read the regulations and other information in the handbook dated **April 18, 2019**. I have had an opportunity to ask questions, and I fully understand them. I agree as a condition of my employment with the Kuspuk School District to comply with these policies. I further understand that any infraction of these rules may result in disciplinary action, including termination.

I acknowledge responsibility for complying with future changes in such policies, practices and regulations communicated to employees from time to time, whether or not I have signed acknowledgment of such changes.

I understand that no supervisor, manager or representative of the Kuspuk School District, other than the Superintendent and the School Board, has any authority to make any amendment to the terms of the handbook.

Print Name

Signature

Date

*This form must be completed by each permanent or probationary employee and each supervisor of classified employees within three weeks of receipt of the handbook.
Remove the form and return to the Business Office.*

If you are unable to understand this handbook and you request the services of a translator, please complete the information below and return this form to the Business Office.

Employee Name: _____

Select one:

_____ Request Yupik translator

_____ Request other language translator: _____

_____ Request oral explanation

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Mission Statement:

Kuspuk School District: Working together to achieve every student's highest potential.

Motto:

Motivating, Engaging, and Supporting ALL students in learning.

Shared Vision:

Kuspuk School District will work with community members to graduate all students who will be successful in both traditional and global society.

Our graduates will:

- possess academic skills and technology skills that are marketable
- communicate effectively
- have pride in themselves and positive self esteem
- relate to others with appreciation and respect for differences
- become responsible citizens able to support themselves
- be lifelong learners

I. Introduction

The purpose of this handbook is to outline the policies and procedures for Kuspuk School District's classified employees and to ensure that these employees are treated in a fair and equitable manner. Employees should take the time to read and become familiar with this handbook so that they understand the rules and conditions, which affect their work. If employees understand and follow the procedures set forth in this handbook, misunderstandings and conflict can be avoided.

It is every employee's responsibility to perform their job efficiently and to their best ability so that the District can effectively carry out the task of educating this area's young people. The procedures in this handbook reflect and support Kuspuk School Board policy, state and federal law, but as the need arises, changes that will help the employee or the District be more successful may be implemented.

II. Definitions

Board - the governing body of the District.

Classified Employee - any District employee who occupies a position for which an Alaska Teacher's Certificate is not required.

Complainant - employee bringing a complaint.

Controlled Substance - is generally a drug or chemical whose manufacture, possession, or use is regulated by a government, such as illicitly used drugs or prescription medications

Complaint - a statement by the employee that a controversy, dispute, or disagreement exists with the District.

District - the Kuspuk School District.

Hiring Supervisor - the supervisor designated by the Superintendent as responsible for the hiring process for a permanent or temporary position.

Long Term Substitute Position - an appointment made to a position that is to be vacant for longer than six weeks because of an authorized leave of absence wherein the

incumbent has reinstatement rights.

Immediate Family - spouse, child, legal ward, parent, sibling, spouse's parent, spouse's children or such other family member as may be approved by the Superintendent.

Pay Status - a day during which an employee works, is on paid leave, or is on paid holiday.

Permanent Employee - the employee, other than the probationary employee, who occupies a permanent position.

Permanent Position - a position established by the District to meet continuous or recurring needs.

Probationary Period - the first sixty (60) working days in attendance in a permanent position.

Position - a situation of employment composed of specific duties and a specific work schedule.

Seasonal Employee - the employee who occupies a seasonal position.

Seasonal Position - a permanent position established to meet recurring seasonal needs that approximately coincide with the school year. (August - May)

Substitute Appointment - the appointment made to a position that is to be vacant for less than six weeks because of an authorized leave of absence wherein the incumbent has reinstatement rights.

Supervisor - the employee authorized to direct and evaluate the work of another employee.

Temporary Employee - the employee who occupies a temporary position up to 60 days or longer at the discretion of the superintendent.

Temporary Position - a position established with an anticipated duration of less than six (6) months.

III. Application of this Handbook

This handbook shall apply to all classified employees except as may otherwise be specified in an employment contract approved by the Superintendent. Employees should also become familiar with the Board Policy Manual, which is considered superior to this handbook should any question or conflicts arise.

IV. Nondiscrimination in Employment

The Kuspuk SD maintains a working and learning environment free from discrimination, insult, intimidation, or harassment for any reason. The district and its employees shall not unlawfully discriminate against or harass employees or job applicants on the basis of sex, race, color, religious creed, national origin, ancestry, age, marital status, sexual orientation, gender, identity, socio-economic status, physical or mental disability, military veteran status, membership in an employee association, union political affiliation, or good faith reporting to the board on a matter of public concern.

Equal opportunity shall be provided to all employees and applicants in every aspect of personnel policy and practice. The district shall not discriminate against physically or mentally disabled persons who, with reasonable accommodation, can perform the essential functions of the job in questions.

V. Anti-Harassment Policy

1. Harassment

The School Board recognizes that harassment can cause embarrassment, feelings of

powerlessness, loss of self-confidence, reduced ability to perform work, and increased absenteeism or tardiness. The Board shall not tolerate the harassment of any student by any other student or district employee, nor shall the board tolerate any harassment of one employee by another employee. Any student or employee who is found guilty of harassment shall be subject to disciplinary action.

Harassment means intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such a manner as to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes, but is not limited to, harassment on the basis of race, sex, creed, color, national origin, religion, marital status, sexual orientation, gender, identity, socio-economic status, or disability.

To promote an environment free of harassment, the principal or designee shall take appropriate actions such as removing vulgar or offending graffiti, establishing site rules, and providing staff in-service or student instruction and counseling. Principals shall discuss this policy with their employees and shall assure them that they need not endure any form of harassment.

The District and the Board encourages students or staff to immediately report incidences of harassment to the principal or designee. The Superintendent or designee shall promptly investigate each complaint of harassment in a way that ensures the privacy of all parties concerned. In no case shall the student or staff member be required to resolve the complaint directly with the offending person.

Notice of this policy will be circulated to all district schools and departments and incorporated in employee and student handbooks.

2. Sexual Harassment

Sexual harassment of or by any employee shall not be tolerated and should be reported immediately so that action may be taken to eliminate inappropriate behavior. The School Board considers sexual harassment to be a major offense, which may result in disciplinary action or dismissal of the offending employee.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to the conduct is made either an explicit or implicit condition of employment, status or promotion.
2. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee.
3. The harassment substantially interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.
4. Submission to, or rejection of, the conduct is the basis for any decision affecting benefits, services, honors, programs or other available activities.

An employee who feels that he/she is being harassed is encouraged to report such incident to the immediate supervisor of the accused employee or the Superintendent without fear of reprisal. The Superintendent shall be informed of all such complaints and will assist in the investigation and resolution of complaints. Any resulting disciplinary action will be confidential. An employee making a complaint of sexual harassment shall not be required to resolve the complaint directly with the offending person.

VI. Establishment of Positions

The Superintendent shall establish such classified positions as are necessary and appropriate to meet the operational needs of the District and as are consistent with budgetary constraints. These may include both permanent and temporary positions. A listing of permanent positions and their associated job descriptions are contained in Appendix C of this Handbook. As needed, the Superintendent or designee shall review the scope of work, hours and job responsibilities of each position to ensure that required duties are reasonable.

VII. Hiring and Promotion

All appointments and promotions shall be made by the Superintendent upon the recommendation of the supervisor, as may be applicable. Prior to and during the hiring process, a temporary appointment may be made upon approval by the Superintendent or by designee until the position is filled for a period not to exceed sixty (60) working days

1. Advertisement of Permanent Positions

Except for temporary and substitute appointments, all position openings shall be advertised at all District work sites and in public for a minimum of fourteen calendar days. The public advertisement shall include posting of the announcement in at least three public places in the community where the position is located.

Temporary and long term substitute positions will be advertised until filled in the local village where the position exists. In the event that qualified district staff is not available to fill Added Duty temporary positions, these positions will be posted until filled in the local village where the position exists.

Under emergency conditions as determined by the Superintendent or designee, the posting requirements may be altered or waived, and the reason for the waiver documented. Each advertisement shall state that "the Kuspuk School District is an equal opportunity employer", and a copy of the advertisement shall be filed with the Superintendent's office.

2. Application Procedures

Each applicant for a position shall complete a standard application for employment (see Appendix B-01) and submit it to the hiring supervisor as noted on the posted job announcement. Substitutes must have an application on file at the school by the end of the first working day of sub duty.

Applications shall be kept on file in the Business Office for a period of one year from the date of receipt. Hiring supervisors and applicants are encouraged to keep a copy for later reference. It is the responsibility of the applicant to contact the hiring supervisor for each position and to provide the hiring supervisor with an updated copy of the application.

3. Interview Process

A hiring team of two or more employees who are familiar with the open position shall work with the hiring supervisor throughout the hiring process. The hiring team shall screen the applications submitted for a position and prepare a list of the most qualified candidates for interviews. All applicants shall be notified within a week of the closing date of whether they have been selected for an interview or whether the position has been filled by an in-District applicant (see section VII-4).

The hiring team shall develop a list of basic questions and interview the selected applicants. The applicants shall be notified by the hiring supervisor of the outcome of the interviews within a week, allowing time for reference and background checks.

At the conclusion of the hiring process, all original applications shall be forwarded to the Business Office and a Payroll Action form shall be completed for the hired person by the hiring supervisor (Appendix B-08).

Placement on the wage scale will be dependent on documentation supplied by the employee of previous work experience and/or college coursework completed. Employees shall be allowed to bring in up to six (6) years (placed on step 7) of applicable experience in placement on the wage schedule.

4. Probationary Period - (Board Policy 4216)

The employee new to a position shall be subject to a probationary period of sixty (60) working days in attendance. At the end of the probationary period, the employee will be given a written evaluation (see Appendix B-09). If the employee receives an average or better evaluation, the employee will receive a step increase at the end of the probationary period.

The employee with a performance evaluation of "Average" or better is eligible to be appointed as a permanent employee, while the employee with an evaluation of less than "Average" may be terminated. However, upon the recommendation of the supervisor and the approval of the Superintendent, said employee may be granted an extended probationary period not to exceed an additional forty (40) working days in attendance. In the case of an extended probationary period, the evaluation shall include a Plan of Improvement (see Appendix B-10).

During the probationary period, the employee is not eligible for health or retirement benefits. Sick and annual leave will accrue during probation, but cannot be used until the employee is appointed to permanent status.

Completion of the probationary period, appointment to permanent status and the start date of benefits may be delayed until all employment paperwork has been completed, including the Drug & Alcohol Free Workplace Notice (BP-E 4020) (see Section VIII and Appendix B-02 and B-03).

At the completion of the probationary period, the employee on permanent status will be paid for paid holidays and may use accrued leave upon approval of the supervisor (see Section XII). If the employee is eligible for PERS (Public Employees' Retirement System), this benefit begins immediately (see Section XIV-5). If the employee is eligible for health, accident and

life insurance, this benefit begins on the first permanent day (see Section XIV-1). The permanent employee may also sign up for tax deferred annuities, and qualify for payroll advances and leave cash-out (see Sections XI, XII, XIII, and XIV). All employees are encouraged to sign up for direct deposit.

The probationary period may be waived or shortened on the recommendation of the supervisor and approval by the superintendent for an employee who has worked in the same or similar job as a temporary employee immediately prior to being hired (evaluation required), or for an employee who has worked for the District in the same or similar job as a permanent employee with an evaluation of "Average" or better within the past five years.

In the event that an employee transfers to a second position before completing the probationary period in a first position, the new hiring supervisor may choose to carry over that portion of the probationary period that has already been completed.

A probationary employee may be terminated at any time at the discretion of the Superintendent or designee, without any hearing or review rights under the complaint procedure set forth below.

5. Promotion and Transfers

All other things being equal, the current employee shall be given preference over the new hire in filling a vacant position that would result in a promotion or transfer for the current employee. If qualified in-District applicants are found, it is possible that non-District applicants will not be considered. This provision does not limit the District's managerial discretion to determine the qualifications for a position, nor to determine which applicant is the best candidate to fill a vacancy.

The employee who is transferred or promoted to a new position will continue to accrue and may use benefits. At the end of sixty (60) working days in attendance in the new position, the employee will be given a written evaluation.
(see Appendix B-09).

The employee with an evaluation of less than "Average" may be terminated, except that, upon the recommendation of the supervisor and the approval of the Superintendent, said employee may be granted an extended probationary period not to exceed an additional sixty (60) working days in attendance. In the case of an extended probationary period, the evaluation shall include a plan of improvement.

6. Long Term Substitute Positions

A long-term substitute position is an appointment made to a position that is to be vacant for longer than six weeks because of an authorized leave of absence wherein the incumbent has reinstatement rights.

Long term substitute positions will be advertised until filled in the local village where the position exists. In the event that qualified district staff is not available to fill long term substitute positions, these positions will be posted until filled in the local village where the position exists.

Under emergency conditions as determined by the Superintendent or designee, the posting

requirements may be altered or waived. Each advertisement shall state that “the Kuspuk School District is an equal opportunity employer”, and a copy of the advertisement shall be filed with the Superintendent’s office.

A long term substitute employee may be terminated at any time at the discretion of the Superintendent or designee, without any hearing or review rights under the complaint procedure as stated in Section XIX Complaint Procedure.

7. Temporary Positions

A Temporary employee occupies a temporary position up to 60 days or longer at the discretion of the Superintendent.

Temporary positions will be advertised until filled in the local village where the position exists. In the event that qualified district staff is not available to fill temporary positions, these positions will be posted until filled in the local village where the position exists.

Under emergency conditions as determined by the Superintendent or designee, the posting requirements may be altered or waived. Each advertisement shall state that “the Kuspuk School District is an equal opportunity employer”, and a copy of the advertisement shall be filed with the Superintendent’s office.

A temporary employee may be terminated at any time at the discretion of the Superintendent or designee, without any hearing or review rights under the complaint procedure as stated in Section XIX Complaint Procedure.

VIII. Health Requirements

All employees appointed to probationary or permanent status shall be required to read and sign the Drug & Alcohol Free Workplace Notice (BP-E 4020).

The requirement under Alaska Statute to be annually tested for pulmonary tuberculosis has been repealed. But due to the high incidence of tuberculin rates in western and rural Alaska, the Kuspuk School District greatly encourages all employees to have a TB test done annually.

The Superintendent or designee shall ensure that all regularly employed personnel undergo a health examination as required by law upon initial employment and every three years after.

Employees may be required to pass a physical and/or psychological examination any time such an examination appears necessary to preserve the health and welfare of district students and employees, or to furnish medical proof of physical or mental ability to perform satisfactorily the assigned duties of an individual position. (BP 4112.4)

Bus Drivers will also be required to comply with the District’s Alcohol and Drug Testing Program, as required by state and federal law. Details of this program are available separately from the Maintenance Department.

IX. Ethics

Board members may not be employed by the school district (AS 14.14.140), nor may they

contract with the district or receive any other compensation from the district other than board stipends. Any other service to the district by a board member while serving on the board must be offered on a volunteer basis.

No member of the immediate family of a Board member may be hired for employment except upon the recommendation of the Board and the approval of the Commissioner of the Alaska Department of Education. Family members already employed by the District at the time of the election to the Board of a family member do not require a waiver.

All employees shall make reasonable effort to protect students from conditions harmful to learning or to health and safety and to avoid exposing students to unnecessary embarrassment or disparagement. All employees shall treat all students equitably regardless of familial relationship.

No employee may request or suggest that an applicant provide information concerning their religious opinions, ancestry, membership in fraternal organizations, political convictions, family circumstances, age, gender identity, or ethnic origin (except for voluntary information required to meet Equal Employment Opportunity requirements, regarding ethnic origin information).

No action affecting the employment status of any employee or applicant for a position, including appointment, promotion, demotion, suspension, or removal may be taken or withheld on the basis of race, color, religion, sex, gender identity, national origin, age, disability, veteran status, or status in any other protected group. Similarly, all employees shall accord just and equitable treatment to all students as they exercise their educational rights and responsibilities.

All employees shall keep in confidence information that has been obtained in the course of providing professional service, unless disclosure serves a compelling professional purpose or is required by law.

No employee shall make any false statement or submit fraudulent information, verbally or in writing, in connection with professional activities. No employee may intentionally make a false or malicious statement about a colleague's professional performance or conduct.

No employee shall engage in, or accept, private employment, or provide services for private interest when such employment or service is incompatible with the proper discharge of their official duties. No employee may solicit, negotiate for, or promise to accept employment by, or accept anything of substantial value from, any person, firm or company with which they or their organization unit are engaged in the transaction of business on behalf of the District, or which may be affected by their official action.

No employee shall use information peculiarly within their knowledge or purview concerning the property, government, or affairs of the District to advance the financial or other private interest of themselves or others.

No employee may give, provide, pay, offer, solicit, or accept any money, service, or other valuable things in connection with any appointment, any promotion, or any advantage in a position of employment with the District.

No employee may be a party to the purchase of, or influence the purchase of, goods or services for the use of the District from any person, company or business in which they have substantial financial interest unless approved in advance by the Board.

No employee shall engage in any business or transaction, or shall own a financial or other private interest, direct or indirect, which is in conflict with the proper discharge of their official duties.

A violation of the provisions of this section shall subject the employee to disciplinary procedures, up to and including termination. (see Section XIX).

X. Hours of Work

1. Scheduled Hours of Work

The supervisor, with the prior approval of the Superintendent, shall establish the scheduled hours of work for subordinate employees. Employees who work more than their scheduled hours for a pay period must have these hours pre-approved by their supervisor. Non-compliance will lead to a reprimand in your permanent file.

Additional hours that are for special projects rather than normal job duties will be paid at a temporary worker wage, with no retirement benefits accrued, unless otherwise designated by the supervisor. Employees who work in excess of 40 hours in a calendar week due to special project assignments pre-approved by the supervisor are entitled to the overtime benefits described in section 4 below. School district employees who chaperone on overnight trips will be paid for their regular daily work hours not to exceed seven (7) hours per day, Monday – Friday workday only, including travel time.

From time to time, the supervisor may be required by the Superintendent to add or cut hours due to budgetary considerations or based on his/her assessment of the operational needs at each work site. These changes in hours will be discussed individually with each employee whose hours or benefits are affected.

Staff may travel to district sponsored in-services during the school year. Employees may charge for time that they leave their home village until they arrive at the site of the in-service and may charge from the time that they leave the in-service location and arrive back at their home village.

2. Normal Work Day and Work Week

The normal work day shall consist of between two (2) and seven (7) hours, exclusive of not less than a 30-minute lunch period. The normal work week shall consist of five consecutive work days between Sunday 12:00 AM and the following Saturday 11:59 PM.

3. Undertime

Employees cannot make up lost time by putting in extra hours. Employee must use their annual leave (see Section XII) or leave without pay.

4. Overtime

According to Alaska Statute 23.10.060, a non-exempt employee is entitled to overtime compensation for hours worked in excess of eight hours a day. A non-exempt employee is

also entitled to overtime compensation for hours worked in excess of 40 hours a week. In determining whether an employee has worked more than 40 hours a week, the number of hours worked shall be determined without including hours that are worked in excess of eight hours in a day because the employee has or will be separately awarded overtime compensation based on those hours. Overtime is any work in a calendar week in excess of 40 hours (total hours excludes sick and annual leave). The employee must complete the "Overtime Approval Form" and all overtime work must be pre-approved by the supervisor, superintendent and business manager. An employee who is eligible for overtime will be compensated at one and one-half time the hourly rate for that employee. Overtime compensation shall be included on the regular paycheck.

Professional, executive and administrative employees who are classified as exempt are not eligible for overtime compensation[CM2] . Compensatory time may be awarded to overtime exempt employees at the discretion of the Superintendent.

XI. Compensation

1. Total Compensation

The wages paid to the employee shall represent the total compensation for the employee, exclusive of reimbursement for official travel and related out-of-pocket expenses. Except as otherwise provided in these policies, or upon prior approval by the Superintendent, no employee shall receive pay from the District in addition to the wage authorized under the Wage Schedule for services rendered either in the discharge of the employee's ordinary duties or any additional duties which may be assigned or which the employee may volunteer to perform.

2. Compensation Plans

Most classified employees are paid on an hourly wage basis, according to the Wage Schedule (see Appendix A-1). Employees may also negotiate Added Duty contracts for student activities (see Appendix B-13).

The Superintendent may designate some positions to be paid on a salary basis. Salaried positions may include supervisory and/or maintenance personnel. Positions compensated on a salary basis are those in which the employee may be expected to work non-standard working hours outside the normal scheduled working day. Salary compensation will be determined either by appropriate placement on the hourly steps and ranges, or be based on placement depending on experience in one of the Salaried Job Ranges at the bottom of the Wage Schedule.

Being paid a salary does not mean that you are not entitled to receive overtime. Some employees are exempt from overtime, such as executive, administrative, and professional employees, all of which require very specific criteria to be met. Your actual job duties, responsibilities and how you are paid usually determine your eligibility for overtime.

An employee hired to a salaried position not exempt from overtime who works less than a full pay period will be paid a proportional part of his/her salary based on the hourly rate. With approval of the supervisor, a salaried classified employee can use annual leave instead of being paid a proportional part of his/her salary.

3. Pay Schedule

The pay period shall be the period between the first and the fifteenth and between the sixteenth and the last day of the month inclusive. Employees shall receive their direct deposit on the seventh (7) and the twenty-second (22) of the month. Regular paychecks shall be postmarked on the seventh (7) and the twenty-second (22). If the normal pay day falls on a regularly scheduled day off or on a holiday, the pay day shall be on the closest normal working day

the normal pay day. The district encourages all employees, including temporary and substitute employees, to sign up for direct deposit of paychecks to their bank account by completing the form in Appendix B-06 as it assists personnel getting their pay in a quicker manner than possibly waiting on paper checks to be delivered by US mail or by school plane.

Except as may otherwise be permitted by law or district policy, an employee's final paycheck upon non-voluntary termination shall be paid within three working days after termination. If an employee terminates employment voluntarily, their final paycheck will be issued with the regularly scheduled payroll.

4. Payroll Advances

The Superintendent or designee may authorize payroll advances to permanent employees. Any such advance shall not exceed the salary accrued to the date of the advance (including annual leave) or up to \$900, whichever is less, and shall be repaid by being withheld from the next one (1) or two (2) or three (3) regular paychecks.

Any employee shall be granted not more than two (2) payroll advances during any fiscal year. The first payroll advance must be repaid before the second advance will be granted. To request a payroll advance, the employee must complete the form in Appendix B-07, have it signed by the supervisor, and make sure it is received by the Classified Payroll Clerk not less than two (2) days before the date the check is needed. (Special circumstances or probationary employee requests will be considered by the superintendent.)

5. Placement on Wage Schedule

Placement for new employees shall be determined at the time of hire. Employees will generally be placed at Step 0 of the lowest wage range for the position into which they are hired. Placement in higher wage ranges shall be dependent on verification of educational credits for most jobs, as explained on the Wage Schedule.

In addition, the employee may be allowed to verify years of experience in the same or a similar position, either with the District or with another employer, with "Average" or above references or reviews. Upon the recommendation of the hiring supervisor, the Superintendent may place this employee up to step 7 (6 years of experience) on the appropriate wage range based upon prior work experience.

For Cook and Custodian positions, initial placement may be made one range above the lowest range for these jobs, for those employees with five or more years experience in the same or a similar position. For cook and custodian positions that are designated as particularly demanding within a Job Description category, the Superintendent may grant initial

placement up to two ranges above the lowest range for the job, upon recommendation of the hiring supervisor.

The employee who accepts a position after having served in a different position within the District with no break in service may, at the discretion of the Superintendent, be reinstated at the same step on the Wage Schedule as previously held. This does not apply to salaried positions.

6. Performance Evaluations

No later than the end of the probationary period, the employee shall be given a written evaluation (see Appendix B). Promoted and transferred employees will also be given a evaluation at the end of sixty (60) working days in attendance at the new job (see section VII-4). Thereafter, each employee shall be evaluated annually before April 15 (see Appendix B-09), and at such other times as may be deemed appropriate by the supervisor or the Superintendent. Employees separating from the District shall receive a final evaluation at the time of separation, at the request of the employee.

Each evaluation shall be discussed with the employee, the employee shall have the right to attach written comments to the evaluation form, and the employee shall receive a copy of the evaluation. Each annual evaluation shall be reviewed and approved by the Superintendent. All evaluations shall be placed in the employee's personnel file.

7. Merit Step Increase

Upon reaching permanent hire status, new employees shall receive their first merit step increase.

Permanent employees with a performance evaluation of "Average" or better on the evaluation (see Appendix B) are eligible to receive a merit step increase effective on July 1 of each year. The evaluations will be administered each spring by the employee's supervisor.

8. Seniority Increase

On July 1 following the five years of permanent, continuous employment, and after each additional five years, the employee with five (5) consecutive annual evaluations rated "Average" or above whose compensation is based on the hourly wage schedule shall be promoted one range. Maximum seniority promotions shall not exceed the designated ranges for that job.

9. Credits for Coursework

Employees in positions that appear on the hourly section of the Wage Schedule may move between ranges upon submission of official transcripts documenting credits for coursework that is relevant to their job duties. The Superintendent will evaluate non-credit job training on a case-by-case basis.

Employees may document credits to move as far as the maximum range for their position (see Appendix A-1/2). If documentation is provided after the start of the current school year, the increase in pay shall be retroactive to the beginning of the school year or the date the credits were earned, whichever is later.

At the start of each school year, the Superintendent shall announce whether a tuition reimbursement plan is available for that school year. The tuition reimbursement plan will allow for reimbursement up to a maximum amount per credit as currently allowed under the University of Alaska tuition fee schedule. Up to three (3 6) credits could be reimbursed per fiscal year (July to June). In order to be reimbursed, the employee must receive a grade or the equivalent of "C" or above (see Appendix B-12). These credits must be relevant to their job duties in order to be reimbursed (approved by Superintendent in Advance). This incentive will be offered as long as funding is available.

XII. Holidays and Leaves

1. Holidays

The permanent employee shall be granted the following paid holidays: Independence Day, Labor Day, Thanksgiving Day, the Day after Thanksgiving Day, Christmas Day, New Year's Day and Memorial Day. (Seasonal employees are excluded from paid holidays during the summer months)

If a holiday falls on the first scheduled day off of the week (i.e. Saturday), the preceding day (Friday) shall be designated the holiday. If a holiday falls on the second scheduled day off of the week (i.e. Sunday), the following day (Monday) shall be designated the holiday.

With the written permission of the supervisor, the employee may be permitted to reschedule a holiday to a mutually agreeable date. If the employee (including temporary) is required to work on a holiday, the employee shall be compensated at the overtime rate for the actual hours worked.

All permanent classified employees will be eligible for holiday pay during the course of the school year as per state statute.

2. Annual Leave

The permanent employee shall accrue annual leave at the rate of:

- one-half (50%) of a normal working day per full pay period for the employee with less than two years of service;
- Sixty-Five percent (65%) of a normal working day per full pay period for the employee with two (2) but less than five (5) years of service;
- Eighty percent (80%) of a normal working day per full pay period for the employee with five (5) but less than ten (10) years of service; and
- One hundred percent (100%) of a normal working day per full pay period for the employee with ten (10) or more years of service.

Changes in the rate of accrual as provided above shall take effect with the first full monthly pay period of the fiscal year.

Accrued annual leave may be used upon the approval of the supervisor with a minimum of 24 hour notice. If the leave is not approved, it would be considered leave without pay. The supervisor may choose to use a "50% rule" in approving requests for annual leave, or any other rule deemed necessary to maintain adequate staffing at a site.

During the school year, on days when school is not in session, school site employees may or may not be required to work as administratively determined. Employees not required to work may request annual leave.

Annual leave accrued but not used shall accumulate to a maximum of not more than twenty-five (25) days as of June 1 of any fiscal year. Unused accrued annual leave in excess of the maximum at the close of business on May 31 of any fiscal year shall be paid down to the level of twenty (25) days. Each supervisor shall provide sufficient opportunity for employees to use annual leave such that excess accrual may be avoided.

Seasonal employees shall be paid out for unused, accrued annual leave at their then current rate with their last paycheck of the seasonal work period. Seasonal employees may request a carryover of up to 10 days of annual leave to the following school year. This request must be made in writing prior to the last day worked. Separating employees shall be paid off for unused accrued annual leave at their then current rate with their final paycheck.

Employees shall be allowed to cash out annual leave one time only during the fiscal year, aside from the year-end cash out for seasonal employees. To request an annual leave cash out, the employee must complete the form in Appendix B, have it signed by the supervisor, and turn it in to the Classified Payroll Clerk. Leave cash out will be paid with the next scheduled pay cycle. In order to receive any annual leave cash out, there cannot be any outstanding payroll advances.

The Business Office shall maintain a leave record for each employee, and such record shall be subject to annual audit and approval by the Superintendent.

3. Sick Leave

The permanent employee shall accrue sick leave at the rate of two-thirds (66%) of a normal working day for each full pay period. A false statement by the employee regarding sick leave may be grounds for immediate dismissal.

The use of sick leave shall be subject to the following provisions:

- Upon notification to the supervisor in advance unless prevented from doing so by extenuating circumstances; At the discretion of the supervisor, employees may not be paid unless notification allows sufficient time for supervisor to arrange a substitute. Notification must be made within one hour prior to the start of the normal workday.
- For actual injury or illness of the employee or for a medical or dental appointment in connection with an actual illness or injury;
- For maternity leave, up to nine (9) weeks of sick leave may be used immediately preceding and/or following childbirth;
- For illness or injury within the employee's immediate family (see Section II - Definitions) which requires the attendance of the employee; for paternity leave, up to five (5) days of sick leave may be used on or about the time of the birth of a child;
- Upon the express prior approval of the Superintendent, or designee, for routine doctor or dental examinations and for elective procedures that cannot reasonably be scheduled on non-work days;
- Upon the death of a member of the immediate family of the employee (unlimited use of accrued sick leave);

- Sick leave may include up to two documented travel days per incident for out-of-town visits related to illness, medical appointments, injury or death in the family; and
- Upon three (3) consecutive days of sick leave (excluding travel days), the supervisor may require a note from a medical provider.

The employee whose absence has been approved as being justified under sick leave shall be paid for such time lost, to the extent that sick leave is accrued, at the current normal wage rate, less the amount of any time lost payments made under the Alaska Workers Compensation Act (see Section XIII-3).

Upon resignation in good standing or retirement after continuous service with the District of five (5) or more years, or five full school terms for seasonal employees, the employee's remaining sick leave shall be paid at 50% of the normal wage rate.

4. Family and Medical Leave

THE FAMILY AND MEDICAL LEAVE ACT (FMLA) requires covered employers to provide up to 12 weeks in a 12 month period of paid or unpaid, job-protected leave to eligible employees for qualifying family and medical reasons (the State of Alaska is a covered employer).

Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours over the previous 12 months, and if there are at least 50 employees within 75 miles (see the policy below concerning the number of employees within a given radius).

THE ALASKA FAMILY LEAVE ACT (AFLA) requires covered public employers to provide up to 18 weeks in a 12 or 24 month period of paid or unpaid, job-protected leave to eligible employees for qualifying family and medical reasons. Employees are eligible if they have been employed by a covered employer for at least 35 hours a week for at least six consecutive months or for at least 17.5 hours a week for at least 12 consecutive months immediately preceding the leave, and if there have been at least 21 employees within 50 road miles during any period of 20 consecutive workweeks in the preceding two calendar years (see the policy below concerning the number of employees within a given radius).

See the Classified Payroll Clerk at the District Office for any information on FMLA and AFLA.

MILITARY FAMILY LEAVE (MFL) is a FMLA amendment, which includes 2008 and 2010 provisions, that has the same eligibility requirements and job protection provided by FMLA. This amendment allows an employee to take up to 12 weeks of leave in a 12 month period for "any qualifying exigency" of a military member who is on covered active duty and is a qualified family member. This amendment also allows an employee to take up to 26 weeks of leave in a 12 month period to care for a covered servicemember (qualified family member) recovering from a serious illness or injury sustained in the line of duty while on active duty. A "covered servicemember" is defined as a member in the Armed Forces (including the National Guard or Reserves) or a veteran who was active in the Armed Forces within the last five years.

POLICY: The State of Alaska has elected to substitute paid leave for unpaid leave for use in a family leave qualifying condition when it is available to the employee through accruals, donations, or other means authorized by collective bargaining agreements or state statutes. The State of Alaska has chosen to have the 12 or 24 month family leave entitlement start

when an employee first takes leave for the qualifying condition. The State of Alaska has adopted a more generous policy that allows employees who meet the employment and hours worked thresholds to be eligible for family leave regardless of the number of employees within a given radius.

REASONS FOR TAKING LEAVE: Either or both of these leave entitlements require an absence to be granted for any of the following reasons: o to care for the employee's child after birth, or placement for adoption or foster care; or

- to care for the employee's spouse, son or daughter, or parent (in-law, step, or who stood in loco parentis) who has a serious health condition; or
- for a serious health condition that requires the employee to be absent from the employee's job; or
- for an employee whose family member is a military member who has a qualifying exigency or a serious illness or injury.

ADVANCE NOTICE AND MEDICAL CERTIFICATION: The employee may be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met.

- The employee ordinarily must provide 30 days advance notice when the leave is foreseeable (notification can be provided by a family member or spokesperson when necessary).
- When leave is not foreseeable, the employee must provide notice as soon as reasonably possible.
- An employer may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer's expense), periodic updates, and/or a fitness for duty report to return to work.

JOB BENEFITS AND PROTECTION:

- For the duration of FMLA leave, the employer must maintain the employee's health coverage under any group plan. There is no similar requirement under AFLA.
- Upon return from FMLA or AFLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.
- For the use of family leave, an employee cannot realize the loss of any employment benefit that accrued prior to the start of an employee's leave.

5. Court Leave

Any employee who is called to serve as a juror or is subpoenaed as a witness by a court of competent jurisdiction shall be entitled to court leave with pay, less any compensation received for court service other than transportation and per diem. This section does not apply if the employee is a defendant or plaintiff, or is accompanying a minor who is a defendant or plaintiff.

Court leave shall be supported by written documents such as a subpoena, marshal's statement of attendance, and statement of compensation for services, per diem, and transportation.

The employee shall promptly turn over to the District all monies received from the court as compensation, except per diem and transportation, and in turn shall be paid at the current normal wage rate while on court leave that has been approved in advance by the supervisor.

Documentation of this shall be provided by the employee in the form of the money paid to them while on court leave as well as by the district supervisor to whom the money is turned over giving a receipt of such funds to the person who turned in the money.

6. Military Leave

Temporary military leave may be granted by the Superintendent to employees upon written request of the military authority stating reasons why the service cannot be fulfilled during non-working hours. Employees are expected to exert every effort to schedule their service during the summer months. The leave of absence may not exceed sixteen and one-half (16.5) working days during the calendar year. When such leave is approved, the employee shall receive their regular salary less any compensation received from the military for the leave period.

Any regular full-time employee with an active military obligation will be granted a leave of absence without pay if called to active duty within the U.S. armed services. However, eligible employees may use any available paid time off for the absence. Employees called for active duty will be entitled to reinstatement in accordance with all applicable state and federal laws.

7. Other Leaves of Absence, Without Pay

The employee may be granted leave without pay, not to exceed a total of ten (10) consecutive working days in any fiscal year, for any compelling reason, at the discretion of the supervisor. The employee may be granted leave without pay in excess of ten (10) consecutive working days per fiscal year, but for not more than twelve (12) consecutive months, at the discretion of the Superintendent. All leaves without pay of 10 consecutive days or more shall be documented by use of the form in Appendix B.

While on an approved leave of absence without pay in excess of ten (10) consecutive working days, the employee shall not be entitled to fringe benefits such as District paid health/life insurance, retirement, social security, worker's compensation, etc., unless the leave is covered by the Family and Medical Leave Act (see XII-4). If the leave is anticipated to last longer than one (1) month, the Superintendent may make a substitute appointment. Upon returning to work, the employee will be restored to the original or an equivalent position with equivalent pay, benefits and other employment terms. Unused sick and annual leave shall also be restored.

A leave of absence without pay shall be subject to the condition that the Superintendent may cancel the leave at any time upon prior written notice to the employee specifying the date of termination of the leave, if it is determined that the employee is using the leave for purposes other than those specified at the time of approval. If the employee fails to report to duty on the specified date or at the end of the leave of absence, the employee may be deemed to have resigned not in good standing.

8. Other Compensated Leaves

Upon written application stating the reason for the requested leave, the Superintendent may grant compensated leave to an employee in addition to those specified above. This may include training classes, workshops, etc. that are job related.

XIII. Insurance and Retirement Plans

1. Health, Accident and Life Insurance

The permanent employee with a work schedule of five (5) or more hours per day shall be provided health, accidental death and dismemberment (AD&D), and life insurance covering the employee and the employee's spouse and eligible dependents at such coverage levels as from time to time may be approved by the Board. Optional additional coverage may be made available to the employee for payment of premiums. In the event of substantial increases in the cost of said insurance, the District may require the employee to pay for all or part of the increases.

After continuous service with the District of five (5) full years, or five full school terms for seasonal employees, the employee with a work schedule of fewer than five (5) hours per day will also be provided health, AD&D and life insurance at the same coverage level described above.

Upon recommendation and annual review by the Board, each year in September, employees who have other health coverage will have the opportunity to "opt out" of the District's health plan as of October 1, in exchange for a cash payment, the amount and timing of which will be determined annually by the Superintendent. Employees may choose to opt out of either all health coverage, or to retain dental and vision coverage and opt out of medical coverage only. Employees who opt out will continue to receive life and accidental death and dismemberment coverage. See Opt Out schedule in the forms section.

2. HIPAA

The Health Insurance Portability and Accountability Act (HIPAA) of 1996 authorized the Secretary of Health and Human Services to establish standards for protecting the privacy of personal health information. Kuspuk School District complies with these standards. All employee health information will be maintained in a secure environment and accessible only to those individuals responsible for the implementation of this policy.

3. Worker's Compensation.

The employee shall be covered by worker's compensation insurance as required by the Alaska State Worker's Compensation Act.

When an injury occurs in the workplace, the employee and the supervisor must fill out the state-mandated "Report of Occupational Injury or Illness" and submit it to the Business Manager as soon as possible. The employee must also inform all health providers who provide treatment related to the injury that the injury occurred on the job.

If the employee misses work for longer than three days due to an injury that occurred on the job, the District's insurance provider will begin compensating the employee at a reduced wage rate in accordance with state law. If the employee chooses to use available sick leave in order to receive pay at the normal wage rate, then compensation from the insurance provider must be turned over to the District.

If the employee misses work for an extended period and no longer has sick leave available, compensation will continue from the District's insurance provider in accordance with state law and the employee will be put on leave without pay status (see Appendix B-14).

4. Unemployment Compensation

The employee shall be covered by unemployment insurance as provided by Alaska law. Seasonal employees may collect unemployment compensation under Alaska state law only if they resign or are terminated from their position at the end of the school year. However, this would result in loss of health, AD&D and life insurance and no guarantee of a position at the start of the next school year.

5. Liability Insurance

The District shall provide tort liability insurance coverage at such levels as from time to time may be approved by the Board. This insurance shall cover potential tort liabilities which may occur while the employee is carrying out the prescribed duties within the realm of the employee's assigned responsibilities, pursuant to AS 14.12.115.

6. Public Employees' Retirement System (PERS)

The permanent employee whose regularly assigned work week is fifteen (15) or more hours shall be enrolled in the State of Alaska Public Employees' Retirement System (PERS). The employee and the District shall both make contributions each pay period at the rates determined by the PERS system.

For further information about PERS, the employee should contact: State of Alaska, Division of Retirement and Benefits, P.O. Box 110203, Juneau, AK 99811-0203, 907-465-4460.

7. Social Security System

The employee shall be enrolled in the Social Security system. The employee and the District shall both make contributions each pay period at the rates determined by the Social Security system (also known as FICA).

8. Tax Deferred Annuities

The employee may make contributions to tax deferred annuities (TDA's) through payroll deductions in order to shelter income from taxes and set aside funds for retirement or other savings goals. The employee should contact the Classified Payroll Clerk to obtain enrollment forms and additional information about TDA's.

XIV Employment Records

1. Public Records

Except for examination materials, performance evaluations, personal histories, or other confidential materials so designated by the Superintendent, employee records shall be public records. Such records shall be available for inspection by the public in the presence of authorized personnel during regular office hours in accordance with such procedures as the Superintendent may establish.

2. Confidential Records

Examination materials, performance evaluations, personal histories, and other confidential materials so designated by the Superintendent shall be kept in confidential personnel files. Prior to inclusion of any material in the employee's personnel file that might be construed as derogatory, evidence that the employee received a copy of the material shall be required. The employee shall have the right to have included in the personnel file a rebuttal or explanation of any derogatory material placed therein.

The employee, or the employee's duly authorized representative, shall be allowed to examine the contents of the personnel file during regular office hours in accordance with such procedures as the Superintendent may establish. Confidential personnel files shall otherwise not be available for inspection except by the employee's supervisor(s), District Office personnel with a bona fide need, duly authorized state and federal auditors, and the Board.

3. Content of Records

The employee's official personnel file shall include, but not be limited to: application forms, payroll authorizations, performance evaluations, letters of recommendation or reprimand, contracts (as applicable), and other items as may be required or authorized by the Superintendent.

4. Maintenance of Records

The Business Office, under the direction of the Superintendent, shall be responsible for the compilation and maintenance of official personnel files in a secure location and in accordance with this section. Personnel files shall be kept for perpetuity.

XV. Travel

All travel by employees must be approved by the supervisor. Out-of-District travel must also be approved by the Superintendent. Airline reservations, lodging and per diem should be arranged in advance through the staff member coordinating the travel event. Employees should refer to Board policy for specific information regarding payment or reimbursement for travel expenses.

XVI. Work Rules

1. Duty Time Check In/Check Out

The employee is responsible for reporting to duty at the time designated by the supervisor, or calling the work site to report absences with as much notice as possible. The employee is responsible for maintaining a timesheet (see Appendix B-05). Up to two breaks of ten (10) minutes each shall not be deducted from the employee's paid time. Falsification of time records shall be grounds for immediate dismissal without prior notice.

2. Absenteeism and Tardiness

The employee shall be present and on time for duty on scheduled work days unless leave has been approved in advance through the supervisor. An employee who does not report to work on time or call in for three (3) consecutive or non-consecutive days will be subject to disciplinary procedures (see section XVIII) which may result in immediate dismissal from employment. Employees who are late or tardy reporting to work may not use annual leave to "make up" time for purposes of compensation; the only type of leave that will be allowed to be used in this type of circumstance will be leave without pay.

3. Telephone

Except in extenuating circumstances and upon the approval of the supervisor, the employee may not use District telephones for personal business during working hours. No personal toll calls may be charged to the District.

4. Work Area Tidiness and Security

The employee shall maintain the work area in a neat and orderly fashion and properly secure the work area and confidential materials upon leaving.

5. Insubordination

The employee is required to carry out all lawful directives of the supervisor(s).

6. Work at Other Locations

The employee authorized to perform work at a location other than the normal work site shall keep the supervisor informed as to the employee's whereabouts and activities during the work day.

7. Supplementary Work Rules

The supervisor and/or the Superintendent may develop and implement additional work rules not inconsistent with this section. Such rules shall be in writing and posted in a conspicuous place, and filed with the Superintendent.

XVIII. Employee Disciplinary Procedures

The purpose of employee disciplinary procedures shall be to provide for sanctions and corrective actions relative to unacceptable employee behaviors. It shall be the intent of the District that disciplinary actions be fair, equitable, and appropriate to the situation. Except in extreme circumstances, the supervisor shall, prior to initiating disciplinary procedures, accomplish the following:

- Review the employee's work history to determine if there has been a pattern of similar or other infractions; and
- Obtain all pertinent facts surrounding the particular infraction; and
- Determine the seriousness and implications of the infraction.

Disciplinary procedures shall not be imposed in an arbitrary or capricious manner.

1. Procedures

There shall be five (5) distinct disciplinary actions that a supervisor may initiate. Normally, the actions shall follow a progression as listed below; however, more serious infractions may require immediate initiation of more severe disciplinary actions. A Disciplinary Action Form (see Appendix B) shall be placed in the employee's personnel file to document a formal written reprimand, suspension or reduction in classification.

- **Informal Reprimand** - An informal reprimand may be issued for minor infractions, including but not limited to: use of improper language, excessive tardiness or absence, failing to notify supervisor when leaving work area, carelessness in performance of duties, etc. It is recommended that the Disciplinary Action Form be used to document an Informal Reprimand. However, information regarding an Informal Reprimand should NOT be placed in the employee's personnel file and should be shredded in one year.

- **Formal Written Reprimand** - A formal written reprimand may be issued in the event that the supervisor determines that the infraction warrants formal documentation. The supervisor shall discuss the matter with the employee, provide the employee with a copy of the reprimand, and

allow the employee to attach a rebuttal or explanation to the letter of reprimand. The Disciplinary Action Form, including the text of the letter of reprimand and any attachments shall promptly be forwarded to the Superintendent for placement in the employee's personnel file.

- **Suspension** - Upon the recommendation of the supervisor and the approval of the Superintendent, the employee may be suspended without pay for a period of up to five (5) days for a first suspension, and up to ten (10) days for a subsequent suspension. In extreme cases, the employee may be given an immediate suspension pending an investigation. Upon the authorization of the Superintendent, the supervisor shall complete a Disciplinary Action Form, discuss the matter with the employee, provide the employee with a copy of the form, and allow the employee to attach a written statement to the form. The form and any attachments shall promptly be forwarded to the Superintendent for inclusion in the employee's personnel file.

- **Reduction in Classification** - Upon the recommendation of the supervisor and the approval of the Superintendent, the employee may be reduced in position classification and/or wage range for serious or continual infractions or for poor performance evaluations. Upon the authorization of the Superintendent, the supervisor shall complete a Disciplinary Action Form indicating the reasons for the reduction and the actions that the employee must take to regain the position and/or wage range. The supervisor shall discuss the matter with the employee, provide the employee with a copy of the form, and allow the employee to attach a written statement to the form. The supervisor shall promptly forward the form and any attachments to the Superintendent for placement in the employee's personnel file.

- **Dismissal** - Upon the recommendation of the supervisor and the approval of the Superintendent, the employee may be dismissed for serious or continual infractions or for unsatisfactory performance evaluations. Upon the authorization of the Superintendent, the supervisor shall complete a Termination Notice (see Appendix B) indicating the reasons for the dismissal. The supervisor shall discuss the matter with the employee, provide the employee with a copy of the notice, and allow the employee to attach a written statement to the notice. The supervisor shall promptly forward the notice and any attachments to the Superintendent for placement in the employee's personnel file.

A temporary employee may be terminated at any time at the discretion of the Superintendent or designee, without any hearing or review rights under the complaint procedure set forth below.

2. Disputes

In the event of a dispute between the employee and the district regarding the appropriateness of any disciplinary action, the employee may seek redress through the complaint procedure as provided below. If the employee who has been suspended, reduced in classification, or dismissed is subsequently vindicated through the complaint procedure, the employee shall be reinstated with full back pay and benefits.

XVIII Complaint Procedure

Employees are encouraged to resolve complaints informally. Formal complaint procedures shall not be initiated unless informal efforts to resolve the complaint have been exhausted and the complainant has provided a written description of such efforts.

If the complaint has not been satisfactorily resolved by informal procedures, the complainant may file a formal written complaint with the immediate supervisor or principal by following the procedure described below.

The purpose of the formal complaint procedure is to provide a due process means to resolve differences between employees and the District at the lowest administrative level and as quickly as possible.

At steps two and three of the complaint procedure the complainant and/or supervisor may have representation of their choosing and may call and cross-examine witnesses.

No actions shall be taken against the employee as a result of participation in the complaint procedure. No documents related to a complaint shall be placed in an employee's official personnel file. By using the complaint procedure, the employee does not give up the right to seek relief through other administrative or legal channels where such channels have been established.

1. Procedure

- Step One - A complaint must be initiated by the employee within fourteen (14) days of the date that the complainant knew, or should have known, of the action being complained. At this step, a good faith effort is required on the part of the complainant and the immediate supervisor to resolve the complaint through free and informal communication.

- Step Two - If the complainant is not satisfied at step one, an appeal may be filed in writing within seven (7) days (after the decision made during step one) to the immediate supervisor (or to the supervisory level where the cause for the complaint was initiated). The supervisor shall hold a hearing with the complainant within seven (7) days of receipt of the written complaint. A written decision shall be rendered to the complainant within seven (7) days of the date of the hearing. The supervisor shall promptly forward all records of the complaint and hearing to the Superintendent.

- Step Three - If the complainant is not satisfied with the written decision rendered at step two, the complainant may appeal the decision in writing to the Superintendent within fourteen (14) days of the step two hearing. The Superintendent shall set a hearing date within seven (7) days of receipt of the written complaint. Said hearing shall be conducted by the Superintendent, or designee, as soon as practicable, but no later than thirty (30) days after the written complaint has been received. Within seven (7) days of the hearing, the Superintendent shall render a written decision. The decision of the Superintendent at step three shall be final.

At the next regular Board meeting after a step three complaint hearing, the Superintendent shall provide for Board review all documents related to the complaint.

2. Time Limits

All time limits shall be strictly adhered to except by mutual written consent of the parties. Failure of the complainant to adhere to timelines nullifies the complaint. Failure of a supervisor to adhere to timelines automatically entitles the complainant to appeal to the next higher supervisory level.

XIX. Separation

1. Retirement

The employee covered by the Public Employee's Retirement System (PERS) or Social Security shall be eligible for retirement as provided by these systems. The employee shall submit a resignation as provided below.

2. Resignation

The employee may resign from the District by presenting a resignation in writing to the supervisor. The employee shall give written notice to the supervisor at least fourteen (14) days prior to the final work day. A copy of the resignation shall be supplied by the supervisor to the Superintendent for inclusion in the personnel file.

3. Layoff

The Superintendent may layoff the permanent employee by reason of elimination of position, shortage of work or funds, or other reasons outside the employee's control which do not reflect discredit on the services of the employee. The name of such an employee shall be placed on a layoff list for a period of one (1) calendar year. If not appointed within this time, the employee shall be considered to have separated in good standing. No loss of accrued leave shall occur during the period the employee is on the layoff list.

The employee on the layoff list shall be offered reappointment to applicable positions as vacancies occur on the basis of performance evaluation, seniority, and the needs of the District as determined by the Superintendent. The employee on the layoff list who is offered and rejects a position in the same class as the position held at the time of the layoff shall be removed from the list.

KUSPUK SCHOOL DISTRICT

Appendix A to the Classified Personnel Handbook

Wage and Salary Schedules

I.	Classified (Hourly) Wage Scale	A-1
a.	Cooks Wage Scale	A-1-1
b.	Bus Driver Wage Scale	A-1-2
c.	Secretary / District Office Support Wage Scale	A-1-3
d.	Yupik Instructor	A-1-4
e.	Pre School Instructor Wage Scale	A-1-5
f.	Instructional Aide Wage Scale	A-1-6
g.	Custodian Wage Scale	A-1-7
h.	Maintenance Worker Wage Scale	A-1-8
II.	Classified (Salary) Wage Scale	A-2
a.	Administrative Assistant Wage Scale	A-2-1
b.	Assistant Business Manager 1 Wage Scale	A-2-2
c.	Assistant Business Manager 2 Wage Scale	A-2-3
d.	Federal Programs Grant Manager Wage Scale	A-2-4
e.	Facilities Maintenance Director Wage Scale	A-2-5
f.	Pilot / Maintenance Laborer Wage Scale	A-2-6
g.	Business Manager Manager Wage Scale	A-2-7
h.	Maintenance Foreman Wage Scale	A-2-8
i.	Educational Technology Coordinator (Non Certified) Wage Scale	A-2-9
j.	Computer Technician (Salary) Wage Scale	A-2-10

Cooks Salary Hourly Pay Scale

	Cook I	Cook II	Cook III	Cook IV	Cook V	Cook VI
Credits	0-10	11-25	26-35	36-45	46-59	60-degree
			Certificate			
STEP	RANGE A	RANGE B	RANGE C	RANGE D	RANGE E	RANGE F
1	\$15.00	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14
2	\$15.45	\$16.22	\$17.03	\$17.89	\$18.78	\$19.72
3	\$15.91	\$16.71	\$17.54	\$18.42	\$19.34	\$20.31
4	\$16.39	\$17.21	\$18.07	\$18.97	\$19.92	\$20.92
5	\$16.88	\$17.73	\$18.61	\$19.54	\$20.52	\$21.55
6	\$17.39	\$18.26	\$19.17	\$20.13	\$21.14	\$22.19
7	\$17.91	\$18.81	\$19.75	\$20.73	\$21.77	\$22.86
8	\$18.45	\$19.37	\$20.34	\$21.36	\$22.42	\$23.54
9	\$19.00	\$19.95	\$20.95	\$22.00	\$23.10	\$24.25
10	\$19.57	\$20.55	\$21.58	\$22.66	\$23.79	\$24.98
11	\$20.16	\$21.17	\$22.23	\$23.34	\$24.50	\$25.73
12	\$20.76	\$21.80	\$22.89	\$24.04	\$25.24	\$26.50
13	\$21.39	\$22.46	\$23.58	\$24.76	\$26.00	\$27.30
14		\$23.13	\$24.29	\$25.50	\$26.78	\$28.11
15			\$25.01	\$26.27	\$27.58	\$28.96
16			\$25.76	\$27.05	\$28.41	\$29.83
17			\$26.54	\$27.86	\$29.26	\$30.72
18				\$28.70	\$30.14	\$31.64
19				\$29.56	\$31.04	\$32.59
20				\$30.45	\$31.97	\$33.57
21				\$31.36	\$32.93	\$34.58

Movement Between Ranges: Employees in the following jobs will automatically be promoted to the appropriate range upon submission of official transcripts documenting credits for coursework that is either relevant to their job duties or represents work toward a degree - Instructional Aide, Cook, Business Office, Secretary; non-credit job training will be evaluated by the Superintendent on a case-by-case basis. On July 1 following the five years of permanent, continuous employment, and after each additional five years and after five consecutive, annual reviews rated "Average" or above, the employee shall be promoted one range on the following July 1. Maximum seniority promotions shall not exceed five ranges above the starting range for a job, and must be within the designated ranges for that job.

Substitute & Temporary Workers:

Substitute Cook: \$15.00 per hour

NOTES:

- Initial placement within these ranges is based on Section XI-5 of the Classified Personnel Handbook
- Step Increases shall be given annually, per Section XI-6 of the Classified Personnel Handbook
- No employee shall be subject to a reduction in pay as a result of implementation of this Wage Schedule
- Permanent as well as Sub Cooks Must have Alaska Food Handling Card (Fee is reimbursable by the district)

Bus Driver Hourly Pay Scale

	Bus Driver I	Bus Driver II	Bus Driver III
<u>STEP</u>	<u>RANGE A</u>	<u>RANGE B</u>	<u>RANGE C</u>
1	\$19.68	\$20.66	\$21.70
2	\$20.27	\$21.28	\$22.35
3	\$20.88	\$21.92	\$23.02
4	\$21.50	\$22.58	\$23.71
5	\$22.15	\$23.26	\$24.42
6	\$22.81	\$23.96	\$25.15
7	\$23.50	\$24.67	\$25.91
8	\$24.20	\$25.41	\$26.68
9	\$24.93	\$26.18	\$27.49
10	\$25.68	\$26.96	\$28.31
11	\$26.45	\$27.77	\$29.16
12	\$27.24	\$28.60	\$30.03
13	\$28.06	\$29.46	\$30.94
14	\$28.90	\$30.35	\$31.86
15	\$29.77	\$31.26	\$32.82
16	\$30.66	\$32.19	\$33.80
17	\$31.58	\$33.16	\$34.82
18	\$32.53	\$34.15	\$35.86
19	\$33.50	\$35.18	\$36.94
20	\$34.51	\$36.23	\$38.05
21	\$35.54	\$37.32	\$39.19

Movement Between Ranges: Employees in the following jobs will automatically be promoted to the appropriate range upon submission of official transcripts documenting credits for coursework that is either relevant to their job duties or represents work toward a degree - Instructional Aide, Cook, Business Office, Secretary; non-credit job training will be evaluated by the Superintendent on a case-by-case basis. On July 1 following the five years of permanent, continuous employment, and after each additional five years and after five consecutive, annual reviews rated "Average" or above, the employee shall be promoted one range on the following July 1. Maximum seniority promotions shall not exceed five ranges above the starting range for a job, and must be within the designated ranges for that job.

Substitute & Temporary Workers:

Substitute Bus Driver: \$19.68 per hour

NOTES:

- Initial placement within these ranges is based on Section XI-5 of the Classified Personnel Handbook
- Step Increases shall be given annually, per Section XI-6 of the Classified Personnel Handbook
- No employee shall be subject to a reduction in pay as a result of implementation of this Wage Schedule
- Must be Certified School Bus Driver, Must be CDL certified.

Secretary / DO Support Hourly Pay Scale

	Secretary I	Secretary II	Secretary III	Secretary IV	Secretary V
	DO Support I	DO Support II	DO Support III	DO Support IV	DO Support V
Credits:	0-10	11-25	26-35	36-45	46-59
<u>STEP</u>	<u>RANGE A</u>	<u>RANGE B</u>	<u>RANGE C</u>	<u>RANGE D</u>	<u>RANGE E</u>
1	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14
2	\$16.22	\$17.03	\$17.89	\$18.78	\$19.72
3	\$16.71	\$17.54	\$18.42	\$19.34	\$20.31
4	\$17.21	\$18.07	\$18.97	\$19.92	\$20.92
5	\$17.73	\$18.61	\$19.54	\$20.52	\$21.55
6	\$18.26	\$19.17	\$20.13	\$21.14	\$22.19
7	\$18.81	\$19.75	\$20.73	\$21.77	\$22.86
8	\$19.37	\$20.34	\$21.36	\$22.42	\$23.54
9	\$19.95	\$20.95	\$22.00	\$23.10	\$24.25
10	\$20.55	\$21.58	\$22.66	\$23.79	\$24.98
11	\$21.17	\$22.23	\$23.34	\$24.50	\$25.73
12	\$21.80	\$22.89	\$24.04	\$25.24	\$26.50
13	\$22.46	\$23.58	\$24.76	\$26.00	\$27.30
14	\$23.13	\$24.29	\$25.50	\$26.78	\$28.11
15		\$25.01	\$26.27	\$27.58	\$28.96
16		\$25.76	\$27.05	\$28.41	\$29.83
17		\$26.54	\$27.86	\$29.26	\$30.72
18			\$28.70	\$30.14	\$31.64
19			\$29.56	\$31.04	\$32.59
20			\$30.45	\$31.97	\$33.57
21			\$31.36	\$32.93	\$34.58

Movement Between Ranges: Employees in the following jobs will automatically be promoted to the appropriate range upon submission of official transcripts documenting credits for coursework that is either relevant to their job duties or represents work toward a degree - Instructional Aide, Cook, Business Office, Secretary; non-credit job training will be evaluated by the Superintendent on a case-by-case basis. On July 1 following the five years of permanent, continuous employment, and after each additional five years and after five consecutive, annual reviews rated "Average" or above, the employee shall be promoted one range on the following July 1. Maximum seniority promotions shall not exceed five ranges above the starting range for a job, and must be within the designated ranges for that job.

Substitute & Temporary Workers:

Substitute Secretaries: \$15.00 per hour

NOTES:

- Initial placement within these ranges is based on Section XI-5 of the Classified Personnel Handbook
- Step Increases shall be given annually, per Section XI-6 of the Classified Personnel Handbook.
However each Secretary is required to attend annual training to increase a step.
- No employee shall be subject to a reduction in pay as a result of implementation of this Wage Schedule.

Yupik Instructor Hourly Pay Scale

	Yupik Instructor I	Yupik Instructor II	Yupik Instructor III	Yupik Instructor IV
Credits	Certificate to 15	16-30	31-45	46 to 60+
<u>STEP</u>	<u>RANGE A</u>	<u>RANGE B</u>	<u>RANGE C</u>	<u>RANGE D</u>
1	\$18.23	\$19.14	\$20.10	\$21.10
2	\$18.78	\$19.72	\$20.70	\$21.74
3	\$19.34	\$20.31	\$21.32	\$22.39
4	\$19.92	\$20.92	\$21.96	\$23.06
5	\$20.52	\$21.54	\$22.62	\$23.75
6	\$21.13	\$22.19	\$23.30	\$24.46
7	\$21.77	\$22.86	\$24.00	\$25.20
8	\$22.42	\$23.54	\$24.72	\$25.95
9	\$23.09	\$24.25	\$25.46	\$26.73
10	\$23.79	\$24.98	\$26.22	\$27.54
11	\$24.50	\$25.72	\$27.01	\$28.36
12	\$25.23	\$26.50	\$27.82	\$29.21
13	\$25.99	\$27.29	\$28.66	\$30.09
14	\$26.77	\$28.11	\$29.52	\$30.99
15	\$27.57	\$28.95	\$30.40	\$31.92
16	\$28.40	\$29.82	\$31.31	\$32.88
17	\$29.25	\$30.72	\$32.25	\$33.86
18	\$30.13	\$31.64	\$33.22	\$34.88
19	\$31.04	\$32.59	\$34.22	\$35.93
20	\$31.97	\$33.56	\$35.24	\$37.01
21	\$32.93	\$34.57	\$36.30	\$38.12

Movement Between Ranges: Employees in the following jobs will automatically be promoted to the appropriate range upon submission of official transcripts documenting credits for coursework that is either relevant to their job duties or represents work toward a degree - Instructional Aide, Cook, Business Office, Secretary; non-credit job training will be evaluated by the Superintendent on a case-by-case basis. On July 1 following the five years of permanent, continuous employment, and after each additional five years and after five consecutive, annual reviews rated "Average" or above, the employee shall be promoted one range on the following July 1. Maximum seniority promotions shall not exceed five ranges above the starting range for a job, and must be within the designated ranges for that job.

Substitute & Temporary Workers:

Non Certified Teacher Sub: \$15.00 per hour

NOTES:

- Initial placement within these ranges is based on Section XI-5 of the Classified Personnel Handbook
- Step Increases shall be given annually, per Section XI-6 of the Classified Personnel Handbook.
- No employee shall be subject to a reduction in pay as a result of implementation of this Wage Schedule
- Requires a limited certificate in Alaska Native Language / Culture.

Pre School Instructor Hourly Pay Scale

	Certified Pre School Teacher I	Certified Pre School Teacher II	Certified Pre School Teacher III	Certified Pre School Teacher IV
Credits:	Certificate to 15	16-30	31-45	46 to 60+
<u>STEP</u>	<u>RANGE A</u>	<u>RANGE B</u>	<u>RANGE C</u>	<u>RANGE D</u>
1	\$18.23	\$19.14	\$20.10	\$21.10
2	\$18.78	\$19.72	\$20.70	\$21.74
3	\$19.34	\$20.31	\$21.32	\$22.39
4	\$19.92	\$20.92	\$21.96	\$23.06
5	\$20.52	\$21.54	\$22.62	\$23.75
6	\$21.13	\$22.19	\$23.30	\$24.46
7	\$21.77	\$22.86	\$24.00	\$25.20
8	\$22.42	\$23.54	\$24.72	\$25.95
9	\$23.09	\$24.25	\$25.46	\$26.73
10	\$23.79	\$24.98	\$26.22	\$27.54
11	\$24.50	\$25.72	\$27.01	\$28.36
12	\$25.23	\$26.50	\$27.82	\$29.21
13	\$25.99	\$27.29	\$28.66	\$30.09
14	\$26.77	\$28.11	\$29.52	\$30.99
15	\$27.57	\$28.95	\$30.40	\$31.92
16	\$28.40	\$29.82	\$31.31	\$32.88
17	\$29.25	\$30.72	\$32.25	\$33.86
18	\$30.13	\$31.64	\$33.22	\$34.88
19	\$31.04	\$32.59	\$34.22	\$35.93
20	\$31.97	\$33.56	\$35.24	\$37.01
21	\$32.93	\$34.57	\$36.30	\$38.12

Movement Between Ranges: Employees in the following jobs will automatically be promoted to the appropriate range upon submission of official transcripts documenting credits for coursework that is either relevant to their job duties or represents work toward a degree - Instructional Aide, Cook, Business Office, Secretary; non-credit job training will be evaluated by the Superintendent on a case-by-case basis. On July 1 following the five years of permanent, continuous employment, and after each additional five years and after five consecutive, annual reviews rated "Average" or above, the employee shall be promoted one range on the following July 1. Maximum seniority promotions shall not exceed five ranges above the starting range for a job, and must be within the designated ranges for that job.

Substitute & Temporary Workers:

Non Certified Sub Pre School Teacher: \$15.00 per hour

Certified Sub Pre School Teacher: \$18.00 per hour

NOTES:

- Initial placement within these ranges is based on Section XI-5 of the Classified Personnel Handbook
- Step Increases shall be given annually, per Section XI-6 of the Classified Personnel Handbook.
- No employee shall be subject to a reduction in pay as a result of implementation of this Wage Schedule
- A current Child Development Associate (CDA) Degree is required for this pay scale

Instructional Aide Hourly Pay Scale

	Instr Aide I	Instr Aide II	Instr Aide III	Instr Aide IV	Instr Aide V	Instr Aide VI
Credits	0-10	11-25	26-35	36-45	46-59	60-degree
<u>STEP</u>	<u>RANGE A</u>	<u>RANGE B</u>	<u>RANGE C</u>	<u>RANGE D</u>	<u>RANGE E</u>	<u>RANGE F</u>
1	\$15.00	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14
2	\$15.45	\$16.22	\$17.03	\$17.89	\$18.78	\$19.72
3	\$15.91	\$16.71	\$17.54	\$18.42	\$19.34	\$20.31
4	\$16.39	\$17.21	\$18.07	\$18.97	\$19.92	\$20.92
5	\$16.88	\$17.73	\$18.61	\$19.54	\$20.52	\$21.55
6	\$17.39	\$18.26	\$19.17	\$20.13	\$21.14	\$22.19
7	\$17.91	\$18.81	\$19.75	\$20.73	\$21.77	\$22.86
8	\$18.45	\$19.37	\$20.34	\$21.36	\$22.42	\$23.54
9	\$19.00	\$19.95	\$20.95	\$22.00	\$23.10	\$24.25
10	\$19.57	\$20.55	\$21.58	\$22.66	\$23.79	\$24.98
11	\$20.16	\$21.17	\$22.23	\$23.34	\$24.50	\$25.73
12	\$20.76	\$21.80	\$22.89	\$24.04	\$25.24	\$26.50
13	\$21.39	\$22.46	\$23.58	\$24.76	\$26.00	\$27.30
14		\$23.13	\$24.29	\$25.50	\$26.78	\$28.11
15			\$25.01	\$26.27	\$27.58	\$28.96
16			\$25.76	\$27.05	\$28.41	\$29.83
17			\$26.54	\$27.86	\$29.26	\$30.72
18				\$28.70	\$30.14	\$31.64
19				\$29.56	\$31.04	\$32.59
20				\$30.45	\$31.97	\$33.57
21				\$31.36	\$32.93	\$34.58

Movement Between Ranges: Employees in the following jobs will automatically be promoted to the appropriate range upon submission of official transcripts documenting credits for coursework that is either relevant to their job duties or represents work toward a degree - Instructional Aide, Cook, Business Office, Secretary; non-credit job training will be evaluated by the Superintendent on a case-by-case basis. On July 1 following the five years of permanent, continuous employment, and after each additional five years and after five consecutive, annual reviews rated "Average" or above, the employee shall be promoted one range on the following July 1. Maximum seniority promotions shall not exceed five ranges above the starting range for a job, and must be within the designated ranges for that job.

Substitute & Temporary Workers:

Substitute Instructional Aide:	\$15.00 per hour
Non Certified / Non Degreed Sub Teacher:	\$15.00 per hour
Non Certified / Degreed Sub Teacher:	\$18.00 per hour
Certified Sub Teacher:	\$24.00 per hour

NOTES:

- Initial placement within these ranges is based on Section XI-5 of the Classified Personnel Handbook
- Step Increases shall be given annually, per Section XI-6 of the Classified Personnel Handbook.
- No employee shall be subject to a reduction in pay as a result of implementation of this Wage Schedule
- Definition of Non Certified Degreed Sub Teacher must have a bachelors degree in any discipline.
- Definition of Certified Sub Teacher has Alaska Certificate Type A on file.

Custodian / Site Maintenance Hourly Pay Scale

	Custodian / Site Maintenance I	Custodian / Site Maintenance II	Custodian / Site Maintenance III	Custodian / Site Maintenance IV
Credits	0-10	11-25	26-35	36-45
			*Certificate	
STEP	RANGE A	RANGE B	RANGE C	RANGE D
1	\$15.00	\$15.75	\$16.54	\$17.36
2	\$15.45	\$16.22	\$17.03	\$17.89
3	\$15.91	\$16.71	\$17.54	\$18.42
4	\$16.39	\$17.21	\$18.07	\$18.97
5	\$16.88	\$17.73	\$18.61	\$19.54
6	\$17.39	\$18.26	\$19.17	\$20.13
7	\$17.91	\$18.81	\$19.75	\$20.73
8	\$18.45	\$19.37	\$20.34	\$21.36
9	\$19.00	\$19.95	\$20.95	\$22.00
10	\$19.57	\$20.55	\$21.58	\$22.66
11	\$20.16	\$21.17	\$22.23	\$23.34
12	\$20.76	\$21.80	\$22.89	\$24.04
13	\$21.39	\$22.46	\$23.58	\$24.76
14		\$23.13	\$24.29	\$25.50
15			\$25.01	\$26.27
16			\$25.76	\$27.05
17			\$26.54	\$27.86
18				\$28.70
19				\$29.56
20				\$30.45
21				\$31.36

Movement Between Ranges: Employees in the following jobs will automatically be promoted to the appropriate range upon submission of official transcripts documenting credits for coursework that is either relevant to their job duties or represents work toward a degree - Instructional Aide, Cook, Business Office, Secretary; non-credit job training will be evaluated by the Superintendent on a case-by-case basis. On July 1 following the five years of permanent, continuous employment, and after each additional five years and after five consecutive, annual reviews rated "Average" or above, the employee shall be promoted one range on the following July 1. Maximum seniority promotions shall not exceed five ranges above the starting range for a job, and must be within the designated ranges for that job.

Substitute & Temporary Workers:

Custodian Sub: \$15.00 per hour

NOTES:

- Initial placement within these ranges is based on Section XI-5 of the Classified Personnel Handbook
- Step Increases shall be given annually, per Section XI-6 of the Classified Personnel Handbook.
- No employee shall be subject to a reduction in pay as a result of implementation of this Wage Schedule

Maintenance Worker Hourly Pay Scale

	Dist Maint I	Dist Maint II	Dist Maint III
	Maint Mech I	Maint Mech II	Maint Mech III
Credits:	0-10	11-25	26+
<u>STEP</u>	<u>RANGE A</u>	<u>RANGE B</u>	<u>RANGE C</u>
1	\$17.36	\$18.23	\$19.14
2	\$17.88	\$18.77	\$19.71
3	\$18.42	\$19.34	\$20.30
4	\$18.97	\$19.92	\$20.91
5	\$19.54	\$20.52	\$21.54
6	\$20.12	\$21.13	\$22.19
7	\$20.73	\$21.77	\$22.85
8	\$21.35	\$22.42	\$23.54
9	\$21.99	\$23.09	\$24.25
10	\$22.65	\$23.78	\$24.97
11	\$23.33	\$24.50	\$25.72
12	\$24.03	\$25.23	\$26.49
13	\$24.75	\$25.99	\$27.29
14	\$25.49	\$26.77	\$28.11
15	\$26.26	\$27.57	\$28.95
16	\$27.05	\$28.40	\$29.82
17	\$27.86	\$29.25	\$30.71
18	\$28.69	\$30.13	\$31.63
19	\$29.55	\$31.03	\$32.58
20	\$30.44	\$31.96	\$33.56
21	\$31.35	\$32.92	\$34.57

Movement Between Ranges: Employees in the following jobs will automatically be promoted to the appropriate range upon submission of official transcripts documenting credits for coursework that is either relevant to their job duties or represents work toward a degree - Instructional Aide, Cook, Business Office, Secretary; non-credit job training will be evaluated by the Superintendent on a case-by-case basis. On July 1 following the five years of permanent, continuous employment, and after each additional five years and after five consecutive, annual reviews rated "Average" or above, the employee shall be promoted one range on the following July 1. Maximum seniority promotions shall not exceed five ranges above the starting range for a job, and must be within the designated ranges for that job.

Substitute & Temporary Workers:

Temporary Maintenance Worker:

\$16.00 per hour

NOTES:

- Initial placement within these ranges is based on Section XI-5 of the Classified Personnel Handbook
- Step Increases shall be given annually, per Section XI-6 of the Classified Personnel Handbook.
- No employee shall be subject to a reduction in pay as a result of implementation of this Wage Schedule

Administrative Assistant (11 months)				
Yrs. Of Service	0-60	Associates to 60 Credits	Bachelors or 120 Credits	Bachelors to Masters
1	\$ 37,440.00	\$ 38,188.80	\$ 38,952.58	\$ 39,731.63
2	\$ 38,563.20	\$ 39,334.46	\$ 40,121.15	\$ 40,923.58
3	\$ 39,720.10	\$ 40,514.50	\$ 41,324.79	\$ 42,151.28
4	\$ 40,911.70	\$ 41,729.93	\$ 42,564.53	\$ 43,415.82
5	\$ 42,139.05	\$ 42,981.83	\$ 43,841.47	\$ 44,718.30
6	\$ 43,403.22	\$ 44,271.29	\$ 45,156.71	\$ 46,059.85
7	\$ 44,705.32	\$ 45,599.42	\$ 46,511.41	\$ 47,441.64
8	\$ 46,046.48	\$ 46,967.41	\$ 47,906.76	\$ 48,864.89
9	\$ 47,427.87	\$ 48,376.43	\$ 49,343.96	\$ 50,330.84
10	\$ 48,850.71	\$ 49,827.72	\$ 50,824.28	\$ 51,840.76
11	\$ 50,316.23	\$ 51,322.55	\$ 52,349.00	\$ 53,395.99
12	\$ 51,825.72	\$ 52,862.23	\$ 53,919.48	\$ 54,997.86
13	\$ 53,380.49	\$ 54,448.10	\$ 55,537.06	\$ 56,647.80
14	\$ 54,981.90	\$ 56,081.54	\$ 57,203.17	\$ 58,347.23
15	\$ 56,631.36	\$ 57,763.99	\$ 58,919.27	\$ 60,097.65
16	\$ 58,330.30	\$ 59,496.91	\$ 60,686.84	\$ 61,900.58
17	\$ 60,080.21	\$ 61,281.81	\$ 62,507.45	\$ 63,757.60
18	\$ 61,882.62	\$ 63,120.27	\$ 64,382.67	\$ 65,670.33
19	\$ 63,739.09	\$ 65,013.88	\$ 66,314.15	\$ 67,640.44
20	\$ 65,651.27	\$ 66,964.29	\$ 68,303.58	\$ 69,669.65

Assistant Business Manager 1 (12 months)				
Yrs. Of Service	0-60	Associates to 60 Credits	Bachelors or 120 Credits	Bachelors to Masters
1	\$ 37,440.00	\$ 38,188.80	\$ 38,952.58	\$ 39,731.63
2	\$ 38,563.20	\$ 39,334.46	\$ 40,121.15	\$ 40,923.58
3	\$ 39,720.10	\$ 40,514.50	\$ 41,324.79	\$ 42,151.28
4	\$ 40,911.70	\$ 41,729.93	\$ 42,564.53	\$ 43,415.82
5	\$ 42,139.05	\$ 42,981.83	\$ 43,841.47	\$ 44,718.30
6	\$ 43,403.22	\$ 44,271.29	\$ 45,156.71	\$ 46,059.85
7	\$ 44,705.32	\$ 45,599.42	\$ 46,511.41	\$ 47,441.64
8	\$ 46,046.48	\$ 46,967.41	\$ 47,906.76	\$ 48,864.89
9	\$ 47,427.87	\$ 48,376.43	\$ 49,343.96	\$ 50,330.84
10	\$ 48,850.71	\$ 49,827.72	\$ 50,824.28	\$ 51,840.76
11	\$ 50,316.23	\$ 51,322.55	\$ 52,349.00	\$ 53,395.99
12	\$ 51,825.72	\$ 52,862.23	\$ 53,919.48	\$ 54,997.86
13	\$ 53,380.49	\$ 54,448.10	\$ 55,537.06	\$ 56,647.80
14	\$ 54,981.90	\$ 56,081.54	\$ 57,203.17	\$ 58,347.23
15	\$ 56,631.36	\$ 57,763.99	\$ 58,919.27	\$ 60,097.65
16	\$ 58,330.30	\$ 59,496.91	\$ 60,686.84	\$ 61,900.58
17	\$ 60,080.21	\$ 61,281.81	\$ 62,507.45	\$ 63,757.60
18	\$ 61,882.62	\$ 63,120.27	\$ 64,382.67	\$ 65,670.33
19	\$ 63,739.09	\$ 65,013.88	\$ 66,314.15	\$ 67,640.44
20	\$ 65,651.27	\$ 66,964.29	\$ 68,303.58	\$ 69,669.65

Assistant Business Manager 2 / Program Manager (12 months)				
Yrs. Of Service	0-60 credits	Associates to 60 Credits	Bachelors or 120 Credits	Bachelors to Masters
1	\$ 35,360.00	\$ 36,067.20	\$ 36,788.54	\$ 37,524.31
2	\$ 36,420.80	\$ 37,149.22	\$ 37,892.20	\$ 38,650.04
3	\$ 37,513.42	\$ 38,263.69	\$ 39,028.97	\$ 39,809.55
4	\$ 38,638.83	\$ 39,411.60	\$ 40,199.84	\$ 41,003.83
5	\$ 39,797.99	\$ 40,593.95	\$ 41,405.83	\$ 42,233.95
6	\$ 40,991.93	\$ 41,811.77	\$ 42,648.01	\$ 43,500.97
7	\$ 42,221.69	\$ 43,066.12	\$ 43,927.45	\$ 44,805.99
8	\$ 43,488.34	\$ 44,358.11	\$ 45,245.27	\$ 46,150.17
9	\$ 44,792.99	\$ 45,688.85	\$ 46,602.63	\$ 47,534.68
10	\$ 46,136.78	\$ 47,059.52	\$ 48,000.71	\$ 48,960.72
11	\$ 47,520.88	\$ 48,471.30	\$ 49,440.73	\$ 50,429.54
12	\$ 48,946.51	\$ 49,925.44	\$ 50,923.95	\$ 51,942.43
13	\$ 50,414.90	\$ 51,423.20	\$ 52,451.67	\$ 53,500.70
14	\$ 51,927.35	\$ 52,965.90	\$ 54,025.22	\$ 55,105.72
15	\$ 53,485.17	\$ 54,554.88	\$ 55,645.97	\$ 56,758.89
16	\$ 55,089.73	\$ 56,191.52	\$ 57,315.35	\$ 58,461.66
17	\$ 56,742.42	\$ 57,877.27	\$ 59,034.81	\$ 60,215.51
18	\$ 58,444.69	\$ 59,613.59	\$ 60,805.86	\$ 62,021.98
19	\$ 60,198.03	\$ 61,401.99	\$ 62,630.03	\$ 63,882.63
20	\$ 62,003.97	\$ 63,244.05	\$ 64,508.93	\$ 65,799.11

Federal Programs Grant Administrator (12 months)				
Yrs. Of Service	0-60 credits	Associates to 60 Credits	Bachelors or 120 Credits	Bachelors to Masters
1	\$ 41,600.00	\$ 42,432.00	\$ 43,280.64	\$ 44,146.25
2	\$ 42,848.00	\$ 43,704.96	\$ 44,579.06	\$ 45,470.64
3	\$ 44,133.44	\$ 45,016.11	\$ 45,916.43	\$ 46,834.76
4	\$ 45,457.44	\$ 46,366.59	\$ 47,293.92	\$ 48,239.80
5	\$ 46,821.17	\$ 47,757.59	\$ 48,712.74	\$ 49,687.00
6	\$ 48,225.80	\$ 49,190.32	\$ 50,174.12	\$ 51,177.61
7	\$ 49,672.58	\$ 50,666.03	\$ 51,679.35	\$ 52,712.93
8	\$ 51,162.75	\$ 52,186.01	\$ 53,229.73	\$ 54,294.32
9	\$ 52,697.64	\$ 53,751.59	\$ 54,826.62	\$ 55,923.15
10	\$ 54,278.56	\$ 55,364.14	\$ 56,471.42	\$ 57,600.85
11	\$ 55,906.92	\$ 57,025.06	\$ 58,165.56	\$ 59,328.87
12	\$ 57,584.13	\$ 58,735.81	\$ 59,910.53	\$ 61,108.74
13	\$ 59,311.65	\$ 60,497.89	\$ 61,707.84	\$ 62,942.00
14	\$ 61,091.00	\$ 62,312.82	\$ 63,559.08	\$ 64,830.26
15	\$ 62,923.73	\$ 64,182.21	\$ 65,465.85	\$ 66,775.17
16	\$ 64,811.44	\$ 66,107.67	\$ 67,429.83	\$ 68,778.42
17	\$ 66,755.79	\$ 68,090.90	\$ 69,452.72	\$ 70,841.78
18	\$ 68,758.46	\$ 70,133.63	\$ 71,536.30	\$ 72,967.03
19	\$ 70,821.22	\$ 72,237.64	\$ 73,682.39	\$ 75,156.04
20	\$ 72,945.85	\$ 74,404.77	\$ 75,892.86	\$ 77,410.72

Facilities Maintenance Director (12 months)				
Yrs. Of Service	0-60 credits	Associates to 60 Credits	Bachelors or 120 Credits	Bachelors to Masters
1	\$ 56,160.00	\$ 57,283.20	\$ 58,428.86	\$ 59,597.44
2	\$ 57,844.80	\$ 59,001.70	\$ 60,181.73	\$ 61,385.36
3	\$ 59,580.14	\$ 60,771.75	\$ 61,987.18	\$ 63,226.93
4	\$ 61,367.55	\$ 62,594.90	\$ 63,846.80	\$ 65,123.73
5	\$ 63,208.57	\$ 64,472.75	\$ 65,762.20	\$ 67,077.45
6	\$ 65,104.83	\$ 66,406.93	\$ 67,735.07	\$ 69,089.77
7	\$ 67,057.98	\$ 68,399.14	\$ 69,767.12	\$ 71,162.46
8	\$ 69,069.72	\$ 70,451.11	\$ 71,860.13	\$ 73,297.34
9	\$ 71,141.81	\$ 72,564.64	\$ 74,015.94	\$ 75,496.26
10	\$ 73,276.06	\$ 74,741.58	\$ 76,236.41	\$ 77,761.14
11	\$ 75,474.34	\$ 76,983.83	\$ 78,523.51	\$ 80,093.98
12	\$ 77,738.57	\$ 79,293.35	\$ 80,879.21	\$ 82,496.80
13	\$ 80,070.73	\$ 81,672.15	\$ 83,305.59	\$ 84,971.70
14	\$ 82,472.85	\$ 84,122.31	\$ 85,804.76	\$ 87,520.85
15	\$ 84,947.04	\$ 86,645.98	\$ 88,378.90	\$ 90,146.48
16	\$ 87,495.45	\$ 89,245.36	\$ 91,030.27	\$ 92,850.87
17	\$ 90,120.31	\$ 91,922.72	\$ 93,761.17	\$ 95,636.40
18	\$ 92,823.92	\$ 94,680.40	\$ 96,574.01	\$ 98,505.49
19	\$ 95,608.64	\$ 97,520.81	\$ 99,471.23	\$ 101,460.65
20	\$ 98,476.90	\$ 100,446.44	\$ 102,455.37	\$ 104,504.47

Pilot - Maintenance Laborer (11 months)		
1	\$	40,000.00
2	\$	41,200.00
3	\$	42,436.00
4	\$	43,709.08
5	\$	45,020.35
6	\$	46,370.96
7	\$	47,762.09
8	\$	49,194.95
9	\$	50,670.80
10	\$	52,190.93
11	\$	53,756.66
12	\$	55,369.35
13	\$	57,030.44
14	\$	58,741.35
15	\$	60,503.59
16	\$	62,318.70
17	\$	64,188.26
18	\$	66,113.91
19	\$	68,097.32
20	\$	70,140.24
21	\$	72,244.45
22	\$	74,411.78
23	\$	76,644.14
24	\$	78,943.46
25	\$	81,311.76

Business Manager (12 months)				
Yrs. Of Service	0-60 credits	Associates to 60 Credits	Bachelors or 120 Credits	Bachelors to Masters
1	\$ 56,160.00	\$ 57,283.20	\$ 58,428.86	\$ 59,597.44
2	\$ 57,844.80	\$ 59,001.70	\$ 60,181.73	\$ 61,385.36
3	\$ 59,580.14	\$ 60,771.75	\$ 61,987.18	\$ 63,226.93
4	\$ 61,367.55	\$ 62,594.90	\$ 63,846.80	\$ 65,123.73
5	\$ 63,208.57	\$ 64,472.75	\$ 65,762.20	\$ 67,077.45
6	\$ 65,104.83	\$ 66,406.93	\$ 67,735.07	\$ 69,089.77
7	\$ 67,057.98	\$ 68,399.14	\$ 69,767.12	\$ 71,162.46
8	\$ 69,069.72	\$ 70,451.11	\$ 71,860.13	\$ 73,297.34
9	\$ 71,141.81	\$ 72,564.64	\$ 74,015.94	\$ 75,496.26
10	\$ 73,276.06	\$ 74,741.58	\$ 76,236.41	\$ 77,761.14
11	\$ 75,474.34	\$ 76,983.83	\$ 78,523.51	\$ 80,093.98
12	\$ 77,738.57	\$ 79,293.35	\$ 80,879.21	\$ 82,496.80
13	\$ 80,070.73	\$ 81,672.15	\$ 83,305.59	\$ 84,971.70
14	\$ 82,472.85	\$ 84,122.31	\$ 85,804.76	\$ 87,520.85
15	\$ 84,947.04	\$ 86,645.98	\$ 88,378.90	\$ 90,146.48
16	\$ 87,495.45	\$ 89,245.36	\$ 91,030.27	\$ 92,850.87
17	\$ 90,120.31	\$ 91,922.72	\$ 93,761.17	\$ 95,636.40
18	\$ 92,823.92	\$ 94,680.40	\$ 96,574.01	\$ 98,505.49
19	\$ 95,608.64	\$ 97,520.81	\$ 99,471.23	\$ 101,460.65
20	\$ 98,476.90	\$ 100,446.44	\$ 102,455.37	\$ 104,504.47

Maintenance Foreman (12 months)				
Yrs. Of Service	0-60 credits	Associates to 60 Credits	Bachelors or 120 Credits	Bachelors to Masters
1	\$ 47,840.00	\$ 48,796.80	\$ 49,772.74	\$ 50,768.19
2	\$ 49,275.20	\$ 50,260.70	\$ 51,265.92	\$ 52,291.24
3	\$ 50,753.46	\$ 51,768.53	\$ 52,803.90	\$ 53,859.97
4	\$ 52,276.06	\$ 53,321.58	\$ 54,388.01	\$ 55,475.77
5	\$ 53,844.34	\$ 54,921.23	\$ 56,019.65	\$ 57,140.05
6	\$ 55,459.67	\$ 56,568.87	\$ 57,700.24	\$ 58,854.25
7	\$ 57,123.46	\$ 58,265.93	\$ 59,431.25	\$ 60,619.87
8	\$ 58,837.17	\$ 60,013.91	\$ 61,214.19	\$ 62,438.47
9	\$ 60,602.28	\$ 61,814.33	\$ 63,050.61	\$ 64,311.63
10	\$ 62,420.35	\$ 63,668.76	\$ 64,942.13	\$ 66,240.97
11	\$ 64,292.96	\$ 65,578.82	\$ 66,890.40	\$ 68,228.20
12	\$ 66,221.75	\$ 67,546.18	\$ 68,897.11	\$ 70,275.05
13	\$ 68,208.40	\$ 69,572.57	\$ 70,964.02	\$ 72,383.30
14	\$ 70,254.65	\$ 71,659.75	\$ 73,092.94	\$ 74,554.80
15	\$ 72,362.29	\$ 73,809.54	\$ 75,285.73	\$ 76,791.44
16	\$ 74,533.16	\$ 76,023.82	\$ 77,544.30	\$ 79,095.19
17	\$ 76,769.16	\$ 78,304.54	\$ 79,870.63	\$ 81,468.04
18	\$ 79,072.23	\$ 80,653.68	\$ 82,266.75	\$ 83,912.08
19	\$ 81,444.40	\$ 83,073.29	\$ 84,734.75	\$ 86,429.45
20	\$ 83,887.73	\$ 85,565.48	\$ 87,276.79	\$ 89,022.33

Educational Technology Coordinator (non certified - 11 months)				
Yrs. Of Service	Bachelors Degree	BA + 30	Masters Degree	Masters + 60
1	\$ 65,000.00	\$ 66,300.00	\$ 67,626.00	\$ 68,978.52
2	\$ 66,950.00	\$ 68,289.00	\$ 69,654.78	\$ 71,047.88
3	\$ 68,958.50	\$ 70,337.67	\$ 71,744.42	\$ 73,179.31
4	\$ 71,027.26	\$ 72,447.80	\$ 73,896.76	\$ 75,374.69
5	\$ 73,158.07	\$ 74,621.23	\$ 76,113.66	\$ 77,635.93
6	\$ 75,352.81	\$ 76,859.87	\$ 78,397.07	\$ 79,965.01
7	\$ 77,613.40	\$ 79,165.67	\$ 80,748.98	\$ 82,363.96
8	\$ 79,941.80	\$ 81,540.64	\$ 83,171.45	\$ 84,834.88
9	\$ 82,340.06	\$ 83,986.86	\$ 85,666.59	\$ 87,379.93
10		\$ 86,506.46	\$ 88,236.59	\$ 90,001.32
11	\$ -	\$ 89,101.66	\$ 90,883.69	\$ 92,701.36
12	\$ -		\$ 93,610.20	\$ 95,482.40
13	\$ -	\$ -		\$ 98,346.88
14	\$ -	\$ -	\$ -	\$ 101,297.28

Computer Technician (11 months)				
Years of Service	0-60 credits	Associates to 60 Credits	Bachelors or 120 Credits	Bachelors to Masters
1	\$ 45,000.00	\$ 45,900.00	\$ 46,818.00	\$ 47,754.36
2	\$ 46,350.00	\$ 47,277.00	\$ 48,222.54	\$ 49,186.99
3	\$ 47,740.50	\$ 48,695.31	\$ 49,669.22	\$ 50,662.60
4	\$ 49,172.72	\$ 50,156.17	\$ 51,159.29	\$ 52,182.48
5	\$ 50,647.90	\$ 51,660.85	\$ 52,694.07	\$ 53,747.95
6	\$ 52,167.33	\$ 53,210.68	\$ 54,274.89	\$ 55,360.39
7	\$ 53,732.35	\$ 54,807.00	\$ 55,903.14	\$ 57,021.20
8	\$ 55,344.32	\$ 56,451.21	\$ 57,580.23	\$ 58,731.84
9	\$ 57,004.65	\$ 58,144.75	\$ 59,307.64	\$ 60,493.79
10	\$ 58,714.79	\$ 59,889.09	\$ 61,086.87	\$ 62,308.61
11	\$ 60,476.24	\$ 61,685.76	\$ 62,919.48	\$ 64,177.87
12	\$ 62,290.52	\$ 63,536.33	\$ 64,807.06	\$ 66,103.20
13	\$ 64,159.24	\$ 65,442.42	\$ 66,751.27	\$ 68,086.30
14	\$ 66,084.02	\$ 67,405.70	\$ 68,753.81	\$ 70,128.89
15	\$ 68,066.54	\$ 69,427.87	\$ 70,816.43	\$ 72,232.75
16	\$ 70,108.53	\$ 71,510.70	\$ 72,940.92	\$ 74,399.74
17	\$ 72,211.79	\$ 73,656.03	\$ 75,129.15	\$ 76,631.73

KUSPUK SCHOOL DISTRICT

Appendix B to the Classified Personnel Handbook

Classified Forms

A. Classified Employment Application.....	B-01
B. Drug Free Work Place Statement	B-02
C. Physical Exam Form	B-03
D. TB Verification Form	B-04
E. Classified Time Sheet	B-05
F. Direct Deposit Form	B-06
G. Payroll Advance Form	B-07
H. Payroll Action Form	B-08
I. Classified Evaluation Form	B-09
J. Plan of Improvement Form	B-10
K. Leave Cash Out Form	B-11
L. Tuition Reimbursement Form	B-12
M. Added Duty for Student Activities Form	B-13
N. Leave Without Pay Form	B-14
O. Classified Disciplinary Form	B-15
P. Insurance Opt Out Form	B-16

Kuspuk School District Classified Employment Application page 1 of 3



Current Position Applied For: _____

Date: _____ Date Available for Work: _____

Name: _____ SSN: _____

Maiden Name: _____

Address: _____ email: _____

_____ phone: _____

Date of Birth: _____

Have you ever been convicted of a felony, or plead guilty or no contest, including forfeiture of bail? (Conviction will not be an absolute bar to employment). Yes _____ No _____

Are you able to perform the specific Job Posting? Yes _____ No _____

If no, explain: _____

Do you have a valid AK drivers license? Yes _____ No _____

If yes, What is your license #: _____ expiration date: _____

Do you have a high school Diploma? Yes _____ No _____

Do you have a GED? Yes _____ No _____

If no to either question above, what is the highest grade you completed? _____

If yes to either question above, what date did you receive diploma / GED? _____

List any courses related to position:

List any equipment that you are qualified to:

operate	repair

Education & Training After High School

Name & Location	Dates Attended	Credits	Degree / Year	Major / Subjects

Kuspuk School District Classified Employment Application page 2 of 3

Employment History. Include all jobs within the past 5 years. include others if relevant.

Employer:	Dates From ____ / ____ to ____ / ____
Address:	Part Time or Full Time (Circle One)
Phone:	Supervisor:
Job Title:	May we contact your employer: Yes ____ No ____
Duties:	
Reason for Leaving:	

Employer:	Dates From ____ / ____ to ____ / ____
Address:	Part Time or Full Time (Circle One)
Phone:	Supervisor:
Job Title:	May we contact your employer: Yes ____ No ____
Duties:	
Reason for Leaving:	

Employer:	Dates From ____ / ____ to ____ / ____
Address:	Part Time or Full Time (Circle One)
Phone:	Supervisor:
Job Title:	May we contact your employer: Yes ____ No ____
Duties:	
Reason for Leaving:	

Employer:	Dates From ____ / ____ to ____ / ____
Address:	Part Time or Full Time (Circle One)
Phone:	Supervisor:
Job Title:	May we contact your employer: Yes ____ No ____
Duties:	
Reason for Leaving:	

Print additional pages if needed.

Applicant Certification:

I hereby certify that all information made on or in connection with this application is true and complete to the best of my knowledge and that i have not knowingly withheld any fact or circumstance. I understand that any misrepresentation or concealment of material fact will be sufficient grounds for rejection of application or removal from employment. I authorize my present and previous employers to release to the Kuspuk School District any information they may have regarding my character or my employment record and release said employers from damage or claim for furnishing said information. I agree to submit to any physical or mental examination required. I understand that a criminal background check may be performed.

Signature

Date

Affirmative Action Survey:

The Kuspuk District does not discriminate in hiring or employment on the basis of race, color, religion, gender, national origin, age, disability, veteran status, or status with any other protected group. No questions on this application are intended to secure information to be used for such discrimination.

Government agencies require periodic reports on gender, ethnicity, disability, and veteran status of applicants and employees.

This data is for analysis only. Submission of Information is voluntary.

Gender - Check one:

Male: _____

Female: _____

Race/Ethnic Group - Check one:

Alaska Native / American Indian: _____

Asian / Pacific Islander: _____

Black: _____

Caucasian (White): _____

Hispanic: _____

Other: _____

Check any if applicable:

Armed Services Veteran: _____

Disabled Individual: _____

Kuspuk School District Drug & Alcohol Free Workplace Notice



Note: Although the passage AS 17.38 authorizes the use of marijuana under certain conditions, it explicitly recognizes the authority of employers to prohibit the use, consumption, possession, transfer, display, transportation, sale, or growing of marijuana in the workplace. Additionally, AS 17.38 does not prevent employers from establishing policies that restrict the use of marijuana by employees. AS 17.38.120(a). Further, as a recipient of federal funds, the district is obligated to maintain a drug-free workplace consistent with federal law, which prohibits the manufacture, sale, distribution, or possession of marijuana. For purposes of the district's policy and legal obligation, marijuana is prohibited.

YOU ARE HEREBY NOTIFIED that it is a violation of School Board policy for any employee at a school district workplace to unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any alcoholic beverage, marijuana, drug or controlled substance as defined in the Controlled Substances Act and Code of Federal Regulations. "School district workplace" is defined as any place where school district work is performed, including a school building or other school premises; any school-owned or school-approved vehicle used to transport students or employees to and from school or school activities; any off-school sites when accommodating a school-sponsored or school-approved activity or function, such as a field trip or athletic event, where students are under district jurisdiction; or during any period of time when an employee is supervising students on behalf of the district or otherwise engaged in district business. As a condition of your continued employment with the district, you will comply with the district's policy on Drug and Alcohol-Free Workplace and will, any time you are convicted of any criminal drug or alcohol statute violation occurring in the workplace, notify your supervisor of this conviction no later than five days after such conviction.

Note: Upon notification of a violation, the district must either (1) take appropriate personnel action against the employee, "up to and including termination," or (2) require the employee to satisfactorily participate in an abuse assistance or rehabilitation program.

Note: The names, addresses and telephone numbers of drug and alcohol counseling and rehabilitation programs and/or employee assistance programs available locally to employees may be included in this notice or provided to employees in a separate statement. In addition, information about the dangers of drug and alcohol abuse may be included in this notice or the district may distribute materials obtained from state, local or national anti-abuse organizations to its employees.

I acknowledge that I have read the statement above concerning the Drug-Free Workplace Act.

Signatures Required:

Date:

Employee: _____

Please Sign And Print Your Name

Witness: _____



I. Instructions

EMPLOYEE -

1. A physical examination or wellness check may be required for all school district employees upon initial employment and every three years thereafter (4 AAC 06.050). It is the responsibility of the employee to make sure that these records are kept up-to-date.

2. Complete page 2 of this form before your medical appointment.

3. When the examination / wellness check has been completed, page 4 of the form should be signed by the examiner and returned to:

Kuspuks School District
ATTN: Business Office
P.O. Box 49
Aniak, AK 99557

EXAMINER -

1. As stated in board policy, this examination may be required by the Board of Education to try to eliminate exposure of school children to communicable disease, especially tuberculosis, and to ensure the employee's physical and emotional fitness for his/her duties.

2. Medical personnel qualified to complete the tests detailed on the attached forms or equivalent forms should perform a careful review of past history and a complete physical examination.

3. The Physical Examination Record should be retained in your permanent patient record file to maintain confidentiality.

4. Tests to detect presence of tuberculosis may be required for all school staff (7 AAC 27.215):

a. A tuberculin skin test is required for those who have never had a positive tuberculin skin test

b. A health evaluation to identify symptoms suggesting tuberculosis is required on all persons who have had a positive tuberculin skin test; this may include a chest x-ray or sputum test

5. Laboratory tests other than those specified for initial employment (hemoglobin and urinalysis) should be done when indicated.



II. Physical Examination Record

TO BE COMPLETED BY THE EMPLOYEE -

Name: _____ Date of Birth: _____

School: _____ Position: _____

Past Medical History

Operations: Yes _____ No _____

If Yes, give dates and nature of surgery: _____

Previous Illnesses: *(give dates)*

Asthma: _____ Typhoid: _____ Diabetes: _____

TB: _____ Ulcers: _____ Arthritis: _____

Chronic Colds: _____ Nervous Troubles: _____

Other: _____

Immunizations: *(give dates)*

Diphtheria: _____ Typhoid: _____ Polio: _____

Tetanus: _____ TB: _____ TB Result: _____

The information above is complete and true to the best of my knowledge. I authorize release of the above information and the physical examination findings to the Superintendent, Kuspuks School District.

Signature

Date

KUSPUK SCHOOL DISTRICT
Release of Medical Information page 3 of 4



TO BE COMPLETED BY THE EXAMINER -

Date of Examination: _____

Height: _____ Weight: _____ Vision: R20/ L20/
Note: corrected/uncorrected

Eyes: _____

Hearing: _____

Nose and Sinuses: _____

Throat and Tonsils: _____

Teeth and Mouth: _____

Neck and Thyroid: _____

Heart: _____

Lungs: _____

TB Test Date: _____ Reaction: _____

Heart Rate: _____ Rhythm: _____ Murmur: _____

Blood Pressure: _____

Hernia (specify site and seriousness): _____

Nervous and mental (describe abnormalities): _____

Allergies: _____

Skin: _____

Medications: _____

Hemoglobin: _____

Urinalysis Date: _____ Sugar: _____

Albumen: _____

Remarks by Examiner: _____

EXAMINER: Retain this completed form in your patient record file. Sign and give to the applicant the statement on the next page.

KUSPUK SCHOOL DISTRICT
Release of Medical Information page 4 of 4



III. Statement of Examiner

Name of Person Examined: _____

Date: _____

To: Superintendent, Kuspuk School District

I examined the above named individual on the date stated. This examination included a review of past medical history and a thorough physical examination. A copy of the medical history and examination findings will be maintained in my patient record files. They may be reviewed by you or your authorized representative on written request.

Check applicable statement:

_____ The applicant was found to be free from communicable disease and to be physically and emotionally fit for his/her proposed duties

_____ The applicant was found to be unfit for the following reasons: _____

The following required tests were performed and results are available from the examiner:

Yes	No	
_____	_____	Tuberculin Skin Test
_____	_____	Chest X-Ray
_____	_____	Hemoglobin Test
_____	_____	Urinalysis

Signature: _____ Date: _____

Type or print name: _____

Address: _____

THIS PAGE ONLY SHOULD BE RETURNED TO KUSPUK SCHOOL DISTRICT

Verification of TB Test



I hereby certify that the individual named below has been tested or screened for TB on the date shown. I understand that individuals who have previously had a positive tine or other TB test result must be thoroughly screened for symptoms suggesting that tuberculosis disease is present, and tested by sputum or x-ray if appropriate. In the case of a positive test result, I also certify that this individual has been following a treatment plan to prevent spread of the disease.

Signature - Health Provider

Date

Health Provider Address:

Employee Name: _____

Test/Screening Date: _____

Return to: Kusluk School District
P.O. Box 49
Aniak, AK 99557
ATTN: Business Office
907-675-4250
907-675-4305 (fax)
mmorrow@kusluk.org (email)

CLASSIFIED EMPLOYEE TIMESHEET FOR KUSPUK SCHOOL DISTRICT

Name: _____

For Month/Pay Period Ending: _____

School: _____

Select One: _____ Substitute _____ Temp _____ Permanent _____ Probation

Title: _____

If Substitute, who are you subbing for: _____

Soc Security: _____

MUST be completed by employee

Salary: **1.0** for full day; **0.5** for half day

Hourly: Number of hours for each day if different jobs, split up.



Subs: Write name of reg. employee below hours worked

Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		Total	Overtime	Tutoring
Regular																	0.0		
Overtime																		0.0	
Tutoring																			0.0
Intensive Pay																	0.0		
LWOP																	0.0		
Sick Leave																	0.0		
Annual/Pers Lv																	0		
Daily Total:	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0.0	0.0	0.0
Date	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total		
Regular																	0.0		
Overtime																		0.0	
Tutoring																			0.0
Intensive Pay																	0.0		
LWOP																	0.0		
Sick Leave																	0.0		
Annual/Pers Lv																	0.0		
Daily Total:	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
COMMENTS:				GRAND TOTAL:													0.0	0.0	0.0

Employee Signature

Date

Supervisor Signature

Date

PAYROLL OFFICE USE ONLY

Account Number

KUSPUK SCHOOL DISTRICT



Employee/Contractor Payment Direct Deposit Authorization

Employee Name: _____ **SSN #:** _____

I authorize the Kuspuk School District to electronically deposit my

_____ Paychecks

_____ Accounts Payable Checks *(Per Diem; Stipends; Reimbursements; etc)*

I have attached copies of voided checks/deposit slips for each account and i further authorize the Kuspuk school District to transfer funds from my account in the event that a payroll or accounts payable transfer error has resulted in an overpayment being made into my accounts.

Bank Branch and Address:

Primary Account #: _____ Checking ____ Savings ____ Amount or % _____

Account 2 #: _____ Checking ____ Savings ____ Amount or % _____

Account 3 #: _____ Checking ____ Savings ____ Amount or % _____

Account 4 #: _____ Checking ____ Savings ____ Amount or % _____

Employee Signature

Date

****This Section for Business Office Use Only****

SSN/TIN: _____ Employee/Vendor#: _____

Bank/CU ABA#: _____

Prenote Date: _____ CE Date: _____

Kuspuk School District Payroll Advance Form



Date: _____

Employee Name: _____

Phone or Cell #: _____

Address: _____

Amount Requested: _____
Maximum Amount \$900

Date advance check needed: _____

Days worked since last pay period: _____

Withhold from (*Check one*): _____ 1 check

_____ 2 checks (1/2 taken from each)

_____ 3 checks (1/3 taken from each)

Delivery of check (*Check one*): _____ Employee has arranged for pick up by _____

_____ Send by US Mail (to the address above)

_____ Direct Deposit

Signatures Required:

Date:

Employee: _____

Please Sign Your Name

Supervisor: _____

Business Manager: _____

****This Section for Business Office Use Only****

Vendor #: _____ 100.000.000.000.735

FY: _____ 1st: _____ 2nd: _____ Invoice #: _____

KuspuK School District Payroll Action Form

Effective Date: _____



Check One New Employee _____
Change / Transfer _____
Reemployment _____
Resignation _____
Termination (Involuntary) _____
From Probation to Permanent _____

****Supervisor please fill out below all that apply****

Employee Name: _____

Employee SSN: _____

School / Dept: _____

Employee Position/Title: _____

Full Time: _____ Part Time: _____ Temp: _____

Probationary? Yes: _____ No: _____ Shortened: _____ Extended: _____

Current Range: _____ Step: _____ Hourly Wage / Salary: _____

New Range: _____ Step: _____ Hourly Wage / Salary: _____

Hrs per Day: _____ Hrs per week: _____ Starting Probation Date: _____

Estimated Ending Probation Date: _____ (Evaluation needed)

Termination Date: _____

Leave in Good Standing? Yes: _____ No: _____ Recommend Rehire? Yes: _____ No: _____

If no please explain: _____

Additional Comments: _____

Supervisor / Administrator Signature: _____ Date: _____

Business Manager Signature: _____ Date: _____

****Employee Please Provide The Information Below****

Gender: Male: _____ Female: _____ Date of Birth: _____

Marital Status: Married: _____ Single: _____ Widowed: _____

Spouse Name / Emergency Contact: _____

Address: _____ Phone: _____

City/State/Zip: _____ email address: _____

Employee Signature _____ Date _____

****This Section for Business Office Use Only****

Budget Code(s) _____ % _____ Job Assignment: _____

_____ % _____ Computer Entry: _____

Opt Out Payment Need to be withheld from final Paycheck: Yes _____ No _____

Kuspuk School District
Classified Evaluation page 1 of 2



Employee Name: _____ Date: _____

School / Dept: _____

Job Title: _____

Reason for Evaluation (check one)

Annual Evaluation: _____ (due by April 15)

End of Probationary Period: _____ (end of 60 days)

Termination: _____

Number of days worked since Hire or Last Evaluation: _____

Factors considered (as applicable)	1 point Not Satisfactory*	2 point Requires Improvement	3 points Effective/ Satisfactory	4 points Exceeds Standard
Attendance				
Reports On Time to Work				
Observance of Work Rules				
Accepts Responsibility				
Accepts Directions				
Knowledge of Work				
Work Attitude				
Planning & Scheduling				
Organization				
Quality of Work				
Volume of Acceptable Work				
Meeting Deadlines				
Handling of Stress				
Adjustment to Change				
Initiative				
Leadership				
Interaction with Students				
Interaction With Staff				
Interaction with the Public				
Appearance				
Supervision of Staff				
Professionalism				

**must be addressed in comments section*

Total Points Possible - this employee: _____ Total Points: _____

Note: The maximum possible points is 88; however some may not be applicable to some positions.

Kuspuk School District
Classified Evaluation page 2 of 2

Evaluator Comments: _____

The evaluator is encouraged to use the above section to comment on the qualities evaluated. Review of the job description and of goals specific to the employee is also highly recommended. The evaluation should be used as an opportunity to set goals for future performance. Additional sheets may be attached.

Overall Evaluation *(Select one based on points earned)*

Superior: _____ 90-100%

Good: _____ 80-89%

Average: _____ 70-79%

Requires Improvement: _____ 60-69%

Not Satisfactory: _____ 59% and below

On annual evaluations, only those employees with Average or above ratings will be eligible for annual merit increase.

Recommendation *(Select one)*

Continued Employment: _____

Permanent Status: _____

Extended Probationary Period*: _____ # of additional Days _____

Termination**: _____

* *written Plan of Improvement must be attached - see separate form*

** *Payroll Action form must also be completed*

Employee Comments: _____

Employee: I certify that this report has been discussed with me. I understand my signature does not necessarily indicate agreement. I have been given a chance to write comments.

Employee Signature: _____

Supervisor Signature: _____

Superintendent Signature: _____

(required for Annual Evaluations and Extended Probation Recommendations only)

For Business Office Use only: Current Step: _____ Next Step: _____

Kuspuk School District

Classified Employee Plan of Improvement



Employee Name: _____

Position: _____ Probationary _____ Permanent _____

Supervisor: _____

Work Site: _____

Observation 1 Date: _____

Observation 2 Date: _____

- A Plan of Improvement will be prepared and implemented for each classified employee whose performance does not meet the Kuspuk School District evaluation's average score, unless the individual's performance warrants immediate dismissal.
- The plan of improvement will be developed by the classified employee and the evaluating supervisor.
- The employee will be observed on the job at least twice during the course of a Plan of Improvement.
- If the employee's performance still fails to meet district standards at the conclusion of the plan, he or she may be dismissed.
- The Plan of Improvement shall last for not less than 60 working days, and not more than 90 working days, except that the minimum time may be shortened by agreement between the employee and the supervisor.

Specific Area(s) Needing Improvement	Expected Outcomes	Action Items	Assistance to be provided	Timelines

(please attach additional sheets if necessary)

Employee Signature & Date: _____

Supervisor Signature & Date: _____

Date: _____

Appendix B-11

Kuspuk School District

Professional Development Pre-Approval Course Request Form



Submission Date: _____ Classified _____ Certified _____

(Must be before Course begins)

Employee Name: _____ Site _____

Name of the course and brief description: (attach additional pages as needed)

Course/Event Start Date: _____ Credits/Hours: _____

(Grade Report required upon course completion)

Total Tuition Cost: _____ (Tuition Only. No books or fees.)

(Receipts will be required upon course completion)

Professional Development grades are to be turned in to the Superintendent or designee by October 15th (for previous summer courses) and by May 31st (for previous school year courses) and must be pre approved by the Superintendent. No reimbursement will occur until all required documentation is submitted.

A grade of "C" or higher is required. A transcript, certificate or letter from institution with grade must be submitted. Courses must be are either required for:

- Initial Alaskan certification in a field related to work assignment
- Alaska recertification in a field related to work assignment and are designated as "approved coursework" according to the Classified Personnel Handbook
- Professional Development courses that are directly related to work assignment, but not necessarily toward a certification

Employee Signature

Date

Superintendent Signature

Date

Designee Signature

Date

Business Manager Signature

Date

****This Section for Business Office Use Only****

Course Completion Date: _____ Receipt Submitted: Yes _____ No: _____

Received a "C" or better: Yes _____ No: _____ Grade Report Submitted: Yes _____ No: _____

Amount Reimbursed: _____ (Attach Receipt and Grade Report and Reimbursement form)

Kuspuk School District

Added Duty for Student Activities Form



Activity Sponsor Name: _____

School: _____

Date: _____

Activity: _____

Duties: _____

Payment requested: _____

Activity Sponsor Signature

Date

Supervisor Signature

Date

Business Manager Signature

Date

Student Activity Program:

Compensable student activity program added duty shall be defined as work performed by the activity sponsor outside of the standard work day which is related to the student activity program and which is covered by an added duty contract. The activity sponsor who agrees to perform added duty pursuant to this article shall execute an added duty contract which shall include, but not be limited to, the activity name, the tentative period to be covered, general statement of basic duties, the immediate supervisor, and the compensation rate. The compensation rate shall be determined by the district's student activity program added duty compensation schedule cited on this form:

Activity	Compensation	Positions
Basketball (boys or girls)	\$3,000	4
Varsity Wrestling or Volleyball	\$2,000	4
Student Government (AJSHS or GMSHS)	\$1,000	2
All Jr. Varsity Sports (AJSHS or GMSHS)	\$500	8
Cross Country (AJSHS or GMSHS)	\$500	2
Student Government (Up River)	\$500	5
Upriver Sports (per event)	\$250	10
Technology Leader 1	\$1,000	2
Technology Leader 2	\$500	7

****This Section for Business Office Use Only****

Account: _____

Payment Amount: _____

KUSPUK SCHOOL DISTRICT

Leave Without Pay Tracking Form

for leave without pay of 10 consecutive days or more



Date: _____

Employee Name: _____

Type of Leave Without Pay: (select one)

_____ Family and Medical Leave

_____ Court Leave

_____ Military Leave

_____ Administrative Leave (if without pay)

_____ Other – attach letter

Anticipated Start Date of Leave: _____

Anticipated End Date of Leave: _____

Will a note from a medical provider be submitted before the leave? _____

Comments: _____

Signatures:

Supervisor Date

Superintendent Date

Business Manager Date

Employee Date

*****Business Office Use*****

Termination of Health Benefits Date (if applicable): _____

PERS/TRS LWOP Date (if applicable): _____

If leave is extended, attach supporting documentation

Kuspuk School District
Classified Disciplinary Action Form



Date: _____

Employee Name: _____ Site _____

Action: (select one)

1. _____ Informal Reprimand Summary (attach summary or fill in below)

2. _____ Formal Written Reprimand (attach summary or fill in below)

3. _____ Suspension

• Dates of suspension from _____ to _____

4. _____ Reduction in Classification

• Change in pay from _____ to _____

5. _____ Dismissal (attach summary or fill in below)

* The Informal Reprimand Summary shall NOT be placed in the employee's permanent personnel file, and it shall be destroyed in one year if there are no follow-up disciplinary actions taken within the year; Superintendent and Business Manager signatures are not required for Informal Reprimands

Comments: _____

Employee Comments: _____

Employee Signature

Date

Superintendent Signature

Date

Supervisor Signature

Date

Business Manager Signature

Date

Employee's signature does not indicate agreement but acknowledges awareness of this document. If the employee feels that this action is unfair or unjust, he/she should initiate action through the complaint process

Employee Name: _____

_____ **Opt Out #1** – I choose to decline coverage under the Kuspuk Health Plan; I will receive (select one below):

_____ **\$1,900/year**, payable \$950 1st paycheck in October and \$950 1st paycheck in April for a family opt out.

I hereby certify that I have other health coverage, and that the opt out plan has been explained to me. I understand that I will not be able to resume coverage that I have opted out of until the next September open enrollment period, unless I have a change in family status. In the event I leave Kuspuk employment before the end of the plan year, I understand that a portion of my opt out payment may be withheld from my final paycheck.

Date

Date

KUSPUK SCHOOL DISTRICT

Appendix C to the Classified Personnel Handbook

Job Descriptions



I. School Site Positions

A. Instructional Aide	C-1
B. Intensive Needs Aide.....	C-2
C. Secretary.....	C-3
D. Custodian / Site Maintenance.....	C-4
E. Cook.....	C-5
F. Cook's Helper.....	C-6
G. Bus Driver.....	C-7
H. Yupik Instructor.....	C-8
I. Pre School Teacher.....	C-9

II. District Office Positions

A. DO Business Office Support Clerk.....	C-10
B. DO Educational Support Secretary.....	C-11
C. Assistant Business Manager 1.....	C-12
D. Assistant Business Manager 2	C-13
E. Administrative Assistant – Superintendent / Board	C-14
F. Grants Coordinator.....	C-15
G. Business Manager	C-16
H. Technology Coordinator.....	C-17
I. Computer Technician	C-18

III. District Maintenance Positions

A. District Maintenance Laborer/Technician.....	C-19
B. Maintenance Mechanic.....	C-20
C. Facilities and Maintenance Director.....	C-21
D. Maintenance Foreman.....	C-22
E. Maintenance Support Secretary.....	C-23
F. Pilot.....	C-24

Note: The following Job Descriptions are to be modified as needed for all job postings. Sub and temp postings may be created by changing the TITLE and SALARY on the Job Descriptions and making any other appropriate changes.

KUSPUK SCHOOL DISTRICT

P.O. Box 49
Aniak, AK 99557
(907) 675-4250



JOB DESCRIPTION

TITLE: Instructional Aide

Location: _____

District Posting Date: _____

Public Posting Date: _____

Closing Date: _____

Hiring Supervisor: _____

Hours/Day: _____

QUALIFICATIONS:

1. High school graduate or GED.
2. Must have either Associates Degree, 2 years of college, or passed the Para Pro Praxis Test.
3. Ability to work effectively and cooperatively with students, parents and staff.

ESSENTIAL FUNCTIONS:

4. Instructs students in Native Language / Culture.
5. Works effectively and cooperatively in meeting students' needs.
6. Utilizes classroom and special materials and activities in working with small groups and/or individuals.
7. Keeps appropriate records and check sheets.
8. Corrects work assignments of target students and reports results to instructor.
9. Prepares classroom materials and bulletin boards.
10. Utilize technical classroom equipment for classroom instruction and assessment.
11. Performs clerical duties as needed to implement instructional program.
12. Assists in the supervision of student activities such as independent study, field trips, lunch or recess.
13. Assists teacher in assembling materials and implementing classroom activities.
14. Assists the teacher in assessment of student learning.
15. If special education duties are assigned, works with children according to the guidelines of the Individual Education Program.
16. Mandatory participation in required in-service and training events and must complete 6 hours of professional training annually. (EED Mandated trainings not included)
17. Performs other duties as assigned.

Reports To: Principal and/or Lead Teacher

Salary: \$15.00 per hour or more, DOE

Length of Employment: School year, assigned hours per day (August - May)

Kuspuq School District considers applicants for all positions without regard to race, color, creed, religion, national origin or ancestry, gender, age, disability, genetic information, veteran status, or any other legally protected status under local, state, or federal law.

KUSPUK SCHOOL DISTRICT

P.O. Box 49
Aniak, AK 99557
(907) 675-4250



JOB DESCRIPTION

TITLE: Intensive Needs Instructional Aide

Location: _____

District Posting Date: _____

Public Posting Date: _____

Closing Date: _____

Hiring Supervisor: _____

Hours/Day: _____

QUALIFICATIONS:

1. High school graduate or GED.
2. Must have either Associates Degree, 2 years of college, or passed the Para Pro Praxis Test.
3. Ability to work effectively and cooperatively with students, parents and staff.
4. Must complete 3 hours of EED eLearning special ed courses to receive \$4 additional pay per hour* (annually) *(initial eLearning course to be completed during probationary period. These courses must be renewed annually)*

ESSENTIAL FUNCTIONS:

1. Works effectively and cooperatively with teacher in meeting intensive students' needs.
2. Can work with up to three intensive needs students as assigned.
3. Utilizes classroom and special materials and activities in working with small groups and/or individuals.
4. Keeps appropriate records and check sheets.
5. Corrects work assignments of target students and reports results to instructor.
6. Prepares materials as needed for intensive needs students.
7. Operates computers as needed for intensive needs students.
8. Assists in the supervision of intensive needs student activities such as independent study, field trips, lunch or recess.
9. Assists teacher in assembling materials and implementing classroom activities for intensive needs students.
10. Assists the teacher in assessment of intensive needs student learning.
11. Works with intensive needs student according to the guidelines of the Individual Education Program.
12. Mandatory participation in required in-service and training events and must complete 6 hours of professional training annually. (EED Mandated trainings not included)
13. Performs other duties as assigned.

Reports To: Principal and/or Lead Teacher

Salary: \$15.00 (+4.00*) per hour or more, DOE

Length of Employment: School year, assigned hours per day *(August - May)*

Kuspuks School District considers applicants for all positions without regard to race, color, creed, religion, national origin or ancestry, gender, age, disability, genetic information, veteran status, or any other legally protected status under local, state, or federal law.

KUSPUK SCHOOL DISTRICT

P.O. Box 49
Aniak, AK 99557
(907) 675-4250



JOB DESCRIPTION

TITLE: Secretary

Location: _____

District Posting Date: _____

Public Posting Date: _____

Closing Date: _____

Hiring Supervisor: _____

Hours/Day: _____

QUALIFICATIONS:

1. High school graduate or GED preferred
2. Secretarial training preferred
3. Ability to work effectively and cooperatively with students, parents and staff
4. Highly developed oral and written communication skills, including proper grammar usage and spelling
5. Basic computer literacy (*Work with Google mail, drive, sheets, forms, docs and Powerschool*)
6. Experience with operating office equipment

ESSENTIAL FUNCTIONS:

1. Maintains student demographic, academic and attendance records
2. Gathers and organizes data
3. Handles confidential materials professionally.
4. Use and maintain records in Powerschool.
5. Maintains files, correspondence and reports, as well as a set of confidential files.
6. Performs clerical duties
7. Places and receives telephone calls with respect to school students and activities
8. Orders and maintains supplies as needed.
9. Operates office machines and computer
10. Promotes positive community relations through effective communication with visitors to the school, maintaining the school visitor sign in sheet
11. Participates in the mandatory in-service and training events.
12. Performs other duties as assigned.

Reports To: Principal and/or Lead Teacher

Salary: \$15.75 per hour or more, DOE

Length of Employment: School year, assigned hours per day (*August - May*)

Kuspuks School District considers applicants for all positions without regard to race, color, creed, religion, national origin or ancestry, gender, age, disability, genetic information, veteran status, or any other legally protected status under local, state, or federal law.

KUSPUK SCHOOL DISTRICT

P.O. Box 49
Aniak, AK 99557
(907) 675-4250



JOB DESCRIPTION

TITLE: Custodian / Site Maintenance

Location: _____

District Posting Date: _____

Public Posting Date: _____

Closing Date: _____

Hiring Supervisor: _____

Hours/Day: _____

QUALIFICATIONS:

1. High school graduate or GED preferred.
2. Ability to work effectively and cooperatively with students and staff.
3. Reliable and able to work independently.
4. Mechanical experience preferred.

ESSENTIAL FUNCTIONS:

1. Custodial duties including but not limited to: vacuuming, dusting, washing, waxing, buffing, cleaning bathrooms, cleaning chalkboards, emptying trash.
2. Duties may include: transferring fuel and propane, hauling water, receiving and transferring supplies, maintenance duties as assigned.
3. Maintains storage areas and inventory of custodial supplies.
4. Immediately notifies supervisor of building damage, plumbing, electrical or equipment problems, and potential safety and security hazards.
5. Available for emergencies, if needed.
6. Participates in in-service and training events
7. Performs other duties as assigned.

Reports To: Principal and/or Lead Teacher

Salary: \$15.00 per hour or more, DOE

Length of Employment: School year, assigned hours per day (August - May)

Kuspuks School District considers applicants for all positions without regard to race, color, creed, religion, national origin or ancestry, gender, age, disability, genetic information, veteran status, or any other legally protected status under local, state, or federal law.

KUSPUK SCHOOL DISTRICT

P.O. Box 49
Aniak, AK 99557
(907) 675-4250



JOB DESCRIPTION

TITLE: Cook

Location: _____

District Posting Date: _____

Public Posting Date: _____

Closing Date: _____

Hiring Supervisor: _____

Hours/Day: _____

QUALIFICATIONS:

1. High school graduate or GED preferred.
2. Ability to work effectively and cooperatively with students and staff.
3. Experience working in food service preferred.
4. Possess basic computer literacy skills
5. Possess Alaska State Food Handler's Card *(within 30 days of employment)*

ESSENTIAL FUNCTIONS:

1. Plans and prepares breakfast and lunch daily for students and adults.
2. Follows menus, recipes and program standards in meal preparation.
3. Maintains high standards of safety and sanitation in preparing and serving food and in kitchen cleaning and maintenance.
4. Completes daily and monthly meal count and production records.
5. Performs periodic inventory of food supplies, completes orders and verifies incoming orders.
6. Required to participate in in-service and training events.
7. Performs other duties as assigned.

Reports To: Principal and/or Lead Teacher

Salary: \$15.00 per hour or more, DOE

Length of Employment: School year, assigned hours per day *(August - May)*

Kuspuq School District considers applicants for all positions without regard to race, color, creed, religion, national origin or ancestry, gender, age, disability, genetic information, veteran status, or any other legally protected status under local, state, or federal law.

KUSPUK SCHOOL DISTRICT

P.O. Box 49
Aniak, AK 99557
(907) 675-4250



JOB DESCRIPTION

TITLE: Cook's Helper

Location: _____

District Posting Date: _____

Public Posting Date: _____

Closing Date: _____

Hiring Supervisor: _____

Hours/Day: _____

QUALIFICATIONS:

1. High school graduate or GED preferred.
2. Ability to work effectively and cooperatively with students and staff.
3. Experience working in food service preferred.
4. Possess basic computer literacy skills
5. Possess Alaska State Food Handler's Card *(within 30 days of employment)*

ESSENTIAL FUNCTIONS:

1. Assists in the preparation and serving of food.
2. Assists in daily clean-up of kitchen and food service areas.
3. Assists in cleaning of refrigerators, ovens, storage areas and other food service equipment.
4. Assists with food inventories, daily and monthly meal count and production records
5. Required to participate in in-service and training events.
6. Performs other duties as assigned.

Reports To: Principal and/or Lead Teacher

Salary: \$15.00 per hour or more, DOE

Length of Employment: School year, assigned hours per day *(August - May)*

Kuspuk School District considers applicants for all positions without regard to race, color, creed, religion, national origin or ancestry, gender, age, disability, genetic information, veteran status, or any other legally protected status under local, state, or federal law.

KUSPUK SCHOOL DISTRICT

P.O. Box 49
Aniak, AK 99557
(907) 675-4250



JOB DESCRIPTION

TITLE: Bus Driver

Location: _____

District Posting Date: _____

Public Posting Date: _____

Closing Date: _____

Hiring Supervisor: _____

Hours/Day: _____

QUALIFICATIONS:

1. High school graduate or GED preferred.
2. Ability to work effectively and cooperatively with students and staff.
3. Must have had a license to operate a motor vehicle for three years.
4. Must have or be able to acquire a commercial driver's license (CDL) and a state bus driver's endorsement (21 years of age required).
5. Must pass background check.
6. Must comply with the District's drug and alcohol testing program.

ESSENTIAL FUNCTIONS:

1. Run daily bus routes according to a regular schedule in a safe, approved manner.
2. Immediately notifies supervisor of accidents, vehicle damage, mechanical problems, and potential safety and security hazards.
3. Available for emergencies and special events, if needed.
4. Participates in in-service and training events.
5. Performs other duties as assigned.

Reports To: Principal and/or Lead Teacher

Salary: \$19.68 per hour or more, *(depends on Alaska Minimum Wage)*

Length of Employment: School year, assigned hours per day *(August - May)*

Kuspuq School District considers applicants for all positions without regard to race, color, creed, religion, national origin or ancestry, gender, age, disability, genetic information, veteran status, or any other legally protected status under local, state, or federal law.

KUSPUK SCHOOL DISTRICT

P.O. Box 49
Aniak, AK 99557
(907) 675-4250



JOB DESCRIPTION

TITLE: Yupik Instructor

Location: _____

District Posting Date: _____

Public Posting Date: _____

Closing Date: _____

Hiring Supervisor: _____

Hours/Day: _____

QUALIFICATIONS:

1. High school graduate or GED.
2. Limited Certificate in Alaska Native Language / Culture
3. Ability to work effectively and cooperatively with students, parents and staff.
4. Fluency in native language.

ESSENTIAL FUNCTIONS:

1. Instructs students in native language / culture.
2. Works effectively and cooperatively in meeting students' needs.
3. Utilizes classroom and special materials and activities in working with small groups and/or individuals.
4. Keeps appropriate records and check sheets.
5. Corrects work assignments of target students.
6. Participates in training sessions to develop skills.
7. Prepares classroom materials and bulletin boards.
8. Utilize technical classroom equipment for classroom instruction and assessment.
9. Performs clerical duties as needed to implement instructional program.
10. Teaches oral native language and cultural skills.
11. Assists in the supervision of student activities such as independent study, field trips, lunch or recess.
12. Assess student learning.
13. Follow an IEP, If working with special education students
14. Participates in in-service and training events.
15. Performs other duties as assigned.

Reports To: Principal and/or Lead Teacher

Salary: \$18.23 (certificate) per hour or more, DOE

Salary: \$15.00 (without Certificate) per hour or more, DOE

Length of Employment: School year, assigned hours per day (*August - May*)

Kuspuk School District considers applicants for all positions without regard to race, color, creed, religion, national origin or ancestry, gender, age, disability, genetic information, veteran status, or any other legally protected status under local, state, or federal law.

KUSPUK SCHOOL DISTRICT

P.O. Box 49
Aniak, AK 99557
(907) 675-4250



JOB DESCRIPTION

TITLE: Pre School Instructor

Location: _____

District Posting Date: _____

Public Posting Date: _____

Closing Date: _____

Hiring Supervisor: _____

Hours/Day: _____

QUALIFICATIONS:

1. High school graduate or GED.
2. Child Development Associate (CDA) Degree
3. Ability to work effectively and cooperatively with students, parents and staff.

ESSENTIAL FUNCTIONS:

1. Instructs pre school students.
2. Works effectively and cooperatively in meeting students' needs.
3. Utilizes classroom and special materials and activities in working with small groups and/or individuals.
4. Keeps appropriate records and check sheets.
5. Corrects work assignments of target students.
6. Participates in training sessions to develop skills.
7. Prepares classroom materials and bulletin boards.
8. Utilize technical classroom equipment for classroom instruction and assessment.
9. Performs clerical duties as needed to implement instructional program.
10. Integrate Native language and cultural skills into daily lessons.
11. Assists in the supervision of student activities such as field trips, lunch or recess.
12. Assess student learning.
13. Follow an IEP, If working with special education students
14. Participates in in-service and training events.
15. Performs other duties as assigned.

Reports To: Principal and/or Lead Teacher

Salary: \$18.23 (certificate) per hour or more, DOE

Salary: \$15.00 (without Certificate) per hour or more, DOE

Length of Employment: School year, assigned hours per day (August - May)

Kuspuks School District considers applicants for all positions without regard to race, color, creed, religion, national origin or ancestry, gender, age, disability, genetic information, veteran status, or any other legally protected status under local, state, or federal law.

KUSPUK SCHOOL DISTRICT

P.O. Box 49
Aniak, AK 99557
(907) 675-4250



JOB DESCRIPTION

TITLE: DO / Business Office Support Clerk

Location: _____

District Posting Date: _____

Public Posting Date: _____

Closing Date: _____

Hiring Supervisor: _____

Hours/Day: _____

QUALIFICATIONS:

1. High school graduate or GED preferred.
2. Experience with computerized financial accounting systems preferred.
3. Secretarial or business training preferred.
4. Basic computer literacy (*Work with Google mail, drive, sheets, forms, docs and Powerschool*)
5. Communication and organizational skills.
6. Ability to work effectively and cooperatively with staff.

ESSENTIAL FUNCTIONS:

1. Assumes primary responsibility for one or more of the following areas: purchasing and accounts payable; payroll; grant reporting; banking and cash management; assets inventory; school lunch program ordering and reporting; computer maintenance; employee benefits programs; student activity accounts; district travel arrangements.
2. Handles confidential materials professionally.
3. Performs clerical tasks.
4. Operates technical equipment.
5. Participates in in-service and training events.
6. Performs other duties as assigned.

Reports To: Business Manager

Salary: \$15.75 per hour or more, DOE

Length of Employment: School year, assigned hours per day (*10 to 12 months*)

Kuspuks School District considers applicants for all positions without regard to race, color, creed, religion, national origin or ancestry, gender, age, disability, genetic information, veteran status, or any other legally protected status under local, state, or federal law.

KUSPUK SCHOOL DISTRICT

P.O. Box 49
Aniak, AK 99557
(907) 675-4250



JOB DESCRIPTION

TITLE: DO / Educational Support Secretary

Location: _____

District Posting Date: _____

Public Posting Date: _____

Closing Date: _____

Hiring Supervisor: _____

Hours/Day: _____

QUALIFICATIONS:

1. High school graduate or GED preferred.
2. Secretarial training or experience strongly preferred.
3. Ability to work effectively and cooperatively with staff.
4. Highly developed oral and written communication skills, including proper grammar usage and spelling.
5. Basic computer literacy (*Work with Google mail, drive, sheets, forms, docs and Powerschool*)
6. Communication and organizational skills.
7. Willingness to travel.
8. Position may require specific skills and background: _____

ESSENTIAL FUNCTIONS:

1. Maintains data management systems for programs.
2. Gathers and organizes data as needed by the immediate supervisor and puts it into usable form.
3. Handles confidential materials professionally.
4. Performs clerical tasks.
5. Prepares and/or assists in the preparation of program reports.
6. Assists with annual Impact Aid application and Migrant Education Reports.
7. Possible travel to District villages for program activities.
8. Orders and maintains supplies as needed.
9. Operates technical equipment.
10. Participates in in-service and training events.
11. Performs other duties as assigned.

Reports To: District Office Administrator

Salary: \$15.75 per hour or more, DOE

Length of Employment: School year, assigned hours per day (*10 to 12 months*)

Kuspuq School District considers applicants for all positions without regard to race, color, creed, religion, national origin or ancestry, gender, age, disability, genetic information, veteran status, or any other legally protected status under local, state, or federal law.

KUSPUK SCHOOL DISTRICT

P.O. Box 49
Aniak, AK 99557
(907) 675-4250



JOB DESCRIPTION

TITLE: Assistant Business Manager 1

Location: _____

District Posting Date: _____

Public Posting Date: _____

Closing Date: _____

Hiring Supervisor: _____

Hours/Day: _____

QUALIFICATIONS:

1. High school graduate or GED.
2. Experience with computerized financial accounting systems.
3. Post-secondary business training preferred or 5 years experience.
4. Basic computer literacy (*Work with Google mail, drive, sheets, forms, docs and Powerschool*)
5. Communication and organizational skills.
6. Accounting skills.
7. Ability to work effectively and cooperatively with staff.
8. Willingness to travel.

ESSENTIAL FUNCTIONS:

1. Assumes primary responsibility for two or more of the following areas: purchasing and accounts payable; payroll; grant reporting; banking and cash management; assets inventory; school nutrition program ordering and reporting; computer maintenance; employee benefits programs; district travel arrangements.
2. Handles confidential materials professionally.
3. Assists with annual financial audit.
4. Assists Business Manager with supervision, hiring and training of staff.
5. Participates in in-service and training events.
6. Performs other duties as assigned.

Reports To: Business Manager

Salary: \$37,440 / year or more, DOE

Length of Employment: 12 months per year, assigned hours per day

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KUSPUK SCHOOL DISTRICT

P.O. Box 49
Aniak, AK 99557
(907) 675-4250



JOB DESCRIPTION

TITLE: Assistant Business Manager 2 / Program Manager

Location: _____

District Posting Date: _____

Public Posting Date: _____

Closing Date: _____

Hiring Supervisor: _____

Hours/Day: _____

QUALIFICATIONS:

1. High school graduate or GED,
2. Experience with computerized financial accounting systems.
3. Post-secondary business training preferred or 3 years experience in school nutrition program management.
4. Basic computer literacy (*Work with Google mail, drive, sheets, forms, docs and Powerschool*)
5. Communication and organizational skills.
6. Accounting skills.
7. Ability to work effectively and cooperatively with staff.
8. Willingness to travel.

ESSENTIAL FUNCTIONS:

1. Assumes primary responsibility for two or more of the following areas: purchasing and accounts payable; payroll; grant reporting; banking and cash management; assets inventory; school nutrition program ordering and reporting; computer maintenance; employee benefits programs; district travel arrangements.
2. Handles confidential materials professionally.
3. Assists with annual financial audit.
4. Assists Business Manager with supervision and training of staff.
5. Participates in in-service and training events.
6. Performs other duties as assigned.

Reports To: Business Manager

Salary: \$35,360 / year or more, DOE

Length of Employment: 12 months per year, assigned hours per day

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KUSPUK SCHOOL DISTRICT

P.O. Box 49
Aniak, AK 99557
(907) 675-4250



JOB DESCRIPTION

TITLE: Administrative Assistant to the Superintendent / School Board

Location: _____

District Posting Date: _____

Public Posting Date: _____

Closing Date: _____

Hiring Supervisor: _____

Hours/Day: _____

QUALIFICATIONS:

1. High school graduate or GED.
2. Basic computer literacy (*Work with Google mail, drive, sheets, forms, docs and Powerschool*)
3. Communication and organizational skills.
4. Five years secretarial experience preferred.
5. Ability to work effectively and cooperatively with staff.
6. Willingness to travel.

ESSENTIAL FUNCTIONS:

1. Supports the School Board, including the following tasks: preparation and posting of meeting agendas; preparation of information packages; travel arrangements; attending and recording all meetings; transcribing meeting minutes; updates board policy annually.
2. Handles confidential materials professionally.
3. Prepares correspondence, documents and reports for the Superintendent.
4. Makes travel arrangements for Superintendent and other administrators.
5. Maintains certified files and assists with job postings.
6. Assists with annual Impact Aid application.
7. Participates in in-service and training events.
8. Performs other duties as assigned.

Reports To: Superintendent & School Board President

Salary: \$37,440 / year or more, DOE

Length of Employment: 11 months per year, assigned hours per day

Kuspuq School District considers applicants for all positions without regard to race, color, creed, religion, national origin or ancestry, gender, age, disability, genetic information, veteran status, or any other legally protected status under local, state, or federal law.

KUSPUK SCHOOL DISTRICT

P.O. Box 49
Aniak, AK 99557
(907) 675-4250



JOB DESCRIPTION

TITLE: Federal Programs Grants Administrator

Location: _____

District Posting Date: _____

Public Posting Date: _____

Closing Date: _____

Hiring Supervisor: _____

Hours/Day: _____

QUALIFICATIONS:

1. High school graduate or GED.
2. Basic computer literacy (*Work with Google mail, drive, sheets, forms, docs and Powerschool*)
3. Experience with online grants management programs
4. Strong communication and organizational skills.
5. Supervisory experience preferred.
6. College degree preferred.

ESSENTIAL FUNCTIONS:

1. Completes state & federal grant applications, prepares required reports.
2. Handles confidential materials professionally.
3. Communicates with specific federal or state agencies.
4. Coordinates implementation of grant program(s).
5. Organizes and coordinates special events.
6. Works with administrative & school staff to assure successful program implementation.
7. Supervises and trains one or more support staff person.
8. Performs other duties as assigned.

Reports To: Superintendent

Salary: \$41,600 / year or more, DOE

Length of Employment: 12 months per year, assigned hours per day

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KUSPUK SCHOOL DISTRICT

P.O. Box 49
Aniak, AK 99557
(907) 675-4250



JOB DESCRIPTION

TITLE: Business Manager

Location: _____

District Posting Date: _____

Public Posting Date: _____

Closing Date: _____

Hiring Supervisor: _____

Hours/Day: _____

QUALIFICATIONS:

1. High school graduate or GED.
2. Basic computer literacy (*Work with Google mail, drive, sheets, forms, docs and Powerschool*)
3. Experience with computerized financial accounting systems.
4. Supervisory experience.
5. School finance experience preferred.
6. College degree in business-related field and/or CPA preferred.
7. Willingness to travel.

ESSENTIAL FUNCTIONS:

1. Responsible for managing the financial affairs of the District, including: budgeting and financial analysis; purchasing and accounts payable; payroll; grant reporting; banking and cash management; assets inventory; capital project accounting; annual financial audit; district travel arrangements.
2. Acts as advisor to the Superintendent on all questions relating to the business and financial affairs of the District.
3. Prepares and presents oral and written reports to the School Board, District staff, the federal and Alaska Departments of Education and the public, on a regular schedule and on request.
4. Handles confidential materials professionally.
5. Supervises, hires and trains business office staff.
6. Oversees administration of school nutrition programs.
7. Oversees administration of employee benefits programs.
8. Oversees upkeep and maintenance of computerized accounting system.
9. Performs other duties as assigned.

Reports To: Superintendent

Salary: \$56,160 / year or more, DOE

Length of Employment: 12 months per year, assigned hours per day

Kuspuks School District considers applicants for all positions without regard to race, color, creed, religion, national origin or ancestry, gender, age, disability, genetic information, veteran status, or any other legally protected status under local, state, or federal law.

KUSPUK SCHOOL DISTRICT

P.O. Box 49
Aniak, AK 99557
(907) 675-4250



JOB DESCRIPTION

TITLE: Educational Technology Coordinator

Location: _____

District Posting Date: _____

Public Posting Date: _____

Closing Date: _____

Hiring Supervisor: _____

Hours/Day: _____

QUALIFICATIONS:

1. Experience with computer hardware and software installation and maintenance.
2. Strong organizational skills.
3. Supervisory Experience.
4. Master's in Educational Technology preferred.
5. Willingness to travel.

ESSENTIAL FUNCTIONS:

1. Assists with planning for and purchase of district hardware and software technology.
2. Handles confidential materials professionally.
3. Prepares required applications and reports for federal e-rate and other technology funding programs.
4. Logs technology maintenance requests and coordinates enhancements and repairs.
5. Organizes staff training events.
6. Works with vendors and district staff to assure successful technology program implementation.
7. Coordinates with curriculum director & testing coordinator for successful implementation and maintenance of online district educational programs
8. Supervises and trains one or more support staff person.
9. Performs other duties as assigned.

Reports To: District Administrator

Salary: \$65,000 / year or more, DOE

Length of Employment: 11 months per year, assigned hours per day

Kuspuq School District considers applicants for all positions without regard to race, color, creed, religion, national origin or ancestry, gender, age, disability, genetic information, veteran status, or any other legally protected status under local, state, or federal law.

KUSPUK SCHOOL DISTRICT

P.O. Box 49
Aniak, AK 99557
(907) 675-4250



JOB DESCRIPTION

TITLE: Computer Technician

Location: _____

District Posting Date: _____

Public Posting Date: _____

Closing Date: _____

Hiring Supervisor: _____

Hours/Day: _____

QUALIFICATIONS:

1. Experience with computer hardware and software installation and maintenance.
2. Strong organizational skills.
3. High school graduate or GED.
4. Willingness to travel.

ESSENTIAL FUNCTIONS:

1. Assists with planning for and purchase of hardware and software technology.
2. Oversee technical infrastructure and manage hardware/software/network to optimize performance at all district sites.
3. Logs technology maintenance requests and coordinates enhancements and repairs.
4. Provide technical assistance to schools.
5. Work with internet service provider to ensure functionality of all educational programs, address various technical issues.
6. Image and deploy workstations, manage OS X servers, iPads, desktops, and laptop and all technology environments.
7. Monitor student laptop activity when necessary. Update light speed or other internet filters.
8. Performs preventative maintenance and repair when necessary.
9. Work closely with Educational Technology Coordinator.
10. Performs other duties as assigned.

Reports To: District Administrator

Salary: \$45,000 / year or more, DOE

Length of Employment: 11 months per year, assigned hours per day

Kuspuks School District considers applicants for all positions without regard to race, color, creed, religion, national origin or ancestry, gender, age, disability, genetic information, veteran status, or any other legally protected status under local, state, or federal law.

KUSPUK SCHOOL DISTRICT

P.O. Box 49
Aniak, AK 99557
(907) 675-4250



JOB DESCRIPTION

TITLE: District Maintenance Laborer / Technician

Location: _____

District Posting Date: _____

Public Posting Date: _____

Closing Date: _____

Hiring Supervisor: _____

Hours/Day: _____

QUALIFICATIONS:

1. High school graduate or GED preferred.
2. Previous related work experience preferred.
3. Skilled in all phases of carpentry, rough to finish.
4. General knowledge preferred in most and specific skills in one or more of the following areas: boiler and forced air furnaces; electrical systems and controls; mechanical systems; power generation and distribution; plumbing for water and sewer systems; carpentry.
5. Willingness to travel frequently.
6. Ability to work independently.
7. Current driver's license.

ESSENTIAL FUNCTIONS:

1. Inspects and performs repairs in the above-referenced areas at all district sites.
2. Immediately notifies supervisor of building damage, maintenance and equipment problems, and potential safety and security hazards.
3. Available for emergencies, if needed.
4. Receives and transfers supplies and equipment.
5. Participates in in-service and training events.
6. Access SERRC maintenance system and view / update work orders.
7. Handles confidential materials professionally.
8. Performs other duties as assigned.

Reports To: Maintenance Foreman

Salary: \$17.36 / hr. or more, DOE

Length of Employment: 12 months per year, assigned hours per day

Kuspuq School District considers applicants for all positions without regard to race, color, creed, religion, national origin or ancestry, gender, age, disability, genetic information, veteran status, or any other legally protected status under local, state, or federal law.

KUSPUK SCHOOL DISTRICT

P.O. Box 49
Aniak, AK 99557
(907) 675-4250



JOB DESCRIPTION

TITLE: Maintenance Mechanic

Location: _____

District Posting Date: _____

Public Posting Date: _____

Closing Date: _____

Hiring Supervisor: _____

Hours/Day: _____

QUALIFICATIONS:

1. High school graduate or GED preferred.
2. Previous related work experience preferred.
3. Post-secondary mechanical training preferred.
4. General knowledge in most of the following areas: boiler and forced air furnaces; electrical systems and controls; mechanical systems; power generation and distribution; plumbing for water and sewer systems; carpentry.
5. Willingness to travel.
6. Ability to work independently.
7. Current driver's license.

ESSENTIAL FUNCTIONS:

1. Regularly inspects and maintains District-owned vehicles.
2. Performs skilled work in all phases of mechanical maintenance.
3. Inspects and performs repairs in the above-referenced areas at all District sites.
4. Maintains neat, orderly, and safe work area.
5. Responsible for safe keeping and good repair of tools and equipment.
6. Receives and transfers supplies and equipment.
7. Participates in in-service and training events.
8. Access SERRC maintenance system and view / update work orders.
9. Handles confidential materials professionally.
10. Available for emergencies, if needed.
11. Performs other duties as assigned.

Reports To: Maintenance Foreman

Salary: \$17.36 / hr. or more, DOE

Length of Employment: 12 months per year, assigned hours per day

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KUSPUK SCHOOL DISTRICT

P.O. Box 49
Aniak, AK 99557
(907) 675-4250



JOB DESCRIPTION

TITLE: Facilities and Maintenance Director

Location: _____

District Posting Date: _____

Public Posting Date: _____

Closing Date: _____

Hiring Supervisor: _____

Hours/Day: _____

QUALIFICATIONS:

1. High school graduate or GED.
2. Experience in supervision of multiple trades operations.
3. Alaska certificate/license in technical trades preferred.
4. Maintenance related experience in rural Alaska or similar conditions.
5. Experience in training of maintenance crews, budgeting, job costing, purchasing and planning of construction projects.
6. Supervisory experience preferred.
7. Willingness to travel frequently.

ESSENTIAL FUNCTIONS:

1. Examines school facilities and equipment on a regular basis for needed repairs and maintenance.
2. Hires and supervises crews for maintenance projects.
3. Prepares reports and projections on costs of projects.
4. Responsible for ordering fuel, maintenance and custodial supplies for all District sites.
5. Works with site administrators on building upkeep, security and emergency procedures.
6. Oversees pupil transportation program.
7. Oversees functionality and maintenance of district vehicles (bus, boat, plane, and other vehicles)
8. Ensures that standards consistent with all applicable laws and codes are maintained at a minimum or above.
9. Access SERRC maintenance system and create / view / update work orders.
10. Handles confidential materials professionally.
11. Performs other duties as assigned.

Reports To: Superintendent

Salary: \$56,160 / year. or more, DOE

Length of Employment: 12 months per year, assigned hours per day

Kuspuks School District considers applicants for all positions without regard to race, color, creed, religion, national origin or ancestry, gender, age, disability, genetic information, veteran status, or any other legally protected status under local, state, or federal law.

KUSPUK SCHOOL DISTRICT

P.O. Box 49
Aniak, AK 99557
(907) 675-4250



JOB DESCRIPTION

TITLE: Maintenance Foreman

Location: _____

District Posting Date: _____

Public Posting Date: _____

Closing Date: _____

Hiring Supervisor: _____

Hours/Day: _____

QUALIFICATIONS:

1. High school graduate or GED.
2. Experience in supervision of multiple trades operations preferred.
3. General knowledge in most and specific skills in one or more of the following areas: boiler and forced air furnaces; electrical systems and controls; mechanical systems; power generation and distribution; plumbing for water and sewer systems; carpentry.
4. Maintenance related experience in rural Alaska or similar conditions.
5. Supervisory experience preferred.
6. Willingness to travel frequently.
7. Current driver's license.

ESSENTIAL FUNCTIONS:

1. Inspects and performs repairs, hires and supervises maintenance personnel in the above-referenced areas at all district sites.
2. Supervise maintenance staff and creates / maintains daily work schedules.
3. Immediately notifies supervisor of building damage, maintenance and equipment problems, and potential safety and security hazards.
4. Inventories supplies and prepares orders as needed.
5. Available for emergencies, if needed.
6. Receives and transfers supplies and equipment.
7. Participates in in-service and training events.
8. Access SERRC maintenance system and view / update work orders.
9. Handles confidential materials professionally.
10. Performs other duties as assigned.

Reports To: Facilities and Maintenance Director

Salary: \$47,840 / year. or more, DOE

Length of Employment: 12 months per year, assigned hours per day

Kuspuq School District considers applicants for all positions without regard to race, color, creed, religion, national origin or ancestry, gender, age, disability, genetic information, veteran status, or any other legally protected status under local, state, or federal law.

KUSPUK SCHOOL DISTRICT

P.O. Box 49
Aniak, AK 99557
(907) 675-4250



JOB DESCRIPTION

TITLE: Maintenance Support Secretary

Location: _____

District Posting Date: _____

Public Posting Date: _____

Closing Date: _____

Hiring Supervisor: _____

Hours/Day: _____

QUALIFICATIONS:

1. High school graduate or GED.
2. Basic computer literacy (*Work with Google mail, drive, sheets, forms, docs and Powerschool*)
3. Communication and organizational skills.
4. Five years secretarial experience preferred.
5. Ability to work effectively and cooperatively with staff.
6. Willing to travel.

ESSENTIAL FUNCTIONS:

1. Prepares maintenance department inventories, purchase orders and invoices.
2. Assists with preparation of grant proposals, correspondence and reports.
3. Logs site work orders and assists with scheduling.
4. Solicits vendor bids and proposals.
5. Schedules visits by maintenance contractors and inspectors.
6. Manage SERRC maintenance system and create / view / maintain work orders.
7. Handles confidential materials professionally.
8. Travels as needed to training opportunities and district sites.
9. Coordinates district plane travel as needed.

Reports To: Maintenance Foreman

Salary: \$15.75 per hour or more, DOE

Length of Employment: 12 months per year, assigned hours per day

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KUSPUK SCHOOL DISTRICT

P.O. Box 49
Aniak, AK 99557
(907) 675-4250



JOB DESCRIPTION

TITLE: Pilot / Maintenance Laborer

Location: _____

District Posting Date: _____

Public Posting Date: _____

Closing Date: _____

Hiring Supervisor: _____

Hours/Day: _____

QUALIFICATIONS:

1. High school graduate or GED preferred.
2. Commercial Pilot's License required; Instrument and Multi-Engine ratings preferred.
3. A minimum of 3,000 hours of total flight time with 1,000 hours Alaska experience preferred.
4. Knowledge of flight services, operations and facilities in the Kuspuks School District region.

ESSENTIAL FUNCTIONS:

1. Pilots the District's airplane for business use and emergencies as needed.
2. Ensures that airplane is in air worthy condition at all times and that record keeping is kept up-to-date.
3. Ensures that airplane is secured and ready to operate at all times.
4. Inspects and performs repairs in the above-referenced areas at all district sites.
5. Immediately notifies supervisor of building damage, maintenance and equipment problems, and potential safety and security hazards.
6. Available for emergencies, if needed.
7. Receives and transfers supplies and equipment.
8. Participates in in-service and training events.
9. Access SERRC maintenance system and view / update work orders.
10. Handles confidential materials professionally.
11. Performs other duties as assigned.

Reports To: Maintenance Foreman

Salary: \$40,000 / year. or more, DOE

Length of Employment: 11 months per year, assigned hours per day

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