

Book	Policy Manual
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Title	Copy of EMPLOYMENT OF SUPPORT STAFF
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4120 - **EMPLOYMENT OF SUPPORT STAFF**

The School Board recognizes that it is vital to the successful operation of the Corporation that positions created by the Board ~~be~~ **are** filled with qualified and competent staff.

The Board shall approve the employment and establish the term of employment for each support staff member employed by this Corporation.

All support staff employees not covered by the terms of a negotiated agreement are 'at-will' employees. Their employment can be terminated with or without cause at any time. ~~No other representative of the Corporation~~ **Only the Board** has the authority to enter into any agreement for employment for any specified period of time with a support staff employee.

Individuals employed in the following categories shall be considered members of the support staff:

- A. Custodians
- B. Maintenance
- C. Nurses
- D. Teacher aides
- E. Secretaries/clerks
- F. Corporation treasurer
- G. Business Manager
- H. Technology technicians
- I. Cafeteria workers
- J. School Resource Officers
- K. Media Aides

All applications for employment shall be referred to the Superintendent's office.

Anti-Nepotism

'Relatives' include: children, stepchildren, siblings, half-siblings, step-siblings, spouse, domestic partner, parents, stepparents, in-laws, or bona fide dependes/living in the same residence of a staff member.

Relatives of staff members may be employed by the Corporation, provided the relative being employed is not placed in a position in which the relative would be supervised directly by the staff member.

Non-Fraternization

If Corporation employees in a supervisor-subordinate relationship chose to date, engage in a romantic relationship, or have sexual relations, the employees shall notify the Corporation's administration and accept the Corporation's decision to transfer one or both of the employees so that they no longer have a supervisor-subordinate relationship. Anyone employed in a managerial or supervisory role needs to heed the fact that personal relationships with employees who report to them may be perceived as favoritism, misuse of authority, or potentially sexual harassment, and, consequently, are unacceptable.

Any support staff member's intentional misstatement of fact material to ~~his/her~~ **their** qualifications for employment or the determination of salary shall ~~be considered by this Board to~~ constitute grounds for dismissal.

When appropriate, no candidate for employment as a support staff member shall receive recommendation for such employment without having proffered visual evidence of ~~his/her~~ **appropriate** certification or pending application for certification.

The Superintendent shall prepare administrative guidelines for the recruitment and selection of all support staff.

VOLUNTEER FIREFIGHTERS

If a staff member is a volunteer firefighter and has notified the Corporation in writing ~~that s/he is a volunteer firefighter~~, the Corporation may not discipline the staff member for:

- A. ~~being absent~~ **absence** from duty by reason of responding to a fire or emergency call that was received prior to the time the staff member was to report to duty;
- B. leaving ~~his/her duty station~~ to respond to a fire or an emergency call if ~~s/he has prior~~ **the staff member has prior** **supervisor** authorization from ~~his/her supervisor~~ to leave duty in response to a call received after ~~s/he has reported~~ **reporting** to work.

However, when an emergency call is received while the staff member is on duty, the staff member shall notify the principal before leaving so coverage for ~~his/her class~~ can be arranged;

- C. ~~the school corporation may not discipline the staff member for~~ an injury or ~~being absent~~ **absence** from work because of an injury that occurs while the staff member is engaged in emergency firefighting or other emergency response, provided the staff member's absence from work due to each instance of emergency firefighting activity or other emergency response does not exceed six (6) months from the date of injury.

The Corporation may require that the staff member present a written statement from the officer in charge of the volunteer fire department at the time of the absence ~~indicating~~ **confirming** the staff member was engaged in an emergency call at the time of ~~his/her~~ **the** absence.

The Corporation may require that the staff member who was injured while engaged in emergency firefighting or other emergency response provide evidence from a physician or other medical authority ~~showing~~ **confirming** treatment for the injury at the time of ~~his/her~~ **their** absence and a connection between the injury and the employee's emergency response activities. Any such evidence shall be retained in a separate medical file created for the staff member and treated as a confidential medical record.

REQUIREMENTS FOR TITLE I PARAPROFESSIONALS

Targeted Assistance Plan (TAP) signifies that Title I funds are used to provide services to a select group of students who have been identified as failing or most at risk of failing to meet the State's challenging content and student performance standards.

Schoolwide Programs (SWP) permit a school to use ~~funds from~~ Title I **funds** to upgrade the entire educational program of the school in order to raise academic achievement for all students.

Newly hired paraprofessionals – All paraprofessionals hired for a Title I supported TAP or SWP shall have a secondary school diploma or its recognized equivalent and one of the following:

- A. Completed two (2) years study at an institution of higher education; or
- B. Obtained at least an associates degree; or

C. Met a rigorous standard of quality and demonstrate through formal State or local academic assessment (ParaPro Assessment):

1. knowledge of and the ability to assist in instructing, reading, writing, and mathematics; or
2. knowledge of and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate.

D. One (1) year or 1,000 hours of previous employment experience in a school or working with children;

E. Passed annual school-level evaluations;

F. Completed forty-eight (48) credit hours of college level classes;

G. Child Development Associate (CDA) Credentials;

H. Completed Local Educational Agency (LEA) required professional development modules/training;

I. Completed other requirements (LEAs may request approval from IDOE).

Existing paraprofessionals - All current paraprofessionals working for a Title I supported program shall:

A. have a secondary school diploma or its recognized equivalent;

B. not later than January 8, 2006, meet the requirements for newly hired paraprofessionals as described above.

Exceptions – These requirements do not apply to a paraprofessional:

A. who is proficient in English and a second language and serves as a translator primarily to enhance the participation of children in Title I programs; or

B. whose duties consist solely of conducting parental involvement activities.

Paraprofessional duties – Paraprofessionals working for a Title I supported program may be assigned to:

A. provide one-on-one tutoring for eligible students during times when the teacher would not otherwise be instructing the student;

B. assist with classroom management, such as organizing instructional and other materials;

C. provide assistance in a computer laboratory;

D. provide support in a library or media center;

E. conduct parental involvement activities;

F. act as a translator;

G. provide instructional services to students, if working under the direct supervision of a teacher;

H. perform limited duties beyond classroom instruction or **duties** that do not benefit program participants, so long as those duties are also assigned to non- Title I paraprofessionals. Title I paraprofessionals may not be assigned to more of these duties, proportional to their total work time, than the amount assigned to similar non-Title I paraprofessionals in the same school.

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I.C. 20-26-5-4

I.C. 35-44.1-1-4

I.C. 36-8-12-10.5