

MEMORANDUM OF AGREEMENT

Agreement made this 16th day of June, 2017 by the Mount Pleasant Central School District (the District) and the Mount Pleasant School Related Employees Association (the Union).

Whereas, the Union and the District are parties to a collective bargaining agreement covering the period July 1, 2011 through June 30, 2015 and through their respective bargaining teams have negotiated a successor agreement covering the period July 1, 2015 through June 30, 2020 subject to ratification by the membership of the Union and the Board of Education, which shall occur within sixty (60) days of the date of execution of this Memorandum of Agreement

Now, therefore, the parties agree that the terms of the July 1, 2011 collective bargaining agreement will remain in full force and effect for the period July 1, 2015 through June 30, 2020 except as provided below:

1. Amend Section 1.4 Duration to read: "The term of this Agreement shall be for five (5) years; July 1, 2015 through June 30, 2020."
2. Add new subsection to Section 2.3 Sick Leave: "Consistent attendance is a mandatory part of employment with the District. Attendance will be reviewed annually and documented on an individual's evaluation. Those unit members with a pattern of poor attendance will be subject to progressive discipline and his/her continued employment will be at risk, in accordance with any applicable disciplinary procedures."
3. Amend Section 2.6 Personal Leave Day to read: "Each Unit member shall be granted two (2) personal leave days. Unit members shall be required to provide a reason for one (1) of the two (2) personal days. Additional days may be granted at the discretion of the Superintendent of Schools upon written application to the Superintendent. Personal leave days are granted for the purpose of attending to urgent personal business which cannot be done on a day or time other than that on which school is in session (example: graduation; essential legal transactions; hospitalization of family members; etc.) Personal days cannot be used for vacation and/or recreational purposes."
4. Amend Section 3.1 Salary Compensation to read, "The step value of each step in the Monitor Salary Schedule and the Teacher Aide Salary Schedule shall not increase during the 2015-2016 and 2016-2017 school years. For those unit members that are employed as of June 22, 2017 shall receive the following one-time bonus (pro-rated based upon his/her FTE)

Teacher Aides

Steps 1-5	\$250
Steps 6-9	\$300
Steps 10-11	\$350

School Monitors

Steps 1-4	\$200
Step 5	\$250
Steps 6-7	\$300

Effective July 1, 2017, the following increases to the salary schedule shall be applicable:

Teacher Aides

Steps 1-5	\$0.25/hr
Steps 6-8	\$0.30/hr
Step 9	\$0.40/hr
Steps 10-11	\$0.55/hr

School Monitors

Steps 1-4	\$0.25/hr
Step 5	\$0.30/hr
Steps 6-7	\$0.40/hr

Mt. Pleasant CSD/Locul 4857

Effective July 1, 2018, the following increases to the salary schedule shall be applicable:

\$0.55/hr for Teacher Aides and \$0.40/hr for Monitors

Effective July 1, 2019, the following increases to the salary schedule shall be applicable:

\$0.55/hr for Teacher Aides and \$0.40/hr for Monitors

5. Amend Section 3.2 Special Assignments: Effective July 1, 2017, increase stipend from \$1,000 to \$1,500.

In witness whereof, the parties have executed this Memorandum of Agreement as of the day and year first above written.

Mount Pleasant Central School District

Mount Pleasant School Related
Employees Association

By: 

Dr. Susan Guiney

By: 

Ermina Lizarzaburu, President

Dated: 7-17-17

Dated: 6-29-2017

By: 

Andrew Lennon

Dated: 7/13/17

AGREEMENT

BETWEEN

**BOARD OF EDUCATION
MOUNT PLEASANT CENTRAL SCHOOL DISTRICT**

AND

**MOUNT PLEASANT SCHOOL RELATED
EMPLOYEES ASSOCIATION,
LOCAL 4857, NYSUT, AFT, AFL-CIO**

JULY 1, 2011 – JUNE 30, 2015

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This Agreement is made by and between the Board of Education, Mount Pleasant Central School District (hereinafter referred to as the "Board" or "District") and the Mount Pleasant School Related Employees Association, Local 4857, NYSUT, AFT, AFL-CIO (hereinafter referred to as the "Union").

SECTION ONE

- 1.1 **Definitions.** As used herein, the following terms shall have these meanings: "Aide" or "Monitor" means members of the negotiating unit defined in paragraph 1.2 below. The Civil Service job descriptions for Teacher Aide and School Monitor are attached hereto for reference purposes only; said job descriptions cannot be grieved.
- 1.2 **Recognition.** The Mount Pleasant Central School District Board of Education, having determined that the Mount Pleasant School Related Employees Association is supported by a majority of the Aides and Monitors in a unit composed of all School Related Employees hereby recognizes the Association as agent for the personnel in such unit. Such recognition shall be for the maximum period allowable under section 208 of the Public Employees Fair Employment Act.
- 1.3 **No-Strike.** The Union agrees that neither it nor the employees it represents shall engage in any strike, work stoppage, or other concerted refusal to work. The Union further agrees that it shall not cause any strike, work stoppage, or other concerted refusal to work.
- 1.4 **Duration.** The term of this Agreement shall be for four (4) years; July 1, 2011 through June 30, 2015.
- 1.5 **Priority of Agreement.** Where the provisions of this Agreement are in conflict with District policy or individual unit agreements, this agreement shall govern except as provided by law.
- 1.6 **Effect of Agreement.**
 - A. This agreement shall supersede all rules, regulations or practices of the Board, which shall be contrary to or inconsistent with its terms.
 - B. If any provision of the Agreement shall be found contrary to law, such provisions shall not be deemed valid or subsisting except as permitted by law, and all other provisions will continue in full force and effect.
- 1.7 **Board Rights.** Except as specifically and expressly modified by the terms of this Agreement, the Board retains the sole and exclusive right to manage, direct and supervise the affairs of the District and the exercise of such right shall not be subject to the grievance procedure or arbitration procedure set forth in this agreement
- 1.8 **Ratification.** No final agreement shall be executed without ratification by the Union and the Board. It is agreed by and between the parties that any provision of this agreement requiring legislative action to permit its implementation by amendment of law or by providing the additional funds therefore, shall not become effective until appropriate legislative body has given approval.
- 1.9 **Dues/Agency Fee.**
 - A. The District agrees to deduct dues for membership in the local Union which is recognized by the Board as the bargaining unit plus other professional affiliates from salary

payments as authorized in writing by individual members of the Unit and requested by the Union. Unit members shall waive all right and claim for said monies so deducted and transmitted in accordance with the authorization and relieve the Board and all of its Officers for any liability therefore.

- B. Dues shall be deducted in 15 installments beginning with the first salary payment of October. The dues so deducted will be forwarded to the Treasurer of the Union no later than five school days following the date of deduction from the Unit member's paychecks.
- C. The District agrees to deduct an agency fee in the amount of the full dues of the Union, as set forth in "a" above, for all Unit members who have not filed a payroll dues deduction form with the District or not having paid dues outright to the Union. The Union shall notify the District of any and all Unit members subject to agency fee deduction within thirty (30) days of the beginning of the school year or within thirty (30) days of initial employment by the District for Unit members hired during the school year.
- D. The Union affirms that it has implemented an agency fee refund procedure which complies with applicable law.
- E. The Union agrees to indemnify the School District and hold it harmless under the law, provided there has been an accurate transmission of dues to the Union.

SECTION TWO

- 2.1 **Right of Representation.** Employees shall have the right to be represented by the Union to negotiate collectively with the District in the determination of the wages, hours, terms and conditions of employment and grievance procedures.
- 2.2 **Non-discrimination.**
 - A. Neither the District nor the Union will discriminate against Aide or Monitor with respect to hours, wages, or any terms or conditions or employment by reason of membership or non-membership in the Union, participation or non-participation in the Union, including collective negotiation with the District, or the institution in good faith of any grievance, complaint or proceeding under the Agreement with respect to any terms or conditions of employment.
 - B. This Agreement and the rate of pay, hours and terms and conditions of employment hereunder shall be applied in a fair and equitable manner and shall be without regard to race, creed, religion, color, national, origin, age, sex or marital status, except as such conditions may constitute bona fide occupational or assignment qualifications.
- 2.3 **Sick Leave.**
 - A. Effective July 1, 2009, newly employed members of the Unit will be granted eight (8) sick days per year. Employees having completed three (3) years of service will be granted ten (10) sick days per year. Employees having completed nine (9) years of service shall be granted fourteen (14) sick days per year. The superintendent may request medical certification for absence exceeding 5 consecutive days.
 - B. Effective July 1, 2009, employees may accumulate up to a maximum of fifteen (15) unused sick leave days for future use only.

2.4 Long Term Illness.

- A. All Unit members who are not otherwise eligible for leave under the Family Medical Leave Act (FMLA) and who are regularly scheduled to work five (5) hours or more per day (25 hours or more per week) and ten (10) or more months per year shall be entitled to up to twelve (12) weeks of unpaid leave per school year.
- B. In order to qualify for this leave the Unit member must meet the above eligibility requirements for both the school year in which the request is made as well as the prior school year. Unit member shall be entitled to request such leave provided the reasons for said leave are a result of the Unit member being personally involved in a catastrophic accident or prolonged or chronic illness or disability or having an immediate family member involved in a catastrophic accident or prolonged or chronic illness or disability. Said leave shall not be granted for elective surgeries. Unit members shall be eligible to use his/her accumulated sick leave during the period of the leave.
- C. The Unit member shall, upon request from the Superintendent of Schools, provide medical documentation to substantiate said catastrophic accident, prolonged or chronic illness or disability.

2.5 Weather Emergency. When schools are closed due to weather emergency, Aides and Monitors will receive regular compensation for that date.

2.6 Personal Days. Each Unit member shall be granted two (2) personal leave days. Additional days may be granted at the discretion of the Superintendent of Schools upon written application to the Superintendent. Personal leave days are granted for the purpose of attending to urgent personal business which cannot be done on a day or time other than that on which school is in session (example: graduation; essential legal transactions; hospitalization of family member; etc.). Any unused personal days at the end of the school year, may be rolled over into the Unit Member's accumulated sick leave, up to the maximum of fifteen (15) accumulated days.

2.7 Jury Duty. The District will pay regular compensation. Employees will turn over to the District any pay for Jury Duty except travel expenses. Unit members shall defer jury service during the school year to the extent permitted by law.

2.8 Employee Related Education/Training. The District will support appropriate attendance with the approval of the Superintendent of School at employee-related in-service and training opportunities. Attendance on regular school days will be compensated at the normal rate. In-service at District expense will be provided as determined by the District. Members of the bargaining unit may be required to participate in professional development and/or Superintendent Conference days for professional development at their regular rate of pay. Members of the bargaining unit shall be given reasonable notice of the required days of participation in professional development and/or Superintendent Conference Days.

2.9 Holidays. Unit members shall be granted the following seven (7) paid holidays: Columbus Day; Veterans Day; Thanksgiving; Christmas; New Year's Day; Presidents' Day; and Memorial Day.

2.10 Bereavement Leave. Four days leave will be granted for death in immediate family (parent, spouse, child, sibling, mother/father-in-law, grandparent). One day leave will be granted for death in intermediate family (uncle, aunt, nephew, niece, cousin, brother/sister-in-law).

- 2.11 Appointment Notification.** (a) The District intends to employ all members of the bargaining unit in the following year unless the unit member is given notice to the contrary by the 1st of June. (b) Each member of the bargaining unit who will be employed in the following year shall be given written notice of the number of anticipated hours of work per week the District intends to schedule him/her for by the 1st of June. (c) The District will make every effort to schedule members of the bargaining unit in accordance with the notices provided pursuant to sub-section (b) above. (d) It is understood and agreed that the actual number of Teacher Aides and Monitors employed and the number of Teacher Aide and Monitor work hours available per week in any year are matters within the sole discretion of the District and are subject to revision due to enrollment, budgetary considerations and programmatic needs. (e) All members of the bargaining unit shall be informed of their actual duty assignment and schedule for the school year no later than the first day that Unit Members are required to report for the school year.
- 2.12 Health Insurance.** Employees may participate in the School District Plan at the full expense of the employee.
- 2.13 Part-Time Employee Benefits.** Effective July 1, 2007, employees working 0.5 FTE or greater shall receive a prorated portion of the benefits received by full-time employee based upon the part-time employee's applicable workday. Employees working less than 0.5 FTE shall not be eligible for benefits. Notwithstanding the foregoing, the parties herewith acknowledge that the one unit member currently working less than a 0.5 FTE assignment shall continue to receive a prorated portion of the benefits received by full-time employees based upon said employee's applicable workday. Upon said employee's separation from employment, no unit member working less than a 0.5FTE assignment shall be eligible for any benefits.
- 2.14 Probationary Period.** All probationary appointments shall be in accordance with Civil Service Law. To that end, beginning with their initial appointment into a position within the bargaining unit, all members of the bargaining unit shall be classified as probationary employees for a period of one year. Members of the bargaining unit employed beyond their probationary period shall be classified as permanent employees. All members of the bargaining unit are civil service employees and their entitlement, if any, to Section 75 rights is governed by the Civil Service Law. Teacher Aides are members of the non-competitive class; Monitors are members of the Labor class.

SECTION THREE

3.1 **Salary Compensation.** The step value of each step in the Monitor Salary Schedule and the Teacher Aide Salary Schedule shall not increase during the term of this contract. Effective ~~June~~ *July* 1, 2012, one (1) additional step will be added to the Monitor Schedule and the Teacher Aide Schedule at 1.5% increment. Effective July 1, 2013, one (1) additional step will be added to the Monitor Schedule and Teacher Aide Schedule at 1.5% increment. Effective July 1, 2014, one (1) additional step will be added to the Monitor Schedule and Teacher Aide Schedule at 1.5% increment. The hourly rate for Teacher Aides and Monitors shall be in accordance with the schedules set forth below.

Step	SCHOOL MONITORS				TEACHER AIDES			
	2011-12	2012-13	2013-14	2014-15	2011-12	2012-13	2013-14	2014-15
1	\$15.10	\$15.10	\$15.10	\$15.10	\$16.35	\$16.35	\$16.35	\$16.35
2	\$15.70	\$15.70	\$15.70	\$15.70	\$17.02	\$17.02	\$17.02	\$17.02
3	\$16.35	\$16.35	\$16.35	\$16.35	\$17.81	\$17.81	\$17.81	\$17.81
4	\$17.00	\$17.00	\$17.00	\$17.00	\$18.82	\$18.82	\$18.82	\$18.82
5	n/a	\$17.26	\$17.26	\$17.26	\$19.84	\$19.84	\$19.84	\$19.84
6	n/a	n/a	\$17.51	\$17.51	\$20.51	\$20.51	\$20.51	\$20.51
7	n/a	n/a	n/a	\$17.78	\$21.22	\$21.22	\$21.22	\$21.22
8	n/a	n/a	n/a	n/a	\$21.87	\$21.87	\$21.87	\$21.87
9	n/a	n/a	n/a	n/a	n/a	\$22.20	\$22.20	\$22.20
10	n/a	n/a	n/a	n/a	n/a	n/a	\$22.53	\$22.53
11	n/a	n/a	n/a	n/a	n/a	n/a	n/a	\$22.87

- 3.2 Special Assignments.** Effective with the 2012-2013 school year, those Teacher Aide(s) regularly assigned by the Director of Special Education to assist student(s) with toileting, changing diapers, or other similar student health needs will receive an annual stipend of \$1,000. Should an employee work less than thirty (30) hours per week, the foregoing stipend should be prorated accordingly. The Director of Special Education shall first consider volunteers for the above referenced positions prior to making the annual assignments. The District agrees that said stipend shall not be "split" amongst more than one (1) Teacher Aide at a time.
- 3.3** Each Unit member shall advance one vertical step on the appropriate wage schedule for the 2005-2006 school year. In subsequent years, Unit members shall advance one step annually until the maximum salary step is attained.
- 3.4** When a Teacher Aide or monitor is hired prior to February 1, he or she shall receive a contractual step hourly increase as of September of the following school year. When a Teacher Aide or Monitor is hired after February 1, he or she shall remain at his or her current hourly scale until the following September.
- 3.5 Longevity.** (a) A longevity payment in the amount of a \$0.80/hr. stipend commencing with the unit member's eleventh (11) year of service in the District as a Monitor or a Teacher Aide shall be granted to unit members. (b) Effective July 1, 2012, the Longevity language in sub-section (a) above shall be replaced with the following: A longevity payment in the amount of \$0.80/hr. non-compounding stipend commencing with the unit member's fifteenth (15th) year of service in the District as a Monitor or Teacher Aide shall be granted to unit members (i.e., the hourly rate of pay will be \$0.80 above the then-current top step hourly rate). A longevity payment in the amount of \$1.00/hr. non-compounding stipend commencing with the unit member's twentieth (20th) year of service in the District as a Monitor or Teacher Aide shall be granted to unit members (i.e., the hourly rate of pay will be \$1.00 above the then-current top step hourly rate). (c) Notwithstanding sub-section (b) above, unit members of the unit receiving the longevity stipend

described in sub-section (a) above, prior to July 1, 2012, shall continue to receive a longevity stipend of \$0.80/hour until such time as said unit member reaches his/her fifteenth (15th) year of service at which time he/she shall be entitled to longevity under sub-section (b) above.

- 3.6 Substitute Teacher Coverage.** In the event that a Teacher Aide is asked to cover a class by the Building Administrator, for an instructional period, the individual will be compensated at the rate of \$20 per period for the coverage as "teacher" to a maximum of the current per diem substitute teacher rate. The Building Administrator shall make every effort to distribute such opportunities on an equitable basis.
- 3.7 Request for Transfer in Title.** In the event that a Teacher Aide requests a transfer to a School Monitor position, or a School Monitor to a Teacher Aide position, the hourly rate will be determined based upon the existing salary schedule in effect at that time.
- 3.8 Annualized Wages.** Aides and monitors who work consistent hours per shall: (a) have their wages annualized; (b) be paid every other Wednesday; and (c) have the option to receive their pay on the ten-month plan or the twelve-month plan. If the twelve-month plan is selected, the final payment shall be made at the end of the school year.

SECTION FOUR

- 4.1 Evaluation.** Members of the bargaining unit will be evaluated annually using the form attached hereto as Exhibit 2.
- 4.2 Calendar and Hours.** Calendar and Hours will be determined by the Building Administrator based upon program economies, and student need with the approval of the Superintendent of Schools.
- 4.3 Layoff.** In the case of reduction of staff, all layoffs will be made after seniority and experience are considered. Any reduction in force will only occur after consultation with the Superintendent and Union President.

SECTION FIVE

- 5.1 Grievance Procedures.**
- A. Definition.** A "grievance" is a complaint by any unit member or group of unit members of the school related employees association concerning an alleged misinterpretation or misapplication of an express provision of this agreement
- B. Intent.** It is the intent of the parties that all grievances shall be resolved at the lowest level possible.
- C. Decisions.** Decisions rendered at each step of the grievances shall be in writing, set forth the decision and the supporting reason therefore, and will be promptly transmitted to the Mount Pleasant SRP representatives processing the grievance and to the employee(s) initiating the grievance.
- D. Time Limits:**
1. Days referred to this procedure shall mean working days.

2. If the grievant(s) do not adhere to the prescribed time limits, the grievance shall be considered settled by the position of the employer at the last level. If the employer doesn't adhere to the time limits, the grievance shall automatically move to the next highest level.
3. The time limits specified for either party may be extended by mutual agreement.

5.2 Level One.

- A. A grievance of an employee(s) or Association shall be presented, in writing, on the agreed upon grievance form (appendix A.) to the immediate supervisor (Building Principal) within twenty (20) working days from when the employee knew or should have known of the act or occurrence that gave rise to the grievance.
- B. Within ten (10) days of the receipt of a written grievance, the immediate supervisor will schedule a grievance meeting and render a written decision within (10) days from the grievance meeting.

5.3 Level Two

- A. If the grievance is not resolved at Level One, the grievant(s)/Association shall have ten (10) working days to appeal to the Superintendent of his /her designee.
- B. Within ten (10) days of appeal to Level Two, a grievance meeting shall be held and a written decision will be sent to the grievant(s) and the Association within ten (1) days of the meeting.

5.4 Level Three.

- A. In the event such grievance is not resolved at the preceding step of the grievance procedure within ten (10) working days from such presentation, then the Unit or the employee shall present the same in writing to the Board of Education.
- B. Within fifteen (15) days of appeal to Level Three, a grievance meeting shall be held and a written decision will be sent to the grievant(s) and the Association within ten (10) days of the meeting.

5.5 Level Four. Within ten (10) days after receipt of the Board's decision, an appeal may be taken to arbitration under the rules for voluntary arbitration of the American Arbitration Association by filing a written demand for Arbitration with the Board of Education, with a copy of the Superintendent of Schools and the American Arbitration Association. The selected impartial arbitrator will have authority only to decide if the contract has been violated. The arbitrator shall have no power or authority to order any remedy or to make any decision which is contrary to law or rules or regulations having the force and effect of law or which in anyway varies or modifies any of the terms of this Agreement. The decision and remedy of the arbitrator, if made in accordance with his jurisdiction and authority under this agreement shall be final and binding upon the parties to the dispute. The costs for services of the arbitrator, including expenses, if any, will be borne equally by the Board and the Union.

5.6 Miscellaneous.

- A. An employee grievant may be represented at all stages of the grievance procedure by a representative of the Association.

- B. The Association has the right to be in attendance and to present its views at any and all employee grievance conferences.
- C. An Appeal to arbitration of an employee grievance may only be taken by the Association.

In witness thereof, the parties have hereunto set their hands as of the day and year first above written.

**MOUNT PLEASANT CENTRAL
SCHOOL DISTRICT**

**MOUNT PLEASANT SCHOOL RELATED
EMPLOYEES ASSOCIATION**

By: *S. Guiney*
Dr. Susan Guiney, Superintendent
Date: 5/8/12

By: *Ermina Lizarzaburu*
Ermina Lizarzaburu, President
Date: 5/3/12

SCHOOL MONITOR

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, an employee in this class performs a variety of non-teaching duties requiring the exercise of good judgment and the ability to get along well with children, youths, and/or young adults. The incumbent in this class is responsible for the supervision of students and student activities and for maintaining order in school buildings, school district public libraries, on school grounds and playgrounds, and at street crossings. Work requires the employee to be able to maintain discipline among students in a courteous but firm manner. This class differs from that of Teacher Aide in that the latter assists teachers in a classroom setting, while the School Monitor generally functions outside the classroom maintaining order. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Oversees and monitors student behavior by walking hallways, campus grounds, locker rooms, and cafeteria to ensure students are proceeding to their classes in an orderly manner;

Oversees and monitors behavior of children, youth and/or young adults in a library setting, if assigned to a school district library;

Helps maintain order in classrooms, library, gymnasiums and on school grounds by removing students in the event of unruly behavior;

Takes attendance and searches for students who are on campus but not in assigned class;

Guides students safely across streets and intersections;

Controls traffic while school buses are arriving and departing;

Aids students in lower grades with wearing apparel;

May assist teachers with supervision during recess and lunch periods;

May have charge of rest periods;

May function as a representative for students to bring issues/concerns to the attention of teachers, counselors, and administration.

May render elementary first-aid treatment;

May have charge of supplies and equipment for locker rooms and swimming pools;

May perform miscellaneous clerical duties as assigned, e.g., maintain attendance records;

May function as a "guide" for members of the community who wish to tour a school district's campus and/or classes.

EXAMPLES OF WORK: (Continued)

When Assigned in Special Act School Districts:

Monitors interactions between students, intervening when a situation appears to require it, by providing crisis prevention and intervention, for example, when a disagreement appears to be escalating into a physical altercation;

Provides crisis prevention and intervention where appropriate;

Assists staff in crisis prevention;

Prepares and maintains routine event records and daily and weekly logs, including attendance, incident reports, AWOLS, Out of Program students, time outs, etc.;

Maintains a controlled environment for students and staff in the school buildings and campus;

May participate in escorting or transporting assigned students between classes, within the school, on the grounds or to other areas;

May testify at Superintendent's hearings, as required;

May perform other related duties as assigned by school administrators.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Skill in dealing with children and youths with behavioral and/or emotional problems; ability to gain and hold the confidence of, and to maintain a patient and understanding attitude toward students; ability to maintain order in classrooms/library and to enforce school regulations with firmness, tact, and impartiality; ability to establish good working relationships with students, parents, school personnel and the general public; ability to successfully complete therapeutic crisis intervention training; ability to keep simple records and to make reports; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; ability to understand and follow oral and written instructions; ability to administer basic first aid; good judgment; mental alertness; good powers of observation; tact and courtesy; physical condition commensurate with the duties of the position.

MINIMUM TRAINING AND EXPERIENCE: None, but experience in overseeing the activities of children and/or teenagers is desirable. Preference may be given to applicants possessing a Therapeutic Crisis Intervention Certificate.

TEACHER AIDE

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision, an incumbent of this position relieves schoolteachers of duties which, while relating to the teaching process, can be performed by non-professional personnel. A Teacher Aide has direct personal contact with children in a childcare center, therapeutic nursing class or other assigned setting. Supervision is not a responsibility of this class. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises one or more children in class activities;

Assists in the general management of children during outdoor activities and during the daily arrival and departure of preschoolers;

Assists teacher in setting up room before daily activities and meeting the needs of individual students;

Provides support to student/parents;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

May perform other incidental tasks, as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Familiarity with classroom routine; ability to work with young children; ability to implement developmentally appropriate curricula; ability to work well with others; ability to effectively use computer applications such as spreadsheets, word processing, calendar, email and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; initiative; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A high school or equivalency diploma and demonstration of interest in working with children.

West. Co.
J. C.: Unclassified
DRC3
1

Job Class Code: C1326
Job Group: III

TEACHER AIDE

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision, an incumbent of this position relieves schoolteachers of duties which, while relating to the teaching process, can be performed by non-professional personnel. A Teacher Aide has direct personal contact with children in a childcare center, therapeutic nursing class or other assigned setting. Supervision is not a responsibility of this class. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises one or more children in class activities;

Assists in the general management of children during outdoor activities and during the daily arrival and departure of preschoolers;

Assists teacher in setting up room before daily activities and meeting the needs of individual students;

Provides support to student/parents;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

May perform other incidental tasks, as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Familiarity with classroom routine; ability to work with young children; ability to implement developmentally appropriate curricula; ability to work well with others; ability to effectively use computer applications such as spreadsheets, word processing, calendar, email and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; initiative; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A high school or equivalency diploma and demonstration of interest in working with children.

**MOUNT PLEASANT CENTRAL SCHOOL DISTRICT
Related Employees Annual Performance Evaluation**

Name:

Position Title:

Location:

Report Period:

PERFORMANCE RATING:

- EE** Exceed expectations (Exceeds requirements of position)
- ME** Meeting expectations (Meets requirements of position)
- NI** Need improvement (Inconsistent work expectations)
- U** Unsatisfactory (Fails to meet requirements of position)
Consistent deficiency in performance must have been
discussed with employee twice prior to final determination.
- NA** Not applicable

I. WORK PERFORMANCE

Quality of Work

- _____ Demonstrates the knowledge and skills to handle day-to-day job duties.
- _____ Work is accurate, neat and complete.
- _____ Shows respect to others and answers questions appropriately.
- _____ Work performed meets requirements of position in accordance with the Civil Service job description (attached).

Quantity of Work

- _____ Conscientious in following up and meeting deadlines as set by teachers and building administrator.
- _____ Completes daily job assignments in allotted time.
- _____ Follows procedures accurately.

Work Habits and Attitudes

- _____ Demonstrates good understanding of work to be performed.
- _____ Plans and prioritizes work.
- _____ Exercises good judgment.
- _____ Learns and applies new ideas, procedures and techniques.
- _____ Shows interest in work performed.
- _____ Adapts readily to emergency situations.

II. WORK RELATIONSHIPS

- _____ Works harmoniously with others.
- _____ Accepts constructive criticism and suggestions.
- _____ Exercises tact.
- _____ Ability to relate in a positive manner to administration.
- _____ Ability to relate in a positive manner to staff.
- _____ Ability to relate in a positive manner to students, parents and community.

III. RELATIONS WITH SUPERVISOR

- _____ Continues work in absence of close supervision.
- _____ Complies with written and oral instruction.
- _____ Readily adapts to requested work assignments.

- _____ Can shift priorities and maintain smooth operation of other tasks while doing so.
- _____ Makes routine decisions without waiting for direction.
- _____ Can be depended upon to act appropriately and cover all facts of assignment.
- _____ Seeks advice and feedback when appropriate.
- _____ Maintains confidentiality.

IV. ATTENDANCE

- _____ Arrives to work on time.
- _____ Has a good attendance record.

OVERALL PERFORMANCE RATING: _____

Evaluator's Name: _____ **Title:** **PRINCIPAL**

Evaluator's Signature: _____ **Date:** _____

TEACHER AIDE PERSONNEL: I have read this evaluation and understand I have the right to attach an addendum.

Teacher Aide Signature: _____ **Date:** _____

**PERIODIC PERFORMANCE REPORT FOR NON-TEACHING PERSONNEL
COMMENT SECTION**

SUPERVISOR'S COMMENTS:

EMPLOYEE'S COMMENTS:

Employee Signature: _____

Date: ___/___/___

Evaluator Signature: _____

Date: ___/___/___