

Policy #: 541

SCHOOL DISTRICT OF WEBSTER

Date Adopted: October 19, 1993

Date Revised: November 24, 2014

Policy Title: Support Staff Positions

I. Secretarial Clerical Staff

- a. General requirements for employment
 - i. Training - The employee shall have such training and skills as may be required to carry out successfully the requirements of the job. Completion of a four-year high school course shall be considered a minimum requirement. Specific qualifications shall be listed in regard to each job.
 - ii. Experience – Experience shall be a prerequisite for employment; unless in the opinion of the Administrator the position is deemed to require it, or unless specifically stated as a job requirement listed elsewhere.
 - iii. Duties
 1. The duties of the secretarial staff will vary in accordance with the responsibility carried by the Administrative Officer for whom the person works.
 2. They shall be familiar with all Board of Education policies, rules, regulations, and procedures in order to assist the District Administrator in his/her executive function of informing, enforcing and interpreting them to the employees.

II. Operation and Maintenance Employees

- a. The basic purpose of the operation and maintenance activities of the school shall be to provide physical conditions most conducive to carry out the educational program of the schools.
 - i. Operating employees shall keep all buildings and grounds in a clean and sanitary condition.
 - ii. Care of the lawn, shrubbery, and playground, including the daily pick-up of paper, trash, rubbish and debris.
 - iii. Operate the heating, ventilating, and mechanical equipment.
 - iv. See that the flag is flown each day school is in session.
 - v. Clean and just all parts of the building daily. Special areas, such as kindergartens, toilet rooms and drinking fountains, shall receive special attention as arranged by the Administrator and Head Custodian.
 - vi. Carry on such other activities as requested in order to create the best possible conditions for the education of the children.

III. Medical Examination

- a. Operation and maintenance staff shall be subject to the same medical requirements as professional workers. Food handlers however, shall have a complete physical examination and T.B. test every three years. This shall be done before work is started at the beginning of the school year.

Cross Reference:

Legal Reference: