

Oklahoma Union School

Staff Handbook

District Level

SUPERINTENDENT

## The superintendent of schools is the chief executive officer of the board of education and has charge of the administration of the schools under the board’s direction. He is a generalist whose responsibilities apply in all areas of operation. His paramount responsibility is to improve the educational opportunity for all students in the school district. He does this by obtaining the best personnel, both teaching and non-teaching, which can be attracted to the district and by seeing that in-service programs are carried on which will further improve the performance of the personnel and the program which is offered in the district. It is his responsibility to see that funds and facilities are provided so that the best program which can be offered is made available. A further responsibility is to work closely with the community in defining the needs of the schools and interpreting the program which is offered. In helping to accomplish the goals of the schools, he shall carry out specific duties such as the following:

1. Exercise general supervision of operation of all schools in the system.
2. Supervise administration of school policies.
3. Attend regular and special meetings of the board, and participate in deliberations without the privilege of presenting or seconding motions or voting.
4. Prepare, under the direction of the board, the agenda for board meetings.
5. Report regularly to the board as requested; budget, staff, pupil population, school plant, and other school problems so that board members may keep informed.
6. Recommend for board consideration new policies or revisions of previously adopted policies.
7. Assist the board in evaluating the effectiveness of general or specific areas of the school program.
8. Develop new and dynamic plans for the innovative operation of the school, giving special attention to instruction, budget, staff, pupil population, and physical plant.
9. Recommend to the board the election of professional staff members for original employment and for reelection.
10. Assign professional staff members to specific positions and reassign them as conditions warrant changes. Reassignment involving change in salary status shall be submitted to the board for approval.
11. Employ personally or by delegation support personnel such as secretarial and clerical personnel, custodial, and maintenance workers.
12. Direct the adjustment of personnel relationships and problems, referring to the board of education only those which would necessitate its decision.
13. Suspend, subject to board approval, any professional staff member whose personal conduct or ineffectiveness in his position makes continued employment contrary to the best interest of the school. Suspension should be invoked only in the extreme and acute cases or moral laxity, inefficiency, or unbecoming conduct.
14. Delegate the responsibility for giving supervision to the organization and operation of an in-service educational program for professional staff members and for support personnel where it is deemed advisable.
15. Supervise the preparation of the general budget for the operation of the school and present it to the board for approval in accordance with the statutes of the state.
16. Administer the budget in keeping with the statutes and board policy.
17. Recommend improvement and expansion in school plant facilities as needs become evident.
18. Inform the patrons and taxpayers of the school district accurately and continuously about the school program, interpreting the schools to the public and the public to the schools.
19. Coordinate all educational and business functions of the total school program.
20. Organize and assign administration, supervisory, and instructional staff members and other employees to provide the most effective and functional program of education that can be secured for the youth of the district.
21. Establish procedures for and supervise the development of programs and policies for adoption by the board as required by Oklahoma law.

# DUE PROCESS FOR ADMINISTRATORS

Whenever the board of education shall determine that the dismissal or non-reemployment of a full-time certified administrator from his/her administrative position within the school district should be effected, the administrator shall be entitled to the following due process procedures:

1. A statement shall be submitted to the administrator in writing prior to the dismissal or non-reemployment which states the proposed action, lists the reasons for effecting the action, and notifies the administrator of his/her right to a hearing before the board of education prior to the action.
2. A hearing before the board of education shall be granted upon the request of such administrator prior to the dismissal or non-reemployment. A request for a hearing shall be submitted to the board of education not later than ten (10) days after the administrator has been notified of the proposed action.

Failure of the administrator to request a hearing before the board of education within (10) days after receiving the written statement shall constitute a waiver of the right to a hearing. No decision of the board of education concerning the dismissal or non-reemployment of a full-time certified administrator shall be effective until the administrator has been afforded due process as specified in this policy. The decision of the board of education concerning the dismissal or non-reemployment, following the hearing, shall be final.

When the board is of the opinion that the immediate suspension of an administrator would be in the best interests of the children in the district, the board may suspend the administrator without notice or hearing, but shall initiate hearing procedures as prescribed above within 10 days after the suspension becomes effective. The suspension shall not deprive the administrator of any compensation or other benefits to which he or she is entitled under his or her contract or pursuant to law.

# SUPERINTENDENT’S STAFF

It is the responsibility of the superintendent to recommend to the board of education positions to be filled in special areas of school leadership. These positions may change from time to time according to the needs of the system. The superintendent will define the duties of those persons who fill the positions on his staff.

1. **Assistant Superintendent Duties**
2. To serve as a staff administrator in the central office consisting of the major responsibilities:
3. Federal programs
4. Testing and evaluation
5. General
6. **Curriculum - Director of Academics and Instruction**
7. Director of instruction
8. Plays a significant leadership role in developing an inservice program for the professional staff
9. Supervises the accountability program
10. Reports on the status of district instruction at the request of the superintendent
11. Serves as resource person to all principals and teachers in the district
12. Communicates to the superintendent and principals the requirements and needs of the district as perceived by the staff members
13. Coordinates teaching activities between schools to insure that proper sequence is maintained for the system.
14. **Federal and/or State Programs**
15. Studies all federal legislation, projects, and programs for the possibilities and opportunities they offer for educational grants, entitlements, and allocations offered relevant to the needs of the district.
16. Informs, interprets, and recommends to the superintendent the effects of current and impending federal legislation.
17. Responsible for writing all project proposals to be submitted to the State Department of Education or other designated agencies for approval in the manner required by law.
18. Supervises with such fiscal control and fund accounting that will insure proper use of federal funds paid to the district.
19. Submits a monthly statement to the superintendent of schools detailing the status of each fund program.
20. Compiles and maintains written records and reports on results of all federal projects, and disseminates said information.
21. Supervises all federal programs existing now and in the future which include, but are not limited to:

Title I Title VII

Title II Title IX

Title III NDEA & ESEA CETA and/or NYC

Title IV Part A & B JOM

NEED P.L. 874

RIF LEAA

1. Represents the district in meetings where boards or committees have been established for federal projects.
2. **Supplies, Equipment, and Facilities**
3. Maintains an up-to-date inventory of school property
4. Coordinates the use of school facilities by community groups
5. Consults with superintendent on new construction and assists in the supervision of such construction
6. Coordinates contracted agreements concerning repairs needed on instructional media equipment.
7. **Testing and Evaluation - District Test Coordinator**
8. Establishes procedures for referral and cooperative planning with other “service to children” agencies, both local and state
9. Coordinates district-wide research and testing for measuring the effectiveness of the educational program and student progress
10. Keeps informed as to the operation of the instructional program in all schools for the purpose of evaluation.
11. **General**
12. Ensures that all district personnel effectively utilize central staff capabilities, resources, and services.
13. Keeps informed on the latest research, trends, and developments in all areas of education.
14. Participates in appropriate local, state, and national professional meetings.
15. Supervises certain personnel as assigned by the superintendent.
16. Informs principals concerning any special occurrences in the school.
17. Teaches one day at each grade level, attempting to acquire insight on the programs and operations.
18. Assumes any other duties and responsibilities as directed by the superintendent
19. Length of Service

Eleven or Twelve calendar months.

PRINCIPALS

REPORT TO SUPERINTENDENT

**SUPERVISES SITE**

The principal shall supervise all personnel assigned to the school and his/her area of administration and supervision.

# FUNCTION

To serve as the instructional and administrative leader of an assigned school; to be responsible for the direction of the instructional program, operation of the school plant, and coordination of staff and pupil activities.

**MAJOR RESPONSIBILITIES & REQUIREMENTS**

**CURRICULUM AND INSTRUCTION**

* Responsible for leadership, supervisory and administrative skills so as to promote the educational development of each student in the school.
* Responsible to plan, organize and direct implementation of all school activities.
* Responsible for making the recommendations concerning the school’s administration and instruction.
* Responsible for preparing and supervising the preparation of reports, records, lists, and all other paperwork required or appropriated to the school’s administration.
* Responsible for budgeting school time to provide for the efficient conduct of school instruction and business.
* Responsible for leading in the development, determination of appropriate and monitoring of the instructional program.
* Responsible for supervising the guidance program to enhance individual student education and development.
* Responsible for responding to written and oral requests for information.
* Responsible for supervision of all activities, special events and programs that are outgrowths of the school’s curriculum and extracurricular programs.
* Responsible for supervising the maintenance of all required building records and reports.
* Responsible for supervising the daily use of the school facilities for both academic and non-academic purposes.
* Responsible for all official school correspondence and news releases.
* Responsible for supervising the school’s special services program including 504 responsibilities.

**STAFF AND PERSONNEL**

* Responsible for supervising all professional, paraprofessional, administrative, and non-professional personnel assigned to the school.
* Responsible for assisting in recruiting, screening, hiring, training, assigning, and evaluating of the schools professional and support staff.
* Responsible to orient newly assigned staff members and assist in their development as appropriate.
* Responsible to evaluate and counsel all staff members regarding their individual and group performance. Written documentation of all conference, classroom/home visitations, complaints, etc., shall be kept in secured area.
* Responsible to conduct regular staff meetings to keep members informed of policy changes, new programs, and the like.
* Responsible to provide leadership in the inservice orientation and training of teachers, with special responsibility for staff administrative procedures and instruction.
* Responsible to recommend, according to established procedures, the removal or dismissal of certified or uncertified staff member whose work is unsatisfactory.
* Responsible to serve as an ex-officio member of all committees and councils within the school.
* Responsible for the implementation and observance of all board policies and regulations by certified and non certified staff
* Responsible for any additional duties assigned by the Superintendent.

**STUDENTS AND COMMUNITY**

* Responsible for implementation and observance of all board policies and regulations that promote staff and student safety.
* Responsible to maintain active relationships with staff, students and parents, informing them of school goals, policies, procedures, and activities as related..
* Responsible to supervise the maintenance of accurate records on the academic progress and attendance of students.
* Responsible for the attendance, conduct and maintenance of health of students.
* Responsible to plan and supervise fire drills, safety and emergency preparedness programs.
* Responsible for developing, communicating, and maintaining student recognition programs.

**DEAN OF STUDENTS**

# FUNCTION

To serve as one of the administrative leaders of an assigned school; to assist building principal with the direction of the instructional program, operation of the school plant, and coordination of staff and pupil activities.

**STUDENTS AND COMMUNITY**

* Responsible for implementation and observance of all board policies and regulations that promote student and staff safety.
* Responsible to maintain active relationships with staff, students and parents, informing them of school goals, policies, procedures, and activities as related.
* Responsible to supervise the maintenance of accurate records concerning discipline issues and attendance of students.
* Responsible for the attendance, conduct and maintenance of health of students.
* Responsible to assist with planning and supervising fire drills, intruder drills, and safety and emergency preparedness programs for staff, community, and students.
* Responsible for assisting in developing, communicating, and maintaining student recognition programs.
* Responsible for any additional duties assigned by the Superintendent or building principal.

Teachers Standards of Performance and Conduct

The following standards of conduct for teachers are adopted pursuant to HB 1017, 70 O>S> Supp. 1990  6-101, 21 & 22.

 Teachers are charged with the education of the youth of this State. In order to perform effectively, teachers must demonstrate a belief in the worth and dignity of each human being, recognizing the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of democratic principles.

 In recognition of the magnitude of the responsibility inherent in the teaching process and by virtue of the desire for the respect and confidence of their colleagues, students, parents, and the community, teachers are to be guided in their conduct by their commitment to their students and their profession.

# PRINCIPLE I

# COMMITMENT TO THE STUDENTS

The teacher must strive to help each student realize his/her potential as a worthy and effective member of society. The teacher must work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

 In fulfillment of his/ her obligation to the student, the instructor:

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning.
2. Shall not unreasonably deny the student access to varying points of view.
3. Shall not deliberately suppress or distort subject matter relevant to the student’s progress.
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
5. Shall not intentionally expose the student to embarrassment or disparagement.
6. Shall not discriminate on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation, unfairly,
	1. Exclude any student from participation in any program
	2. Deny benefits to any student
	3. Grant any advantage to any student
7. Shall not use professional relationships with students for private advantage.
8. Shall not disclose information about students obtained in the course of professional service, unless disclosure serves a compelling professional purpose and is permitted by law or is required by law.

## Oklahoma Minimum Criteria for Effective Teaching Performance

## H.B. 1466, 1985, Title 70 O.S. Supp. 1985  6-102.2

## Practice

## Teacher Management Indicators

## Preparation

The teacher plans for delivery of the lesson relative to short-term

and long-term objectives.

* + 1. Routine

The teacher uses minimum class time for non-instructional routines thus maximizing time on task.

* + 1. Discipline

The teacher clearly defines expected behavior (encourages positive behavior and controls negative behavior).

* + 1. Learning Environment

The teacher establishes rapport with students and provides a pleasant, safe, and orderly climate conductive to learning.

* 1. Teacher Instructional Indicators
		1. Establishes Objectives

The teacher communicates the instructional objectives to students.

* + 1. Stresses Sequences

The teacher shows how the present topic is related to those topics that have been taught or that will be taught.

* + 1. Relates Objectives

The teacher relates subject topics to existing student experiences.

* + 1. Involves All Learners

The teacher uses signaled responses, questioning techniques, and/or guided practices to involve all students.

* + 1. Explains Content

The teacher teaches the objectives through a variety of methods.

* + 1. Explains Directions

The teacher gives directions that are clearly stated and related to the learning objectives.

* + 1. Models

The teacher demonstrates the desired skills.

* + 1. Monitors

The teacher checks to determine if students are progressing satisfactorily toward stated objectives.

* + 1. Adjusts Based on Monitoring

The teacher changes instruction based on the results of monitoring.

* + 1. Guides Practice

The teacher requires all students to practice newly learned skills while under, the direct supervision of the teacher.

* + 1. Provides For Independent Practice

The teacher requires students to practice newly learned skills without the direct supervision of the teacher.

* + 1. Establishes Closure

The teacher summarizes and fits into context what has been taught.

1. **Products**
	1. Teacher Product Indicators
		1. Lesson Plans

The teacher writes daily lesson plans designed to achieve the identified objectives.

* + 1. Student Files

The teacher inputs data to maintain record of student progress.

* + 1. Grading Patterns

The teacher utilizes grading patterns that are fairly administered and based on identified criteria.

* 1. Student Achievement Indicators

Students demonstrate mastery of the stated objectives through projects, daily assignments, performance, and test scores.

Attorney General Opinion No. 86-146, January 9, 1987: It is, therefore, the official opinion of the Attorney General that all evaluation policies adopted by Oklahoma school districts be based upon minimum criteria developed by the State Board of Education; that in those school districts with previously existing professional negotiation agreements, the negotiated provisions must comply with the State Board of Education minimum criteria; that the provisions of the evaluation procedure are mandatory topics of professional negotiations; and that the criteria negotiated and adopted may exceed the minimum criteria promulgated by the State Board of Education pursuant to 70 O.S. Supp. 1886,  6-102.2(1).

**PRINCIPLE II**

**COMMITMENT TO THE PROFESSION**

 The public with a trust and responsibility requiring the highest ideals of professional service vests the teaching profession. In order to assure that the quality of the services of the teaching profession meets the expectations of the state and its citizens, the teacher shall exert every effort to raise professional standards, fulfill professional responsibilities with honor and integrity, promote a climate that encourages the exercise of professional judgment, achieve conditions which attract persons worthy of the trust to careers in education, and assist in preventing the practice of the profession by unqualified persons.

 In fulfillment of the obligation to the profession, the educator:

1. Shall not in an application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications.
2. Shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute.
3. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.
4. Shall not assist an unqualified person in the unauthorized practice of the profession.
5. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
6. Shall not knowingly make a false or malicious statement about a colleague.
7. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or actions.

**PERFORMANCE RESPONSIBILITIES**

1. Plan and implement effective lessons, using time, material and resources effectively.
2. Motivate students through effective communication and evaluative feedback.
3. Display a thorough knowledge of curriculum and subject matter.
4. Demonstrate awareness of needs of students and provide for individual differences.
5. Set high expectations for student achievement and behavior.
6. Demonstrate effective interpersonal relationships with other.
7. Establish and maintain a positive climate for learning through appropriate classroom management.
8. Maintain current curriculum and instructional practices.
9. Coordinate and supervise field trips.
10. Assist with the activities of student organizations.
11. Attend and assist when necessary with school events. (ie: musical programs, athletics, student recognition ceremonies, graduation, open house…)
12. See that district policies are observed during all activities.
13. Obtain advance approval of the Principal for all activities and expenditures.
14. Adhere to all district health and safety policies.
15. Other duties as assigned by the Principal, or other Administrative Staff.

COUNSELORS

Counselors employed by the school district shall be responsible to the building principal of the building they serve. Counselors will hold a certificate in guidance counseling recognized by the state board of education.

Counselors are to make information pertaining to scholarships, assistance programs, and schools of higher learning to help students continue their education beyond high school.

The school guidance program assists students in becoming responsible adults. Career plans are developed, reviewed, and updated periodically in accordance with students’ post graduation educational and occupational goals. Continuous attention is given to assisting students to develop competence in decision-making, career planning, working with others and taking responsibility for their own behavior.

**ESSENTIAL JOB FUNCTIONS:**

1. Implement the guidance curriculum.
2. Guide and counsel groups of individual students through the development of educational and career plans.
3. Counsel small groups and individual students as needed.
4. Consult with teachers, staff and parents regarding the developmental need of students.
5. Refer students with severe problems to appropriate community resources in consultation with their parents.
6. Be a part of the Special Ed team by attending team meeting and doing the IQ testing.
7. School test coordinator for End of Instruction test.
8. Supporting the overall district’s educational program through general consultation activities and committee work.
9. Assist with the placement of students in appropriate career and educational settings.
10. Guide students with college admittance and scholarships.

**OTHER JOB FUNCTIONS**

1. Attend all meetings and training sessions as directed.
2. Assist administrators with the distribution and interpretation of standardized tests scores for students and parents.
3. Facilitate informational evening sessions for parents regarding financial aid, Advanced Placement coursework, and college night.
4. Attend IEP and 504 Meetings according to caseload.
5. Duties as assigned by the building principal.

ATHLETIC DIRECTOR

The director of athletics shall have responsibility for general supervision and coordination of the competitive sports program of the middle and senior high schools of Oklahoma Union. It is to this director that the coaches shall look for guidance, direction, and assistance in the improvement and effective operation of the athletic program. He shall support the policies of the Oklahoma Union Public Schools particularly as they relate to the threefold platform of **(1) participation of large numbers of pupils,** **(2) development of superior standards of sportsmanship, competitive spirit, and moral character, and (3)** **recognition of the principal that an acceptable standard of class work and general school behavior is a prerequisite to representation of the school on interscholastic teams.** The director of athletics shall be responsible to the superintendent and discharge the following responsibilities:

1. Supervise the competitive athletic program of secondary schools of the Oklahoma Union Public Schools. Specifically see that the goals of the program are being met.
2. Recommend for employment prospective staff members insofar as their athletic coaching responsibilities are concerned, recognizing that since classroom teaching will be the primary part of the coaches’ job, the selection of the staff members is a joint responsibility of the director of athletics and those responsible for staffing classroom positions.
3. Schedule the training periods for all sports.
4. Supervise the scheduling of the interscholastic contests with the middle and high school principals.
5. Recognize the autonomy of the principals with respect to the direction of activities and schedules for pupils in their schools.
6. Work with principals and other staff members to develop among pupils, school employees, and the public an interest and appreciation for competitive sports.
7. Cooperate with and being responsible to the superintendent in directing the business affairs of the athletic program including the preparation and administration of the budget.
8. Arrange for transportation of athletic teams.
9. Make periodic reports as requested on the operation of athletics.
10. Work with the coaches and high school principal in developing schedules for opposing teams.
11. For approval of the superintendent of schools, develop and interpret policies pertinent to the operation of the athletic program and in keeping with the philosophy of the school.
12. Work with other administrators of the school to make the athletic program function as an effective part of the program by developing strong physical bodies, superior moral standards, and sound ethical character on the part of boys and girls.
13. Responsible for determining the athletic eligibility of all student athletes.
14. Voting delegate to the OSSAA and contact for all OSSAA questions regarding athletic programs.
15. Perform such other duties as may be requested by the superintendent.

SPECIAL EDUCATION DIRECTOR

1. Develop and administer IDEA and Discretionary Grant Programs.
2. Recommend personnel needs, program needs and in-service for special education and extended studies program.
3. Maintain and assure confidentiality of student records.
4. Serve as a resource person on current special education legislation, regulations, programming, curriculum, and materials.
5. Administer CSPD program in the district.
6. Supervise special education personnel and provide assistance in IEP and program development.
7. Assist principals in evaluation of special education personnel and programs.
8. Conduct annual Child Count and Search and Find activities.
9. Function as a prescriptive teacher and serve on eligibility and placement teams.
10. Monitor special education programs to ensure that procedural safeguards are followed.
11. Administer homebound instructions program.

DIRECTOR OF TRANSPORTATION AND MAINTENANCE

The director of transportation and maintenance is directly responsible to the superintendent. The major functions of the director of transportation and maintenance are as follows:

1. Supervise all custodians and maintenance workers in providing a physical environment conducive to the best possible operation of the educational program.
2. Assume responsibility for the economical and efficient use of custodial and maintenance supplies and equipment.
3. Cooperate with the superintendent and other staff members in selecting custodial and maintenance supplies and equipment and in testing various supplies and equipment with a view to improving efficiency.
4. Cooperate with staff members in providing physical conditions which insure maximum safety.
5. Recommend supplies required for the maintenance and operation of buildings and grounds.
6. Be responsible for the recruitment of custodians, maintenance and transportation personnel, and to recommend the best candidates for the various positions to the superintendent.
7. Plan, coordinate, and supervise transportation services including bus routes and bus eligibility boundaries.
8. Serve as the district energy officer.

 FOOD SERVICE MANAGER - OKU EMPLOYEE

The food service manager reports directly to the superintendent. Major functions of the food service manager are as follows:

1. Responsible for overall operation of the cafeteria.
2. Supervises/monitors meal counts in all schools.
3. Responsible for preparing and submitting all child nutrition reports to appropriate agencies.

**FOOD SERVICE MANAGEMENT COMPANY - Contracted**

1. Maintains inventories: (a) canned and paper goods, (b) freezer and cooler items, and (c) commodities.
2. Responsible for the recruitment of cafeteria personnel, and to recommend the best candidates for the various positions to the principal of the school concerned and the assistant superintendent.
3. Responsible for long and short term menu planning in order to best determine the amount of food items to be ordered as well as the cost of preparing the menu.
4. Responsible for ordering all food and paper items needed to maintain a well supplied and working cafeteria and kitchen.

SCHOOL BUS DRIVER

 The bus driver performs skilled duties involved in the operation of motor vehicles. The bus driver is responsible for the safety and conduct of the children who are passengers. While performing the duties of this job, the bus driver is regularly required to sit; use hands to finger, handle, or feel; and communicate. The bus driver is occasionally required to stand, walk, and climb or balance. The bus driver must occasionally lift and/or move up to 120 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

DUTIES INCLUDED:

1. Operate a school bus on the regular schedule and/or on special occasions.
2. Check the operating condition of the bus before starting on a trip. (Pre-trip inspection)
3. Report any operational defects to immediate supervisor or designee.
4. Inform children about school bus safety practices.
5. Maintain orderly conduct of children on the bus.
6. Keep bus exterior washed and interior clean and neat.
7. Operate a SUV or other vehicle(s).
8. Perform minor maintenance tasks on the vehicle(s),
9. Maintain records of mileage, routes, times and incidents.
10. Maintain maps of routes, pick-up/drop-off points, passenger lists with emergency names and phone numbers, and seating chart.
11. Perform Emergency Evacuation drills during the first 2 weeks of each semester.
12. Attend in-service days and OKU Open House, as well as monthly meetings scheduled by the transportation director.
13. Obtain yearly physical administered by licensed physician.

ADMINISTRATIVE ASSISTANTS

The building secretary performs duties assigned by the building administrator and is responsible to the building administrator in the daily operation and administration of the school. Their duties include:

1. Serve as the administrative assistant to the building principal.
2. Maintain and secure all student information grades, attendance and discipline records.
3. Complete all requisitions and purchase orders and distribute items to teachers.
4. Serve as the building receptionist.
5. Maintain confidential information about students and staff.
6. Process and distribute incoming mail and deliveries.
7. Provide clerical skills to the building principal.
8. Prepare and distribute daily class work sheets as needed.
9. Create/order items to be distributed to student/staff for special recognition assemblies.
10. Maintain substitute instructor list to provide building administrator for securing needed substitute instructors.
11. Maintain building staff absence reports and submit to building administration/superintendent.
12. Maintain equipment inventory and fixed lists for building.
13. Maintain textbook inventory and assist classroom instructors with needed supply orders.
14. Assist students with minor medical needs in absence of school health personnel.
15. Organize and prepare information and materials needed for student enrollment.
16. Other duties as assigned by the building principal.

TRANSPORTATION TECHNICIAN (Mechanic)

The transportation technician reports to the superintendent and is responsible for maintaining a safe mechanical operating fleet of district vehicles. Duties include:

1. Assist in keeping district vehicles, buses and maintenance equipment in a state of operating excellence. Buses will meet DOT requirements at all times.
2. Perform all activities related to the Transportation Division.
3. Inspections, diagnose, maintain and repair mechanical defects on OKU vehicles, buses and equipment.
4. Identifies the need for appropriate parts
5. Assist in preventive maintenance and willing to work after hours on bus breakdowns.
6. Maintains proper records of time, materials, parts used for each repair, and invoices.
7. Maintain a record of invoices of inventories of parts and supplies and submits to the encumbrance clerk for payment.
8. Maintain tools and testing equipment needed to perform duties.
9. Keep inside/outside shop clean of safety hazards and clutter.
10. Comply with federal, state and district policies and procedures.
11. Cooperate with other school district personnel to provide transportation needs.
12. Practice safety and use safety equipment.
13. Assist in driving routes when needed.

CUSTODIAN

The building custodian is responsible for the cleanliness and hygiene of the building. They are under the direct supervision of the maintenance supervisor/building principal. Building custodian is required to have the ability to perform physical activities including bending, reaching, lifting, and standing on a daily basis. Their responsibilities and duties include:

1. Perform major cleaning tasks such as vacuuming (using a 20 lb. vacuum daily for 3-4 hours), wet-mopping, sweeping, dusting, emptying trash (lifting waste paper and debris – maximum of 50 lbs.) and disinfecting drinking fountains.
2. Clean and disinfect restrooms, including floors and all fixtures (i.e.: urinals, toilets, sinks, mirrors, partitions, and counters). Ensure restrooms are hygienic.
3. Clean and wash windows, doors and sills daily.
4. Perform ongoing tasks such as replacing light bulbs (may require climbing ladders up to a height of 16 feet) and filling all dispensers as needed.
5. Set up facilities for student or public use which may include lifting and moving boxes, furniture and tables. (maximum of 50lbs)
6. Make minor building repairs and promptly report major repairs needed to the maintenance supervisor.
7. Maintain building security by ensuring that all doors and windows are appropriately locked.
8. Assist in major clean-up in summer, such as washing desks and chairs, washing down walls, stripping and waxing floors, as well as any other special duties assigned.
9. Maintain a school site free of rubbish and weeds. In the winter shovel snow from steps and sidewalks and apply ice melt when appropriate.
10. Must have the ability to write legibly and complete requested paperwork on time.
11. Must maintain a positive demeanor, and use appropriate language, and maintain a professional relationship with students, faculty, administration and community patrons.
12. Attend meetings as scheduled by supervisors and District administrators.
13. Perform other duties assigned by maintenance supervisor.

PARAPROFESSIONAL

 Paraprofessionals are appointed by the board of education to provide instructional services to students under the general supervision of licensed or certified teachers. Paraprofessionals serve to enhance the instructional program available in the schools. They are employed to provide better learning opportunities for students in situations where large class sizes or a special need exists. This paraprofessional aids the teacher in providing instruction and also performs duties which free the teacher to work with those students needing more help. Many of the duties performed by the assistant are similar to those performed by the teacher. The paraprofessional works under the direction of the teacher, and only the teacher may diagnose and prescribe for the learning needs of the students. All plans for a lesson originate through the classroom teacher. Classroom discipline shall be left to the certified teacher or building principal. Paraprofessionals must possess the required level of requisite skills as prescribed in the appropriate State Department of Education regulation.

THEIR DUTIES INCLUDE:

1. Task assigned by their supervising teacher or principal.
2. Work with individual pupils or groups of pupils on special instructional projects.
3. Provide the teacher with information about pupils that will assist the teacher in the development of appropriate learning experience.
4. Assisting pupils in the use of available instructional resources and assist in the development of instructional materials.
5. Tutor individuals or small groups.
6. Escort class to other instructional areas.
7. Operate instructional equipment for the classroom.
8. Assist students with mobility needs. (May involve lifting, toileting, etc.)
9. Assist with appropriate behavioral intervention techniques as directed by the supervising teacher.
10. Maintain a high level of confidentiality regarding students and family’s academic and social needs.
11. Assist the teacher in planning for daily lessons and activities.
12. Help with administration of tests relating to class curriculum.
13. Participate in required professional development to keep certification current.

LIBRARY MEDIA SPECIALIST

They will work with the building administrator in developing a library resource center that provides needed educational resources. Identifies technology needs, professional development needs related to technology, helps train staff in use of technology and maintains an organized and clean library. He or she reports to the building administrator. Duties and responsibilities include:

1. Maintain an atmosphere which encourages student and staff library media center usage.
2. Prepares and submits an annual budget for the library media center.
3. Maintain accurate records of library media center reports such as: Expenditure reports, requisitions/purchase orders, Instructional Management System (IMS), circulation reports, technical work orders, etc.
4. Inform staff of new professional resources that enhance teaching and learning.
5. Collaborate with teachers to integrate information literacy into their curriculum.
6. Provides staff assistance in designing activities that help students learn to identify, analyze, and synthesize information by using a variety of materials & formats.
7. Participates in instructional planning by collaborating with classroom teachers to design, implement & evaluate resource-based teaching units.
8. Provide information literacy skills instruction.
9. Assist students and staff in the use and production of supplementary teaching/learning materials.

OTHER JOB FUNCTIONS

1. Promotes the District adopted policies and regulations dealing with access, confidentiality, copyright and selection.
2. Assist in the selection, training, scheduling, supervising, and evaluating of building media support personnel as well as student assistants and volunteers.
3. Works with administration to formulate long and short range goals (including a 5-year plan) and propose implementation & evaluation.
4. Adhere to the district guidelines and procedures of cataloging and classifying all resources.
5. Establish a plan for acquisition, maintenance and replacement of hardware and software.
6. Coordinate resources and activities with network area libraries.
7. Serve on building and district-wide curriculum and technology committees.
8. Attend faculty meetings and other appropriate staff and department meetings.
9. Perform all duties assigned by building administration.

**CRIMINAL BACKGROUND SEARCH**

Oklahoma Union will perform a Criminal History Record Search on all potential employees. The criminal history record search will be conducted through the Oklahoma

State Department of Education School Personnel Records Section, and will be completed before the first day of employment or within sixty days of employing the individual as an employee of Oklahoma Union Public Schools.

EMPLOYEE CONDUCT AND WORKPLACE RULES

To ensure orderly operations and provide the best possible work environment, OKU School Board expects employees to follow rules of conduct that will protect the interest and safety of all employees, students, and the school district.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. Following are examples of infractions of rules of conduct that may result in a corrective plan of action, up to and including termination of employment.

1. The theft or inappropriate removal or possession of school property.
2. Falsification of timekeeping records.
3. Possession or under the influence of alcohol or illegal drugs while on school grounds.
4. Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, while operating employer-owned vehicles or equipment, or on school district property.
5. Fighting or threatening violence against students or staff in the workplace.
6. Negligence or improper conduct leading to damage of employer-owned property.
7. Insubordination or other disrespectful conduct.
8. Violation of safety or health rules.
9. Using or allowing the use of tobacco in or on school property.
10. Sexual or other unlawful or unwelcome harassment.
11. Possession of dangerous or unauthorized material, such as explosives or firearms, in the workplace.
12. Excessive absenteeism or any absence without proper notice.
13. Unauthorized absence from work station during the workday.
14. Unauthorized use of telephones, mail system, or other employer-owned equipment.
15. Unauthorized disclosure of confidential information.
16. Violation of personnel policies.
17. Unsatisfactory performance or conduct.

**STAFF DEVELOPMENT**

All certified and licensed teachers and administrators shall accrue staff development points in accordance with state law and local staff development procedures. The Oklahoma Union Staff Development Committee shall develop and maintain a staff development plan for this purpose. Teachers must acquire 15 staff development points per year and/or 75 points in 5 years. Failure of any teacher to meet local requirements may be grounds for nonrenewal of such teacher’s contract. Such failure may also be grounds for no consideration of salary increments affecting said teacher. (HB 1706, 1980)

**ATTENDANCE AT PROFESSIONAL MEETINGS**

Teachers who are expected to attend professional meetings because of offices held in their professional organizational unit shall be released from teaching assignments for up to three (3) school days per year with no loss of pay (Board approval must be sought for additional days). Any costs for substitute teachers must be paid by the particular unit represented and not the school district.

**ATTENDANCE AT SCHEDULED MEETINGS**

Every effort is made to keep the number of meetings that teachers must attend to a minimum consistent with effective school operation. Teachers will attend meetings which are scheduled, however, if it is necessary to be absent from a meeting, to arrive late or leave early this information should be given to the principal prior to the meeting. This is necessary so he or she can relay it to the person conducting the meeting.

**BUILDING FACULTY MEETINGS**

Principals should evaluate their faculty meetings very carefully and schedule those that are essential and profitable. A principal should feel free, however, to schedule as many as are necessary for the successful operation of the school program. Meetings or an in-service are encouraged.

**ASSIGNMENT**

As a rule, assignment of a teacher as to position and school is made by the superintendent. In general, after an employee’s assignment to a school, the principal makes definite classroom or other specific assignments. Reassignment of any employee may be made when in the judgment of the superintendent; such transfer is for the good of the school. However, a teacher may make a written application to the superintendent for transfer within the system. Teachers who feel they are qualified may apply for positions of principals, supervisors, or other administrators. In all cases, the best interests of the schools must take precedence over the preference of the employee.

**VACANCIES**

A. Definitions - A vacancy of a certified position shall exist whenever an employee resigns or vacates a certified position. A vacancy shall also exist whenever a new position is created by the Superintendent or Board.

B. Posting during the school year – Vacancies in certified positions shall be posted at the central administrative office for a minimum of five (5) teacher contractual work days before they are filled. Vacancies which arise during the twenty-one (21) calendar days prior to the first teacher work day of a new school year shall be posted only until filled.

C. Posting of known and anticipated vacancies for succeeding school year – The administration shall post a list of known and anticipated vacancies for the ensuing school year at the central administrative office no later than May 15th of each year.

D. Notice to interested teachers of vacancies arising during summer break – Teachers interested in vacancies which may arise in specific positions between school years may notify the superintendent in writing of their interest in the specific position(s) by May 15th. Should a vacancy arise in a position for which a teacher has expressed an interest in writing, the administration shall make a reasonable effort to contact the teacher by the telephone number(s) and/or address provided by the teacher.

E. Consideration of current employees who apply before outside applicants are considered – Teachers currently employed by the district who apply for vacancies shall be considered for the positions before outside applicants are considered.

**Fair Employment Evaluation and Dismissal-Certified Personnel**

**1. Background and Purpose:** The ultimate objective of employment policy is to provide for the establishment and maintenance of an employment environment and professional staff conducive to excellence in educational offering.

Fair employment is the establishment of and adherence to ethical practices relating to the employment or reemployment, evaluation and dismissal of teachers. Such practices are in the highest interest of the employer and the teacher.

The essence of ethical employment practices may be realized only by cooperative effort and recognition on the part of both employer and teacher of their respective responsibilities to the district and to each other.

The procedures outlined herein are predicted upon recognition that all teachers are entitled to opportunity, security, fair evaluation, and consideration in matters dealing with their employment. The Board of Education, as employer, is entitled to determine the personnel requirements of the district and to fill these requirements consistent with policy and the best interest of the district.

While employment practices are intended to provide stability, security, and democratic processes, they are not for the protection of those who are unqualified, disloyal, unethical, or for other just and good reasons, unfit for employment. The right to security of employment is for the deserving. However, all teachers are entitled to equal, fair, and impartial consideration in accordance with established orderly procedures. It is the purpose of this policy to establish those procedures.

**2. Employment:** Any person who is professionally qualified and certificated by the State Department of Education may make an application for employment by the Board of Education, Independent District No. I-3. Submission or acceptance of application does not imply or entail any obligation on the part of the Board of Education for employment of the applicant.

Application will be made to the superintendent who will determine the adequacy of the application. Evaluation of applicants will be accomplished under the direction of the superintendent. Recommendation for employment will be made by the superintendent and will be effective upon ratification of the Board.

Teachers are considered to be employees “of the district” and not “of any particular school site.” Site assignment will be made by the superintendent after consultation with the principal and the teacher. Teachers will be under the direct supervision of and responsible to the principal. Teachers in grades k4-5 will be under the supervision of the elementary principal; grades 6-8 under the middle school principal; grades 9-12 under the high school principal. Approved personnel policy pertaining to dismissal or failure to reemploy will be affected only after evaluation as prescribed herein, except as provided by state law.

**SCHOOL CALENDAR**

 Before adoption of the school calendar for the succeeding school year by the Board, the Superintendent will provide a draft(s) of a possible school calendar(s) to the building principals who will solicit input from teachers on the possible calendar(s) and communicate that input to the superintendent.

**CERTIFIED STAFF WORK YEAR AND WORK DAY**

 The contractual work year of certified staff employed on ten (10) month contracts shall not exceed one hundred eighty (180) days considered school days by the State Board of Education. Certified staff who are required to work more than one hundred eighty (180) days shall be compensated at the rate of one one hundred eightieth (1/180th) of their annual compensation for each required additional day or part day worked. Teachers who are requested to work additional days and work such additional requested days may be compensated pursuant to negotiations between the OUCTA and the Board of Education.

 The contractual work day for certified staff shall not exceed eight hours except in emergencies and when the following are scheduled and held: parent-teacher conferences, evening school, open house, school carnival, assigned athletic gate duty, staff development, and individual educational plan (IEP) meetings.

**SUPPORT STAFF WORK DAY**

 The contractual work day for support staff shall not exceed eight hours except in emergencies. Support employees working over 40 hours per week will be paid time and half for hours worked over 40 hours per week or be provided appropriate compensatory time. **Overtime hours must be pre approved by the employee's supervisor.**

**TEACHER RIGHTS**

 Teachers shall be permitted to have a representative of their choosing at any meeting with an administrator(s), Board of Education, or agent(s) thereof which could adversely affect their employment.

 Rights provided to the teacher herein shall be in addition to those provided to certified staff elsewhere.

 Complaints against teacher shall be handled in accordance with the following:

1. A person with a complaint against a teacher shall normally be directed to meet with teacher first in an effort to resolve the complaint. If the complaint is not resolved as the result of the complainant meeting with teacher, the complainant may take his/her complaint to the following, in this order: teacher’s principal or coaches’ athletic director, the superintendent, and the Board of Education.

2. Complaints against a teacher brought to the attention of the administration shall be thoroughly and fairly investigated to determine whether there is merit to the complaint.

3. A teacher against whom a complaint is made shall be provided an opportunity to respond to the complaint before the administration decides to take disciplinary action, if any, against the teacher arising from the complaint.

4. If disciplinary action is taken against a teacher due to a complaint made against that teacher, the teacher shall be permitted to write a statement in response to the disciplinary action. If the disciplinary action consisted of or included a written document being given to the teacher and the teacher writes a statement in response to the disciplinary action, the teacher’s written response shall be attached to the original copy of the disciplinary action.

5. A complaint not previously brought to the attention of a teacher shall not form the basis or partial basis for a future disciplinary action against a teacher arising from subsequent matter.

6. The administration will not keep a record of unsubstantiated complaints made against teachers.

When disciplinary action against a teacher is being considered or to be taken, it shall be in accordance with the following:

 1. Disciplinary action shall not be taken against a teacher without just cause.

2. When disciplinary action is to be taken against a teacher, it shall normally be in accordance with the following progression: oral warning/reprimand, written warning/reprimand without plan for improvement, and written warning/reprimand with plan for improvement, dismissal or non reemployment. Disciplinary action for more serious matters may be taken without following some or all of the preceding steps.

3. Whenever a teacher is required to attend an investigatory or disciplinary meeting or conference the teacher shall be given prior notice and an explanation of the purpose of the meeting or conference. The teacher shall be permitted to be accompanied to such a meeting or conference with a person of his/her choosing.

4. Prior to taking any disciplinary action or recommending any adverse employment action be taken against a teacher, the administration shall conduct a full, fair, and thorough investigation which shall include an opportunity for the teacher to respond to any allegations against the teacher before the administration decides to take or recommend disciplinary or adverse employment action against the teacher.

5. A teacher against whom disciplinary action is taken shall be permitted to make a written response to any documents reflecting the disciplinary action taken and such responses shall be attached to the original copies of the documents.

**The Board shall maintain teacher personnel files in accordance with the following:**

1. There shall be one official file maintained by the district central administrative office. An unofficial working file may be maintained by each building principal for the teachers he/she supervises.

2. Teachers shall be permitted to inspect the contents of their official district personnel file at reasonable times. Confidential documents relating to the teacher’s hiring by the district shall not be made available for inspection by the teacher. A teacher may be accompanied by a person of his/her choosing during the inspection of the contents of his/her personnel file.

3. Teachers shall be provided, upon request and at no cost to the teacher, a copy of nonconfidential documents in their central administrative office personnel files.

4. Documents other than routine records and forms may be placed in a teacher’s central administrative office personnel file only after the teacher has been provided a copy of the document.

5. Teachers may respond in writing to documents in their central administrative office personnel files and such responses shall be attached to the copies of the documents in the files.

6. Teachers may request that documents be removed from their central administrative office personnel files. If the Superintendent approves the request, the documents will be removed from the file and given to the teacher. No copies of those documents will be retained by the district.

**ASSOCIATION RIGHTS**

The district will provide the Association with copies of documents at no cost to the Association upon reasonable request by the Association.

The Association shall be permitted reasonable use of school facilities at no cost to the Association when such facilities have not been scheduled for other use.

The Association may put up a bulletin board at each teacher worksite in a location approved by the building principal for the posting of materials exclusively by the Association.

The Association may use the district e-mail and teacher mailboxes for communicating with teachers.

The Association officers or Building Representatives may have announcements made over school PA systems concerning Association activities.

The Association President or designee shall be provided up to three (3) noncumulative leave days annually for the purpose of conducting Association business or participating in Association-related meetings, conferences, etc.

**EMPLOYEE EVALUATION**

 The evaluation system is used to inform instruction, create professional development opportunities, and promote the continuous improvement of the practice and art of teaching and leading. Evaluation of employees shall be based on objective observation of the work performance and shall be conducted openly and with full knowledge of the employee. Indicators/elements not viewed during a classroom observation can be supported by uploading materials used in class for the evaluator to view. All observations (career or probationary educator) will be followed by a feedback conference. All observations or evaluations shall be performed only by properly certified persons, authorized to rate or evaluate by the school code of Oklahoma.

 Employees shall be provided a copy of the evaluation instrument(s) to be used prior to any formal observation. Career-status educators will be observed twice a year; once in the fall and once in the spring. Probationary educators will be observed once during the first nine weeks, once during the second nine weeks and again in the third nine weeks. The final evaluation with actionable feedback will be held in the fourth nine weeks. Employees shall be given any class visit or evaluation report prepared by the evaluator. The observation post-conference shall be conducted within five instructional days of the classroom observation. The observation conference may be conducted in-person or virtually, but may not be conducted via email. There shall be at least ten instructional days between an observation conference and the next classroom observation. The employee shall have the right to submit a written response to the evaluation which shall be attached to the file copy.

 Any evaluation which is less than effective must be accompanied by written specific recommendations for improvement with a commitment for direct assistance in implementing such recommendations.

 No report shall be submitted to the central office, placed in the employee’s file or otherwise acted upon without prior conference with the employee.

**TEACHERS FEEDBACK TO PRINCIPALS**

 Teachers shall have the opportunity to provide feedback to principals during the school year. The purpose is to provide teachers an opportunity to offer ideas to improve education, safety, and facility use of Oklahoma Union schools. This opportunity is not meant to be a negative tool in any way. Teachers who choose to over feedback to their principals should do so in the spirit of professionalism.

**INVOLUNTARY TRANSFER**

 No employee shall be transferred from one grade, and/or subject to another without prior conference and reasons for the transfer for the youth of this community and such change in assignment would be applicable to all laws, rules, and regulations governing certification of teaching assignments.

**PREPARATION PERIOD**

 A minimum of two hundred (200) minutes of scheduled time shall be provided each week for each classroom teacher in grades PK-8 for individual planning and/or preparation and consultation.

A minimum of two hundred twenty-five (225) minutes of scheduled time shall be provided each week for each classroom teacher in grades 9-12 for individual planning and/or preparation and consultation during the instructional day.

**WORK/CONFERENCE ROOM**

 The Oklahoma Union Board of Education shall provide a suitable facility as a work/conference room for the sole use of the Oklahoma Union faculty and administration.

**TEACHER OF THE YEAR**

A. Elementary and secondary level selection process

1. One teacher of the year shall be elected at the elementary level and one at the secondary level each year.

2. The elementary level and secondary level teachers of the year shall be elected by secret ballot vote open to all teachers in their respective levels in January.

3. A teacher previously selected as district teacher of the year cannot be elected school level teacher of the year during the three (3) years following his/her selection as district teacher of the year.

4. Candidates for elementary level and secondary level teacher of the year must be willing to prepare portfolios for submission to district teacher of the year committee

B. District level selection process

1. Each school level teacher of the year shall make a portfolio and submit it to the district teacher of the year committee which shall be composed of the most recent school level teacher of the year from each school level and the Superintendent or designee.

2. The district teacher of the year committee will establish criteria for portfolios during first three (3) months of school year

C. Any award or compensation to school level or district teacher of the year shall be contingent upon funding from source(s) outside the school district.

**LEAVE TIME(S) DEFINED FOR MAINTAINING STAFF ABSENCE REPORTS:**

 If covering assignment is feasible and is not abused by staff member(s); every effort will be made by administration to assist staff with duties when absence is less than one hour so as not to be charged any leave.

* Half Day - more than 1 hour / up to 3.5 hours
* Full Day - More than 3.5 hours

**PROFESSIONAL LEAVE**

 Each certified teacher desiring to take professional leave should submit a request to the appropriate principal. If the principal approves the request, it is forwarded to the superintendent by the principal with the principal’s recommendation for approval. Unless otherwise arranged prior to the teacher’s taking the leave, if the leave is approved, the Oklahoma Union School District will pay the cost of the substitute.

 When professional leave is initiated by the administration, the teacher may attend the function without any salary deduction being made for the day(s) missed in the classroom. Expenses will be reimbursed and district transportation will be provided or travel reimbursement will be paid for the minimum number of vehicles needed to transport those attending the function. This policy will be followed when teachers are sent to attend such meetings, textbook hearings, etc.

**PAY DATE**

 Employees shall be paid on or before the twentieth day of each month, except when mitigating circumstances arise. When school is not in session, these warrants shall be mailed to teachers.

**SICK LEAVE**

 Each certified staff member of the Oklahoma Union Public Schools will be allowed ten (10) days of sick leave per year without loss of pay. Twelve month employees will be allowed twelve (12) days of sick leave per year without loss of pay. **Sick leave is defined as illness of a staff member of their immediate family. A member of the immediate family is considered to be: father, mother, brother, sister, wife, husband, son, or daughter. Teachers should remember this is strictly sick leave.** **Sick leave used for other purposes may subject the teacher to administrative action and/or action by the Oklahoma Union Board of Education.**  The sick leave is earned at the rate of one sick day per working month and will be granted to the employee on the first contract day of the school year. Unused sick leave is accumulated up to a total of one hundred twenty (120) days.

 After regular accumulated sick leave is exhausted, the teacher will receive full contract salary, less the amount actually paid the substitute teacher for each day’s absence, not to exceed twenty (20) days or until the teachers return to regular duty, whichever occurs first.

 Accumulated regular sick leave up to one hundred twenty (120) days may be transferred from one accredited school district to another accredited school district within the state of Oklahoma.

1. Any employee who attempts to take unfair advantage of sick leave benefits shall be subject to dismissal or other disciplinary action as provided by contract and/or state law. Any employee may be required to submit appropriate evidence concerning the cause of his absence in order to qualify for sick leave benefits.

Appropriate evidence may include the following:

* 1. Physician’s statement endorsed by the employee
	2. Copies of claim submitted for insurance benefits
	3. Other information as may be indicated by the circumstances
1. Appropriate evidence will be submitted when requested by the principal, immediate supervisor, or the superintendent in the following situations:
	1. Sick leave claim on days of unusual or inclement weather
	2. Sick leave claim during the last four weeks of employment
	3. Sick leave claim on days immediately preceding or immediately following holidays or non-work days other than weekends
	4. Reasonable cause exists to believe that sick leave benefits are being abused.
2. Sick leave benefit may not be paid in addition to worker’s compensation benefits

**LEAVE FOR DEATH IN IMMEDIATE FAMILY**

 Each OKU employee may be permitted up to five days without loss of pay for attending the funeral of a member of the immediate family. A member of the immediate family is considered to be: father, mother, sister, brother, wife, husband, son, daughter, son-in-law, daughter-in-law, brother-in-law, sister-in-law, mother-in-law, father-in-law, grandmother, grandfather, or grandchildren.

 Each OKU employee may serve as pallbearers or take part in burial rites without deduction in pay. The days are not chargeable to any other leave and are noncumulative.

**JURY DUTY**

 A certified teacher of the Oklahoma Union Public Schools will be granted a temporary leave of absence with pay for court appearances and legal proceedings directly affecting the employee’s employment; the school system; or involuntary court appearances required by subpoena except in cases in which the employee is a party to the action. Jury duty is considered an involuntary court appearance.

**PERSONAL BUSINESS LEAVE**

 Each staff member of the Oklahoma Union Public School is allowed three (3) days each year for personal business leave. Personal business is to be conducted after school hours or on the weekend when possible. Personal business leave can be used as sick leave; but only after regular sick leave has been exhausted.

 Personal leave will not be granted for job interviews or for working for oneself or for other employers. Prior arrangements must be made with the appropriate principal and the superintendent. Personal business leave will not be granted the day before or the day after a holiday. The Oklahoma Union School District will pay the cost of the substitute for all three personal days.

**EXTRA-CURRICULAR ACTIVITY PAY**

 The district agrees to pay teachers for working at extracurricular activities at the following rate: (Gate, Concession, clock, official books)

Varsity/Jr Varsity Baseball, Basketball, Volleyball, Softball Ballgame Duty $17.50/ game

Football Duty $30 / night

Track $60 / meet

 Each teacher should anticipate being assigned some gate duty each year if there are an insufficient number of volunteers to cover all assignments.

 Teachers shall be compensated for performing other extra duty assignments in accordance with Schedule B which is attached hereto and made a part hereof.

**TEACHER RETIREMENT**

 The school district will pay one thousand five hundred dollars ($1,500.00) toward each teacher’s total contribution to the Teachers Retirement System. In the event the teacher’s required contribution to the Oklahoma Teacher Retirement System is less than one thousand five hundred dollars ($1500.00), the teacher shall receive the excess amount as taxable salary.

**DISTRICT SALARY SCHEDULE**

 Teachers shall be compensated in accordance with Schedule A which is attached hereto and made a part hereof.

**IRS Section 125 Cafeteria Plan**

All teachers who receive benefits may reduce salary up to three hundred dollars ($300.00) for statutory non-taxable benefits including term life insurance, health insurance, salary protection insurance, cancer insurance, and any other district approved group insurance plan which might be included in the cafeteria plan.

**Vehicle Checkout**

All staff is responsible for completing vehicle checkout sheet before leaving for activity. Checkout sheet is located in bus barn and should be returned to folder upon completion. Vehicle should be left free from trash, clothes, bags, and trash can emptied on buses. Vehicle should be refueled and ready for next trip when possible. Keys should be turned back in when returning vehicle. The vehicle may be scheduled to leave early the next morning. **It is not the responsibility of maintenance and mechanic to keep vehicle clean. It is the responsibility of each group to maintain clean vehicle.**

**Fundraisers**

Fundraising by sports teams, extracurricular activities, support groups, and educational activities must be approved by building administrator and board of education where appropriate. Fundraising should be accomplished without disrupting educational programs at Oklahoma Union schools. Groups selling food items that do not meet nutritional requirements published by Oklahoma State Department of education can only sell those items for 14 total days each school year. Food items are not allowed to be sold during breakfast and lunch times. It is the responsibility of the sponsor to maintain appropriate records for auditing purposes. (Receipt books must be presented that match deposits) Funds raised must be deposited in appropriate activity account for each organization.

# INJURIES INCURRED PERFORMING DUTIES

Injuries should be reported to the building administrator. A written account of the facts involved with the injury must be presented to the building administrator within 24 hours. Facts should consist of place, time, duties being performed, and witnesses present when injury occurred.

# CREDIT CARD USE AND ACCOUNTING POLICY

## Statement of Policy

The school district should not rely on its employees to advance funds as individuals for the benefit of the school district. To the extent possible and authorized by law, the superintendent of schools may make arrangements for the cards issuance and use of credit cards consistent with the provisions of this policy. The encumbrance clerk will serve as the credit card custodian and govern the issuance of credit cards and the maintenance of a credit card log.

## Definitions

Terms used in this policy are defined as follows:

 “Travel” means transportation arrangements made or incurred by car, airplane, train, bus, or other means, or hotel accommodations and meals for the purposes of advancing the interests of the school district. Travel may be within or outside the school district. Travel does not mean transportation to and from the employee’s residence.

 “Employee” means any person employed by the school district or a member of the board acting in his/her capacity as a board member on behalf of the school district for employment.

 “Expenses” means any actual indebtedness incurred by an individual employee on behalf of the school district, for the benefit of the school district or for the purpose of advancing the interests of the school district with the intention of having the expense paid by the school district. Expenses may include, but not limited to these items:

Air, bus, taxi or train fares and car rentals.

Meals, unless payment is made on a per diem basis established by the board. ($40.00 per day or $15.00 per meal)

Hotel or motel accommodations

Other travel related expenses when applicable, such as mileage at $0.32 per mile.

Registration fees and meeting expenses

 “Receipt” means an invoice document issued by a vendor, which has been paid as an expense by an employee. A receipt must contain the following information:

Date indebtedness incurred

Date indebtedness paid

Amount paid

Amount of indebtedness

Who incurred the charge

Method of payment

The purpose of the indebtedness including an itemized description of the goods or services purchased

The name, address, and telephone number on the vendor

A credit card slip alone is not a receipt unless the above information is shown on the credit card slip.

 “Credit Card Slip” is a customer’s copy of the credit card charge form. To qualify as a receipt, a credit card slip must contain the above information required of a receipt or the credit card slip must be attached to a supporting invoice issued by the vendor, which contains all the information required of a receipt.

 “Credit Card” means any method of satisfying a debt owed to a vendor coupled with a promise to pay the invoice amount to a third party.

The third party is the “Credit Card Company” which, means the party that issued the credit card and sends monthly statements about credit card usage to the school district. Statements must be sent to the school district on a monthly basis and must contain an itemized explanation of the credit card’s usage including the following information:

Date of use

Vendor

Amount charged

Description of goods or services charged

 “Vendor” means the individual or entity that provided the goods or service to the school district for which the charge was made and a receipt for payment has been issued.

 “Meals” means actual food expenses incurred while traveling outside the school district or within the school district if allowed by other board policies. No alcoholic beverage expenditures may be charged to school credit cards.

## Usage and Accounting Policy

Whenever expenses or travel expenses are incurred for the school district, and it is impractical to obtain a warrant for payment, an employee who is authorized to use a school district credit card, may use the credit card to satisfy the vendor’s invoice.

As soon as practical after the credit card charge is incurred, the person who used the card must submit a memorandum to the encumbrance clerk explaining the charge and purpose therefore and attach to the memorandum the credit card slip, travel claim and the receipt issued by the vendor. This supporting documentation must be submitted prior to the end of the next credit card company billing cycle and must be submitted prior to the end of the fiscal year in which the vendor’s receipt was issued. Failure to submit a timely claim may result in denial of the charge by the school district and may subject the person who made the charge of personal liability for the amount of the charge. When the monthly statement is received by the school district from the credit card company, it will be reviewed by the credit card custodian for completeness and accuracy. The credit card custodian will then present the supporting documentation and statement to the superintendent of school, or his designee, for review. This superintendent will list payment of the statement at the next available board meeting.

At the next available board meeting, the board will consider the payment of the statement to the credit card and will authorize the board treasurer to pay the credit card company for the amounts deemed appropriate by the board. The board has the absolute discretion to deny payment of the statement in whole or in part. The board will identify any unpaid portion of the statement and the employee(s) who made the unpaid charge(s) will immediately issue payment to the credit card company for the balance of the amount of the statement.

The board treasurer will register warrants for payment of the statement to the credit card company authorized by the board as soon as is practicable following the board’s decision.

## Other Issues

A school district credit card is not a credit card for the personal use of the bearer. The credit cards will be used only for school district purposes.

When obtaining or renewing the credit cards, the encumbrance clerk will only encumber funds for the credit card company in the amount necessary to obtain the cards (ie: the annual fee, if any). The charges made on the credit cards will be debited against the encumbrance, which is appropriate for each particular charge.

The employee who uses the credit card and signs the credit card slip is personally responsible to the credit card company or the school district for payment of that charge if the board declines to pay the charge. If the board declines to pay a charge, the employee who made the charge will immediately issue payment to the credit card company for the amount declined. Proof of payment will be provided to the encumbrance clerk immediately. Nothing in this policy prohibits the board from paying the credit card company for a charge and then pursuing the employee who made the charge for reimbursement. Use of a credit card by an employee is acceptance of the terms of this policy, which is a public record, and authorization to deduct amounts for unapproved charges from the next available payroll warrant(s) to satisfy unapproved charges.

The credit cards shall be applied for and issued in the name of the “Board of Education for Independent School District No. I-3 of Nowata County, Oklahoma”. Subject to the board, superintendent, and the credit card company’s right to collect the credit cards and cancel the account, the individual to whom the credit card is issued must maintain exclusive custody and possession of the credit card. The superintendent may not loan the credit card to another individual without prior approval. The person to whom the credit card is issued is personally responsible for each charge made on the credit card.

The board and superintendent both have the right to cancel one or more of the credit cards or account and/or order immediate collection of one or more of the credit cards. Cancellation or collection may be made with or without prior notice.

Any interpretation of this policy shall be made solely by the board of education and shall be binding in all respects.

Violation of any of the provisions of this policy may result in dismissal or non-renewal.

 **Schedule A**

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(1) In addition to the above, the Board will pay each teacher based on district experience the following amounts annually which may be applied towards insurance premiums and/or salary: 0-5 years -$300.00; 6 or more years - $600.00.

(2) In addition to the above, a portion of each teacher's required contribution to the Oklahoma Teacher Retirement System shall be paid by the State of Oklahoma in an amount provided by law based on the teacher's years of membership in OTRS.

(3) The Board will pay $1,500.00 of each teacher's required contribution to the Oklahoma Teacher Retirement System. Any portion of this amount exceeding the teacher's obligation shall be paid to the teacher as salary.

(4) Each teacher shall have the option of 1) participating in the district health insurance program with the individual teacher's premium paid by funds provided by the State of Oklahoma as provided by law 2) or receiving additional salary in an amount provided by state law.

**Oklahoma Union Public Schools**

**Extra Duty Compensation Schedule B**

**2022-2023**

H.S. Athletic Director $10,000.00

M.S. Athletic Director $3,500.00

Football head coach – secondary $6,000.00

Football assistant coach – secondary $2,000.00

Basketball head coach – secondary $6,000.00

Basketball assistant coach – secondary $2,500.00

Baseball head coach – secondary $3,000.00

Baseball assistant coach – secondary $1,250.00

Softball head coach – secondary $3,000.00

Softball assistant coach – secondary $1,250.00

Track head coach - secondary $3,500.00

Track assistant coach – secondary $1250.00

Volleyball head coach – secondary $3,000.00

Volleyball assistant coach – secondary $1,250.00

Cheerleading head coach – HS $2,000.00

Cheerleading head coach – JH $1,500.00

Senior class sponsor $300.00

Junior class sponsor $300.00

Department head $1,000.00

National Honor Society sponsor $400.00

BPA/Student Council sponsor $500.00

Vocal music $1,500.00

Band $3,000.00

E.S. Academic team sponsor $500.00

H.S. Academic team sponsor(one) $1,000.00

M.S. Academic teams sponsor(each) $500.00

Yearbook $1,000.00

FFA $1,000.00

Facebook/website $1,000.00

Mentor teacher as per state reimbursement ($500.00 maximum)

Gate/concession (Baseball, Basketball, Volleyball, Softball) $17.50/game

Gate/concession (Football) $30.00/night

Gate/concession (Track) $60.00/meet

Concession Director $6,000.00

District Test Coordinator/Federal Programs $7,000.00

Building Technology Director $1,500.00

Summer Field House