

Board Meeting Agenda Item Executive Summary

Supt.'s Office Use Only

Board Meeting 2-3-09

Agenda Action

Item No. H. 1.

Board Meeting Date:	February 3, 2009
Submitted By:	W. Daniel Boyd, Jr., Superintendent
Item Description:	Amendments to Policies 1600, 3600, and 4600, <i>Job Descriptions</i> , and to Policy 8405, <i>School Safety and Security</i> – First Reading

Purpose and Explanation:

The proposed changes to Policies 1600, 3600 and 4600, *Job Descriptions* --

- Deletes the requirement for job descriptions to contain a statement that employee shall remain free of alcohol and controlled substances in the workplace. Alcohol and controlled substances are already prohibited under Board Policies 1124, 3124 and 4124, *Alcohol and Drug-Free Workplace*
- Adds language to permit the Superintendent to change the person to whom the position reports.

The proposed change to Policy 8405, *School Safety and Security*, changes from “shall” to “may” the provisions for the Board to employ a District Security Chief and for that person to be a law enforcement officer. The amendment will provide more flexibility in staffing and give the Board additional options in the area of school security.

RECOMMENDED ACTION: The Superintendent recommends that the Board approve the proposed amendments to Policies 1600, 3600, and 4600, *Job Descriptions*, and to Policy 8405, *School Safety and Security*, for advertising, as presented.

BUDGETARY IMPACT

Funding Source (Description):	Amount:
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Staff Attorney Review & Approval <i>(For Contracts Only)</i>	Date: _____ Initial: _____	ADDITIONAL INFORMATION Yes: _____ No: _____
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1 JOB DESCRIPTIONS

2 The Board recognizes that it is essential for District, as well as individual
3 accountability that each instructional staff member be fully aware of the duties and
4 responsibilities of his/her position. Job descriptions document and describe the
5 essential functions for each instructional staff position and thereby promote
6 organization, effectiveness, and efficiency. Therefore, the Superintendent shall
7 maintain job descriptions for instructional positions. Each job description shall
8 include at a minimum the qualifications, skills, knowledge and abilities, essential
9 responsibilities, and physical requirements for the instructional position.

10 Job descriptions will be originated and maintained in accordance with the provisions
11 specified in the bylaws of the Board (see Bylaw 0131, Legislative). ~~and each shall~~
12 ~~contain the following provision:~~

13 ~~—"The employee shall remain free of any alcohol or nonprescribed~~
14 ~~controlled substance in the workplace throughout his/her~~
15 ~~employment in the District."~~

16 Instructional staff shall be evaluated, at least in part, against their job description.

17 Job descriptions shall be brief, factual, and, wherever possible, generically descriptive
18 of similar jobs. The Board authorizes the Superintendent to change the person to
19 whom the position reports.

20 The Superintendent shall prepare administrative procedures necessary for the proper
21 implementation of this policy.

22
23 F.S. 1012.23, 1012.27

24
25 Adopted 7/17/07
26 Revised

1 JOB DESCRIPTIONS

2 The Board recognizes that it is essential for District, as well as individual,
3 accountability that each support staff member be fully aware of the duties and
4 responsibilities of his/her position. Job descriptions document and describe the
5 essential functions for each support staff position and thereby promote organization,
6 effectiveness, and efficiency. Therefore, the Superintendent shall maintain job
7 descriptions for support positions. Each job description shall include, at a minimum
8 the qualifications, skills, knowledge and abilities, essential responsibilities, and
9 physical requirements for the support staff position.

10 Job descriptions will be originated and maintained in accordance with the provisions
11 specified in the bylaws of the Board (see Bylaw 0131, Legislative). ~~and each shall~~
12 ~~contain the following provision:~~

13 ~~"The employee shall remain free of any alcohol or nonprescribed~~
14 ~~controlled substance in the workplace throughout his/her employment~~
15 ~~in the District."~~

16 Support staff shall be evaluated, at least in part, against their job description.

17 Job descriptions shall be brief, factual, and, wherever possible, generically descriptive
18 of similar jobs.

19 Each job description shall include the requirement that the support staff serves as a
20 role model for students in how to conduct themselves as citizens and as responsible,
21 intelligent human beings. In particular, each job description shall indicate the staff
22 member's legal responsibility to help instill in students the belief in and practice of
23 ethical principles and democratic values.

24 From time-to-time, the Board further recognizes that the Superintendent may find it
25 necessary to revise job descriptions. The Board authorizes the Superintendent to
26 change the person to whom the position reports.

27 During the revision of a job description, the Superintendent may seek input from
28 individuals who hold that position; however, their input may or may not be reflected
29 when the revision of said job description is completed.

**THE SCHOOL BOARD OF
ALACHUA COUNTY**

SUPPORT STAFF
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30 Following the revision of a job description, support staff members who hold the
31 positions for which the essential functions are described in that revised job description
32 shall be provided access to the updated version and the opportunity to discuss the
33 revisions therein with their immediate supervisor.

34 The Superintendent shall prepare administrative procedures necessary for the proper
35 implementation of this policy.

36 F.S. 1012.23, 1012.27

37

38 Adopted 7/17/07

39 Revised _____

28 9. recordkeeping and trend analysis

29 10. goals for reduction of accidents and promotion of safety on an
30 annual basis

31 **School Security**

32 The Board believes that school crime and violence are multifaceted problems that
33 need to be addressed in a manner that utilizes all available resources in the
34 community through a coordinated effort of School District personnel, law
35 enforcement agencies, and families.

36 The Board ~~shall-may~~ employ a District Security Chief. The District Security Chief
37 ~~shall-may~~ be qualified to be commissioned as a School Safety Officer pursuant to
38 State law. The Board further believes that school administrators, the District
39 Security Chief, and local law enforcement officials must work together to provide for
40 the safety and welfare of students while they are at school or a school-related event.
41 The Board also believes that the first step in addressing school crime and violence is
42 to assess the extent and nature of the problem(s), and then plan and implement
43 strategies that promote school safety and minimize the likelihood of school crime and
44 violence. The Superintendent shall develop a Crisis and Emergency Plan with input
45 from representatives of the local agencies and designated District staff.

46 The Superintendent shall appoint a committee for the purpose of reviewing the Crisis
47 and Emergency Plan. The committee shall make modifications as deemed necessary
48 and proper; identifying additional training that might be needed; and discussing any
49 other such related matters as may be deemed to be necessary by the participants.
50 The Superintendent shall make a report to the Board about this review and
51 recommend the approval and adoption of any proposed revisions or additions.

52 **Persistently Dangerous Schools**

53 The Board recognizes that not only Federal, but also State law requires that the
54 District report annually incidents which meet the statutory definition of violent
55 criminal offenses that occur in a school, on school grounds, on a school conveyance,
56 or at a school-sponsored activity, as well as those incidents that would be a Gun-
57 Free Schools Act violation. It is further understood that the Florida Department of
58 Education will then use the data for the offenses identified in the Department's
59 Unsafe School Choice Option Policy to determine whether or not a school is
60 considered "persistently dangerous".

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OPERATIONS
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61 Pursuant to the Board's stated intent to provide a safe school environment, the
62 school administrators are expected to respond appropriately to any and all violations
63 of the Student Code of Conduct, especially those of a serious, violent nature. In any
64 year where the number of reportable incidents of violent criminal offenses in any
65 school exceed the threshold number established in State policy, the Superintendent
66 shall convene a meeting of the building administrator, representative(s) of the local
67 law enforcement agencies, and any other individuals deemed appropriate for the
68 purpose of developing a plan of corrective action that can be implemented in an effort
69 to reduce the number of these incidents in the subsequent year.

70 The Superintendent shall make a report to the Board about this plan of corrective
71 action and shall recommend approval and adoption of it.

72 In the unexpected event that the number of reportable incidents in three (3)
73 consecutive school years exceed the State policy threshold and the school is
74 identified as persistently dangerous, the Superintendent shall offer parents and
75 eligible students the opportunity to transfer to another school within the District that
76 serves the same grades. If there is another school within the District serving the
77 same grades, the transfer shall be completed in a timely manner. If there is not
78 another school within the District that serves the same grades, then parents and
79 eligible students will be advised that, although Federal and State law provides for an
80 opportunity to transfer, they will be unable to do so.

81 **Victims of Violent Crime**

82 The Board further recognizes that, despite the diligent efforts of school
83 administrators and staff to provide a safe school environment, an individual student
84 may be a victim of a violent crime in a school, on any District property, on a school
85 conveyance, or at a school-sponsored activity.

86 In accordance with Federal and State law the parents or the eligible student shall be
87 offered the opportunity to transfer to another school within the District that serves
88 the same grades. If there is another school serving the same grades, the transfer
89 shall be completed in a timely manner. If there is not another school serving the
90 same grades, the parents or eligible student will be advised that, although they have
91 the right to transfer, they will be unable to do so.

92 **Prohibition of Weapons and Firearms at School**

93 No person shall bring to any Board function or onto any Board premises or have in
94 his/her possession or in his/her vehicle on any Board property, any firearm,
95 weapon, or destructive device unless such weapon is required as part of his/her
96 regular job responsibilities.

97 **Identification Cards**

98 The Superintendent shall develop and implement appropriate identification
99 techniques including, but not limited to, use of ID cards which may be required
100 during the work day, at any school function, and at any school facility.

101 **Implementation**

102 The Superintendent shall develop administrative procedures as needed to enable
103 proper implementation of this policy.

104 F.S. 1006.12(2)

105 Florida DOE Unsafe School Choice Option Policy, May 2003

106 Florida DOE Unsafe School Choice Option Policy Technical Assistance Paper,
107 May 2003

108

109 Approved 7/17/07

110 Revised

MEMORANDUM

TO: Board Members

FROM: W. Daniel Boyd, Jr., Superintendent



DATE: January 28, 2009

SUBJECT: Proposed amendments to Policies 1600, 3600 and 4600, *Job Descriptions*

On the agenda for the Board meeting on February 3 is the first reading of amendments to these policies. The proposed changes would

- Delete the requirement for job descriptions to contain a statement that the employee shall remain free of alcohol and controlled substances in the workplace. The rationale for this change is that alcohol and controlled substances are already prohibited under Board Policies 1124, 3124 and 4124, *Alcohol and Drug-Free Workplace*.
- Add language to permit the Superintendent to change the person to whom the position reports. The rationale for this change is that the Superintendent has the duty to direct and supervise the work of all personnel, under § 1012.27(6), Florida Statutes, and Board Policy 1030, *Superintendent of Schools*. A change of only the person reported to would not necessarily involve a transfer. Transfers are routinely approved by the Board, under § 1012.22(1)(e), Florida Statutes.

Every position in the district has a written job description. In the next few months, job descriptions will be brought to the Board for approval. Attached is a sample job description, so that you can see the format and generic contents:

Job Code
Qualifications
Knowledge, Skills and Abilities
Reports to
Job Goal
Supervises
Performance Responsibilities
Physical Requirements
Terms of Employment
Evaluation

If you have any questions about this, please contact either Louise Hall (955-7654 ext. 239) or Tom Wittmer (955-7461).

cc: Louise H. Hall
Tom Wittmer

SCHOOL DISTRICT OF ALACHUA COUNTY

DATABASE CLERK SPECIALIST

JOB DESCRIPTION

JOB CODE: 611960 **UNION ELIGIBILITY:** Yes
FLSA: Yes **PAY GRADE:** 25
CONTRACT CODE: 0 **SALARY SCHEDULE:** Education Support Personnel

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Course work in word processing, typing, and other commercial subjects.
- (3) Two (2) years successful diversified office experience or an equivalent in training and experience combined.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to meet and interact with the public. Proficiency in the use of computers and specific software. Knowledge of basic office equipment. Skill in operating a computer terminal. Skill in analyzing computer data (input/output). Working knowledge of operation and programs of the School district. Ability to work alone or as part of a team. Ability to maintain accurate records. Ability to perform routine tasks guided by standard practice. Ability to perform a multitude of clerical tasks. Ability to exercise independent judgment. Ability to organize and prioritize with minimal supervision.

REPORTS TO:

Principal/Supervisor

JOB GOAL

To input, coordinate, and maintain all computerized data pertaining to student enrollment, attendance, transcripts, FTE, and other related student records.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Input entries related to the student Information System master file and update daily.
- * (2) Input all student demographic data.
- * (3) Assist in the registration and scheduling process.
- * (4) Process and distribute student schedules and class lists.
- * (5) Input all daily entries to the attendance accounting system.
- * (6) Input discipline information on the student information system, if required.
- * (7) Input all entries related to school course and staff master file.
- * (8) Input all entries related to grade reporting.
- * (9) Assist in processing student class records for generation of PTE.
- * (10) Assist administration in producing documents, surveys, reports and mailing labels requiring word processing programs.
- * (11) Transmit and receive transcripts electronically (faster).
- * (12) Monitor accuracy of data input and output.
- * (13) Operate office machines.
- * (14) Duplicate, assemble and distribute documents.
- * (15) Build and maintain teacher schedules.
- * (16) Process student withdrawals.
- * (17) Maintain bus files containing schedules, routes, and seating charts.
- * (18) Answer the telephone and greet public in a courteous and professional manner.

SCHOOL DISTRICT OF ALACHUA COUNTY**DATABASE CLERK SPECIALIST (Continued)**

- *(19) Communicate effectively with staff members, administrators and other contact persons using tact and good judgment.
- *(20) Follow attendance, punctuality and proper dress rules.
- *(21) Ensure adherence to good safety standards.
- *(22) Maintain confidentiality regarding school/workplace matters.
- *(23) Model and maintain high ethical standards.
- *(24) Demonstrate initiative in the performance of assigned responsibilities.
- *(25) Maintain expertise in assigned area to fulfill project goals and objectives.
- *(26) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- *(27) Keep supervisor informed of potential problems or unusual events.
- *(28) Respond to inquiries and concerns in a timely manner.
- (29) Serve on school/district committees as required or appropriate.
- *(30) Exhibit interpersonal skills to work as an effective team member.
- *(31) Demonstrate support for the school district and its goals and priorities.
- *(32) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- *(33) Prepare all required reports and maintain all appropriate records.
- (34) Participate in cross-training activities as required.
- (35) Perform other tasks as may be assigned.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 05

*Essential Performance Responsibilities

SCHOOL DISTRICT OF ALACHUA COUNTY**JOB DESCRIPTION SUPPLEMENT****PHYSICAL REQUIREMENTS FOR PERFORMING ESSENTIAL
JOB FUNCTIONS****I. MACHINES, TOOLS, & EQUIPMENT USED IN THIS POSITION:**

Worker is required to use two or more of the following on a regular basis: telephone/other voice communication devices; audio-visual equipment; personal computer; mainframe computer terminal; copy machine; calculator; other specialized equipment typically used in an office setting.

II. PHYSICAL EXERTION REQUIREMENTS OF THIS POSITION:

LIGHT WORK: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

III. PHYSICAL ACTIVITY DURING A TYPICAL DAY:

A typical day's activities include sitting for extended periods, standing, walking, bending, stooping, pushing, pulling, lifting, and reaching; normal finger dexterity, visual acuity (with or without corrective glasses), hearing, talking, and grasping are also required to carry out essential functions.

IV. WORKING CONDITIONS:

Indoors. Worker is subject to indoor conditions primarily with most work occurring inside. The worker is subject to low to moderate noise levels such that normal talking is required to be heard.

V. TYPICAL JOBS:

Jobs requiring the activities described above may include the following: General Office Worker; Secretary; Draftsman; Facilities Planner; Data Entry Operator; Receptionist; Telephone Operator; Accounting Clerk; Clerk Typist, and other jobs requiring similar physical activity.