



# Handbook for Office Personnel



---

**Board of Education Building  
201 N. Forest Avenue  
Independence, Missouri 64050  
(816) 521-5300**

[www.isdschools.org](http://www.isdschools.org)



**Board of Education Building  
201 North Forest Avenue  
Independence, Missouri 64050  
(816) 521-5300**

**[www.isdschools.org](http://www.isdschools.org)**

# INTRODUCTION

## Table of Contents

<b>INTRODUCTION</b> .....	<b>3</b>
TABLE OF CONTENTS.....	4
DISTRICT MISSION.....	7
BOARD OF EDUCATION.....	8
CENTRAL OFFICE ADMINISTRATION.....	8
<b>OFFICE PERSONNEL INFORMATION</b> .....	<b>10</b>
THE ROLE OF OFFICE PERSONNEL.....	11
<i>Qualifications for Office Personnel</i> .....	11
<i>Job Descriptions</i> .....	11
<i>Answering the Phone</i> .....	11
<i>Professional Presentation of Self</i> .....	11
<i>Hours For Office Personnel</i> .....	11
<i>Breaks</i> .....	11
<i>Attendance</i> .....	12
<i>Work Calendars</i> .....	12
INCLEMENT WEATHER DAYS FOR SCHOOL SECRETARIES.....	12
CHANGE IN WORK CALENDARS.....	12
SALARY AND BENEFITS.....	13
TIMESHEETS.....	13
<i>Overtime</i> .....	13
<i>Trade Time</i> .....	14
CONFIDENTIALITY.....	14
EVALUATIONS.....	14
HARASSMENT POLICY.....	14
PROFESSIONAL DEVELOPMENT FOR OFFICE PERSONNEL.....	15
EXIT PROCEDURES.....	15
EMERGENCY PREPAREDNESS.....	15
SUBSTITUTES.....	15
DOOR ENTRY PROCEDURES.....	16
A.L.I.C.E. INTRUDER/ACTIVE SHOOTER RESPONSE.....	17
IAEOP PRESIDENT.....	18
I. A. E. O. P.....	19
PUBLIC RELATIONS FOR THE PROFESSIONAL SCHOOL SECRETARY.....	20
SURVIVAL KIT FOR SCHOOL SECRETARIES.....	21
<b>EMPLOYMENT</b> .....	<b>22</b>
JOB DESCRIPTION.....	23
<i>Accounts Payable Clerk</i> .....	23
<i>Accounts Receivable Clerk</i> .....	25
<i>Administrative Secretary</i> .....	27
<i>Administrative Assistant</i> .....	29
<i>Admissions Specialist (District)</i> .....	31
<i>Attendance Secretary (Middle School &amp; High School)</i> .....	33
<i>Benefits Assistant</i> .....	35
<i>Benefits Clerk</i> .....	37
<i>Benefits Coordinator</i> .....	39

**Independence School District**  
**Office Personnel Handbook 2016-2017**

---

<i>Benefits/Payroll Clerk</i> .....	41
<i>Building Bookkeeper (High School)</i> .....	43
<i>Building Bookkeeper/Secretary</i> .....	45
<i>Building Bookkeeper Secretary – Spanish Translation</i> .....	47
<i>Counseling Secretary</i> .....	49
<i>Data Entry Specialist for Early Education</i> .....	51
<i>District Bookkeeper</i> .....	53
<i>District Bookkeeper for Early Education</i> .....	55
<i>District Bookkeeper for Transportation</i> .....	57
<i>District Secretary</i> .....	59
<i>District Secretary for Adult Education &amp; Literacy (AEL)</i> .....	61
<i>District Secretary for Early Education</i> .....	63
<i>District Secretary for English as Second Language (ESL)</i> .....	65
<i>Executive Secretary</i> .....	67
<i>Human Resources Assistant</i> .....	69
<i>Library Media Clerk</i> .....	71
<i>Office Clerk</i> .....	72
<i>Payroll Assistant</i> .....	74
<i>Payroll/Benefits Assistant</i> .....	76
<i>Payroll/Benefits Coordinator</i> .....	78
<i>Payroll Clerk</i> .....	80
<i>Principal’s Secretary Building Bookkeeper (Middle School)</i> .....	82
<i>Principal’s Secretary (Elementary)</i> .....	84
<i>Principal’s Secretary (High School)</i> .....	86
<i>Publications Clerk</i> .....	88
<i>Purchasing Clerk</i> .....	90
<i>School/Building Secretary</i> .....	92
<i>School/Building Secretary (Middle School, High School, Early Education)</i> .....	94
<i>Substitute Secretary</i> .....	96
<b>EMPLOYMENT CALENDARS</b> .....	<b>97</b>
<i>10 Month (204 days)</i> .....	97
<i>10 Month Part-Time (201 days)</i> .....	98
<i>11 Month (230 days)</i> .....	99
<i>12 month (251 days)</i> .....	100
<b>SALARY SCALES</b> .....	<b>101</b>
<i>Scale One Salary 2016-2017</i> .....	102
<i>Scale Two Salary 2016-2017</i> .....	103
<i>Scale Three Salary 2016-2017</i> .....	104
<i>Scale Four Salary 2016-2017</i> .....	105
<i>Scale Five Salary 2016-2017</i> .....	106
<i>Scale Six Salary 2016-2017</i> .....	107
<i>Payroll Cutoff Charts</i> .....	108
<b>BENEFITS</b> .....	<b>110</b>
<b>EMPLOYEE BENEFITS</b> .....	<b>111</b>
<b>BENEFIT BANKING</b> .....	<b>117</b>
<b>NEW DIRECTIONS EMPLOYEE ASSISTANCE PROGRAM</b> .....	<b>118</b>
<b>PRINCIPAL/SUPERVISOR/NURSE PROCEDURE FOR EMPLOYEE ACCIDENT/INJURY</b> .....	<b>119</b>
<b>EMPLOYEE INFORMATION AND ACCIDENT/INJURY PROCEDURES</b> .....	<b>120</b>
<b>EMPLOYEE ACCIDENT/INJURY REPORT INTERNAL FORM</b> .....	<b>121</b>
<b>WORKERS’ COMPENSATION TREATMENT AUTHORIZATION</b> .....	<b>122</b>
<b>POLICIES</b> .....	<b>124</b>
<b>POLICY 2130</b> .....	<b>125</b>

**Independence School District**  
**Office Personnel Handbook 2016-2017**

---

<i>Harassment</i> .....	125
POLICY 2670 .....	141
<i>Corporal Punishment: Prohibited</i> .....	141
POLICY 2770 .....	142
<i>Seclusion and Restraint</i> .....	142
POLICY 4120 .....	149
<i>Employment Procedures</i> .....	149
POLICY 4650 .....	150
<i>Communication with Students by Electronic Media</i> .....	150
POLICY 4720 .....	151
<i>Suspension or Termination: Non-Certificated Staff</i> .....	151
SAFE SCHOOLS ACT OF 1996.....	152
<b>GENERAL DISTRICT INFORMATION</b> .....	<b>154</b>
SCHOOL INFORMATION.....	155
SUBSTITUTE ARRIVAL AND DISMISSAL TIMES.....	156
SCHOOL START/DISMISSAL TIMES 2016-2017 .....	157
OPERATION PROCEDURES – INCLEMENT WEATHER .....	158
WEATHER RELATED SCHEDULES 2016-2017 .....	159
2016-2017 SCHOOL DISTRICT CALENDAR.....	160
MAP OF THE SCHOOL DISTRICT OF INDEPENDENCE .....	161
TITLE IX.....	162

## District Mission

### **District Vision Statement:**

A community united to improve the quality of life through education.

### **District Mission Statement:**

By providing a quality education, the Independence School District will ensure that each learner will achieve the skills and self-confidence to be successful in an ever-changing world.

### **District Values Statements:**

- All students can learn.
- All people have the right to be accepted and treated with respect.
- Schools will be safe, orderly and caring environments.
- Effective teaching/learning is the responsibility of the family, school, and community.
- High academic and behavioral standards are expected.

### **District Level Goals**

- Increase student achievement and performance.
- Align district programs and services for continuity and cohesiveness.
- Maximize resources to facilitate learning.

## Board of Education

President	Mrs. Jill Esry
Vice President	Mr. Greg Finke
Treasurer	Mrs. Denise Fears
Director	Mr. Ken Johnston
Director	Mrs. Ann Franklin
Director	Dr. Matt Mallinson
Director	Mr. Blake Robertson

## Central Office Administration

Superintendent of Schools	Dr. Dale Herl
Deputy Superintendent-Instruction/Early Education/Student Services	Dr. Dred Scott
Deputy Superintendent of Operations	Dr. Lance Stout
Director of Human Resources	Dr. Cindy Grant
Director of Human Resources	Mr. Dean Katt
Assistant Superintendent-High Schools/NGL Academies	Dr. Brad MacLaughlin
Assistant Superintendent-Middle Schools/Curriculum/Instruction/Assessment	Dr. Elizabeth Savidge
Assistant Superintendent of Elementary Education	Dr. Janet Richards
Director of Technology	Mr. Brent Catlett
Director of Special Services	Ms. Sherry Potter
Director of Community Relations	Mrs. Allison Kisner
Director of Public Relations	Mrs. Jana Corrie
Director of Business and Benefits	Mrs. Molly Johnson
Director of Student Data Management and Residency	Dr. Patrick Layden
Director of Youth Development and Education	Ms. Jennifer Walker
Director of Neighborhood Family Services	Mrs. Merideth Parrish
Director of Facilities Services	Mr. Robert Burkey
Director of Transportation Services	Mr. Daryl Huddleston
Director of Health Services	Mrs. Lori Halsey
Director of Public Safety	Mr. Dave Lamken
	Mr. Dennis Green





*Dr. Dale Herl, Superintendent  
201 North Forest Avenue  
Independence, MO 64050  
(816) 521-5300*

Dear Employee:

On behalf of the Board of Education and the Independence School District, we welcome you to the 2016-2017 school year.

Your role is very important to the Independence School District and we appreciate your decision to join our staff. Included in this handbook is information that will answer many of your questions regarding the practices and services of the School District. If you have other questions, please contact Dr. Cindy Grant.

We hope that you enjoy working with the teachers, students, parents, and administrators. We appreciate you sharing part of your life with our School District and look forward to working with you during the 2016-2017 school year.

Best wishes,

Dale Herl  
Superintendent of Schools

# **OFFICE PERSONNEL INFORMATION**

## **The Role of Office Personnel**

Office personnel support the educational programs of the Independence School District through efficient and effective office operation. This productive operation helps assure a positive impact on student achievement.

### **Qualifications for Office Personnel**

The minimum education of a high school diploma or its equivalent is required. Related work experience, specialized training, and/or college credit in a related field are preferred. Computer/keyboarding skills and a working knowledge of standard office machines are required. Positive communication and interpersonal skills are especially important for all district office personnel.

### **Job Descriptions**

Differing job descriptions are provided for office personnel according to their position responsibilities. Please refer to the job descriptions in the “Employment” section of this handbook. If you have questions about the job description for your position, please contact Human Resources at 521-5300.

### **Answering the Phone**

The first impression a patron receives of the school district is often the voice of a secretary, so put a “smile in your voice” when answering the phone! The phone should be answered by stating the name of the school or department, followed by your name. For instance, “Independence School District, this is Mary.” Please request that those who answer the phone in your absence follow this procedure.

### **Professional Presentation of Self**

The manner in which you present yourself, i.e., dress, posture, tone of voice, choice of words, etc. reflects on the district. Please assure that you always present yourself and the district in a professional manner. Although your office may observe occasional days of casual dress, jeans, t-shirts, and tennis shoes are generally not appropriate for the office. “Public Relations for the Professional School Secretary” is included in this section of the handbook.

### **Hours For Office Personnel**

Full-time office personnel work eight (8) hours a day, five (5) days a week. Supervisors determine the hours for office operation. Part-time office personnel should refer to their letter of appointment for the number of hours per day and days per week they are to work.

### **Breaks**

You will have thirty (30) minutes for a duty-free lunch break during the day. This means you will be in attendance for a half hour longer than your work hours. For example, full-time office personnel will be in attendance for eight and a half (8-1/2) hours each day. Other breaks may be provided at the discretion of the supervisor.

## Attendance

Regular attendance is an essential function of the job. If you must be absent, it is your responsibility to report this to your supervisor as soon as possible so that arrangements can be made to cover your responsibilities for the day.

Board of Education policy 4310 states, “When employees are absent more than ten (10) days in any semester, or more than fifteen (15) days per school year, their absence is considered excessive. The Superintendent/Designee will review each incident of excessive absence and may require the employee to provide medical documentation or may consider disciplinary actions up to and including termination. Appropriate documentation may also be requested for unusual patterns of absences, or absences of three or more consecutive days.”

When an employee is absent for 3 days and fails to call in, it is considered a voluntary resignation of their position.

Exceptions to the district’s leave policies should be directed to your supervisor to forward to the Human Resources Office.

## Work Calendars

Most full-time office personnel are appointed for ten (10), eleven (11), or twelve (12) months, according to the work calendars approved by the Board of Education. Workdays, holidays, and non-workdays are noted on these calendars. Please refer to these calendars in the “Employment” section of this handbook.

Ten (10) month calendars specify two hundred and four (204) days of appointment, eleven (11) month calendars specify two hundred twenty-nine (229) days, and twelve (12) month calendars involve two hundred and fifty (250) days.

Part-time office personnel should refer to their letters of appointment for the number of hours they are appointed to work each day/week.

## Inclement Weather Days for School Secretaries

To assure that the elementary schools will have clerical support at the end of the school year, elementary secretaries and clerks who follow the ten (10) month calendar do not work on days when school is not in session due to inclement weather. Secretaries working in the secondary schools who follow the eleven (11) month and twelve (12) month calendars do work on inclement weather days.

## Change in Work Calendars

Office personnel are expected to follow the approved work calendar, unless their supervisor and the Human Resources Office for Non-Certificated Staff approves a trade of working days (to equal the total number of days in the work calendar). Any trade in working days must be done within the fiscal year, i.e., between the dates of July 1 and June 30 for the school year. Days may not be traded between fiscal years. If a trade day is approved for you, it should be entered into SubFinder using the leave code of “Trade Day Taken.”

## **Salary and Benefits**

Office personnel are paid according to salary scales adopted by the Board of Education. Copies of the current scales are included in the “Employment” section of this handbook. New employees will be placed on Steps 1-6 of the appropriate scale, depending on previous office experience. If District finances allow, office personnel are advanced one step on the scales at the beginning of each fiscal year (July 1). This movement does not apply to new employees who are hired after April 1; they will remain on their step until the following year.

Office personnel who move to a different salary scale because of a change in position will maintain their step. For instance, a secretary on Scale 4, Step 5, would be placed on Scale 3, Step 5, in a move to Scale 3. Please contact Human Resources if you have questions concerning your salary.

Office personnel who are scheduled to work at least twenty-five (25) hours a week are paid on an “even pay” basis. This means that their annual salary is divided into twenty-four (24) equal payments, no matter how many days are worked in the month. Overtime, extra hours, or docks are adjusted on the paycheck following the month in which these events occur. If an employee exits from the district before the end of their work year, the final paycheck is adjusted to pay them for the actual days worked and any vacation days accrued at the time of exit.

Information concerning insurance and other benefits is provided on the Employee Benefits Chart in the “Benefits” section of this handbook and in the Independence School District Employee Handbook. You may contact the Benefits Office at 521-5300 for additional information.

Information about leave days, Family Medical Leave, and other personnel concerns is included in the Employee Benefits Chart and is also explained in the Personnel Services section of Board of Education Policy. You are welcome to contact the Human Resources Office with any related questions.

## **Timesheets**

Office personnel should record their working hours on the district’s electronic timekeeping system. The payroll secretary will review your timesheet by verifying the information recorded in the system. The building principal/supervisor will approve the timesheet at the end of the pay period.

Payday is on the fifth (5<sup>th</sup>) and twentieth (20<sup>th</sup>) of the month, or the preceding Friday if these dates fall on a weekend. Please refer to the pay schedule provided to you from the Payroll Department as the beginning of the fiscal year. For questions, please call the Payroll Department at 521-5308.

## **Overtime**

Overtime is paid in accordance with the Fair Labor Standards Act. Time that an employee is required to work beyond forty (40) hours in a seven day period (Monday-Sunday), will be compensated at time and a half (1.5) of the regular hourly rate of pay.

Overtime is paid when an administrator requests office personnel to do tasks that cannot be completed during the forty (40) hour workweek. Overtime for office personnel must be approved by the Human Resources Office.

## **Trade Time**

Although full-time office personnel work eight hours a day, five days a week, they are allowed to trade time within the work week with the approval of their supervisor. This work is paid at the regular rate of pay if it does not exceed forty (40) hours during a seven-day period (Monday-Sunday). For example, with the supervisor's approval, a secretary is able to take off work an hour early on Monday for an appointment and come in an hour earlier on another day in that work week to make up the time. Trade time may not be used for Family Medical Leave (FML) qualifying absences.

## **Confidentiality**

Much of the information you will deal with in your office role is confidential. The Federal Education Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), and the Safe Schools Act require school districts to maintain confidentiality of students' records and progress. These laws also govern the confidentiality of some employee information.

Since the school district is a public entity, some district information is public record and may be requested by district employees and patrons. Missouri's Sunshine Laws also govern notification and information sharing for school district meetings.

If any question arises regarding what information can be shared, and with whom, consult your supervisor or building administrator.

## **Evaluations**

To help you understand your job responsibilities and assess how well you are fulfilling those responsibilities, you will be evaluated using the performance-based evaluation included in the "Employment" section of this handbook. Although you may be evaluated at any time during the year, evaluations generally are completed in the spring. Your supervisor will discuss the evaluation with you, ask that you sign the evaluation, and give you a copy for your records. Please take time to study this evaluation and discuss any questions with your supervisor.

Policy 4720 Suspension or Termination: Non-Certificated Staff may be accessed on the district website.

## **Harassment Policy**

It is essential that you understand and follow policies when you work in the Independence School District. One important policy pertains to sexual harassment. Please review the Policy included in the "Policies" section of this handbook carefully and address any questions to the building administrator.

## **Professional Development for Office Personnel**

The Independence School District values on-going training for all employees. This training is usually called professional development in the educational field. A committee of office personnel works with the district's Professional Development Office to coordinate an annual program of professional development specifically designed to meet the needs of office personnel. You will receive written or e-mail communications concerning the availability of these training sessions. You will be notified if the training is optional or required.

## **Exit Procedures**

In the event an employee exits from the district, the employee will need to submit a resignation letter to Human Resources. The employee will then need to schedule a time to meet with their supervisor to complete Stage 1 of an Exit Form and then call Human Resources to schedule a time to complete Stages 2 and 3. Stage 2 will be completed in Human Resources and Stage 3 will be completed in the Benefits Office.

## **Emergency Preparedness**

Employees should make themselves aware of the location of evacuation plans should an emergency arise. Evacuation plans are posted near the door in each classroom and other common areas. These plans will include both fire and tornado routes. Some classrooms will have a red duffle bag containing first aid items. These bags should be taken with you in the case of a drill or real evacuation. In case of an emergency, employees should also note the location of the closest fire alarm activation switch. Each office has a complete Emergency Preparedness Plan notebook that each employee should take time to review.

## **Substitutes**

Substitutes may be requested for Principals' Secretaries through the Office of Substitute Services. Substitutes are generally not provided for the secondary schools or departmental offices. If a substitute is needed, the building Principal will need to have this approved by the Assistant Superintendent of Human Resources. Secretaries should complete substitute plans that include school schedules, a list of building staff members and contact persons, daily responsibilities, building procedures, emergency procedures, a map of the school, and specific directions for procedures such as attendance, money collection, etc. A "Survival Kit for School Secretaries" is located in this section of the handbook.

## Door Entry Procedures

The Independence School District has a School Safety regulation that requires all school doors to be locked during the school day. The goal is to ensure the safety of students and staff, while keeping unidentified strangers from gaining access to our schools. For parents, patrons, and other guests who have legitimate business in the schools, we want to be sure this process remains consistent. Staff will make visitors feel as welcome as possible by following the steps below.

- When a parent or patron approaches the door and pushes the buzzer, welcome them to the building and say, “May I help you?”
- If they are a parent, ask them for their student’s name and ask to see their photo identification.
- If they are a vendor or other visitor, ask the nature of their visit, who they are there to visit, and ask to see their identification.
- If they do not have identification with them, apologize and inform them that for safety reasons, this new district policy requires that they show state or federal photo identification to enter the building.
- Our goal is to keep out unidentified strangers. If the visitor is someone with whom you are familiar, and they have no identification in their vehicle or with them in any way you are allowed the flexibility to buzz them in. **Please go the front door and escort them to the main office in order for them to receive a visitor’s pass.** Remind them that they will need to bring their identification the next time they come to school.
- If you are not familiar with the visitor and he or she is unable to produce identification, he or she will not be allowed in the building.
- Once a visitor has reported to the office, please follow the building sign in/sign out procedures:
- (Parent) Verify parent is on the student check-out list if they wish to check their student out of school.
- (Parent) Present parent with a visitor pass labeled with their name, and direct them to the appropriate destination.
- (Volunteer) Present volunteer with an appropriate pass and direct them to appropriate location.
- (Vendor) Present vendor with a visitor pass and contact the person with whom they are wishing to speak.
- (Other) Present visitor with an appropriate pass and direct them to the location that they are seeking.

Early Education and Kids’ Safari programs:

- Parents of students enrolled in Early Education and Kids’ Safari programs can drop off and pick up their student at designated doors beginning at 6:30am until the start of the school day and then again when school is dismissed until 6:00pm. At the time school begins parents will be required to use the main school doors.
- Staff in Early Education and Kids’ Safari programs will be responsible for checking state or federal photo identification and buzzing parents in during the designated times above.

Keep in mind that some visitors will not be aware of these new procedures. Please be professional if visitors voice a concern, take the time to listen to their concern and remind them that we are taking these precautions to provide added security for our students. If you have any questions regarding these procedures, please contact David Lamken / Dennis Green at ext. 10035 or 816-286-3995.



## **A.L.I.C.E. Intruder/Active Shooter Response**

In the Spring of 2014 the Independence School District adopted the A.L.I.C.E. model to an intruder/Active Shooter event. From August of 2014 to the present time, all staff in the Independence School District received training from certified instructors from the Independence Police Department. The intent of the A.L.I.C.E. model and training is to increase the survivability of staff and students should an event occur.

All staff receives annual training in A.L.I.C.E. in compliance with Senate Bill 75. This training is in the form of either a two-hour classroom/scenario training or an electronic refresher course.

Staff are encouraged to recall the training and apply it to their specific building so they will be prepared should an event occur. Staff is also encouraged to discuss the A.L.I.C.E. principles with their students and other staff members to maintain the edge and situational awareness.

Staff is also encouraged to reach out to any of the law enforcement instructors (SROs, Truancy and DARE Officers in the district) should they need assistance in setting up their classroom, encounter an unsafe condition, to practice this model or if they should have any questions regarding an intruder/active shooter event.

## IAEOP

Independence Association of Educational Office Professionals

Joyce Wolfe, President

---

September, 2016

On behalf of IAEOP, we would like to take this opportunity to welcome you to the Independence School District. Every office professional plays a crucial role in uniting administrators, teachers, staff, parents, and patrons in the district's goal of providing a quality education for every student. We understand your role can be overwhelming and demanding and IAEOP is here to support you. This year, IAEOP will offer monthly opportunities of professional development and fellowship through meetings, projects, and social events.

The IAEOP executive board is excited to collaborate with each of you and to listen to your ideas on how we can cultivate a true partnership among *all* office personnel in the district. Please feel free to contact any of us and we will be glad to assist you.

President	Joyce Wolfe	Health Services	x10123
Vice President	Kathy McKelvey	Admissions	x10154
Treasurer	Rhonda Wingo	Admissions	x13052
Recording Secretary	Rebekah Huntley	Admissions	x10152
Corresponding Secretary	Gloria Isles	Business Office	x10080

We look forward to a wonderful year and wish you all the best!

Sincerely,  
Joyce Wolfe  
IAEOP President

## I. A. E. O. P.

**FROM:** Independence Association of Educational Office Professionals

**TO:** Professional Standards Program

Educational office professionals need to continue improving their skills, as they are essential in coping with rapidly changing conditions in the profession.

The National Association of Educational Office Professionals (NAEOP) provides an opportunity for members to enhance their professional competencies through academic programs, conferences, and institutes. These incentive activities enable members to take progressive steps to reach their desired professional growth level.

Successful completion of a NAEOP approved program qualifies the member for one or more of the following Professional Standards Program certificates:

- Basic
- Associate Professional
- Advanced I
- Advanced II
- Advanced III
- Associate Degree
- Bachelor Degree
- Master Degree
- Doctoral Degree

Each certificate is based on requirements in three areas: education, experience, and professional activity. This encourages the employee's involvement in growth opportunities both professionally and personally. Members of NAEOP may apply for admission to the Professional Standards Program and graduation from high school (or the equivalent) is required.

Filing dates each year for PSP applications are as follows:

January 15

May 15

September 15

### Enrollment

An educational office employee may enroll in the program at any level. Their NAEOP membership must be continuous while pursuing the PSP certificate. For complete requirements, request a PSP book from NAEOP, PO Box 12619, Wichita, KS, 67277-2619 or at [www.NAEOP.org](http://www.NAEOP.org).

State and local PSP Chairmen (through the State Association – MAEOP and the Independence AEOP.) are available for assistance in guiding you through the certification process. Contact Beth Smith, President of IAEOP., for the local PSP chairman.

NAEOP notifies applicants as soon as all requirements are met. All certificates are mailed to qualifiers within four weeks after the deadline, and their school district administrators are notified of their accomplishments. A PSP banquet is held during the NAEOP annual conference to recognize members who have earned a PSP certificate or the distinction of CEOE.

**The Independence School District recognizes this professional certification program and provides \$20 per level monthly as additional salary to an employee's base salary.**

## Public Relations for the Professional School Secretary

### IMAGE BUILDERS

#### Profile of a good secretary

- Discreet
- Self-Starter
- Handles the phone with tact—calming and satisfying everyone
- Takes the initiative to apologize for her boss

when she knows he/she will be late; brings matters to boss' attention which have been overlooked; writes letters that can be handled in a routine fashion, such as thank-you notes, etc

- Keeps her boss informed about what is happening within the organization and the community. Keeps her lines of communication open at all times.
- Understands priorities—which call should be made first, which letter should be written first.
- Keeps the office on an even keel when the boss is “hanging over the edge.”

#### A professional secretary likes her job.

#### Social Savvy

1. Makes others feel important.
  2. Knows the correct way to introduce people:
- Younger person to older person
  - Peer in your district to peer in another district

- Non-official person to official person
  - Junior administrator to senior administrator
  - Fellow administrator to patron
3. Is knowledgeable about the district and can field most general information calls.
  4. Handles with skill people who are waiting for appointments with the principal and/or superintendent;
- Explains why unexpected delay has happened
  - Offers coffee, tea or soda
  - Provides special school district publications as reading materials
  - Keeps checking on the schedule and reports to person waiting

#### Communicating

1. Cultivates voice/vocabulary
2. Understands that body language gives strong messages
3. Develops the art of listening

#### Other Duties As Assigned:

#### The Juggler

1. A secretary's job description never ends—find out what tasks your boss dislikes doing and offer to do them, one at a time. Make sure you do them better than your boss did. (Reward: You'll probably receive more responsibility and authority.)

---

Source: Charlene Brown, Coordinator, Information Services, Arlington (Texas) Independent School District, for *Paraprofessional Workshops*, sponsored by the Texas School Public Relations Association (TSPRA).

© National School Public Relations Association...The Leader in School Communications

---

## Survival Kit for School Secretaries

### IMAGE BUILDERS

Answering questions quickly and accurately helps promote good public relations for your school district. Be prepared! create a loose-leaf binder “survival kit” that includes:

- √ List of school board members (with addresses and phone numbers)
- √ Names of school district administrators
- √ List of school district personnel
- √ A personnel directory showing who should be called in various situations
- √ School calendar and each school

- √ Listing of educational acronyms (examples:SBM/Site Based; Management; PTO/Parent School Teacher Organization; CAI/ Computer Assisted Instruction; etc.)
- √ Enrollment figures for district
- √ List of PTA and/or PTO officers as well as leaders of other special clubs or groups
- √ Bus schedules
- √ School policies and procedures
- √ School health rules
- √ CRISIS PLAN—Emergency numbers (ambulance service, school nurse, doctors, fire and police departments)

*Add your own “quick response” resources:*

√ \_\_\_\_\_

√ \_\_\_\_\_

√ \_\_\_\_\_

√ \_\_\_\_\_

√ \_\_\_\_\_

√ \_\_\_\_\_

Source: *HIGH-IMPACT COMMUNICATION SKILLS*, A Handbook prepared by the Texas School Public Relations Association—Gulf Coast Chapter

©National School Public Relations association...The Leader in School Communications

# EMPLOYMENT

## INDEPENDENCE SCHOOL DISTRICT JOB DESCRIPTION

### Accounts Payable Clerk

#### Qualifications:

- Minimum education of a high school diploma or its equivalent is required, with additional preparation and/or college work related to secretarial training preferred
- Minimum of five (5) years educational office personnel experience or experience in a specialized field and/or a degree in the appropriate field required
- Computer skills and/or experience required
- Typing and/or keyboarding skills required
- Working knowledge of standard office machines required
- Communication and interpersonal skills
- Possession of the knowledge, skills, and abilities necessary to perform the essential functions of the position
- Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable

**Fair Labor Standards Act Status:** Non-Exempt

#### Reports to:

Director of Business and Benefits  
Department Supervisor(s)

#### Job Goal:

Provide skillful and productive operation of the office in order to assure a positive impact on the Independence School District's educational program and students' success.

#### Performance Responsibilities for District Office Personnel:

- Performs various office management tasks
- Operates computers, copiers, office machinery and equipment with a high degree of skill
- Maintains files/records, confidential and general correspondence, memos, statistical data, reports, and other office forms as assigned
- Performs duties to achieve high levels of customer service
  - a. Answers telephone in a pleasant and respectful manner and routes calls to appropriate personnel
  - b. Deals courteously with visitors, parents, students, and staff
  - c. Cooperative, flexible and shows good judgement/discretion in interpersonal interactions
  - d. Represents self, school and District positively
- Responds in a timely manner to informational requests
- Performs budgeting, requisitioning, and bookkeeping tasks as necessary, following established District policies and procedures
- Demonstrates good safety practices and adheres to all District rules, regulations and policies
- Performs other duties as assigned in order to carry out functions of the office

**Performance Responsibilities for Accounts Payable Clerk:**

The following responsibilities may be included for this position:

- Assists with the processing of accounts payable, which may include paying bills, preparing vouchers, printing checks, etc.
- Maintains budget records
- Compiles and reconciles monthly financial statements
- Reconciles actual activity funds, verifies expenditures, maintains accurate activity receipts and monies
- Balances bank accounts and prepares monthly reports
- Prepares student bills and posts payments to student accounts
- Performs other responsibilities as necessary to carry out the functions of the office

**Terms of Employment:**

Accounts Payable Clerks will be employed for ten, eleven, or twelve month positions. The salary and work year will be established annually by the Board of Education.

**Evaluation:**

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Performance Based Evaluation – Office Personnel.



**INDEPENDENCE SCHOOL DISTRICT  
JOB DESCRIPTION  
Accounts Receivable Clerk**

**Qualifications:**

- Minimum education of a high school diploma or its equivalent is required, with additional preparation and/or college work related to secretarial training preferred
- Minimum of five (5) years educational office personnel experience or experience in a specialized field and/or a degree in the appropriate field required
- Computer skills and/or experience required
- Typing and/or keyboarding skills required
- Working knowledge of standard office machines required
- Communication and interpersonal skills
- Possession of the knowledge, skills, and abilities necessary to perform the essential functions of the position
- Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable

**Fair Labor Standards Act Status:** Non-Exempt

**Reports to:**

Director of Business and Benefits  
Department Supervisors(s)

**Job Goal:**

Provide skillful and productive operation of the office in order to assure a positive impact on the Independence School District's educational program and students' success.

**Performance Responsibilities for District Office Personnel:**

- Performs various office management tasks
- Operates computers, copiers, office machinery and equipment with a high degree of skill
- Maintains files/records, confidential and general correspondence, memos, statistical data, reports, and other office forms as assigned
- Performs duties to achieve high levels of customer service
  - a. Answers telephone in a pleasant and respectful manner and routes calls to appropriate personnel
  - b. Deals courteously with visitors, parents, students, and staff
  - c. Cooperative, flexible and shows good judgement/discretion in interpersonal interactions
  - d. Represents self, school and District positively
- Responds in a timely manner to informational requests
- Performs budgeting, requisitioning, and bookkeeping tasks as necessary, following established District policies and procedures
- Demonstrates good safety practices and adheres to all District rules, regulations and policies
- Performs other duties as assigned in order to carry out functions of the office

**Performance Responsibilities for Accounts Receivable Clerk:**

The following responsibilities may be included for this position:

- Assists with the processing of accounts receivable
- Maintains budget records
- Compiles and reconciles monthly financial statements
- Reconciles actual activity funds, verifies expenditures, maintains accurate activity receipts and monies
- Balances bank accounts and prepares monthly reports
- Performs other responsibilities as necessary to carry out the functions of the office

**Terms of Employment:**

Accounts Receivable Clerks will be employed for ten, eleven, or twelve month positions. The salary and work year will be established annually by the Board of Education.

**Evaluation:**

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Performance Based Evaluation – Office Personnel.

**INDEPENDENCE SCHOOL DISTRICT  
JOB DESCRIPTION  
Administrative Secretary**

**Qualifications:**

- Minimum education of a high school diploma or its equivalent is required, with additional preparation and/or college work related to secretarial training preferred.
- Experience as a receptionist or secretary preferred.
- Computer skills and/or experience required.
- Typing and/or keyboarding skills required.
- Working knowledge of standard office machines required.
- Communication and interpersonal skills.
- Possession of the knowledge, skills, and abilities necessary to perform the essential functions of the position.
- Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable.

**Fair Labor Standards Act Status:** Non-Exempt

**Reports to:**

Department Administrator

**Job Goal:**

Provide skillful and productive operation of the office in order to assure a positive impact on the Independence School District's educational program and students' success.

**Performance Responsibilities for Administrative Personnel:**

- Performs various office management tasks
- Operates computers, copiers, office machinery and equipment with a high degree of skill
- Maintains files/records, confidential and general correspondence, memos, statistical data, reports, and other office forms as assigned
- Performs duties to achieve high levels of customer service
  - a. Answers telephone in a pleasant and respectful manner and routes calls to appropriate personnel
  - b. Deals courteously with visitors, parents, students, and staff
  - c. Cooperative, flexible and shows good judgement/discretion in interpersonal interactions
  - d. Represents self, school and District positively
- Responds in a timely manner to informational requests
- Performs budgeting, requisitioning, and bookkeeping tasks as necessary, following established District policies and procedures
- Demonstrates good safety practices and adheres to all District rules, regulations and policies
- Performs other duties as assigned in order to carry out functions of the office

**Performance Responsibilities for Administrative Secretary:**

The following responsibilities may be included for this position:

- Completes documents and written communications for special projects
- Drafts district communications
- Performs budgetary and bookkeeping tasks
- Takes inventory and orders equipment and supplies, as needed
- Assists with the processing of accounts payable, which may include paying bills, preparing vouchers, printing checks, etc.
- Processes applications for government financial assistance
- Generates reports, as requested
- Assists in the coordination of District functions, special events and curriculum.
- Posts District information
- Submits technology work order requests for District staff
- Manages passwords for various software systems across the District
- Maintains current models and prices for technology purchases
- Processes requests for technology purchases
- Relays urgent technology needs to members of the technology staff.
- Drafts correspondence
- Trains clerical staff, as necessary
- Collects, compiles and enters student, payroll, time sheet, and other record-keeping data into computer databases
- Greets students, parents and guests warmly; functions as an ambassador for ISD
- Answers telephones, transfers calls and takes messages
- Performs secretarial duties, such as typing correspondence, opening mail, ordering supplies, etc.
- Maintains calendars
- Performs other responsibilities as necessary to carry out the functions of the office

**Terms of Employment:**

Administrative Secretaries will be employed for twelve month positions. The salary and work year will be established annually by the Board of Education.

**Evaluation:**

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Performance Based Evaluation – Office Personnel.

HR 8.7.15

**INDEPENDENCE SCHOOL DISTRICT  
JOB DESCRIPTION  
Administrative Assistant**

**Qualifications:**

- Minimum education of a high school diploma or its equivalent is required, with additional preparation and/or college work related to secretarial training preferred.
- Experience as a receptionist or secretary preferred.
- Computer skills and/or experience required.
- Typing and/or keyboarding skills required.
- Working knowledge of standard office machines required.
- Communication and interpersonal skills.
- Possession of the knowledge, skills, and abilities necessary to perform the essential functions of the position.
- Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable.

**Fair Labor Standards Act Status:** Non-Exempt

**Reports to:**

Department Administrator

**Job Goal:**

Provide skillful and productive operation of the office in order to assure a positive impact on the Independence School District's educational program and students' success.

**Performance Responsibilities for Administrative Personnel:**

- Performs various office management tasks
- Operates computers, copiers, office machinery and equipment with a high degree of skill
- Maintains files/records, confidential and general correspondence, memos, statistical data, reports, and other office forms as assigned
- Performs duties to achieve high levels of customer service
  - a. Answers telephone in a pleasant and respectful manner and routes calls to appropriate personnel
  - b. Deals courteously with visitors, parents, students, and staff
  - c. Cooperative, flexible and shows good judgement/discretion in interpersonal interactions
  - d. Represents self, school and District positively
- Responds in a timely manner to informational requests
- Performs budgeting, requisitioning, and bookkeeping tasks as necessary, following established District policies and procedures
- Demonstrates good safety practices and adheres to all District rules, regulations and policies
- Performs other duties as assigned in order to carry out functions of the office

**Performance Responsibilities for Administrative Secretary:**

The following responsibilities may be included for this position:

- Completes documents and written communications for special projects
- Drafts district communications
- Performs budgetary and bookkeeping tasks
- Takes inventory and orders equipment and supplies, as needed
- Assists with the processing of accounts payable, which may include paying bills, preparing vouchers, printing checks, etc.
- Processes applications for government financial assistance
- Generates reports, as requested
- Assists in the coordination of District functions, special events and curriculum.
- Posts District information
- Submits technology work order requests for District staff
- Manages passwords for various software systems across the District
- Maintains current models and prices for technology purchases
- Processes requests for technology purchases
- Relays urgent technology needs to members of the technology staff.
- Drafts correspondence
- Trains clerical staff, as necessary
- Collects, compiles and enters student, payroll, time sheet, and other record-keeping data into computer databases
- Greets students, parents and guests warmly; functions as an ambassador for ISD
- Answers telephones, transfers calls and takes messages
- Performs secretarial duties, such as typing correspondence, opening mail, ordering supplies, etc.
- Maintains calendars
- Performs other responsibilities as necessary to carry out the functions of the office

**Terms of Employment:**

Administrative Secretaries will be employed for twelve month positions. The salary and work year will be established annually by the Board of Education.

**Evaluation:**

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Performance Based Evaluation – Office Personnel.

HR 8.7.15

**INDEPENDENCE SCHOOL DISTRICT  
JOB DESCRIPTION  
Admissions Specialist (District)**

**Qualifications:**

- Minimum education of a high school diploma or its equivalent is required, with additional preparation and/or college work related to secretarial training preferred
- Experience as an admission specialist, registrar, receptionist, or secretary preferred
- Computer skills and/or experience required
  - Knowledge of Excel Spreadsheets desirable
  - Knowledge of School Information Systems such as PowerSchool desirable
- Typing and/or keyboarding skills required
- Working knowledge of standard office machines required
- Customer service, communication and interpersonal skills
- Possession of the knowledge, skills, and abilities necessary to perform the essential functions of the position
- Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable

**Fair Labor Standards Act Status:** Non-Exempt

**Reports to:**

Director of Student Data Management and/or designee

**Job Goal:**

Provide skillful and productive operation of the Admissions Center in order to assure a positive impact on the Independence School District's educational program and students' success.

**Performance Responsibilities for District Office Personnel:**

- Performs various office management tasks
- Operates computers, copiers, office machinery and equipment with a high degree of skill and accuracy
- Maintains files/records, confidential and general correspondence, memos, statistical data, reports, and other office forms as assigned
- Performs duties to achieve high levels of customer service
  - Answers telephone in a pleasant and respectful manner and routes calls to appropriate personnel
  - Deals courteously with visitors, parents, students, and staff
  - Cooperative, flexible and shows good judgement/discretion in interpersonal interactions
  - Represents self, school and District positively
- Responds in a timely manner to informational requests
- Demonstrates good safety practices and adheres to all District rules, regulations and policies
- Performs other duties related to the maintenance of student records/database system

### **Performance Responsibilities for Admissions Specialist:**

The following responsibilities are included for the position of Admissions Specialist:

- Pull records from the online registration system and create admissions appointments for incoming ISD students
- Work with families to enroll new students to the ISD and gather required records and documents including, but not limited to, demographic data, health and home language information, attendance data, disciplinary records, special education/504 records.
- Request records for incoming ISD students
- Verify residency of all incoming ISD students
- Assignment of school locations
- Accurate data entry of all student information into the student information system
- Finalize the withdraw of students from the school district, which may include verifying with parents to ensure withdrawal is appropriate, pulling permanent student records, and completing required paperwork and student information system updates
- Creation of student files/cumulative files - digital
  - Previous grade entry
  - Preparation of grade information for performing class ranking
  - Data entry of student transcripts
- Processes Graduate Files transferred from Central Office
  - Sends all final transcripts of graduates to respected colleges/universities
  - Prepares files within the database system to be moved to Graduated Student status at year end
- Verifies storing of grades in school buildings
- Verifies student graduation dates, sends transcripts and student records to requesting entities, such as colleges or transferring schools
- Assists with master schedule development for district schools
- Assists with annual course enrollment at the secondary level
- Preparation of files (digitally) to move to next school at end of the year
- Data entry of all standardized testing for each student within database system
  - EOC, ACT, SAT, COMPASS, ASVAB, STAR, District Benchmarks etc.
- Collection and maintenance of MSIP data for district analysis
- Export records for needed data for district personnel and building administrators
- Assist in verification and certification of core data upload files for the Missouri Department of Elementary and Secondary Education
- Completion of other duties as assigned by the Director of Student Data Management or his/her designee

### **Terms of Employment:**

Admission Specialists will be employed for twelve-month positions. The salary and work year will be established annually by the Board of Education.

### **Evaluation:**

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Performance Based Evaluation – Office Personnel.



**INDEPENDENCE SCHOOL DISTRICT  
JOB DESCRIPTION  
Attendance Secretary (Middle School & High School)**

**Qualifications:**

- Minimum education of a high school diploma or its equivalent is required, with additional preparation and/or college work related to secretarial training preferred
- Minimum of five (5) years educational office personnel experience or experience in a specialized field and/or a degree in the appropriate field required
- Computer skills and/or experience required
- Typing and/or keyboarding skills required
- Working knowledge of standard office machines required
- Communication and interpersonal skills
- Possession of the knowledge, skills, and abilities necessary to perform the essential functions of the position
- Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable

**Fair Labor Standards Act Status:** Non-Exempt

**Reports to:**

Building Principal

**Job Goal:**

Provide skillful and productive operation of the office in order to assure a positive impact on the Independence School District's educational program and students' success.

**Performance Responsibilities for District Office Personnel:**

- Performs various office management tasks
- Operates computers, copiers, office machinery and equipment with a high degree of skill
- Maintains files/records, confidential and general correspondence, memos, statistical data, reports, and other office forms as assigned
- Performs duties to achieve high levels of customer service
  - a. Answers telephone in a pleasant and respectful manner and routes calls to appropriate personnel
  - b. Deals courteously with visitors, parents, students, and staff
  - c. Cooperative, flexible and shows good judgement/discretion in interpersonal interactions
  - d. Represents self, school and District positively
- Responds in a timely manner to informational requests
- Performs budgeting, requisitioning, and bookkeeping tasks as necessary, following established District policies and procedures
- Demonstrates good safety practices and adheres to all District rules, regulations and policies
- Performs other duties as assigned in order to carry out functions of the office

**Performance Responsibilities for Attendance Secretary:**

The following responsibilities may be included for this position:

- Prepares monthly school reports, as required
- Assist as needed in preparing school report cards for printing and distribution
- Maintains daily attendance records for students
- Enters data into computer databases
- Maintain and updates student records, i.e. addresses, phone numbers
- Greets students, parents, and guests warmly; functions as an ambassador for ISD
- Answers telephones, transfers calls, and takes messages
- Sorts, reads, and distributes office mail
- Performs secretarial duties, such as typing correspondence, etc.
- Performs other responsibilities as necessary to carry out the functions of the office
- Checks students in/out

**Terms of Employment:**

Attendance Secretaries will be employed for eleven month positions. The salary and work year will be established annually by the Board of Education.

**Evaluation:**

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Performance Based Evaluation – Office Personnel.

**INDEPENDENCE SCHOOL DISTRICT  
JOB DESCRIPTION  
Benefits Assistant**

**Qualifications:**

- Minimum education of a high school diploma or its equivalent is required, with additional preparation and/or college work related to payroll and benefits preferred
- Experience as a receptionist or secretary preferred
- Experience in payroll and benefits preferred
- Advanced computer skills and/or experience required, particularly in Microsoft Office products
- Typing and/or keyboarding skills required
- Ten-key by touch skills required
- Working knowledge of standard office machines required
- Communication and interpersonal skills
- Possession of the knowledge, skills, and abilities necessary to perform the essential functions of the position
- Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable

**Fair Labor Standards Act Status:** Non-Exempt

**Reports to:**

Director of Business and Benefits  
Department Supervisor(s)

**Job Goal:**

Provide skillful and productive operation of the office in order to assure a positive impact on the Independence School District's educational program and students' success

**Performance Responsibilities for District Office Personnel:**

- Performs various office management tasks
- Operates computers, copiers, ten-key adding machines, office machinery and equipment with a high degree of skill
- Maintains files/records, confidential and general correspondence, memos, statistical data, reports, and other office forms as assigned
- Performs duties to achieve high levels of customer service
  - a. Answers telephone in a pleasant and respectful manner and routes calls to appropriate personnel
  - b. Deals courteously with visitors, parents, students, and staff
  - c. Cooperative, flexible and shows good judgement/discretion in interpersonal interactions
  - d. Represents self, school and District positively
- Responds in a timely manner to informational requests
- Performs budgeting, requisitioning, and bookkeeping tasks as necessary, following established District policies and procedures
- Demonstrates good safety practices and adheres to all District rules, regulations, and policies
- Performs other duties as assigned in order to carry out functions of the office

**Performance Responsibilities for Benefits Assistant:**

The following responsibilities may be included for this position:

- Coordinates benefits open enrollment and new hires enrollment, which may include scheduling presenters and locations, distributing enrollment information, and collecting and processing payroll deduction forms
- Maintains databases for all benefit plans
- Supervises arrangement and compilation of information on pretax benefit plans (Section 125, 403b/457b plans, etc.)
- Supervises processing of dental and Workers' Compensation claims
- Performs employee exit interviews for the benefits stage
- Reconciles all benefit liability accounts
- Initiates payment of benefits
- Performs other responsibilities as necessary to carry out the functions of the office

**Terms of Employment:**

The Benefits Assistant will be employed for a twelve month position. The salary and work year will be established annually by the Board of Education.

**Evaluation:**

Performance of this job will be evaluated by the immediate supervisor using the Independence School District Performance Based Evaluation – Office Personnel.

HR 8.7.15

**INDEPENDENCE SCHOOL DISTRICT  
JOB DESCRIPTION  
Benefits Clerk**

**Qualifications:**

- Minimum education of a high school diploma or its equivalent is required, with additional preparation and/or college work related to secretarial training preferred
- Minimum of five (5) years educational office personnel experience or experience in a specialized field and/or a degree in the appropriate field required
- Computer skills and/or experience required
- Typing and/or keyboarding skills required
- Working knowledge of standard office machines required
- Communication and interpersonal skills
- Possession of the knowledge, skills, and abilities necessary to perform the essential functions of the position
- Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable

**Fair Labor Standards Act Status:** Non-Exempt

**Reports to:**

Director of Business/Benefits

**Job Goal:**

Provide skillful and productive operation of the office in order to assure a positive impact on the Independence School District's educational program and students' success.

**Performance Responsibilities for District Office Personnel:**

- Performs various office management tasks
- Operates computers, copiers, office machinery and equipment with a high degree of skill
- Maintains files/records, confidential and general correspondence, memos, statistical data, reports, and other office forms as assigned
- Performs duties to achieve high levels of customer service
  - a. Answers telephone in a pleasant and respectful manner and routes calls to appropriate personnel
  - b. Deals courteously with visitors, parents, students, and staff
  - c. Cooperative, flexible and shows good judgement/discretion in interpersonal interactions
  - d. Represents self, school and District positively
- Responds in a timely manner to informational requests
- Performs budgeting, requisitioning, and bookkeeping tasks as necessary, following established District policies and procedures
- Demonstrates good safety practices and adheres to all District rules, regulations and policies
- Performs other duties as assigned in order to carry out functions of the office

**Performance Responsibilities for Benefits Clerk:**

The following responsibilities may be included for this position:

- Greets parents, guests, and employees warmly; functions as an ambassador for ISD
- Answers telephones, transfers calls, and takes messages
- Sorts, reads, and distributes office mail
- Performs secretarial duties, such as typing correspondence, ordering supplies, etc.
- Maintains calendars
- Processes dental claims
- Processes Workman’s Compensation claims
- Assists with benefits enrollment, which may include collecting payroll deduction forms during new enrollment and for new hires
- Assists in maintaining database for health insurance plans
- Arranges and compiles Section 125 plan information
- Performs other responsibilities as necessary to carry out the functions of the office

**Terms of Employment:**

Benefits Clerks will be employed for twelve month positions. The salary and work year will be established annually by the Board of Education.

**Evaluation:**

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Performance Based Evaluation – Office Personnel.

HR 8.7.15

**INDEPENDENCE SCHOOL DISTRICT  
JOB DESCRIPTION  
Benefits Coordinator**

**Qualifications:**

- Minimum education of a high school diploma or its equivalent is required, with additional preparation and/or college work related to secretarial training preferred
- Minimum of five (5) years educational office personnel experience or experience in a specialized field and/or a degree in the appropriate field required
- Computer skills and/or experience required
- Typing and/or keyboarding skills required
- Working knowledge of standard office machines required
- Communication and interpersonal skills
- Possession of the knowledge, skills, and abilities necessary to perform the essential functions of the position
- Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable

**Fair Labor Standards Act Status:** Non-Exempt

**Reports to:**

Director of Business/Benefits

**Job Goal:**

Provide skillful and productive operation of the office in order to assure a positive impact on the Independence School District's educational program and students' success.

**Performance Responsibilities for District Office Personnel:**

- Performs various office management tasks
- Operates computers, copiers, office machinery and equipment with a high degree of skill
- Maintains files/records, confidential and general correspondence, memos, statistical data, reports, and other office forms as assigned
- Performs duties to achieve high levels of customer service
  - a. Answers telephone in a pleasant and respectful manner and routes calls to appropriate personnel
  - b. Deals courteously with visitors, parents, students, and staff
  - c. Cooperative, flexible and shows good judgement/discretion in interpersonal interactions
  - d. Represents self, school and District positively
- Responds in a timely manner to informational requests
- Performs budgeting, requisitioning, and bookkeeping tasks as necessary, following established District policies and procedures
- Demonstrates good safety practices and adheres to all District rules, regulations and policies
- Performs other duties as assigned in order to carry out functions of the office

**Performance Responsibilities for Benefits Coordinator:**

The following responsibilities may be included for this position:

- Assists with benefits enrollment, which may include collecting payroll deduction forms during new enrollment and for new hire.
- Maintains database for health insurance plans
- Arranges and compiles Section 125 plan information
- Compares actual fund accounting reports to balance reports
- Pays vouchers and purchase orders
- Performs other responsibilities as necessary to carry out the functions of the office

**Terms of Employment:**

Benefits Coordinators will be employed for twelve month positions. The salary and work year will be established annually by the Board of Education.

**Evaluation:**

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Performance Based Evaluation – Office Personnel.



**INDEPENDENCE SCHOOL DISTRICT  
JOB DESCRIPTION  
Benefits/Payroll Clerk**

**Qualifications:**

- Minimum education of a high school diploma or its equivalent is required, with additional preparation and/or college work related to payroll and benefits
- Experience as a receptionist or secretary preferred
- Experience in payroll and benefits preferred
- Advanced computer skills and/or experience required, particularly in Microsoft Office products
- Typing and/or keyboarding skills required
- Ten-key by touch skills required
- Working knowledge of standard office machines required
- Communication and interpersonal skills
- Possession of the knowledge, skills, and abilities necessary to perform the essential functions of the position
- Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable

**Fair Labor Standards Act Status:** Non-Exempt

**Reports to:** Director of Business/Benefits

**Job Goal:**

Provide skillful and productive operation of the office in order to assure a positive impact on the Independence School District's educational program and students' success.

**Performance Responsibilities for District Office Personnel:**

- Performs various office management tasks
- Operates computers, copiers, ten-key adding machines, office machinery and equipment with a high degree of skill
- Maintains files/records, confidential and general correspondence, memos, statistical data, reports, and other office forms as assigned
- Performs duties to achieve high levels of customer service
  - a. Answers telephone in a pleasant and respectful manner and routes calls to appropriate personnel
  - b. Deals courteously with visitors, parents, students, and staff
  - c. Cooperative, flexible and shows good judgement/discretion in interpersonal interactions
  - d. Represents self, school and District positively
- Responds in a timely manner to informational requests
- Performs budgeting, requisitioning, and bookkeeping tasks as necessary, following established District policies and procedures
- Demonstrates good safety practices and adheres to all District rules, regulations and policies
- Performs other duties as assigned in order to carry out functions of the office

**Performance Responsibilities for Payroll/Benefits Clerk:**

The following responsibilities may be included for this position:

- Greets parents, guests, and employees warmly; functions as an ambassador for ISD
- Answers telephones, transfers calls, and takes messages
- Sorts, reads, and distributes office mail
- Performs secretarial duties, such as typing correspondence, ordering supplies, etc.
- Maintains calendars
- Prepares accurate financial records
- Reconciles all benefits and deductions for vendor payment
- Assists with all stages of Workers' Compensation claims and processes
- Assists with all stages of benefits enrollment
- Assists in maintaining databases for payroll and benefits
- Assists with employee exit interviews benefits stage
- Enters and maintains employee information into the employee database system
- Assists with employee timekeeping processes
- Assists with verification of employee leave
- Assists with verification that all employee leave has been accurately recorded on time sheets
- Assists with data entry and filing as needed
- Monitors compliance with Board of Education policy and administrative procedures regarding payroll and benefits
- Performs other data entry as needed for various payroll/benefits deductions
- Performs other responsibilities as necessary to carry out the functions of the office

**Terms of Employment:**

Payroll/Benefits Clerk will be employed for twelve month positions. The salary and work year will be established annually by the Board of Education.

**Evaluation:**

Performance of this job will be evaluated by the immediate supervisor using the Independence School District Performance Based Evaluation – Office Personnel.

**INDEPENDENCE SCHOOL DISTRICT  
JOB DESCRIPTION  
Building Bookkeeper (High School)**

**Qualifications:**

- Minimum education of a high school diploma or its equivalent is required, with additional preparation and/or college work related to secretarial training preferred
- Minimum of five (5) years educational office personnel experience or experience in a specialized field and/or a degree in the appropriate field required
- Computer skills and/or experience required
- Typing and/or keyboarding skills required
- Working knowledge of standard office machines required
- Communication and interpersonal skills
- Possession of the knowledge, skills, and abilities necessary to perform the essential functions of the position
- Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable

**Fair Labor Standards Act Status:** Non-Exempt

**Reports to:**

Building Administrator

**Job Goal:**

Provide skillful and productive operation of the office in order to assure a positive impact on the Independence School District's educational program and students' success.

**Performance Responsibilities for District Office Personnel:**

- Performs various office management tasks
- Operates computers, copiers, office machinery and equipment with a high degree of skill
- Maintains files/records, confidential and general correspondence, memos, statistical data, reports, and other office forms as assigned
- Performs duties to achieve high levels of customer service
  - a. Answers telephone in a pleasant and respectful manner and routes calls to appropriate personnel
  - b. Deals courteously with visitors, parents, students, and staff
  - c. Cooperative, flexible and shows good judgement/discretion in interpersonal interactions
  - d. Represents self, school and District positively
- Responds in a timely manner to informational requests
- Performs budgeting, requisitioning, and bookkeeping tasks as necessary, following established District policies and procedures
- Demonstrates good safety practices and adheres to all District rules, regulations and policies
- Performs other duties as assigned in order to carry out functions of the office

**Performance Responsibilities for Building Bookkeeper:**

The following responsibilities may be included for this position:

- Assists with the processing of accounts payable, which may include paying bills, preparing vouchers, printing checks, etc.
- Prepares accurate financial records
- Reconciles accounts
- Enters purchase orders into Keystone System and matches to invoices
- Posts ledger entries for grants and accounts
- Analyzes financial reports to determine fund availability
- Answers telephones, transfers calls and takes messages
- Schedules meetings, makes travel arrangements and maintains appointment calendars
- Performs other responsibilities as necessary to carry out the functions of the office
- Collects and records fees and payments
- Prepares cash deposits

**Terms of Employment:**

Building Bookkeepers will be employed for ten, eleven, or twelve month positions. The salary and work year will be established annually by the Board of Education.

**Evaluation:**

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Performance Based Evaluation – Office Personnel.

**INDEPENDENCE SCHOOL DISTRICT  
JOB DESCRIPTION  
Building Bookkeeper/Secretary**

**Qualifications:**

- Minimum education of a high school diploma or its equivalent is required, with additional preparation and/or college work related to secretarial training and/or bookkeeping preferred
- Experience as a receptionist or secretary preferred
- Computer skills and/or experience required
- Typing and/or keyboarding skills required
- Working knowledge of standard office machines required
- Communication and interpersonal skills
- Possession of the knowledge, skills, and abilities necessary to perform the essential functions of the position
- Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable

**Fair Labor Standards Act Status:** Non-Exempt

**Reports to:**

Building Administrator

**Job Goal:**

Provide skillful and productive operation of the office in order to assure a positive impact on the Independence School District's educational program and students' success.

**Performance Responsibilities for District Office Personnel:**

- Performs various office management tasks
- Operates computers, copiers, office machinery and equipment with a high degree of skill
- Maintains files/records, confidential and general correspondence, memos, statistical data, reports, and other office forms as assigned
- Performs duties to achieve high levels of customer service
  - a. Answers telephone in a pleasant and respectful manner and routes calls to appropriate personnel
  - b. Deals courteously with visitors, parents, students, and staff
  - c. Cooperative, flexible and shows good judgement/discretion in interpersonal interactions
  - d. Represents self, school and District positively
- Responds in a timely manner to informational requests
- Performs budgeting, requisitioning, and bookkeeping tasks as necessary, following established District policies and procedures
- Demonstrates good safety practices and adheres to all District rules, regulations and policies
- Performs other duties as assigned in order to carry out functions of the office

**Performance Responsibilities for Building Bookkeeper/Secretary:**

The following responsibilities may be included for this position:

- Assists with the processing of accounts payable, which may include paying bills, preparing vouchers, printing checks, etc.
- Prepares accurate financial records
- Reconciles accounts
- Enters purchase orders into Keystone system and matches to invoices
- Maintains student information database
- Verifies that employee time sheets are calculated accurately
- Posts ledger entries for grants and accounts
- Analyzes financial reports to determine fund availability
- Distributes scholarship information to students and employees
- Answers telephones, transfers calls, and takes messages
- Greets and provides information to parents, students, and guests warmly; functions as an ambassador for ISD
- Sorts, reads, and distributes office mail
- Schedules meetings, makes travel arrangements, and maintains appointment calendars
- Ensures office equipment is in working condition
- Performs other responsibilities as necessary to carry out the functions of the office

**Terms of Employment:**

Building Bookkeepers/Secretaries will be employed for ten, eleven, or twelve month positions. The salary and work year will be established annually by the Board of Education.

**Evaluation:**

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Performance Based Evaluation – Office Personnel.

HR 8/7/15

**INDEPENDENCE SCHOOL DISTRICT  
JOB DESCRIPTION  
Building Bookkeeper Secretary – Spanish Translation**

**Qualifications:**

- Fluency in English and Spanish written and oral communication required
- Minimum education of a high school diploma or its equivalent is required, with additional preparation and/or college work related to secretarial training, languages, or bilingual communication preferred
- Bilingual work experience preferred
- Computer skills and/or experience required
- Typing and/or keyboarding skills required
- Working knowledge of standard office machines required
- Communication and interpersonal skills
- Possession of the knowledge, skills, and abilities necessary to perform the essential functions of the position
- Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable

**Fair Labor Standards Act Status:** Non-Exempt

**Reports to:**

Supervising Program Staff and Building Administrator

**Job Goal:**

Provide skillful and productive operation of the office in order to assure a positive impact on the Independence School District's educational program and students' success.

**Performance Responsibilities for District Office Personnel:**

- Performs various office management tasks
- Operates computers, copiers, office machinery and equipment with a high degree of skill
- Maintains files/records, confidential and general correspondence, memos, statistical data, reports, and other office forms as assigned
- Performs duties to achieve high levels of customer service
  - a. Answers telephone in a pleasant and respectful manner and routes calls to appropriate personnel
  - b. Deals courteously with visitors, parents, students, and staff
  - c. Cooperative, flexible and shows good judgement/discretion in interpersonal interactions
  - d. Represents self, school and District positively
- Responds in a timely manner to informational requests
- Performs budgeting, requisitioning, and bookkeeping tasks as necessary, following established District policies and procedures
- Demonstrates good safety practices and adheres to all District rules, regulations and policies
- Performs other duties as assigned in order to carry out functions of the office

**Performance Responsibilities for Building Bookkeeper/Secretary:**

The following responsibilities may be included for this position:

- Assists with the processing of accounts payable, which may include paying bills, preparing vouchers, printing checks, etc.
- Prepares accurate financial records
- Reconciles accounts
- Enters purchase orders into Keystone system and matches to invoices
- Maintains student information database
- Verifies that employee time sheets are calculated accurately
- Posts ledger entries for grants and accounts
- Analyzes financial reports to determine fund availability
- Distributes scholarship information to students and employees
- Answers telephones, transfers calls, and takes messages
- Greets and provides information to parents, students, and guests warmly; functions as an ambassador for ISD
- Sorts, reads, and distributes office mail
- Schedules meetings, makes travel arrangements, and maintains appointment calendars
- Ensures office equipment is in working condition
- Performs other responsibilities as necessary to carry out the functions of the office

**Terms of Employment:**

Building Bookkeepers/Secretaries will be employed for ten, eleven, or twelve month positions. The salary and work year will be established annually by the Board of Education.

**Evaluation:**

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Performance Based Evaluation – Office Personnel.

HR 8.7.15



**INDEPENDENCE SCHOOL DISTRICT  
JOB DESCRIPTION  
Counseling Secretary**

**Qualifications:**

- Minimum education of a high school diploma or its equivalent is required, with additional preparation and/or college work related to secretarial training preferred
- Minimum of five (5) years educational office personnel experience or experience in a specialized field and/or a degree in the appropriate field required
- Computer skills and/or experience required
- Typing and/or keyboarding skills required
- Working knowledge of standard office machines required
- Communication and interpersonal skills
- Possession of the knowledge, skills, and abilities necessary to perform the essential functions of the position
- Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable

**Fair Labor Standards Act Status:** Non-Exempt

**Reports to:**

Building Principal

**Job Goal:**

Provide skillful and productive operation of the office in order to assure a positive impact on the Independence School District's educational program and students' success.

**Performance Responsibilities for District Office Personnel:**

- Performs various office management tasks
- Operates computers, copiers, office machinery and equipment with a high degree of skill
- Maintains files/records, confidential and general correspondence, memos, statistical data, reports, and other office forms as assigned
- Performs duties to achieve high levels of customer service
  - a. Answers telephone in a pleasant and respectful manner and routes calls to appropriate personnel
  - b. Deals courteously with visitors, parents, students, and staff
  - c. Cooperative, flexible and shows good judgement/discretion in interpersonal interactions
  - d. Represents self, school and District positively
- Responds in a timely manner to informational requests
- Performs budgeting, requisitioning, and bookkeeping tasks as necessary, following established District policies and procedures
- Demonstrates good safety practices and adheres to all District rules, regulations and policies
- Performs other duties as assigned in order to carry out functions of the office

**Performance Responsibilities for Counseling Secretary:**

The following responsibilities may be included for this position:

- Answers telephones, transfers calls, and takes messages
- Greets students, parents, and guests warmly; functions as an ambassador for ISD
- Maintains calendar for counselors
- Assist with projects, as needed
- Sorts, reads, and distributes office mail
- Supervise student aide
- Maintain files for scholarship information
- Maintain forms used for daily office use
- Processes change of addresses
- Monitors return mail, address/residency verifications, residency affidavits
- Schedule college visits
- Assist with Senior Awards Night
- Generate Diplomas and Graduation Program
- Assist with Graduation activities
- Assist with preparation for testing (PSAT, PLAN, ASVAB, MAP, ACT/SAT)
- Work with various District programs offered
- Assist with budget preparation and checking in of supplies
- Assist with enrollment and withdrawal of students
- Performs secretarial duties, such as typing correspondence, ordering supplies, etc.
- Performs other responsibilities as necessary to carry out the functions of the office

**Terms of Employment:**

Counseling Secretaries will be employed for eleven month positions. The salary and work year will be established annually by the Board of Education.

**Evaluation:**

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Performance Based Evaluation – Office Personnel.

**INDEPENDENCE SCHOOL DISTRICT  
JOB DESCRIPTION  
Data Entry Specialist for Early Education**

**Qualifications:**

- Minimum education of an Associate's Degree in a related field
- Experience as a data entry specialist required
- Computer skills and/or experience required
- Typing and/or keyboarding skills required
- Working knowledge of standard office machines required
- Communication and interpersonal skills
- Possession of the knowledge, skills, and abilities necessary to perform the essential functions of the position
- Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable

**Fair Labor Standards Act Status:** Non-Exempt

**Reports to:**

Deputy Superintendent or designee

**Job Goal:**

Provide skillful and productive operation of the office in order to assure a positive impact on the Independence School District's educational program and students' success.

**Performance Responsibilities for Data Entry Specialist for Early Education:**

- Operates computers, copiers, office machinery and equipment with a high degree of skill
- Maintains files/records, confidential and general correspondence, memos, statistical data, and reports
- Responds in a timely manner to informational requests
- Demonstrates good safety practices and adheres to all District rules, regulations, and policies

**Performance Responsibilities for Data Entry Specialist for Early Education:**

The following responsibilities may be included for this position:

- Prepares monthly school reports, as required
- Enters data into computer databases
- Assists with the enrollment of students
- Maintains and updates student records and files
- Collects, complies, and enters student data, payroll, time sheets, and other record-keeping data into computer databases
- Submit initial physical upon hire then every two (2) years
- Submit initial tuberculin screening upon hire
- Complete other duties as defined and assigned

**Terms of Employment:**

Data Entry Specialists for Early Education will be employed for a twelve month position. The salary and work year will be established annually by the Board of Education.

**Evaluation:**

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Performance Based Evaluation – Office Personnel.

**INDEPENDENCE SCHOOL DISTRICT  
JOB DESCRIPTION  
District Bookkeeper**

**Qualifications:**

- Minimum education of a college degree in accounting or comparable governmental bookkeeping experience
- School district bookkeeping experience preferred
- Financial and/or banking experience preferred
- Advanced computer skills and/or experience required, particularly in Microsoft Office Products
- Typing and/or keyboarding skills required
- Ten-key by touch skills required
- Working knowledge of standard office machines required
- Communication and interpersonal skills
- Possession of the knowledge, skills and abilities necessary to perform the essential functions of the position
- Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable

**Fair Labor Standards Act Status:** Non-Exempt

**Reports to:**

Director of Benefits/Business Services

**Job Goal:**

Provide skillful and productive operation of the office in order to assure a positive impact on the Independence School District's educational program and students' success.

**Performance Responsibilities for District Office Personnel:**

- Performs various office management tasks
- Operates computers, copiers, ten-key adding machines, office machinery and equipment with a high degree of skill
- Maintains files/records, confidential and general correspondence, memos, statistical data, reports and other office forms as assigned
- Performs duties to achieve high levels of customer service
  - a. Answers telephone in a pleasant and respectful manner and routes calls to appropriate personnel
  - b. Deals courteously with visitors, parents, students, and staff
  - c. Cooperative, flexible and shows good judgement/discretion in interpersonal interactions
  - d. Represents self, school and District positively
- Responds in a timely manner to informational requests
- Performs budgeting, requisitioning, and bookkeeping tasks as necessary, following established District policies and procedures
- Demonstrates good safety practices and adheres to all District rules, regulations and policies
- Performs other duties as assigned in order to carry out functions of the office

**Performance Responsibilities for District Bookkeeper:**

The following responsibilities may be included for this position:

- Prepares accurate financial records
- Reconciles general ledger accounts
- Reconciles and compiles monthly financial statements
- Reconciles all bank accounts monthly
- Daily posts district cash receipts
- Daily reconciles bank transactions
- Generates monthly warrant list of Accounts Payable checks for Board of Education approval
- Maintains listing of check number usage
- Performs follow-up for outstanding checks annually and submits to the State Treasurer those considered to be unclaimed property by state law
- Posts payroll to general ledger accounts
- Opens and closes accounting periods
- Trains and assists secretaries and other District personnel regarding cash receipts, journal entries, petty cash, and reports
- Assists with audit functions
- Assists with entry of journal entries
- Assists with entry of new chart of account numbers
- Assists with district personnel to monitor grant transactions and budgets for compliance with grant guidelines
- Performs other responsibilities as necessary to carry out the functions of the office

**Terms of Employment:**

District Bookkeepers will be employed for twelve month positions. The salary and work year will be established annually by the Board of Education.

**Evaluation:**

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Performance Based Evaluation – Office Personnel.

**INDEPENDENCE SCHOOL DISTRICT  
JOB DESCRIPTION  
District Bookkeeper for Early Education**

**Qualifications:**

- Minimum education of a college degree in accounting or comparable governmental bookkeeping experience
- School district bookkeeping experience preferred
- Financial and/or banking experience preferred
- Advanced computer skills and/or experience required, particularly in Microsoft Office Products
- Typing and/or keyboarding skills required
- Ten-key by touch skills required
- Working knowledge of standard office machines required
- Communication and interpersonal skills
- Possession of the knowledge, skills and abilities necessary to perform the essential functions of the position
- Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable

**Fair Labor Standards Act Status:** Non-Exempt

**Reports to:**

Deputy Superintendent or designee

**Job Goal:**

Provide skillful and productive operation of the office in order to assure a positive impact on the Independence School District's educational program and students' success.

**Performance Responsibilities for District Office Personnel:**

- Performs various office management tasks
- Operates computers, copiers, ten-key adding machines, office machinery and equipment with a high degree of skill
- Maintains files/records, confidential and general correspondence, memos, statistical data, reports and other office forms as assigned
- Performs duties to achieve high levels of customer service
  - a. Answers telephone in a pleasant and respectful manner and routes calls to appropriate personnel
  - b. Deals courteously with visitors, parents, students, and staff
  - c. Cooperative, flexible and shows good judgement/discretion in interpersonal interactions
  - d. Represents self, school and District positively
- Responds in a timely manner to informational requests
- Performs budgeting, requisitioning, and bookkeeping tasks as necessary, following established District policies and procedures
- Submit initial physical upon hire and then every two (2) years
- Submit initial tuberculin screening upon hire
- Demonstrates good safety practices and adheres to all District rules, regulations and policies
- Performs other duties as assigned in order to carry out functions of the office

**Performance Responsibilities for District Bookkeeper:**

The following responsibilities may be included for this position:

- Prepares accurate financial records
- Reconciles general ledger accounts
- Reconciles and compiles monthly financial statements
- Reconciles all bank accounts monthly
- Daily posts district cash receipts
- Daily reconciles bank transactions
- Generates monthly warrant list of Accounts Payable checks for Board of Education approval
- Maintains listing of check number usage
- Performs follow-up for outstanding checks annually and submits to the State Treasurer those considered to be unclaimed property by state law
- Posts payroll to general ledger accounts
- Opens and closes accounting periods
- Trains and assists secretaries and other District personnel regarding cash receipts, journal entries, petty cash, and reports
- Assists with audit functions
- Assists with entry of journal entries
- Assists with entry of new chart of account numbers
- Assists with district personnel to monitor grant transactions and budgets for compliance with grant guidelines
- Submits initial physical upon hire then every two (2) years thereafter
- Submits initial tuberculin screening upon hire
- Performs other responsibilities as necessary to carry out the functions of the office

**Terms of Employment:**

District Bookkeepers will be employed for twelve month positions. The salary and work year will be established annually by the Board of Education.

**Evaluation:**

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Performance Based Evaluation – Office Personnel.

HR 8.7.15



**INDEPENDENCE SCHOOL DISTRICT  
JOB DESCRIPTION  
District Bookkeeper for Transportation**

**Qualifications:**

- Minimum education of a college degree in accounting, bookkeeping or similar experience preferred
- Experience with payroll processing preferred
- Financial and/or banking experience preferred
- Advanced computer skills and/or experience required, particularly in Microsoft Office Products
- Typing and/or keyboarding skills required
- Ten-key by touch skills required
- Working knowledge of standard office machines required
- Communication and interpersonal skills
- Possession of the knowledge, skills and abilities necessary to perform the essential functions of the position
- Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable

**Fair Labor Standards Act Status:** Non-Exempt

**Reports to:**

Director of Transportation

**Job Goal:**

Provide skillful and productive operation of the office in order to assure a positive impact on the Independence School District's educational program and students' success.

**Performance Responsibilities for District Office Personnel:**

- Ability to operate a school bus when needed
- Performs various office management tasks
- Operates computers, copiers, ten-key adding machines, office machinery and equipment with a high degree of skill
- Maintains files/records, confidential and general correspondence, memos, statistical data, reports and other office forms as assigned
- Performs duties to achieve high levels of customer service
  - a. Answers telephone in a pleasant and respectful manner and routes calls to appropriate personnel
  - b. Deals courteously with visitors, parents, students, and staff
  - c. Cooperative, flexible and shows good judgement/discretion in interpersonal interactions
  - d. Represents self, school and District positively
- Responds in a timely manner to informational requests
- Performs budgeting, requisitioning, and bookkeeping tasks as necessary, following established District policies and procedures
- Demonstrates good safety practices and adheres to all District rules, regulations and policies
- Performs other duties as assigned in order to carry out functions of the office

**Performance Responsibilities for Transportation District Bookkeeper:**

The following responsibilities may be included for this position:

- Prepares accurate financial records
- Reconciles general ledger accounts
- Reconciles and compiles monthly financial statements
- Reconciles all bank accounts monthly
- Daily posts district cash receipts
- Daily reconciles bank transactions
- Generates monthly warrant list of Accounts Payable checks for Board of Education approval
- Maintains listing of check number usage
- Performs follow-up for outstanding checks annually and submits to the State Treasurer those considered to be unclaimed property by state law
- Processes and posts payroll
- Takes inventory and orders equipment and supplies, as needed
- Assists with the processing of accounts payable, which may include paying bills, preparing vouchers, printing checks, etc.
- Opens and closes accounting periods
- Trains and assists secretaries and other District personnel regarding cash receipts, journal entries, petty cash, and reports
- Assists with employment procedures, which may include gathering and reviewing employment applications, checking applicant references, scheduling interviews, preparing employment forms and ensuring new hire paperwork is completed
- Assists with audit functions
- Assists with entry of journal entries
- Assists with entry of new chart of account numbers
- Assists with district personnel to monitor grant transactions and budgets for compliance with grant guidelines
- Performs other responsibilities as necessary to carry out the functions of the office

**Terms of Employment:**

Transportation District Bookkeepers will be employed for twelve month positions. The salary and work year will be established annually by the Board of Education.

**Evaluation:**

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Performance Based Evaluation – Office Personnel.

HR 8/7/15

**INDEPENDENCE SCHOOL DISTRICT  
JOB DESCRIPTION  
District Secretary**

**Qualifications:**

- Minimum education of a high school diploma or its equivalent is required, with additional preparation and/or college work related to secretarial training preferred
- Minimum of five (5) years educational office personnel experience or experience in a specialized field and/or a degree in the appropriate field required
- Computer skills and/or experience required
- Typing and/or keyboarding skills required
- Working knowledge of standard office machines required
- Communication and interpersonal skills
- Possession of the knowledge, skills, and abilities necessary to perform the essential functions of the position
- Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable

**Fair Labor Standards Act Status:** Non-Exempt

**Reports to:**

Office/Department Administrator

**Job Goal:**

Provide skillful and productive operation of the office in order to assure a positive impact on the Independence School District's educational program and students' success.

**Performance Responsibilities for District Office Personnel:**

- Performs various office management tasks
- Operates computers, copiers, office machinery and equipment with a high degree of skill
- Maintains files/records, confidential and general correspondence, memos, statistical data, reports, and other office forms as assigned
- Performs duties to achieve high levels of customer service
  - a. Answers telephone in a pleasant and respectful manner and routes calls to appropriate personnel
  - b. Deals courteously with visitors, parents, students, and staff
  - c. Cooperative, flexible and shows good judgement/discretion in interpersonal interactions
  - d. Represents self, school and District positively
- Responds in a timely manner to informational requests
- Performs budgeting, requisitioning, and bookkeeping tasks as necessary, following established District policies and procedures
- Demonstrates good safety practices and adheres to all District rules, regulations and policies
- Performs other duties as assigned in order to carry out functions of the office

**Performance Responsibilities for District Secretary:**

The following responsibilities may be included for this position:

- Performs budgetary and bookkeeping tasks
- Takes inventory and orders equipment and supplies, as needed
- Assists with the processing of accounts payable, which may include paying bills, preparing vouchers, printing checks, etc.
- Processes applications for government financial assistance
- Generates reports, as requested
- Assists in the coordination of district functions, special events, and curriculum activities
- Posts district information
- Drafts correspondence
- Assists with employment procedures, which may include gathering and reviewing employment applications, checking applicant references, scheduling interviews, preparing employment forms, and ensuring new hire paperwork is completed
- Trains clerical staff, as necessary
- Collects and ensures confidentiality of standardized tests taken by district students
- Collects, compiles, and does database entry of information, such as student data, payroll/timesheet records, and other record-keeping data
- Maintains student and employee files
- Greets and provides information to students, parents, and guests warmly; functions as an ambassador for ISD
- Answers telephones, transfers calls, and takes messages
- Performs secretarial duties, such as typing, correspondence, opening mail, ordering supplies, etc.
- Maintains calendars
- Performs other responsibilities as necessary to carry out the functions of the office

**Terms of Employment:**

District Secretaries will be employed for eleven or twelve month positions. The salary and work year will be established annually by the Board of Education.

**Evaluation:**

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Performance Based Evaluation – Office Personnel.

HR 8/7/15

**INDEPENDENCE SCHOOL DISTRICT  
JOB DESCRIPTION  
District Secretary for Adult Education & Literacy (AEL)**

**Qualifications:**

- Minimum education of a high school diploma or its equivalent is required, with additional preparation and/or college work related to secretarial training preferred
- Minimum of five (5) years educational office personnel experience or experience in a specialized field and/or a degree in the appropriate field required
- Computer skills and/or experience required
- Typing and/or keyboarding skills required
- Working knowledge of standard office machines required
- Communication and interpersonal skills
- Prior grant compliance and budget experience preferred
- Ability to obtain DESE certification in ACES data entry
- Advanced working knowledge of programs within the Microsoft Office Suite
- Working knowledge of district specific programs; i.e. MyProgram+, Workforce and Keystone Client, preferred
- Possession of the knowledge, skills, and abilities necessary to perform the essential functions of the position
- Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable

**Fair Labor Standards Act Status:** Non-Exempt

**Reports to:**

Office/Department Administrator

**Job Goal:**

Provide skillful and productive operation of the office in order to assure a positive impact on the Independence School District's educational program and students' success.

**Performance Responsibilities for District Office Personnel:**

- Performs various office management tasks
- Operates computers, copiers, office machinery and equipment with a high degree of skill
- Maintains files/records, confidential and general correspondence, memos, statistical data, reports, and other office forms as assigned
- Performs duties to achieve high levels of customer service
  - a. Answers telephone in a pleasant and respectful manner and routes calls to appropriate personnel
  - b. Deals courteously with visitors, parents, students, and staff
  - c. Cooperative, flexible and shows good judgement/discretion in interpersonal interactions
  - d. Represents self, school and District positively
- Responds in a timely manner to informational requests
- Performs budgeting, requisitioning, and bookkeeping tasks as necessary, following established District policies and procedures
- Demonstrates good safety practices and adheres to all District rules, regulations and policies

- Performs other duties as assigned in order to carry out functions of the office

**Performance Responsibilities for District Secretary for AEL:**

The following responsibilities may be included for this position:

- Monitor all grants related to AEL, ESL and Civics instruction for federal grant compliance
- Maintain fiscal responsibilities related to grants
- Submit documentation required for grants
- Work closely with staff in district Business Office to ensure grant and district compliance with regards to budgets
- Enter courses in MyProgram+ system for the Community Education Program
- Greets and provides information to partner agencies and students seeking knowledge about the program
- Registers customers for community education classes and provides students with local resources
- Performs other responsibilities as necessary to carry out the functions of the office

**Terms of Employment:**

District Secretary for ESL will be employed for twelve month positions. The salary and work year will be established annually by the Board of Education.

**Evaluation:**

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Performance Based Evaluation – Office Personnel.

HR 8.7.15

**INDEPENDENCE SCHOOL DISTRICT  
JOB DESCRIPTION  
District Secretary for Early Education**

**Qualifications:**

- Minimum education of a high school diploma or its equivalent is required, with additional preparation and/or college work related to secretarial training preferred
- Minimum of five (5) years educational office personnel experience or experience in a specialized field and/or a degree in the appropriate field required
- Computer skills and/or experience required
- Typing and/or keyboarding skills required
- Working knowledge of standard office machines required
- Communication and interpersonal skills
- Possession of the knowledge, skills, and abilities necessary to perform the essential functions of the position
- Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable

**Fair Labor Standards Act Status:** Non-Exempt

**Reports to:**

Deputy Superintendent or designee

**Job Goal:**

Provide skillful and productive operation of the office in order to assure a positive impact on the Independence School District's educational program and students' success.

**Performance Responsibilities for District Office Personnel:**

- Performs various office management tasks
- Operates computers, copiers, office machinery and equipment with a high degree of skill
- Maintains files/records, confidential and general correspondence, memos, statistical data, reports, and other office forms as assigned
- Performs duties to achieve high levels of customer service
  - a. Answers telephone in a pleasant and respectful manner and routes calls to appropriate personnel
  - b. Deals courteously with visitors, parents, students, and staff
  - c. Cooperative, flexible and shows good judgement/discretion in interpersonal interactions
  - d. Represents self, school and District positively
- Responds in a timely manner to informational requests
- Performs budgeting, requisitioning, and bookkeeping tasks as necessary, following established District policies and procedures
- Submit initial physical upon hire and then every two (2) years
- Submit initial tuberculin screening upon hire
- Demonstrates good safety practices and adheres to all District rules, regulations and policies
- Performs other duties as assigned in order to carry out functions of the office

**Performance Responsibilities for District Secretary:**

The following responsibilities may be included for this position:

- Performs budgetary and bookkeeping tasks
- Takes inventory and orders equipment and supplies, as needed
- Assists with the processing of accounts payable, which may include paying bills, preparing vouchers, printing checks, etc.
- Processes applications for government financial assistance
- Generates reports, as requested
- Assists in the coordination of district functions, special events, and curriculum activities
- Posts district information
- Drafts correspondence
- Assists with employment procedures, which may include gathering and reviewing employment applications, checking applicant references, scheduling interviews, preparing employment forms, and ensuring new hire paperwork is completed
- Trains clerical staff, as necessary
- Collects and ensures confidentiality of standardized tests taken by district students
- Collects, compiles, and does database entry of information, such as student data, payroll/timesheet records, and other record-keeping data
- Maintains student and employee files
- Greets and provides information to students, parents, and guests warmly; functions as an ambassador for ISD
- Answers telephones, transfers calls, and takes messages
- Performs secretarial duties, such as typing, correspondence, opening mail, ordering supplies, etc.
- Maintains calendars
- Performs other responsibilities as necessary to carry out the functions of the office

**Terms of Employment:**

District Secretaries will be employed for eleven or twelve month positions. The salary and work year will be established annually by the Board of Education.

**Evaluation:**

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Performance Based Evaluation – Office Personnel.

HR 8.7.15



**INDEPENDENCE SCHOOL DISTRICT  
JOB DESCRIPTION  
District Secretary for English as Second Language (ESL)**

**Qualifications:**

- Minimum education of a high school diploma or its equivalent is required, with additional preparation and/or college work related to secretarial training preferred
- Minimum of five (5) years educational office personnel experience or experience in a specialized field and/or a degree in the appropriate field required
- Computer skills and/or experience required
- Typing and/or keyboarding skills required
- Working knowledge of standard office machines required
- Communication and interpersonal skills
- Proficient in English and Spanish preferred
- Prior grant compliance and budget experience preferred
- Ability to obtain DESE certification in ACES data entry
- Working knowledge of programs within the Microsoft Office Suite
- Ability to learn district specific programs; i.e. Workforce and Keystone Client
- Possession of the knowledge, skills, and abilities necessary to perform the essential functions of the position
- Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable

**Fair Labor Standards Act Status:** Non-Exempt

**Reports to:**

Office/Department Administrator

**Job Goal:**

Provide skillful and productive operation of the office in order to assure a positive impact on the Independence School District's educational program and students' success.

**Performance Responsibilities for District Office Personnel:**

- Performs various office management tasks
- Operates computers, copiers, office machinery and equipment with a high degree of skill
- Maintains files/records, confidential and general correspondence, memos, statistical data, reports, and other office forms as assigned
- Performs duties to achieve high levels of customer service
  - a. Answers telephone in a pleasant and respectful manner and routes calls to appropriate personnel
  - b. Deals courteously with visitors, parents, students, and staff
  - c. Cooperative, flexible and shows good judgement/discretion in interpersonal interactions
  - d. Represents self, school and District positively
- Responds in a timely manner to informational requests
- Performs budgeting, requisitioning, and bookkeeping tasks as necessary, following established District policies and procedures

- Demonstrates good safety practices and adheres to all District rules, regulations and policies
- Performs other duties as assigned in order to carry out functions of the office

**Performance Responsibilities for District Secretary for ESL:**

The following responsibilities may be included for this position:

- Monitor all grants related to ESL and Civics instruction for federal grant compliance
- Maintain fiscal responsibilities related to grants
- Submit documentation required for grants
- Work closely with staff in district Business Office to ensure grant and district compliance with regards to budgets
- Greets and provides information to partner agencies, immigrants and refugees seeking knowledge about our program and will provide students with local resources
- Performs other responsibilities as necessary to carry out the functions of the office

**Terms of Employment:**

District Secretary for ESL will be employed for twelve month positions. The salary and work year will be established annually by the Board of Education.

**Evaluation:**

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Performance Based Evaluation – Office Personnel.

**INDEPENDENCE SCHOOL DISTRICT  
JOB DESCRIPTION  
Executive Secretary**

**Qualifications:**

- Minimum education of a high school diploma or its equivalent is required, with additional preparation and/or college work related to secretarial training preferred
- Minimum of five (5) years educational office personnel experience or experience in a specialized field and/or a degree in the appropriate field required
- Computer skills and/or experience required
- Typing and/or keyboarding skills required
- Working knowledge of standard office machines required
- Communication and interpersonal skills
- Possession of the knowledge, skills, and abilities necessary to perform the essential functions of the position
- Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable

**Fair Labor Standards Act Status:** Non-Exempt

**Reports to:**

Office/Department Administrator

**Job Goal:**

Provide skillful and productive operation of the office in order to assure a positive impact on the Independence School District's educational program and students' success.

**Performance Responsibilities for District Office Personnel:**

- Performs various office management tasks
- Operates computers, copiers, office machinery and equipment with a high degree of skill
- Maintains files/records, confidential and general correspondence, memos, statistical data, reports, and other office forms as assigned
- Performs duties to achieve high levels of customer service
  - a. Answers telephone in a pleasant and respectful manner and routes calls to appropriate personnel
  - b. Deals courteously with visitors, parents, students, and staff
  - c. Cooperative, flexible and shows good judgement/discretion in interpersonal interactions
  - d. Represents self, school and District positively
- Responds in a timely manner to informational requests
- Performs budgeting, requisitioning, and bookkeeping tasks as necessary, following established District policies and procedures
- Demonstrates good safety practices and adheres to all District rules, regulations and policies
- Performs other duties as assigned in order to carry out functions of the office

**Performance Responsibilities for Executive Secretary:**

The following responsibilities may be included for this position.

- Prepares and maintains District budgets and financials
- Drafts district communications
- Collects enrollment and attendance reports for each school and compiles for District reports
- Orders inventory, organizes equipment, and assists with Central Office needs, as necessary.
- Completes documents and written communications for special projects
- Drafts correspondence
- Performs other responsibilities as necessary to carry out the functions of the office

**Terms of Employment:**

Executive Secretaries will be employed for twelve month positions. The salary and work year will be established annually by the Board of Education.

**Evaluation:**

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Performance Based Evaluation – Office Personnel.

**INDEPENDENCE SCHOOL DISTRICT  
JOB DESCRIPTION  
Human Resources Assistant**

**Qualifications:**

- Minimum education of a high school diploma or its equivalent is required, with additional preparation and/or college work related to secretarial training preferred
- Minimum of five (5) years educational office personnel experience or experience in a specialized field and/or a degree in the appropriate field required
- Computer skills and/or experience required
- Typing and/or keyboarding skills required
- Working knowledge of standard office machines required
- Communication and interpersonal skills
- Possession of the knowledge, skills, and abilities necessary to perform the essential functions of the position
- Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable

**Fair Labor Standards Act Status:** Non-Exempt

**Reports to:**

Director of Human Resources

**Job Goal:**

Provide skillful and productive operation of the office in order to assure a positive impact on the Independence School District's educational program and students' success.

**Performance Responsibilities for District Office Personnel:**

- Performs various office management tasks
- Operates computers, copiers, office machinery and equipment with a high degree of skill
- Maintains files/records, confidential and general correspondence, memos, statistical data, reports, and other office forms as assigned
- Performs duties to achieve high levels of customer service
  - a. Answers telephone in a pleasant and respectful manner and routes calls to appropriate personnel
  - b. Deals courteously with visitors, parents, students, and staff
  - c. Cooperative, flexible and shows good judgement/discretion in interpersonal interactions
  - d. Represents self, school and District positively
- Responds in a timely manner to informational requests
- Performs budgeting, requisitioning, and bookkeeping tasks as necessary, following established District policies and procedures
- Demonstrates good safety practices and adheres to all District rules, regulations and policies
- Performs other duties as assigned in order to carry out functions of the office

**Performance Responsibilities for Human Resources Assistant:**

The following responsibilities may be included for this position:

- Assists with various human resources activities, which may include posting job openings, tracking time off, verifying employment, conducting exit interviews and new teacher orientation, entering job applicant data into database, etc.
- Assists with employment procedures, which may include gathering and reviewing employment applications, checking applicant references, conducting interviews in conjunction with building administrators, preparing employment forms and ensuring new hire paperwork is completed
- Prepares monthly payroll
- Prepares teacher and administration contracts
- Places staff on appropriate salary steps annually
- Maintains personnel files
- Performs other responsibilities as necessary to carry out the functions of the office

**Terms of Employment:**

Human Resources Assistants will be employed for twelve month positions. The salary and work year will be established annually by the Board of Education.

**Evaluation:**

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Performance Based Evaluation – Office Personnel.

## INDEPENDENCE SCHOOL DISTRICT JOB DESCRIPTION

### Library Media Clerk

**Qualifications:**

- Missouri substitute teaching certification required
- Additional preparation and/or college work related to Library Media Centers preferred
- Experience in a library setting preferred
- Computer skills and/or experience required
- Excellent communication and interpersonal skills
- Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable

**Fair Labor Standards Act Status:** Non-Exempt

**Reports to:** Building Principal

**Job Goal:**

Provide skillful and productive operation of the Library Media Center in order to assure a positive impact on the Independence School District's educational program and students' success.

**Performance Responsibilities:**

- Performs various Library Media Center tasks
- Works cooperatively with the Library Media Specialist, teachers, administrators, parents, and other staff members to effectively support the library media programs and services
- Assists in the circulation of library resources by checking books in and out and keeping books shelved properly
- Operates computers, scanners, and the Library Automation System with a degree of skill
- Maintains files/records, statistical data, reports and other forms as assigned
- Answers telephone in a pleasant and respectful manner
- Deals courteously with visitors, parents, students and staff
- Assists in maintaining a positive, friendly atmosphere in the Library Media Center
- Responds in a timely manner to informational requests
- Demonstrates good safety practices and adheres to all District rules, regulations and policies
- Performs other duties as assigned in order to carry out functions of the position

**Terms of Employment:**

Library Media Clerks will be employed for nine-month positions. The salary and work year will be established annually by the Board of Education.

**Evaluation:**

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Performance Based Evaluation.

**INDEPENDENCE SCHOOL DISTRICT  
JOB DESCRIPTION  
Office Clerk**

**Qualifications:**

- Minimum education of a high school diploma or its equivalent is required, with additional preparation and/or college work related to secretarial training preferred
- Experience as a receptionist or secretary preferred
- Computer skills and/or experience required
- Typing and/or keyboarding skills required
- Working knowledge of standard office machines required
- Communication and interpersonal skills
- Possession of the knowledge, skills, and abilities necessary to perform the essential functions of the position
- Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable

**Fair Labor Standards Act Status:** Non-Exempt

**Reports to:**

Building Principal, Department Administrator/Supervisor

**Job Goal:**

Provide skillful and productive operation of the office in order to assure a positive impact on the Independence School District's educational program and students' success.

**Performance Responsibilities for Office Clerks:**

- Performs various office management tasks
- Operates computers, copiers, office machinery and equipment with a high degree of skill.
- Maintains files/records, confidential and general correspondence, memos, statistical data, reports, and other office forms as assigned
- Performs duties to achieve high levels of customer service
  - a. Answers telephone in a pleasant and respectful manner and routes calls to appropriate personnel
  - b. Deals courteously with visitors, parents, students, and staff
  - c. Cooperative, flexible and shows good judgement/discretion in interpersonal interactions
  - d. Represents self, school and District positively
- Responds in a timely manner to informational requests
- Performs budgeting, requisitioning, and bookkeeping tasks as necessary, following established District policies and procedures
- Demonstrates good safety practices and adheres to all District rules, regulations, and policies
- Performs other duties as assigned in order to carry out functions of the office



**Terms of Employment:**

Office Clerks will be employed for nine, ten, eleven, or twelve month positions. The salary and work year will be established annually by the Board of Education.

**Evaluation:**

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Performance Based Evaluation – Office Personnel.

**INDEPENDENCE SCHOOL DISTRICT  
JOB DESCRIPTION  
Payroll Assistant**

**Qualifications:**

- Minimum education of a high school diploma or its equivalent is required, with additional preparation and/or college work related to payroll and benefits preferred
- Experience as a receptionist or secretary preferred
- General experience in payroll and benefits preferred
- Computer skills and/or experience required, particularly in Microsoft Office products
- Typing and/or keyboarding skills required
- Ten-key by touch skills required
- Working knowledge of standard office machines required
- Communication and interpersonal skills
- Possession of the knowledge, skills and abilities necessary to perform the essential functions of the position
- Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable

**Fair Labor Standards Act Status:** Non-Exempt

**Reports to:**

Director of Business and Benefits  
Department Supervisor(s)

**Job Goal:**

Provide skillful and productive operation of the office in order to assure a positive impact on the Independence School District's educational program and students' success

**Performance Responsibilities for District Office Personnel:**

- Performs various office management tasks
- Operates computers, copiers, ten-key adding machines, office machinery, and equipment with a high degree of skill
- Maintains files/records, confidential and general correspondence, memos, statistical data, reports, and other office forms as assigned
- Performs duties to achieve high levels of customer service
  - a. Answers telephone in a pleasant and respectful manner and routes calls to appropriate personnel
  - b. Deals courteously with visitors, parents, students, and staff
  - c. Cooperative, flexible and shows good judgement/discretion in interpersonal interactions
  - d. Represents self, school and District positively
- Responds in a timely manner to informational requests
- Performs budgeting, requisitioning, and bookkeeping tasks as necessary, following established District policies and procedures
- Demonstrates good safety practices and adheres to all District rules, regulations and policies
- Performs other duties as assigned in order to carry out functions of the office

**Performance Responsibilities for Payroll Assistant:**

The following responsibilities may be included for this position:

- Assists with employee exit interviews
- Assists with maintaining employee information database
- Assists entering new employee data into record-keeping system
- Verifies that all employee time sheets have been received for processing
- Verifies that employee leave request forms are accurately completed and enters the employee leave into the record-keeping system
- Verifies that all employee leave has been accurately recorded on time sheets
- Assists with data entry of timesheets
- Performs other data entry as needed for various payroll/benefits deductions
- Assists with printing and sorting of payroll checks
- Answers telephones, transfers calls, and takes messages
- Schedules meetings, makes travel arrangements, and maintains appointment calendars
- Ensures office equipment is in working condition
- Performs other responsibilities as necessary to carry out the functions of the office

**Terms of Employment:**

Payroll/Benefits Assistants will be employed for twelve month positions. The salary and work year will be established annually by the Board of Education.

**Evaluation:**

Performance of this job will be evaluated by the immediate supervisor using the Independence School District Performance Based Evaluation – Office Personnel.

**INDEPENDENCE SCHOOL DISTRICT  
JOB DESCRIPTION  
Payroll/Benefits Assistant**

**Qualifications:**

- Minimum education of a high school diploma or its equivalent is required, with additional preparation and/or college work related to payroll and benefits preferred
- Experience as a receptionist or secretary preferred
- General experience in payroll and benefits preferred
- Computer skills and/or experience required, particularly in Microsoft Office products
- Typing and/or keyboarding skills required
- Ten-key by touch skills required
- Working knowledge of standard office machines required
- Communication and interpersonal skills
- Possession of the knowledge, skills, and abilities necessary to perform the essential functions of the position
- Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable

**Fair Labor Standards Act Status:** Non-Exempt

**Reports to:** Director of Business/Benefits

**Job Goal:**

Provide skillful and productive operation of the office in order to assure a positive impact on the Independence School District's educational program and students' success.

**Performance Responsibilities for District Office Personnel:**

- Performs various office management tasks
- Operates computers, copiers, ten-key adding machines, office machinery and equipment with a high degree of skill
- Maintains files/records, confidential and general correspondence, memos, statistical data, reports, and other office forms as assigned
- Performs duties to achieve high levels of customer service
  - a. Answers telephone in a pleasant and respectful manner and routes calls to appropriate personnel
  - b. Deals courteously with visitors, parents, students, and staff
  - c. Cooperative, flexible and shows good judgement/discretion in interpersonal interactions
  - d. Represents self, school and District positively
- Responds in a timely manner to informational requests
- Performs budgeting, requisitioning, and bookkeeping tasks as necessary, following established District policies and procedures
- Demonstrates good safety practices and adheres to all District rules, regulations and policies
- Performs other duties as assigned in order to carry out functions of the office

**Performance Responsibilities for Payroll/Benefits Assistant:**

The following responsibilities may be included for this position:

- Assists with benefits enrollment, which may include collecting payroll deduction forms during new enrollment and for new hires
- Assists with employee exit interviews
- Arranges and compiles information on pretax benefit plans (Section 125, 403b/457b plans, etc.)
- Assists with maintaining databases for health, dental, and life benefit plans.
- Assists with processing dental claims
- Assists with all stages of Workers' Compensation claims and processes
- Receives insurance payments from retirees/staff and accurately records necessary entries to credit those receivables
- Assists with reconciling insurance bills and employee benefits
- Assists with maintaining employee information database
- Assists entering new employee data into record-keeping system
- Verifies that all employee time sheets have been received for processing
- Verifies that employee leave request forms are accurately completed and enters the employee leave into the record-keeping system
- Verifies that all employee leave has been accurately recorded on time sheets
- Assists with data entry of timesheets
- Performs other data entry as needed for various payroll/benefits deductions
- Assists with printing and sorting of payroll checks
- Answers telephones, transfers calls, and takes messages
- Schedules meetings, makes travel arrangements, and maintains appointment calendars
- Ensures office equipment is in working condition
- Performs other responsibilities as necessary to carry out the functions of the office

**Terms of Employment:**

Payroll/Benefits Assistants will be employed for twelve month positions. The salary and work year will be established annually by the Board of Education.

**Evaluation:**

Performance of this job will be evaluated by the immediate supervisor using the Independence School District Performance Based Evaluation – Office Personnel.

HR 8.7.15

**INDEPENDENCE SCHOOL DISTRICT  
JOB DESCRIPTION  
Payroll/Benefits Coordinator**

**Qualifications:**

- Minimum education of a high school diploma or its equivalent is required, with additional preparation and/or college work related to payroll and benefits preferred
- Experience as a receptionist or secretary preferred
- General experience in payroll and benefits preferred
- Computer skills and/or experience required, particularly in Microsoft Office products
- Typing and/or keyboarding skills required
- Ten-key by touch skills required
- Working knowledge of standard office machines required
- Communication and interpersonal skills
- Possession of the knowledge, skills and abilities necessary to perform the essential functions of the position
- Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable

**Fair Labor Standards Act Status:** Non-Exempt

**Reports to:**

Director of Business and Benefits

**Job Goal:**

Provide skillful and productive operation of the office in order to assure a positive impact on the Independence School District's educational program and students' success

**Performance Responsibilities for District Office Personnel:**

- Performs various office management tasks
- Operates computers, copiers, ten-key adding machines, office machinery, and equipment with a high degree of skill
- Maintains files/records, confidential and general correspondence, memos, statistical data, reports, and other office forms as assigned
- Performs duties to achieve high levels of customer service
  - a. Answers telephone in a pleasant and respectful manner and routes calls to appropriate personnel
  - b. Deals courteously with visitors, parents, students, and staff
  - c. Cooperative, flexible and shows good judgement/discretion in interpersonal interactions
  - d. Represents self, school and District positively
- Responds in a timely manner to informational requests
- Performs budgeting, requisitioning, and bookkeeping tasks as necessary, following established District policies and procedures
- Demonstrates good safety practices and adheres to all District rules, regulations, and policies
- Performs other duties as assigned in order to carry out functions of the office

**Performance Responsibilities for Payroll/Benefits Coordinator:**

The following responsibilities may be included for this position:

- Assists with benefits enrollment, which may include collecting payroll deduction forms during new enrollment and for new hires
- Assists with employee exit interviews
- Arranges and compiles information on pretax benefit plans (Section 125, 403b/457b plans, etc.)
- Assists with maintaining databases for all benefit plans
- Assists with processing dental claims
- Assists with all stages of Workers' Compensation claims and processes
- Assists with maintaining employee information database
- Assists entering new employee data into record-keeping system
- Verifies that all employee time sheets have been received for processing
- Verifies that employee leave request forms are accurately completed and enters the employee leave into the record-keeping system
- Verifies that all employee leave has been accurately recorded on time sheets
- Assists with data entry of timecards
- Performs other data entry as needed for various payroll/benefits deductions
- Sorts payroll checks for distribution
- Performs other responsibilities as necessary to carry out the functions of the office

**Terms of Employment:**

Payroll/Benefits Coordinators will be employed for twelve month positions. The salary and work year will be established annually by the Board of Education.

**Evaluation:**

Performance of this job will be evaluated by the immediate supervisor using the Independence School District Performance Based Evaluation – Office Personnel.

**INDEPENDENCE SCHOOL DISTRICT  
JOB DESCRIPTION  
Payroll Clerk**

**Qualifications:**

- Minimum education of a high school diploma or its equivalent is required, with additional preparation and/or college work related to payroll and benefits
- Experience as a receptionist or secretary preferred
- Experience in payroll and benefits preferred
- Advanced computer skills and/or experience required, particularly in Microsoft Office products
- Typing and/or keyboarding skills required
- Ten-key by touch skills required
- Working knowledge of standard office machines required
- Communication and interpersonal skills
- Possession of the knowledge, skills and abilities necessary to perform the essential functions of the position
- Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable

**Fair Labor Standards Act Status:** Non-Exempt

**Reports to:**

Director of Benefits/Business Services  
Assistant Director of Benefits/Business Services  
Business Office Supervisor

**Job Goal:**

Provide skillful and productive operation of the office in order to assure a positive impact on the Independence School District's educational program and students' success.

**Performance Responsibilities for District Office Personnel:**

- Performs various office management tasks
- Operates computers, copiers, ten-key adding machines, office machinery, and equipment with a high degree of skill
- Maintains files/records, confidential and general correspondence, memos, statistical data, reports, and other office forms as assigned
- Performs duties to achieve high levels of customer service
  - a. Answers telephone in a pleasant and respectful manner and routes calls to appropriate personnel
  - b. Deals courteously with visitors, parents, students, and staff
  - c. Cooperative, flexible and shows good judgement/discretion in interpersonal interactions
  - d. Represents self, school and District positively
- Responds in a timely manner to informational requests
- Performs budgeting, requisitioning, and bookkeeping tasks as necessary, following established District policies and procedures
- Demonstrates good safety practices and adheres to all District rules, regulations and policies



- Performs other duties as assigned in order to carry out functions of the office

**Performance Responsibilities for Payroll Clerk:**

The following responsibilities may be included for this position:

- Prepares accurate financial records
- Enters and maintains employee information into the employee database system
- Documents and shares payroll information needed for cash flow purposes
- Assists in coordinating payroll processes between departments throughout District
- Processes payroll including regular pay, exception pay, and timecard pay
- Prints payroll checks
- Processes direct deposit
- Maintains calendar of payroll periods and required payroll reporting
- Serves as the primary contact for timekeeping software regarding payroll processes
- Trains and assists secretaries and other District personnel regarding payroll procedures and timecard completion
- Monitors compliance with Board of Education policy and administrative procedures regarding payroll
- Performs other responsibilities as necessary to carry out the functions of the office

**Terms of Employment:**

Payroll Clerk will be employed for twelve month positions. The salary and work year will be established annually by the Board of Education.

**Evaluation:**

Performance of this job will be evaluated by the immediate supervisor using the Independence School District Performance Based Evaluation – Office Personnel.

**INDEPENDENCE SCHOOL DISTRICT  
JOB DESCRIPTION  
Principal's Secretary Building Bookkeeper (Middle School)**

**Qualifications:**

- Minimum education of a high school diploma or its equivalent is required, with additional preparation and/or college work related to secretarial training preferred
- Minimum of five (5) years educational office personnel experience or experience in a specialized field and/or a degree in the appropriate field required
- Computer skills and/or experience required
- Typing and/or keyboarding skills required
- Working knowledge of standard office machines required
- Communication and interpersonal skills
- Possession of the knowledge, skills, and abilities necessary to perform the essential functions of the position
- Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable

**Fair Labor Standards Act Status:** Non-Exempt

**Reports to:**

Building Administrator

**Job Goal:**

Provide skillful and productive operation of the office in order to assure a positive impact on the Independence School District's educational program and students' success.

**Performance Responsibilities for District Office Personnel:**

- Performs various office management tasks
- Operates computers, copiers, office machinery and equipment with a high degree of skill
- Maintains files/records, confidential and general correspondence, memos, statistical data, reports, and other office forms as assigned
- Performs duties to achieve high levels of customer service
  - a. Answers telephone in a pleasant and respectful manner and routes calls to appropriate personnel
  - b. Deals courteously with visitors, parents, students, and staff
  - c. Cooperative, flexible and shows good judgement/discretion in interpersonal interactions
  - d. Represents self, school and District positively
- Responds in a timely manner to informational requests
- Performs budgeting, requisitioning, and bookkeeping tasks as necessary, following established District policies and procedures
- Demonstrates good safety practices and adheres to all District rules, regulations and policies
- Performs other duties as assigned in order to carry out functions of the office

**Performance Responsibilities for Principal's Secretary/Building Bookkeeper:**

The following responsibilities may be included for this position:

- Assists with the processing of accounts payable, which may include paying bills, preparing vouchers, printing checks, etc.
- Prepares accurate financial records
- Reconciles accounts
- Prepares bank deposits
- Enters purchase orders into Keystone System and matches to invoices
- Maintains staff information database for Principal
- Verifies that employee time sheets are calculated accurately
- Posts ledger entries for grants and accounts/journal entries
- Analyzes financial reports to determine fund availability
- Greets students, parents, and guests warmly; functions as an ambassador for ISD
- Answers telephones, transfers calls and takes messages
- Schedules meetings, makes travel arrangements and maintains appointment calendars
- Ensures office equipment is in working condition
- Enters leaves into SubFinder
- Handles all substitutes entering and leaving building
- Assists in preparation and coordination of special events, including honor roll and assemblies
- Cross trained to back-up and cover all other secretarial positions in building when needed
- Performs other responsibilities as necessary to carry out the functions of the office

**Terms of Employment:**

Principal Secretary/Building Bookkeepers will be employed for ten, eleven, or twelve month positions. The salary and work year will be established annually by the Board of Education.

**Evaluation:**

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Performance Based Evaluation – Office Personnel.

HR 8.7.15

**INDEPENDENCE SCHOOL DISTRICT  
JOB DESCRIPTION  
Principal's Secretary (Elementary)**

**Qualifications:**

- Minimum education of a high school diploma or its equivalent is required, with additional preparation and/or college work related to secretarial training preferred
- Experience as a receptionist or secretary preferred
- Computer skills and/or experience required
- Typing and/or keyboarding skills required
- Working knowledge of standard office machines required
- Communication and interpersonal skills
- Possession of the knowledge, skills, and abilities necessary to perform the essential functions of the position
- Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable

**Fair Labor Standards Act Status:** Non-Exempt

**Reports to:**

Building Principal

**Job Goal:**

Provide skillful and productive operation of the office in order to assure a positive impact on the Independence School District's educational program and students' success.

**Performance Responsibilities for District Office Personnel:**

- Performs various office management tasks
- Operates computers, copiers, ten-key adding machines, office machinery and equipment with a high degree of skill
- Maintains files/records, confidential and general correspondence, memos, statistical data, reports, and other office forms as assigned.
- Performs duties to achieve high levels of customer service
  - a. Answers telephone in a pleasant and respectful manner and routes calls to appropriate personnel
  - b. Deals courteously with visitors, parents, students, and staff
  - c. Cooperative, flexible and shows good judgement/discretion in interpersonal interactions
  - d. Represents self, school and District positively
- Responds in a timely manner to informational requests
- Performs budgeting, requisitioning, and bookkeeping tasks as necessary, following established District policies and procedures
- Demonstrates good safety practices and adheres to all District rules, regulations and policies
- Performs other duties as assigned in order to carry out functions of the office

**Performance Responsibilities for Principal's Secretary:**

The following responsibilities may be included for this position:

- Performs budgetary and bookkeeping tasks, if elementary level
- Maintains general ledgers, which includes recording expenses
- Reconciles expenditure accounts and creates purchase orders, while considering budgetary constraints
- Prepares bank deposits
- Prepares monthly payroll sheets and submits to Central Office
- Takes inventory in collaboration with the school principal
- Have knowledge of all secretarial positions within building, including assisting with student enrollment and withdrawals
- Enters data into computer databases
- Generates reports, as requested
- Assists in the coordination of school functions and special events
- Sends student records to requesting transferring schools, if elementary level
- Coordinates and communicates information to students, staff, and the community
- Maintains employee and student files
- Maintains daily attendance records for students, if elementary level
- Assists the principal, as needed
- Supervises, trains and assigns duties to office personnel and student office workers
- Ensures office equipment is in working condition
- Greets students, parents, and guests warmly; functions as an ambassador for ISD
- Answers telephones, transfers calls, and takes messages
- Sorts, reads, and distributes office mail
- Performs secretarial duties, such as typing correspondence, ordering supplies, etc.
- Maintains calendars
- Performs other responsibilities as necessary to carry out the function of the office

**Terms of Employment:**

Principals' Secretaries will be employed for ten or eleven month positions. The salary and work year will be established annually by the Board of Education.

**Evaluation:**

Performance of this job will be evaluated by the immediate supervisor using the Independence School District Performance Based Evaluation – Office Personnel.

HR 8.7.15

**INDEPENDENCE SCHOOL DISTRICT  
JOB DESCRIPTION  
Principal's Secretary (High School)**

**Qualifications:**

- Minimum education of a high school diploma or its equivalent is required, with additional preparation and/or college work related to secretarial training preferred
- Experience as a receptionist or secretary preferred
- Computer skills and/or experience required
- Typing and/or keyboarding skills required
- Working knowledge of standard office machines required
- Communication and interpersonal skills
- Possession of the knowledge, skills, and abilities necessary to perform the essential functions of the position
- Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable

**Fair Labor Standards Act Status:** Non-Exempt

**Reports to:**

Building Principal

**Job Goal:**

Provide skillful and productive operation of the office in order to assure a positive impact on the Independence School District's educational program and students' success.

**Performance Responsibilities for District Office Personnel:**

- Performs various office management tasks
- Operates computers, copiers, ten-key adding machines, office machinery and equipment with a high degree of skill
- Maintains files/records, confidential and general correspondence, memos, statistical data, reports, and other office forms as assigned.
- Performs duties to achieve high levels of customer service
  - a. Answers telephone in a pleasant and respectful manner and routes calls to appropriate personnel
  - b. Deals courteously with visitors, parents, students, and staff
  - c. Cooperative, flexible and shows good judgement/discretion in interpersonal interactions
  - d. Represents self, school and District positively
- Responds in a timely manner to informational requests
- Performs budgeting, requisitioning, and bookkeeping tasks as necessary, following established District policies and procedures
- Demonstrates good safety practices and adheres to all District rules, regulations and policies
- Performs other duties as assigned in order to carry out functions of the office

**Performance Responsibilities for Principal's Secretary:**

The following responsibilities may be included for this position:

- Maintains general ledgers, which includes recording expenses
- Reconciles expenditure accounts and creates purchase orders, while considering budgetary constraints
- Prepares monthly payroll sheets and submits to Central Office
- Takes inventory in collaboration with the school principal
- Have knowledge of all secretarial positions within building, including assists with student enrollment and withdrawals, cross train to back-up and cover all other secretarial positions when needed
- Enters data into computer databases
- Generates reports, as requested
- Assists in the coordination of school functions and special events
- Coordinates and communicates information to students, staff, and the community
- Maintains employee and student files
- Assists the principal, as needed
- Supervises, trains and assigns duties to office personnel and student office workers
- Ensures office equipment is in working condition
- Greets students, parents, and guests warmly; functions as an ambassador for ISD
- Answers telephones, transfers calls, and takes messages
- Sorts, reads, and distributes office mail
- Performs secretarial duties, such as typing correspondence, ordering supplies, etc.
- Maintains calendars
- Performs other responsibilities as necessary to carry out the function of the office

**Terms of Employment:**

Principals' Secretaries will be employed for ten or eleven month positions. The salary and work year will be established annually by the Board of Education.

**Evaluation:**

Performance of this job will be evaluated by the immediate supervisor using the Independence School District Performance Based Evaluation – Office Personnel.

**INDEPENDENCE SCHOOL DISTRICT  
JOB DESCRIPTION  
Publications Clerk**

**Qualifications:**

- Minimum education of a high school diploma or its equivalent is required, with additional preparation and/or college work related to secretarial training preferred
- Experience as a receptionist or secretary preferred
- Computer skills and/or experience required
- Typing and/or keyboarding skills required
- Working knowledge of standard office machines required
- Communication and interpersonal skills
- Possession of the knowledge, skills, and abilities necessary to perform the essential functions of the position
- Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable

**Fair Labor Standards Act Status:** Non-Exempt

**Reports to:**

Director of Facilities/Designee

**Job Goal:**

Provide skillful and productive operation of the office in order to assure a positive impact on the Independence School District's educational program and students' success.

**Performance Responsibilities for District Office Personnel:**

- Performs various office management tasks
- Operates computers, copiers, office machinery and equipment with a high degree of skill
- Maintains files/records, confidential and general correspondence, memos, statistical data, reports, and other office forms as assigned
- Performs duties to achieve high levels of customer service
  - a. Answers telephone in a pleasant and respectful manner and routes calls to appropriate personnel
  - b. Deals courteously with visitors, parents, students, and staff
  - c. Cooperative, flexible and shows good judgement/discretion in interpersonal interactions
  - d. Represents self, school and District positively
- Responds in a timely manner to informational requests
- Performs budgeting, requisitioning, and bookkeeping tasks as necessary, following established District policies and procedures
- Demonstrates good safety practices and adheres to all District rules, regulations and policies
- Performs other duties as assigned in order to carry out functions of the office



**Performance Responsibilities for Publications Clerk:**

The following responsibilities may be included for this position:

- Designs and prints forms as requested by District personnel
- Prints documents, such as newsletters, booklets and flyers, for the District
- Performs other responsibilities as necessary to carry out the functions of the office

**Terms of Employment:**

Publications Clerks will be employed for ten, eleven, or twelve-month positions. The salary and work year will be established annually by the Board of Education.

**Evaluation:**

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Performance Based Evaluation – Office Personnel.

HR 8/7/15

**INDEPENDENCE SCHOOL DISTRICT  
JOB DESCRIPTION  
Purchasing Clerk**

**Qualifications:**

- Minimum education of a high school diploma or its equivalent is required, with additional preparation and/or college work related to secretarial training preferred
- Typing and/or keyboarding skills required
- Working knowledge of standard office machines required
- Communication and interpersonal skills
- Possession of the knowledge, skills, and abilities necessary to perform the essential functions of the position
- Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable

**Fair Labor Standards Act Status:** Non-Exempt

**Reports to:**

Department Administrator/Supervisor

**Job Goal:**

Provide skillful and productive operation of the office in order to assure a positive impact on the Independence School District's educational program and students' success.

**Performance Responsibilities for District Office Personnel:**

- Performs various office management tasks
- Operates computers, copiers, office machinery and equipment with a high degree of skill
- Maintains files/records, confidential and general correspondence, memos, statistical data, reports, and other office forms as assigned
- Performs duties to achieve high levels of customer service
  - a. Answers telephone in a pleasant and respectful manner and routes calls to appropriate personnel
  - b. Deals courteously with visitors, parents, students, and staff
  - c. Cooperative, flexible and shows good judgement/discretion in interpersonal interactions
  - d. Represents self, school and District positively
- Responds in a timely manner to informational requests
- Performs budgeting, requisitioning, and bookkeeping tasks as necessary, following established District policies and procedures
- Demonstrates good safety practices and adheres to all District rules, regulations and policies
- Performs other duties as assigned in order to carry out functions of the office

**Performance Responsibilities for Purchasing Clerk:**

The following responsibilities may be included for this position:

- Verifies total costs reported on purchase orders and invoices for payments by the Business Office
- Purchases supplies within budgetary and program grant constraints.
- Conducts inventory of supplies (food, office supplies, etc.).
- Maintains database for incoming work orders and janitorial supplies

- Enters purchase orders for vendor use
- Answers telephone, transfer calls and takes messages
- Performs other responsibilities as necessary to carry out the functions of the office

**Terms of Employment:**

Purchasing Clerks will be employed for ten, eleven, or twelve-month positions. The salary and work year will be established annually by the Board of Education.

**Evaluation:**

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Performance Based Evaluation – Office Personnel.

HR 8.7.15

**INDEPENDENCE SCHOOL DISTRICT  
JOB DESCRIPTION  
School/Building Secretary**

**Qualifications:**

- Minimum education of a high school diploma or its equivalent is required, with additional preparation and/or college work related to secretarial training preferred
- Experience as a receptionist or secretary preferred
- Computer skills and/or experience required
- Typing and/or keyboarding skills required
- Working knowledge of standard office machines required
- Communication and interpersonal skills that can achieve high levels of customer satisfaction
- Possession of the knowledge, skills, and abilities necessary to perform the essential functions of the position
- Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable

**Fair Labor Standards Act Status:** Non-Exempt

**Reports to:**

Building Principal/Department Supervisor

**Job Goal:**

Provide skillful and productive operation of the office in order to assure a positive impact on the Independence School District's educational program and students' success.

**Performance Responsibilities for District Office Personnel:**

- Performs various office management tasks
- Operates computers, copiers, office machinery and equipment with a high degree of skill
- Maintains files/records, confidential and general correspondence, memos, statistical data, reports, and other office forms as assigned
- Performs duties to achieve high levels of customer service
  - a. Answers telephone in a pleasant and respectful manner and routes calls to appropriate personnel
  - b. Deals courteously with visitors, parents, students, and staff
  - c. Cooperative, flexible and shows good judgement/discretion in interpersonal interactions
  - d. Represents self, school and District positively
- Responds in a timely manner to informational requests
- Performs budgeting, requisitioning, and bookkeeping tasks as necessary, following established District policies and procedures
- Demonstrates good safety practices and adheres to all District rules, regulations, and policies
- Performs other duties as assigned in order to carry out functions of the office

**Performance Responsibilities for School/Building Secretary:**

The following responsibilities may be included for this position:

- Prepares monthly school reports, as required
- Prepares school report cards for printing and distribution
- Collects and records activity fees and payments
- Coordinates information for school/building activities
- Enters data into computer databases
- Assists with the enrollment of students
- Maintains and updates student records and files
- Collects, complies, and enters student data, payroll, time sheets, and other record-keeping data into computer databases
- Maintains student and employee files
- Greets students, parents, and guests warmly; functions as an ambassador for ISD
- Answers telephones, transfers calls, and takes messages
- Performs secretarial duties, such as typing correspondence, opening mail, ordering supplies, etc.
- Maintains calendars
- Performs other responsibilities as necessary to carry out the functions of the office

**Terms of Employment:**

School/Building Secretaries will be employed for ten, eleven, or twelve month positions. The salary and work year will be established annually by the Board of Education.

**Evaluation:**

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Performance Based Evaluation – Office Personnel.

## INDEPENDENCE SCHOOL DISTRICT JOB DESCRIPTION

### School/Building Secretary (Middle School, High School, Early Education)

#### Qualifications:

- Minimum education of a high school diploma or its equivalent is required, with additional preparation and/or college work related to secretarial training preferred
- Experience as a receptionist or secretary preferred
- Computer skills and/or experience required
- Typing and/or keyboarding skills required
- Working knowledge of standard office machines required
- Communication and interpersonal skills that can achieve high levels of customer satisfaction
- Possession of the knowledge, skills, and abilities necessary to perform the essential functions of the position
- Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable

**Fair Labor Standards Act Status:** Non-Exempt

#### Reports to:

Building Principal/Department Supervisor

#### Job Goal:

Provide skillful and productive operation of the office in order to assure a positive impact on the Independence School District's educational program and students' success.

#### Performance Responsibilities for District Office Personnel:

- Performs various office management tasks
- Operates computers, copiers, office machinery and equipment with a high degree of skill
- Maintains files/records, confidential and general correspondence, memos, statistical data, reports, and other office forms as assigned
- Performs duties to achieve high levels of customer service
  - a. Answers telephone in a pleasant and respectful manner and routes calls to appropriate personnel
  - b. Deals courteously with visitors, parents, students, and staff
  - c. Cooperative, flexible and shows good judgement/discretion in interpersonal interactions
  - d. Represents self, school and District property
- Responds in a timely manner to informational requests
- Performs budgeting, requisitioning, and bookkeeping tasks as necessary, following established District policies and procedures
- Demonstrates good safety practices and adheres to all District rules, regulations, and policies
- Performs other duties as assigned in order to carry out functions of the office

#### Performance Responsibilities for School/Building Secretary:

The following responsibilities may be included for this position:

- Prepares monthly school reports, as required

- Prepares school report cards for printing and distribution
- Collects and records activity fees and payments
- Coordinates information for school/building activities
- Enters data into computer databases
- Assists with the enrollment of students
- Maintains and updates student records and files
- Collects, complies, and enters student data, payroll, time sheets, and other record-keeping data into computer databases
- Maintains student and employee files
- Greets students, parents, and guests warmly; functions as an ambassador for ISD
- Answers telephones, transfers calls, and takes messages
- Performs secretarial duties, such as typing correspondence, opening mail, ordering supplies, etc.
- Maintains calendars
- Performs other responsibilities as necessary to carry out the functions of the office

**Terms of Employment:**

School/Building Secretaries will be employed for ten, eleven, or twelve month positions. The salary and work year will be established annually by the Board of Education.

**Evaluation:**

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Performance Based Evaluation – Office Personnel.

HR 7.28.15

## INDEPENDENCE SCHOOL DISTRICT JOB DESCRIPTION

### Substitute Secretary

#### Qualifications:

- Minimum education of a high school diploma or its equivalent is required, with additional preparation and/or college work related to secretarial training preferred
- Experience as a receptionist or secretary preferred
- Computer skills and/or experience required
- Typing and/or keyboarding skills required
- Working knowledge of standard office machines required
- Communication and interpersonal skills
- Possession of the knowledge, skills, and abilities necessary to perform the essential functions of the position
- Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable

**Reports to:** Building Principal/Department Supervisor

#### Job Goal:

Provide skillful and productive operation of the office in order to assure a positive impact on the Independence School District's educational program and students' success.

#### Performance Responsibilities for District Office Personnel:

- Performs various office management tasks
- Operates computers, copiers, office machinery and equipment with a high degree of skill
- Maintains files/records, confidential and general correspondence, memos, statistical data, reports, and other office forms as assigned
- Performs duties to achieve high levels of customer service
  - a. Answers telephone in a pleasant and respectful manner and routes calls to appropriate personnel
  - b. Deals courteously with visitors, parents, students, and staff
  - c. Cooperative, flexible and shows good judgement/discretion in interpersonal interactions
  - d. Represents self, school and District positively
- Responds in a timely manner to informational requests
- Performs budgeting, requisitioning, and bookkeeping tasks as necessary, following established District policies and procedures
- Demonstrates good safety practices and adheres to all District rules, regulations, and policies
- Performs other duties as assigned in order to carry out functions of the office

#### Evaluation:

Performance of this job will be evaluated by the immediate supervisor, using the Substitute Secretary Evaluation Form.

08/17/2015



## EMPLOYMENT CALENDARS

### 10 Month (204 days)

JULY 2016					AUGUST 2016					SEPTEMBER 2016					OCTOBER 2016						
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F		
				1	1	2	3	4	5					1	2	3	4	5	6	7	
4	5	6	7	8	8	9	10	11	12	5	6	7	8	9	10	11	12	13	14		
11	12	13	14	15	15	16	17	18	19	12	13	14	15	16	17	18	19	20	21		
18	19	20	21	22	22	23	24	25	26	19	20	21	22	23	24	25	26	27	28		
25	26	27	28	29	29	30	31			26	27	28	29	30	31						
Workdays 8					Workdays 23					Workdays 21 Non Workdays 1					Workdays 21						
NOVEMBER 2016					DECEMBER 2016					JANUARY 2017					FEBRUARY 2017						
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F		
	1	2	3	4					1	2	2	3	4	5	6				1	2	3
7	8	9	10	11	5	6	7	8	9	9	10	11	12	13	6	7	8	9	10		
14	15	16	17	18	12	13	14	15	16	16	17	18	19	20	13	14	15	16	17		
21	22	23	24	25	19	20	21	22	23	23	24	25	26	27	20	21	22	23	24		
28	29	30			26	27	28	29	30	30	31				27	28					
Workdays 19 Holidays 1 Non Workdays 2					Workdays 15 Holidays 1 Non Workdays 6					Workdays 20 Non Workdays 2					Workdays 19 Holidays 1						
MARCH 2017					APRIL 2017					MAY 2017					JUNE 2017						
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F		
		1	2	3	3	4	5	6	7	1	2	3	4	5				1	2		
6	7	8	9	10	10	11	12	13	14	8	9	10	11	12	5	6	7	8	9		
13	14	15	16	17	17	18	19	20	21	15	16	17	18	19	12	13	14	15	16		
20	21	22	23	24	24	25	26	27	28	22	23	24	**25	**26	19	20	21	22	23		
***27	***28	***29	***30	***31						29	**30	31			26	27	28	29	30		
Workdays 18 Non Workdays 5					Workdays 19 Non Workdays 1					Workdays 18 Non Workdays 5											

**A. Workdays**

July	8	Jan	20
Aug	23	Feb	19
Sept	21	March	18
Oct	21	April	19
Nov	19	May	18
Dec	15	June	0
		<u>201</u>	

**C. Other Observations**

Labor Day	1
Thanksgiving	2
Winter Recess	7
Martin L. King	1
Spring Break	5
Good Friday	1
Memorial Day	1
<u>18</u>	

*All student attendance days that are postponed due to inclement weather will be added to the calendar.  
(\*\* are protected as potential student attendance days and will be used first as makeup days in the case of adverse weather)  
(\*\*\* are protected as potential student attendance days and will be used after \*\* days in the case of adverse weather)*

**B. Holidays**

Thanksgiving	1
Dec. 25	1
Presidents Day	1
<u>3</u>	

**D. Appointment Days**

Workdays	201
Holidays	<u>3</u>
204	

Non-Workdays
  Holidays

## 10 Month Part-Time (201 days)

JULY 2016					AUGUST 2016					SEPTEMBER 2016					OCTOBER 2016					
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
				1	1	2	3	4	5					1	2	3	4	5	6	7
4	5	6	7	8	8	9	10	11	12	5	6	7	8	9	10	11	12	13	14	
11	12	13	14	15	15	16	17	18	19	12	13	14	15	16	17	18	19	20	21	
18	19	20	21	22	22	23	24	25	26	19	20	21	22	23	24	25	26	27	28	
25	26	27	28	29	29	30	31			26	27	28	29	30	31					
Workdays 8					Workdays 23					Workdays 21 Non Workdays 1					Workdays 21					
NOVEMBER 2016					DECEMBER 2016					JANUARY 2017					FEBRUARY 2017					
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
	1	2	3	4				1	2	2	3	4	5	6			1	2	3	
7	8	9	10	11	5	6	7	8	9	9	10	11	12	13	6	7	8	9	10	
14	15	16	17	18	12	13	14	15	16	16	17	18	19	20	13	14	15	16	17	
21	22	23	24	25	19	20	21	22	23	23	24	25	26	27	20	21	22	23	24	
28	29	30			26	27	28	29	30	30	31				27	28				
Workdays 19 Non Workdays 3					Workdays 15 Non Workdays 7					Workdays 20 Non Workdays 2					Workdays 19 Non-work day 1					
MARCH 2017					APRIL 2017					MAY 2017					JUNE 2017					
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
		1	2	3	3	4	5	6	7	1	2	3	4	5				1	2	
6	7	8	9	10	10	11	12	13	14	8	9	10	11	12	5	6	7	8	9	
13	14	15	16	17	17	18	19	20	21	15	16	17	18	19	12	13	14	15	16	
20	21	22	23	24	24	25	26	27	28	22	23	24	**25	**26	19	20	21	22	23	
***27	***28	***29	***30	***31						29	**30	31			26	27	28	29	30	
Workdays 18 Non Workdays 5					Workdays 19 Non Workdays 1					Workdays 18 Non Workdays 5										

**A. Workdays**

July	8	Jan	20		Non-Workdays
Aug	23	Feb	19		
Sept	21	March	18		
Oct	21	April	19		
Nov	19	May	18		
Dec	15	June	0		

*All student attendance days that are postponed due to inclement weather will be added to the calendar.  
 (\*\* are protected as potential student attendance days and will be used first as makeup days in the case of adverse weather)  
 (\*\*\*) are protected as potential student attendance days and will be used after \*\* days in the case of adverse weather)*

## 11 Month (230 days)

JULY 2016					AUGUST 2016					SEPTEMBER 2016					OCTOBER 2016					
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
				1	1	2	3	4	5					1	2	3	4	5	6	7
4	5	6	7	8	8	9	10	11	12	5	6	7	8	9	10	11	12	13	14	
11	12	13	14	15	15	16	17	18	19	12	13	14	15	16	17	18	19	20	21	
18	19	20	21	22	22	23	24	25	26	19	20	21	22	23	24	25	26	27	28	
25	26	27	28	29	29	30	31			26	27	28	29	30	31					
Workdays 8					Workdays 23					Workdays 21 Non Workdays 1					Workdays 21					
NOVEMBER 2016					DECEMBER 2016					JANUARY 2017					FEBRUARY 2017					
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
	1	2	3	4				1	2	2	3	4	5	6			1	2	3	
7	8	9	10	11	5	6	7	8	9	9	10	11	12	13	6	7	8	9	10	
14	15	16	17	18	12	13	14	15	16	16	17	18	19	20	13	14	15	16	17	
21	22	23	24	25	19	20	21	22	23	23	24	25	26	27	20	21	22	23	24	
28	29	30			26	27	28	29	30	30	31				27	28				
Workdays 19 Holidays 1 Non Workdays 2					Workdays 15 Holidays 1 Non Workdays 6					Workdays 20 Non Workdays 2					Workdays 19 Holidays 1					
MARCH 2017					APRIL 2017					MAY 2017					JUNE 2017					
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
		1	2	3	3	4	5	6	7	1	2	3	4	5				1	2	
6	7	8	9	10	10	11	12	13	14	8	9	10	11	12	5	6	7	8	9	
13	14	15	16	17	17	18	19	20	21	15	16	17	18	19	12	13	14	15	16	
20	21	22	23	24	24	25	26	27	28	22	23	24	25	26	19	20	21	22	23	
***27	***28	***29	***30	***31						29	30	31			26	27	28	29	30	
Workdays 18 Non Workdays 5					Workdays 19 Non Workdays 1					Workdays 22 Non Workdays 1					Workdays 22					

**A. Workdays**

July	8	Jan	20
Aug	23	Feb	19
Sept	21	March	18
Oct	21	April	19
Nov	19	May	22
Dec	15	June	22
<hr style="width: 20%; margin: auto;"/>			
227			

**C. Other Observations**

Labor Day	1
Thanksgiving	2
Winter Recess	7
Martin L King	1
Spring Break	5
Good Friday	1
Memorial Day	1
<hr style="width: 20%; margin: auto;"/>	
18	

*All student attendance days that are postponed due to inclement weather will be added to the calendar.  
(\*\* are protected as potential student attendance days and will be used first as makeup days in the case of adverse weather)  
(\*\*\* are protected as potential student attendance days and will be used after \*\* days in the case of adverse weather)*

**B. Holidays**

Thanksgiving	1
Dec. 25	1
Presidents Day	1
<hr style="width: 20%; margin: auto;"/>	
3	

**D. Appointment Days**

Workdays	227
Holidays	3
<hr style="width: 20%; margin: auto;"/>	
230	

Non-Workdays
  Holidays

## 12 month (251 days)

JULY 2016					AUGUST 2016					SEPTEMBER 2016					OCTOBER 2016				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
				1	1	2	3	4	5				1	2	3	4	5	6	7
<b>4</b>	5	6	7	8	8	9	10	11	12	<b>5</b>	6	7	8	9	10	11	12	13	14
11	12	13	14	15	15	16	17	18	19	12	13	14	15	16	17	18	19	20	21
18	19	20	21	22	22	23	24	25	26	19	20	21	22	23	24	25	26	27	28
25	26	27	28	29	29	30	31			26	27	28	29	30	31				
Workdays 20 Holidays 1					Workdays 23					Workdays 21 Non Workdays 1					Workdays 21				
NOVEMBER 2016					DECEMBER 2016					JANUARY 2017					FEBRUARY 2017				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
	1	2	3	4				1	2	<b>2</b>	3	4	5	6			1	2	3
7	8	9	10	11	5	6	7	8	9	<b>9</b>	10	11	12	13	6	7	8	9	10
14	15	16	17	18	12	13	14	15	16	<b>16</b>	17	18	19	20	13	14	15	16	17
21	22	<b>23</b>	<b>24</b>	<b>25</b>	19	20	21	22	<b>23</b>	23	24	25	26	27	<b>20</b>	21	22	23	24
28	29	30			<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	30	31				27	28			
Workdays 19 Holidays 1 Non Workdays 2					Workdays 16 Holidays 1 Non Workdays 5					Workdays 20 Holidays 1 Non Workdays 1					Workdays 19 Holidays 1				
MARCH 2017					APRIL 2017					MAY 2017					JUNE 2017				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
		1	2	3	<b>3</b>	4	5	6	7	1	2	3	4	5				1	2
6	7	8	9	10	10	11	12	13	14	8	9	10	11	12	5	6	7	8	9
13	14	15	16	17	17	18	19	20	21	15	16	17	18	19	12	13	14	15	16
20	21	22	23	24	24	25	26	27	28	22	23	24	25	26	19	20	21	22	23
27	28	29	30	31						<b>29</b>	30	31			26	27	28	29	30
Workdays 23					Workdays 20					Workdays 22 Non Workdays 1					Workdays 22				

**A. Workdays**

July	20	Jan	20
Aug	23	Feb	19
Sept	21	March	23
Oct	21	April	20
Nov	19	May	22
Dec	16	June	22

246

**C. Other Observations**

Labor Day	1
Thanksgiving	2
Winter Recess	5
Martin L. King	1
Memorial Day	1

10

*All student attendance days that are postponed due to inclement weather will be added to the calendar.  
(\*\* are protected as potential student attendance days and will be used first as makeup days in the case of adverse weather)  
(\*\*\* are protected as potential student attendance days and will be used after \*\* days in the case of adverse weather)*

**B. Holidays**

Independence Day	1
Thanksgiving	1
Dec. 25	1
New Years Day	1
Presidents Day	1
	<u>5</u>

**D. Appointment Days**

Workdays	246
Holidays	<u>5</u>
	251

Non-Workdays
  Holidays

# **SALARY SCALES**

## Office Personnel Scale One Salary 2016-2017

STEP	HOURLY	ANNUAL
1	19.26	38,674
2	19.82	39,799
3	20.42	41,003
4	20.99	42,148
5	21.58	43,333
6	22.14	44,457
7	22.74	45,662
8	23.32	46,827
9	23.88	47,951
10	24.46	49,116
11	25.05	50,300
12	25.64	51,485
13	26.21	52,630
14	26.78	53,774
15	27.38	54,979
16	27.96	56,144
17	28.54	57,308

New employees may be placed on the schedule from Step 1-12 based on previous office personnel experience.

\*PSP Credits will be added to each person's salary

\*\*Longevity stipends will be given in the following manner:

After 5 years - \$15.00 per month

After 10 years - \$20.00 per month

After 15 years - \$25.00 per month

After 20 years - \$30.00 per month

After 25 years - \$35.00 per month

Substitute Secretary: \$12.80

## Office Personnel Scale Two Salary 2016-2017

STEP	HOURLY	12 MONTH
1	16.01	32,148
2	16.43	32,991
3	16.82	33,775
4	17.22	34,578
5	17.63	35,401
6	18.03	36,204
7	18.42	36,987
8	18.73	37,610
9	19.24	38,634
10	19.63	39,417
11	20.03	40,220
12	20.44	41,044
13	20.84	41,847
14	21.22	42,610
15	21.63	43,433
16	22.03	44,236
17	22.43	45,039

New employees may be placed on the schedule from Step 1-6  
based on previous office personnel experience.

\*PSP Credits will be added to each person's salary

\*\*Longevity stipends will be given in the following manner:

After 5 years - \$15.00 per month

After 10 years - \$20.00 per month

After 15 years - \$25.00 per month

After 20 years - \$30.00 per month

After 25 years - \$35.00 per month

Substitute Secretary:      \$12.80

HR 6/7/2016

## Office Personnel Scale Three Salary 2016-2017

STEP	HOURLY	12 MONTH	11 MONTH	10 MONTH
1	14.77	29,658	27,177	24,105
2	15.17	30,461	27,913	24,757
3	15.57	31,265	28,649	25,410
4	15.97	32,068	29,385	26,063
5	16.38	32,891	30,139	26,732
6	16.77	33,674	30,857	27,369
7	17.17	34,477	31,593	28,021
8	17.59	35,321	32,366	28,707
9	17.99	36,124	33,102	29,360
10	18.38	36,907	33,819	29,996
11	18.78	37,710	34,555	30,649
12	19.19	38,534	35,310	31,318
13	19.59	39,337	36,046	31,971
14	19.99	40,140	36,782	32,624
15	20.39	40,943	37,518	33,276
16	20.80	41,766	38,272	33,946
17	21.18	42,529	38,971	34,566

New employees may be placed on the schedule from Step 1-6 based on previous office personnel experience.

\*PSP Credits will be added to each person's salary

\*\*Longevity stipends will be given in the following manner:

After 5 years - \$15.00 per month

After 10 years - \$20.00 per month

After 15 years - \$25.00 per month

After 20 years - \$30.00 per month

After 25 years - \$35.00 per month

Substitute Secretary:      \$12.80



## Office Personnel Scale Four Salary 2016-2017

STEP	HOURLY	12 MONTH	11 MONTH	10 MONTH
1	14.22	28,554	26,165	23,207
2	14.62	29,357	26,901	23,860
3	15.04	30,200	27,674	24,545
4	15.43	30,983	28,391	25,182
5	15.83	31,787	29,127	25,835
6	16.24	32,610	29,882	26,504
7	16.64	33,413	30,618	27,156
8	17.03	34,196	31,335	27,793
9	17.44	35,020	32,090	28,462
10	17.85	35,843	32,844	29,131
11	18.24	36,626	33,562	29,768
12	18.63	37,415	34,285	30,409
13	19.05	38,252	35,052	31,090
14	19.44	39,036	35,770	31,726
15	19.83	39,819	36,487	32,363
16	20.25	40,662	37,260	33,048
17	20.67	41,505	38,033	33,733

New employees may be placed on the schedule from Step 1-6 based on previous office personnel experience.

\*PSP Credits will be added to each person's salary

\*\*Longevity stipends will be given in the following manner:

- After 5 years - \$15.00 per month
- After 10 years - \$20.00 per month
- After 15 years - \$25.00 per month
- After 20 years - \$30.00 per month
- After 25 years - \$35.00 per month

Substitute Secretary:      \$12.80

## Office Personnel Scale Five Salary 2016-2017

STEP	HOURLY	12 MONTH	11 MONTH	10 MONTH
1	13.78	27,670	25,355	22,489
2	14.16	28,433	26,054	23,109
3	14.57	29,257	26,809	23,778
4	14.97	30,060	27,545	24,431
5	15.38	30,883	28,299	25,100
6	15.77	31,666	29,017	25,737
7	16.18	32,489	29,771	26,406
8	16.57	33,273	30,489	27,042
9	16.98	34,096	31,243	27,711
10	17.38	34,899	31,979	28,364
11	17.79	35,722	32,734	29,033
12	18.18	36,505	33,451	29,670
13	18.58	37,309	34,187	30,323
14	18.98	38,112	34,923	30,975
15	19.38	38,915	35,659	31,628
16	19.77	39,698	36,377	32,265
17	20.19	40,542	37,150	32,950

New employees may be placed on the schedule from Step 1-6 based on previous office personnel experience.

\*PSP Credits will be added to each person's salary

\*\*Longevity stipends will be given in the following manner:

After 5 years - \$15.00 per month

After 10 years - \$20.00 per month

After 15 years - \$25.00 per month

After 20 years - \$30.00 per month

After 25 years - \$35.00 per month

Substitute Secretary: \$12.80

## Office Personnel Scale Six Salary 2016-2017

STEP	HOURLY	12 MONTH	11 MONTH	10 MONTH	9 MONTH (185 days)
1	12.80	25,702	23,552	20,890	18,944
2	13.14	26,280	24,178	21,444	19,447
3	13.49	26,980	24,822	22,016	19,965
4	13.84	27,680	25,466	22,587	20,483
5	14.18	28,360	26,091	23,142	20,986
6	14.53	29,060	26,735	23,713	21,504
7	14.88	29,760	27,379	24,284	22,022
8	15.22	30,440	28,005	24,839	22,526
9	15.56	31,120	28,630	25,394	23,029
10	15.91	31,820	29,274	25,965	23,547
11	16.26	32,520	29,918	26,536	24,065
12	16.61	33,220	30,562	27,108	24,583
13	16.93	33,860	31,151	27,630	25,056
14	17.28	34,560	31,795	28,201	25,574
15	17.64	35,280	32,458	28,788	26,107
16	17.99	35,980	33,102	29,360	26,625
17	18.33	36,660	33,727	29,915	27,128

New employees may be placed on the schedule from Step 1-6  
 based on previous office personnel experience.

- \*PSP Credits will be added to each person's salary
- \*\*Longevity stipends will be given in the following manner:
  - After 5 years - \$15.00 per month
  - After 10 years - \$20.00 per month
  - After 15 years - \$25.00 per month
  - After 20 years - \$30.00 per month
  - After 25 years - \$35.00 per month

Substitute Secretary:      \$12.80

## Payroll Cutoff Charts

*Employees Subject to Overtime Regulations [Non-Exempt]  
Working Less Than 25 Hours per Week, Occasionally or has no Even Pay*

*(includes substitutes, aquatics, youth development staff, lighting techs, AEL, accompanists, summer facilities crew, and other occasional employees)*

First Day of Period	Last Day of Period	Pay Period	Pay Date
5/30/16	6/12/16	107	7/5/16
6/13/16	7/3/16	207/702	7/20/16
7/4/16	7/17/16	108	8/5/16
7/18/16	7/31/16	208	8/19/16
8/1/16	8/14/16	109	9/2/16
8/15/16	8/28/16	209	9/20/16
8/29/16	9/11/16	110	10/5/16
9/12/16	9/25/16	210	10/20/16
9/26/16	10/9/16	111	11/4/16
10/10/16	10/23/16	112	11/18/16
10/24/16	11/6/16	112	12/5/16
11/7/16	11/20/16	212	12/20/16
11/21/16	12/4/16	101	1/5/17
12/5/16	12/25/16	201	1/20/17
12/26/16	1/15/17	102	2/3/17
1/16/17	1/29/17	202	2/17/17
1/30/17	2/12/17	103	3/3/17
2/13/17	2/26/17	203	3/20/17
2/27/17	3/12/17	104	4/5/17
3/13/17	3/26/17	204	4/20/17
3/27/17	4/16/17	105	5/5/17
4/17/17	4/30/17	205	5/19/17
5/1/17	5/14/17	106	6/5/17
5/15/17	5/28/17	206	6/20/17
Final Grant Paid Work		630	6/30/17
5/29/17	6/11/17	107	7/5/17
6/12/17	7/2/17	207/702	7/20/17

### Notes:

Direct deposit is required for all employee pay.  
Multiple bank accounts are allowed.

Pay stubs are not printed. They are emailed to the employee's work email or home email, if available. They are also available online on the My Benefits website on the employee portal.

If you have any questions, please call Payroll directly at 816-521-5308.

*Employees Subject to Overtime Regulations [Non-Exempt]*

**Working 25 Hours or More per Week**

(includes Even Pay employees and retiree incentives)

<b>Even Pay Portion</b> each pay = 1/24th of annualized pay				<b>Exception Pay Portion</b> extra and overtime hours		
Group Month	Special Notes	Pay Date	Pay Period	First Day of Period	Last Day of Period	Pay Date
			107	5/30/16	6/12/16	7/5/16
12	First Even Pay	7/20/16	207/702	6/13/16	7/3/16	7/20/16
10 & 11	First Even Pay	8/5/16	108	7/4/16	7/17/16	8/5/16
		8/19/16	208	7/18/16	7/31/16	8/19/16
9	First Even Pay	9/2/16	109	8/1/16	8/14/16	9/2/16
		9/20/16	209	8/15/16	8/28/16	9/20/16
		10/5/16	110	8/29/16	9/11/16	10/5/16
		10/20/16	210	9/12/16	9/25/16	10/20/16
		11/4/16	111	9/26/16	10/9/16	11/4/16
		11/18/16	211	10/10/16	10/23/16	11/18/16
		12/5/16	112	10/24/16	11/6/16	12/5/16
		12/20/16	212	11/7/16	11/20/16	12/20/16
		1/5/17	101	11/21/16	12/4/16	1/5/17
		1/20/17	201	12/5/16	12/25/16	1/20/17
		2/3/17	102	12/26/16	1/15/17	2/3/17
		2/17/17	202	1/16/17	1/29/17	2/17/17
		3/3/17	103	1/30/17	2/12/17	3/3/17
		3/20/17	303	2/13/17	2/26/17	3/20/17
		4/5/17	104	2/27/17	3/12/17	4/5/17
		4/20/17	204	3/13/17	3/26/17	4/20/17
		5/5/17	105	3/27/17	4/16/17	5/5/17
		5/19/17	205	4/17/17	4/30/17	5/16/17
		6/5/17	106	5/1/17	5/14/17	6/5/17
		6/20/17	206	5/15/17	5/28/17	6/20/17
<i>Special pay run grant work paid end of year</i>			630	5/29/17	6/30/17	6/30/17
<i>Additional Pay Runs to Total 24 Even Pays</i>						
9	Last 4 Even Pays	6/20/17	705/720			
10 & 11	Last 2 Even Pays	6/20/17	805/820			
12	Last Even Pay	7/5/17	701/107	5/29/17	6/11/17	7/5/17
			207/702	6/12/17	7/2/17	7/20/17

**Notes:**

Direct deposit is required for all employee pay. Multiple bank accounts are allowed.

Pay stubs are not printed. They are emailed to the employee's work email or home email, if available. They are also available online on the My Benefits website on the employee portal.

If you have any questions, please call Payroll directly at 816-521-5308.

# **BENEFITS**

## Employee Benefits

<i><b>BENEFIT</b></i>	<i><b>NOTES</b></i>	<i><b>EMPLOYEES AFFECTED</b></i>
<b>Public School Retirement System (PSRS)</b>	<ul style="list-style-type: none"> <li>• State mandated deduction (2016-2017) 14.50% without Social Security or 9.67% with Social Security</li> <li>• Matched by the District</li> <li>• Vested after 5 years</li> <li>• Questions – Contact 800-392-6848 or email <a href="mailto:member_services@psrsmo.org">member_services@psrsmo.org</a></li> </ul>	All certificated staff who work 17 hours per week or 600 hours per year
<b>Public Education Employee Retirement System (PEERS) Formerly Non-Teacher Retirement System (NTR)</b>	<ul style="list-style-type: none"> <li>• State mandated deduction (2016-2017) 6.86%</li> <li>• Matched by the District</li> <li>• Vested after 5 years</li> <li>• Questions – Contact 800-392-6848 or email <a href="mailto:member_services@peersmo.org">member_services@peersmo.org</a></li> </ul>	All classified staff who work 20 hours per week or 600 hours per year
<b>403B and 457B</b>	<ul style="list-style-type: none"> <li>• Approximately 15 vendors for pre-tax retirement savings</li> <li>• Contact The Omni Group at 877-544-6664</li> <li>• <a href="http://www.omni403b.com">www.omni403b.com</a></li> </ul>	All staff
<b>MOST</b>	<ul style="list-style-type: none"> <li>• Payroll deduction for Children’s Higher Education</li> </ul>	All staff
<b>General Payroll Deductions</b>	<ul style="list-style-type: none"> <li>• Professional organization dues, Independence Foundation, United Way, etc.</li> </ul>	All staff
<b>Direct Deposit</b>	<ul style="list-style-type: none"> <li>• Available for multiple accounts</li> </ul>	Required for all staff
<b>Direct Check Card</b>	<ul style="list-style-type: none"> <li>• Available for multiple accounts</li> </ul>	Employees who don’t have a bank account
<b>Credit Union</b>	Located at 201 N. Forest Avenue	All staff

<b><i>BENEFIT</i></b>	<b><i>NOTES</i></b>	<b><i>EMPLOYEES AFFECTED</i></b>
<b>“Benefits Banking”</b>	<p>Additional free, discounted, and premium rate services for customers of Commerce Bank. Services include:</p> <ul style="list-style-type: none"> <li>• Free online banking and bill pay</li> <li>• Free Commerce ATM and debit card</li> <li>• Discount on loans</li> </ul> <p>Contact 816-234-8810 or 816-234-1984</p>	All staff and retirees
<b>Professional Liability Insurance</b>	<ul style="list-style-type: none"> <li>• Protects employees against damage and injury claims while they are acting within the course and scope of their assigned duties as established by the District.</li> <li>• Coverage provides \$2,250,000 limit of liability for each claim</li> </ul>	All staff
<b>Worker Compensation</b>	<ul style="list-style-type: none"> <li>• State mandated</li> <li>• Covers medical care and prescriptions</li> <li>• Provides 2/3 of average weekly wage if employee cannot work, effective 3 days after day of injury</li> <li>• Day of injury paid by District</li> <li>• Care provided in District’s Employee Health Clinic at 1516 W. Maple Street</li> <li>• Questions – Contact Employee Workers’ Compensation Office 816-521-5424</li> </ul>	All staff with job related injuries
<b>Health Insurance</b>	<ul style="list-style-type: none"> <li>• Board of Education paid for employees @ \$553.52 monthly, October 1, 2016 – September 30, 2017</li> <li>• Optional coverage available at employee expense for spouse and dependent children</li> <li>• Retirees may retain membership by paying premiums</li> <li>• Plans choices include QHDHP, PPO, and HMO</li> </ul>	All staff who work 25 hours per week Retirees who elected coverage within one year of their retirement



<b><i>BENEFIT</i></b>	<b><i>NOTES</i></b>	<b><i>EMPLOYEES AFFECTED</i></b>
<b>Dental Insurance</b>	<ul style="list-style-type: none"> <li>• Board of Education paid for employees @ \$27.46 monthly October 1, 2016 – September 30, 2017</li> <li>• Optional coverage available at employee expense for family</li> <li>• Annual maximum coverage of \$1000.00</li> </ul>	<p>All staff who work 25 hours per week</p> <p>Retirees may extend through COBRA for 18 months</p>
<b>Voluntary Insurance Vision</b>	<ul style="list-style-type: none"> <li>• At employee expense</li> <li>• Monthly cost of \$12.93 for employee or \$35.67 for family</li> </ul>	<p>All staff who work 25 hours per week</p>
<b>Long Term Disability Insurance</b>	<ul style="list-style-type: none"> <li>• Board of Education paid benefit</li> <li>• 60% of employee salary</li> <li>• Effective after 90 day elimination period or expiration of sick leave</li> </ul>	<p>All staff who work 25 hours per week</p>
<b>Life Insurance Board Paid</b>	<ul style="list-style-type: none"> <li>• Board of Education paid benefit</li> <li>• 1.5 times salary for qualifying employees</li> <li>• Includes AD&amp;D</li> </ul>	<p>All staff who work 25 hours per week</p>
<b>Life Insurance Supplemental</b>	<ul style="list-style-type: none"> <li>• At employee expense</li> <li>• Optional coverage available for employee, spouse and dependents with or without AD&amp;D</li> </ul>	<p>All staff who work 25 hours per week</p>
<b>Section 125 – Premiums</b>	<ul style="list-style-type: none"> <li>• Premium savings with before tax dollars</li> <li>• No fee</li> </ul>	<p>All staff who work 25 hours per week who have a health care premium, a family dental premium, or voluntary vision premium</p>
<b>Section 125 – Flex Plan Unreimbursed Medical Dependent Care</b>	<ul style="list-style-type: none"> <li>• Pretax savings account for medical or dependent care</li> <li>• Fee \$5.00 per month for 9 months</li> </ul>	<p>All staff who work 25 hours per week</p>

<b><i>BENEFIT</i></b>	<b><i>NOTES</i></b>	<b><i>EMPLOYEES AFFECTED</i></b>
<b>Section 125 - Health Savings Account</b>	<ul style="list-style-type: none"> <li>• Employee owned pretax savings account for medical expenses</li> <li>• District contributes \$500/year</li> <li>• Fee \$2.50 per month</li> </ul>	All staff who are enrolled in the high deductible health care plan and meet other IRS requirements for the account
<b>Employee Assistance Program</b>  <b>New Directions</b>	<ul style="list-style-type: none"> <li>• Cost-free Employee Assistance Program</li> <li>• Confidential Services, Referrals</li> <li>• Counseling and Resources</li> <li>• Financial and legal planning</li> <li>• Confidential website access <a href="http://www.ndbh.com">www.ndbh.com</a> (login code Independence SD)</li> <li>• Available 24/7 at 800-624-5544</li> <li>• Call 816-237-2352 to arrange a confidential appointment</li> </ul>	All staff who work 25 hours per week and their household family members
<b>Employee Health Clinic</b>	<ul style="list-style-type: none"> <li>• Medical clinic for well exams, disease management, illness care, routine lab tests</li> <li>• Cost-free for those on district health insurance and preventive</li> <li>• \$25 per visit fee for those on the HSA eligible QHDHP</li> <li>• Call 816-521-5316 or go online to <a href="https://healthstatinc.intelichart.com/patientportal">https://healthstatinc.intelichart.com/patientportal</a> to make an appointment</li> </ul>	All staff, retirees, and dependents (age 2+) enrolled on district health insurance
<b>Employee Wellness Center</b>	<ul style="list-style-type: none"> <li>• Free gym with exercise equipment and classes</li> <li>• Enroll - call 816-521-5315</li> </ul>	All regular full and part-time employees, retirees, and their spouses and dependents age 18 and older
<b>Aquatics Center</b>	<ul style="list-style-type: none"> <li>• Free open and lap swimming</li> <li>• 25% off swimming lessons, party rentals and private rentals</li> <li>• Free aerobics classes</li> <li>• Questions-call 816-521-5377</li> </ul>	All staff
<b>Voluntary Insurance Identity Theft</b>	<ul style="list-style-type: none"> <li>• Optional at employee expense</li> <li>• \$12.95 per month, or \$9.95 per month if purchased with the Legal Assistance Plans</li> <li>• \$1.00 per month additional for minors</li> </ul>	All staff who qualify for PSRS or PEERS  Retiree insurance and COBRA participants

<b><i>BENEFIT</i></b>	<b><i>NOTES</i></b>	<b><i>EMPLOYEES AFFECTED</i></b>
<b>Voluntary Insurance Accident</b>	<ul style="list-style-type: none"> <li>• Optional at employee expense: employee, spouse, dependents</li> <li>• Includes Wellness Benefit</li> <li>• Includes Accidental Death or Dismemberment</li> <li>• Includes Hospital Benefit</li> <li>• Monthly cost coverage based</li> </ul>	All staff who qualify for PSRS or PEERS
<b>Voluntary Insurance Critical Illness</b>	<ul style="list-style-type: none"> <li>• Optional at employee expense: employee, spouse, dependents</li> <li>• Includes annual admission and daily benefits</li> <li>• Monthly cost coverage based and age banded</li> </ul>	All staff who qualify for PSRS or PEERS
<b>Voluntary Insurance Hospital Indemnity</b>	<ul style="list-style-type: none"> <li>• Optional at employee expense: employee, spouse, dependents</li> <li>• Family coverage options assume Employee and spouse are in the same age band tobacco usage.</li> <li>• Includes wellness benefit</li> </ul>	All staff who qualify for PSRS or PEERS
<b>Voluntary Insurance Short Term Disability</b>	<ul style="list-style-type: none"> <li>• Optional at employee expense for employee only</li> <li>• Elect coverage \$100-\$1000/Week</li> <li>• Effective after 14 days elimination period</li> <li>• Monthly cost varies per \$100 elected coverage</li> </ul>	All staff who qualify for PSRS or PEERS
<b>Family Medical Leave</b>	<ul style="list-style-type: none"> <li>• Federally mandated by the Family Medical Leave Act</li> <li>• Up to 12 weeks of unpaid leave allowed for birth/adoption of a child, serious health condition of employee, or serious health condition of member of immediate family who requires care of employee</li> <li>• BOE paid insurance and other benefits continued during leave</li> <li>• Employees required to use any available leave days during leave</li> <li>• No loss of seniority</li> </ul>	<ul style="list-style-type: none"> <li>○ Employees who have worked 12 months previous to the leave and who have worked at least 1250 hours during the 12 months before the leave</li> <li>○ Contact Human Resources to see if you qualify for FML</li> <li>○ Employees must request FML in writing through the Human Resources Office 521-5300</li> </ul>

<b><i>BENEFIT</i></b>	<b><i>NOTES</i></b>	<b><i>EMPLOYEES AFFECTED</i></b>
<b>Sick Leave</b>	<ul style="list-style-type: none"> <li>• 10 days per school year for illness as outlined in Board of Education Policy/Regulation 4320</li> <li>• Plus one (1) day for each additional full contract month beyond the nine month calendar</li> <li>• Paid at daily rate</li> </ul>	All staff who work 37.5 hours per week
<b>Personal Leave</b>	<ul style="list-style-type: none"> <li>• 3 days annually for personal use as outlined in Policy/Regulation 4320</li> <li>• Deducted from sick leave</li> <li>• Paid at daily rate</li> </ul>	All staff who work 37.5 hours per week
<b>Emergency Leave</b>	<ul style="list-style-type: none"> <li>• Up to 10 days leave for purposes outlined in Policy/Regulation 4320</li> <li>• Deducted from sick leave</li> <li>• Paid at daily rate</li> </ul>	All staff who work 37.5 hours per week
<b>Bereavement Leave</b>	<ul style="list-style-type: none"> <li>• 3 days for death in the immediate family as outline in Policy/Regulation 4320</li> <li>• Paid at daily rate</li> </ul>	All staff
<b>Part-Time Sick Leave</b>	<ul style="list-style-type: none"> <li>• 5 days per school year for illness</li> <li>• Plus one (1) day for each additional full contract month beyond the nine (9) month calendar</li> <li>• Paid at daily rate</li> </ul>	All staff who work at least 25 hours a week and less than 37.5 hours a week
<b>Part-Time Personal Leave</b>	<ul style="list-style-type: none"> <li>• 2 days annually for personal use</li> <li>• Deducted from sick leave</li> <li>• Paid at daily rate</li> </ul>	All staff who work at least 25 hours a week and less than 37.5 hours a week
<b>Jury Duty</b>	<ul style="list-style-type: none"> <li>• Paid at employee's daily rate</li> </ul>	All staff
<b>Vacation</b>	<ul style="list-style-type: none"> <li>• Paid at daily rate</li> </ul>	11 and 12 month full-time employees

\*This chart is intended as a quick reference summarizing the employee benefits available to employees of the District. A more detailed description of the employee benefits that may be applicable to you is available through the Human Resources Office. This chart is not intended to be an employment agreement and the District, in publishing this chart, is not conveying an offer pursuant to the benefits described in this summary.

## Benefit Banking

*Benefits Banking for  
the Independence  
School District*

*Your Employee Benefits Just Got Better!*

Commerce Bank is pleased to offer you a special voluntary employee banking benefit that is designed to help you save time and money! **Benefits Banking** is a preferred banking program for all Independence School District employees that gives you preferred access to the best personal banking services that Commerce Bank offers. Because everyone has different financial needs, **Benefits Banking** offers you three levels of free, discounted and premium rate options: **Select, Plus or Premium.**

You choose the level that is right for you!

**Benefits Banking** accounts include

- Free checking with no minimum balance requirement
- Ongoing free Commerce wallet checks
- Free Commerce ATM and debit card
- Free Online Banking and Online Bill Pay
- Free Mobile Banking and Alerts<sup>1</sup>
- Overdraft protection options
- Special loan rates
- Low rate credit card with no annual fee<sup>2</sup>
- Free notary services, travelers checks and stop payment
- Special new account opening incentive<sup>3</sup>



Ask about our special incentive  
for opening and using your new  
**Benefits Banking Account!**<sup>4</sup>

You may also enjoy (depending on the level you choose):

- Higher interest rates on savings or money market accounts
- Your choice of miles or cash back rewards on your credit card
- Free safe deposit box
- Discounts on brokerage services<sup>4</sup>
- Free financial planning consultation<sup>4</sup>
- Plus more!

If you are already a Commerce customer, there are additional benefits available to you as an Independence School District employee with **Benefits Banking**. You will not need to change your account numbers or checks, but you will need to contact Commerce to "upgrade" your account.

You may also receive information about **Benefits Banking** by visiting any of the 57 Commerce Bank locations in the Kansas City area, by emailing [benefitsbanking.kc@commercebank.com](mailto:benefitsbanking.kc@commercebank.com) or by contacting a Benefits Banker at one of our four Independence Commerce Banking Centers:

<b>Independence Square</b> , 300 N. Osage	816-234-8810 or 816-234-1984
<b>Independence Center</b> , 18700 E. 39th St.	816-234-1956 or 816-234-1965
<b>Noland Road</b> , 2915 S. Noland Rd.	816-234-1974 or 816-234-8856
<b>24 Highway</b> , 17601 E. 24 Highway	816-234-1987 or 816-234-1986

We also invite you to visit the **Benefits Banking** webpage for Independence School District teachers and staff at: [commercebank.com/benefitsbanking/independenceschooldistrict.asp](http://commercebank.com/benefitsbanking/independenceschooldistrict.asp)

You chose a great place to work! Now choose the best place to bank.  
We hope you'll *call, click or come* by Commerce today.

<sup>1</sup>Your mobile carrier's text messaging and web access charges may apply.

<sup>2</sup>Upon approval.

<sup>3</sup>Limited time offer. 0% Annual Percentage Yield on the Benefits Banking Select checking account. Rate may vary. Fees could reduce earnings on your account. Higher balances may be required to avoid normal service charges on Benefits Banking Plus and Premium checking accounts.

<sup>4</sup>Incentives greater than \$10 reported as interest to the IRS.

<sup>5</sup>Benefits from Commerce Brokerage Services, Inc.  
Not FDIC Insured • May Lose Value • No Bank guarantee



Commerce Bank

Member FDIC

11376 ISD 7/09

## New Directions Employee Assistance Program

EAP Call Center Intake Line: 800-624-5544

The Employee Assistance Program is a counseling assessment benefit that is provided to employees by the **Independence School District**. Did you know that the two primary reasons people use this program are for stress and for relationship difficulties? No matter how hard we try, we cannot avoid the fact that these are two issues that we have to deal with on a daily basis. We may not always need assistance from others to handle stress or relationships, but sometimes it reaches a point where it helps to have some insight from others. The EAP can assist you with dealing with these issues or anything else that may be concerning you.

Some important points to remember:

This is a **free** service. It is separate from your health insurance and it does not cost you anything to use.

It is a **confidential service**. No information, including your name, is released without your written permission. Your employer will not know if you use this program.

It is a service available to the employee and to **immediate family members** that live within our household.

Other services available through the EAP:

- **Legal Referrals**- Contact New Directions for a referral to a local attorney. The initial consultation with the attorney is at no cost.
- **Financial Referrals**- A 30 minute telephone consultation is available through the EAP. After the consultation you can be referred to local resources. The referrals can be made for any financial issue (debt consolidation, budgeting, taxes, investments, etc.)
- **Website Programs**- Log on to [www.ndbh.com](http://www.ndbh.com) to access the website programs. Click on EAP Members and use **Independence SD** as your login code to access the dedicated company section. *Personal Directions* is an online work/life program with over 5,000 different articles, calculators, videos, and databases available. Information in Personal Directions includes:
  - **Buying a Car**
  - **Health Assessments**
  - **Investment Calculators**
  - **Child Care Database**
  - **Elder Care Database**
  - **Pregnancy Videos**
  - **Buying a House**

## Principal/Supervisor/Nurse Procedure for Employee Accident/Injury

Keep in mind that all medical information will be stored in the school nurse office. No medical or work comp information is to be stored in personnel or employment files. When an employee reports an injury, follow the steps listed below:

1. Have the employee go to the school nurse office at the injury site for an initial evaluation, first aid and treatment referral. The nurse (or supervisor if nurse not available) will assist the employee in completing and signing an **Employee Accident/Injury Report**. Be sure it has been completely filled out including level of medical care given and signed by the employee and nurse/supervisor. All questions are required by the State of Missouri.
2. Give the employee a copy of the **Employee Accident/Injury Procedure** for his/her information and assistance.
3. The nurse will scan the completed **Employee Accident/Injury Report** form into SNAP, fax the completed form to (816) 521-5677, and notify the **Employee Worker's Comp Office** of the injury.
4. If first aid treatment is not sufficient or additional medical attention is needed, do the following:
  - a. If this is a life threatening emergency, send the employee directly to the **Truman Medical Center Lakewood**, 7900 Lee's Summit Rd., Kansas City, MO 64139 (816) 404-7000.
  - b. For further medical evaluation and/or urgent care level services, during the hours of:
    - 1) 7:00 am to 12:00 Noon and 1:00 pm to 6:00 pm Monday through Friday, or 8:00 am to noon Saturday, call the **ISD Employee Health Clinic at (816) 521-5316** and inform them the employee is coming. The ISD Employee Health Clinic is located at **1516 W. Maple Ave., Independence, Missouri 64050**.
    - 2) 12:00 Noon to 1:00 pm or 6:00 pm to 9:00 pm Monday through Friday, 12:00 Noon to 6:00 pm Saturday, 8:30 am to 5:30 pm Sunday, and 8:30 am to 3:30 pm on Holidays, call **Urgent Care of Kansas City at (816) 795-6000** and inform them the employee is coming. The Urgent Care Clinic is located at **4741 S. Arrowhead Drive, Suite B, Independence, Missouri 64055**.
  - c. Complete and give the employee a **Treatment Authorization Form** (referral). Encourage the employee to go as soon as possible same day. They may go later in the day if condition worsens. Inform them they must present the Authorization Form at the care location to receive treatment.
  - d. **Notify the Employee Worker's Comp Office** immediately that the employee has been injured and to which location the employee was sent.  
**Phone:** (816) 521-5424 **Fax:** (816) 521-5677 **Email:** [debby\\_acuff@isdschools.org](mailto:debby_acuff@isdschools.org)
5. *Remember, employee health records are considered confidential and should be handled in that manner. All employee health records will be maintained in SNAP and not in supervisor files. After each medical visit, the employee is to give the doctor's release/restriction note to their supervisor and to the **Employee Worker's Comp Office**; the nurse should also receive all forms given to the employee concerning his/her treatment. The nurse will scan the forms into SNAP, fax the forms to, as well as, notify the **Employee Worker's Comp Office** by phone to confirm receipt and confer regarding restrictions, etc...*
6. If an employee is returned to work with **restricted duties**, contact the **Employee Worker's Comp Office** immediately. The **Employee Worker's Comp Office** will request written confirmation from the Principal/Supervisor be faxed to (816) 521-5677 by the school nurse whether modified duties can be accommodated. It is important to make this determination as quickly as possible following the employee's treatment. Every day missed affects the employee's leave and pay. The objective of modified duty is to keep the employee on an assignment without loss of pay. The duties will be determined by the restrictions applicable. It is preferred that duties be related to the normal assignment. However, to accommodate the restrictions, duties may be assigned in a different area, at a different location, or on a different time schedule. Employee Benefits must monitor all stages of Workers' Compensation care.
7. **Workers' compensation is not responsible for medical needs occurring at work unless work related.** If an employee becomes ill/injured while at work and it is not the result of an accident or injury that is work related, remind and/or assist the employee to contact his/her own health care provider.

## Employee Information and Accident/Injury Procedures

The Independence School District provides Workers' Compensation statutory coverage for all employees of the District for injuries occurring out of and in the course of the employee's employment with the District.

For any claim to be processed, the employee must comply with the following requirements:

1. Report to the school nurse's office at the injury site for an initial medical evaluation, first aid treatment and referral for treatment with the completion of the **Workers' Compensation Treatment Authorization** form. Outside of the nurse hours, the supervisor will complete the referral.
2. Work related injuries must be reported immediately to your supervisor or as soon as possible but in no more than 24 hours.
3. An **Employee Accident/Injury Report** form must be completed and signed by the employee and the school nurse or supervisor at the time the incident is reported even if no medical treatment is needed. This will be completed in the school nurse office during initial evaluation. If a nurse is not available, the supervisor will assist.
4. All work related injuries must be treated by **ISD Employee Health Clinic** and be referred by the school nurse or supervisor. The Clinic can triage, treat or refer most care levels of injuries. The ISD Employee Health Clinic location and hours are as follows:

<b>ISD Employee Health Clinic</b>	<b>Clinic Hours:</b>	
<b>1516 W. Maple Ave.</b>	<b>Monday-Friday,</b>	<b>7:00 am – 12:00 Noon</b>
<b>Independence, MO 64050</b>		<b>1:00 pm – 6:00 pm</b>
<b>Telephone (816) 521-5316</b>	<b>Saturday,</b>	<b>8:00 am – Noon</b>

If an injury occurs and urgent care level treatment is needed after Clinic hours, you can be treated until 9:00 pm Monday through Friday, Saturday, Sunday and Holidays as listed at:

<b>Urgent Care of Kansas City</b>	<b>After ISD Clinic Hours:</b>	
<b>4741 S. Arrowhead Drive, Suite B</b>	<b>Monday-Friday,</b>	<b>6:00 pm – 9:00 pm</b>
<b>Independence, MO 64055</b>	<b>Monday-Friday,</b>	<b>12:00 Noon – 1:00 pm</b>
<b>Telephone (816) 795-6000</b>	<b>Saturday,</b>	<b>12:00 Noon – 6:00 pm</b>
	<b>Sunday,</b>	<b>8:30 am – 5:30 pm</b>
	<b>Holidays</b>	<b>8:30 am – 3:30 pm</b>

If an injury is a **true emergency**, you can be treated at the **Truman Medical Center Lakewood**. Limit all visits to the Emergency Room to injuries that cannot possibly wait until the next day.

5. **Following each treatment, the doctor's release to work, restrictions or After Care Instructions must be submitted immediately to your supervisor and to the Employee Worker's Comp Office.**
6. Treatment appointments and leave information:
  - a. Treatment time within work hours on day of injury only are paid as work hours.
  - b. All appointments (including follow-ups) for Work Comp after day of injury are treated the same as personal doctor appointments for purposes of leave. For that reason, it is best to get immediate evaluation and to make all other appointments before or after work hours as much as possible.

**Your failure to follow these requirements may invalidate any present or future compensation claims that arise as a result of an injury.** Eligibility for medical expense and/or disability income reimbursement has relatively strict guidelines and it is important for you that you do not jeopardize your claim.

Policy coverage provisions include a stipulated death benefit, blanket medical expense coverage, and weekly disability income reimbursement should the employee be unable to work upon doctor's orders. There is a waiting period of three (3) work days before work comp weekly disability income reimbursement begins. There is also statutory provision for lump sum payment for injuries that result in permanent or partial disabilities that might occur to employees.

The District will provide Modified Duty when possible and if so prescribed by the physician. Modified Duty allows the employee to receive full wages while recovering rather than reduced Workers' Compensation disability reimbursements.



## Employee Accident/Injury Report Internal Form

OFFICE USE ONLY	
	ID#
	Dept. #
	Months
	Calendar

**Attn:** Give the employee a copy of the Employee Accident/Injury Procedures.

**Outside medical attention:** Immediately fax this completed form to (816) 521-5677 and call the ISD Employee Worker's Comp Office at (816) 521-5424. Send this form along with the Treatment Authorization form with the Employee to ISD Employee Health Clinic (or Treatment Authorization form only to Urgent Care of Kansas City or Truman Medical Center ER if after hours).

**First aid or no medical attention:** Fax this form to (816) 521-5677 and call the ISD Employee Worker's Comp Office at (816) 521-5424.

**EMPLOYEE INFORMATION:**

SSN/Emp #: \_\_\_\_\_ Name: \_\_\_\_\_  
 Phone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ Primary Work Site: \_\_\_\_\_  
 Home Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 D/Birth: \_\_\_\_\_ Marital Status: M / S / Sep / D / W Gender (M/F) \_\_\_\_\_  
 Title: \_\_\_\_\_ Status: (Full/Part Time) \_\_\_\_\_

**ACCIDENT/INIURY INFORMATION:**

Time Employee Began Work: \_\_\_\_\_ AM/PM Date of Injury: \_\_\_\_\_  
 Time of Injury: \_\_\_\_\_ Check If Time Cannot Be Determined  
 Date Employer Notified: \_\_\_\_\_ Time Notified: \_\_\_\_\_  
 Description of What Happened: \_\_\_\_\_

Cause: \_\_\_\_\_

Body Part Injured: (Left/Right) \_\_\_\_\_ Nature of Injury: \_\_\_\_\_

Witnesses: \_\_\_\_\_

Did Injury Occur on Employer Premises: Y/N \_\_\_\_\_ Inside \_\_\_\_\_ Outside \_\_\_\_\_ Vehicle \_\_\_\_\_

Location Site: \_\_\_\_\_ Location at Site: \_\_\_\_\_

Is Employee Going to Receive Medical Attention: Y/N \_\_\_\_\_ On-Site First Aid: Y/N \_\_\_\_\_

ISD EMPLOYEE HEALTH CLINIC: \_\_\_\_\_ (7:00 AM – 12:00 Noon and 1:00 PM – 6:00 PM, Monday – Friday;  
8:00 AM – Noon, Saturday)

Urgent Care of Kansas City: \_\_\_\_\_ (6:00 PM – 9:00 PM and 12:00 Noon – 1:00 PM, Monday – Friday;  
(Independence Location) 12:00 Noon – 6:00 PM, Saturday; 8:30 AM – 5:30 PM, Sunday;  
8:30 AM – 3:30 PM, Holidays)

\_\_\_\_\_ Other Provider Care Site \_\_\_\_\_

Emergency Care: \_\_\_\_\_ Truman Medical Center Lakewood \_\_\_\_\_ Other: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor/Nurse Signature: \_\_\_\_\_ Date: \_\_\_\_\_

OFFICE USE ONLY			
Report #:	SSN#:	Wage:	
Hire Date:	Entered:	<b>PMA Management Corp. #0476127</b>	
		Phone: 1-888-476-2669	

## Workers' Compensation Treatment Authorization

PMA# 0476127

School District: Independence School District  
School Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
School District Contact: Debby Acuff Phone Number: 816-521-5424  
Fax Number: 816-521-5677

### EMPLOYEE INFORMATION

Employee Name: \_\_\_\_\_  
Employee Address: \_\_\_\_\_  
Employee Phone Number: Home \_\_\_\_\_ Work \_\_\_\_\_  
Employee SSN: \_\_\_\_\_ Employee DOB: \_\_\_\_\_  
Date of Injury: \_\_\_\_\_ Injured Body Part: \_\_\_\_\_  
How Did Injury Occur? \_\_\_\_\_  
Sent to Location (below): \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_  
ISD Employee Health Clinic: (7:00 AM – 12:00 Noon and 1:00 PM – 6:00 PM, Monday – Friday;  
8:00 AM – Noon, Saturday)  
\_\_\_\_\_  
Urgent Care of Kansas City (Independence): (6:00 PM – 9:00 PM, Monday – Friday;  
12:00 Noon – 1:00 PM, Monday – Friday;  
12 Noon – 6:00 PM, Saturday;  
8:30 AM – 5:30 PM, Sunday;  
8:30 – 3:30 PM, Holidays)  
\_\_\_\_\_  
Other Provider Care Clinic Location: \_\_\_\_\_  
\_\_\_\_\_  
Emergency Care: Truman Medical Center Lakewood or Other: \_\_\_\_\_  
Treatment Authorized By: \_\_\_\_\_  
(Print Name) (Signature)

### PROVIDER SECTION

Please complete information below and fax to PMA at 1-800-432-9762 and the district contact listed above.  
*(Note: The medical provider's standard injury status report reflecting the injured worker's return to work status can be substituted to fax the information requested below to both PMA and the district contact listed above.)*

Diagnosis: \_\_\_\_\_  
Treatment Recommendations: \_\_\_\_\_  
\_\_\_\_\_  
Return to Work Status: Modified Duty \_\_\_\_\_ Full Duty \_\_\_\_\_  
Detail Modifications below or: No Restrictions \_\_\_\_\_  
No Lifting Over: \_\_\_\_\_ lbs. No Pushing/Pulling Over: \_\_\_\_\_ lbs.  
Additional Modifications: \_\_\_\_\_  
\_\_\_\_\_  
Follow-up Appointment: Date/Time: \_\_\_\_\_ None Needed: \_\_\_\_\_  
Provider Signature: \_\_\_\_\_

Referrals to Medical Specialists **MUST BE PREAUTHORIZED** by contacting PMA at 1-888-476-2669.

Send medical bills to: PMA Customer Service Center  
P. O. Box 5231  
Janesville, WI 53547-5231

**ISD Employee Health Clinic**  
1516 W. Maple Ave.  
Independence, MO 64050  
(816) 521-5316

**Hours:**  
Monday – Friday  
7:00 AM – 12:00 Noon  
1:00 PM – 6:00 PM  
Saturday  
8:00 AM - Noon

**Urgent Care of Kansas City**  
4741 S. Arrowhead Drive, Suite B  
Independence, MO 64055  
(816) 795-6000

**Hours:**  
Monday – Friday  
6:00 PM – 9:00 PM  
12:00 Noon – 1:00 PM  
Saturday  
12:00 Noon – 6:00 PM  
Sunday  
8:30 AM – 5:30 PM  
Holiday Hours  
8:30 AM – 3:30 PM

**Emergency or After Hours:**

**Truman Medical Center Lakewood**  
7900 Lee's Summit Rd.  
Kansas City, MO 64139  
Phone: (816) 404-7000

# POLICIES

## **STUDENTS**

### **Policy 2130**

**(Regulation 2130)**

**(Form 2130)**

#### **Nondiscrimination and Student Rights**

### **Harassment**

It is the policy of the District to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation. The School District prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation.

It shall be a violation of District policy for any student, teacher, administrator, or other school personnel of this District to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation as defined by this Policy.

It shall also be a violation of District policy for any teacher, administrator, or other school personnel of this District to tolerate sexual harassment or harassment because of a student's race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation, as defined by this Policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the School District.

For purposes of this Policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District.

The school system and District officials, including administrators, teachers, and other staff members will act to promptly investigate all complaints, either formal or informal, verbal or written, of unlawful harassment or unlawful discrimination because of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation; to promptly take appropriate action to protect individuals from further harassment or discrimination; and, if it determines that unlawful harassment or discrimination occurred, to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this Policy, and/or to take other appropriate action reasonably calculated to end the harassment/discrimination.

The District prohibits retaliation against a person who files a complaint of discrimination or harassment, and further prohibits retaliation against persons who participate in related proceedings or investigations.

**REV. 6/11**

## **STUDENTS**

**Regulation 2130**  
**(Form 2130)**

### **Nondiscrimination and Student Rights**

#### **Harassment**

#### **DEFINITIONS AND EXAMPLES**

##### **Sexual Harassment**

For purposes of this Regulation, sexual harassment of a student consists of sexual advances, requests for sexual favors, sexually-motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

1. A school employee causes a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity, or when an employee or third party agent of the District causes a student to believe that the employee will make an educational decision based on whether or not the student submits to unwelcome sexual conduct; or
2. When the unwelcome sexual conduct of a school employee or classmate is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment.

Examples of conduct which may constitute sexual harassment include:

- sexual advances;
- touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
- coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
- coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another;
- graffiti of a sexual nature;
- sexual gestures;
- sexual or dirty jokes;
- touching oneself sexually or talking about one's sexual activity in front of others;

**Regulation 2130**

**Page 2**

- spreading rumors about or rating other students as to sexual activity or performance;
- unwelcome, sexually-motivated or inappropriate patting, pinching, or physical contact. This prohibition does not preclude legitimate, non-sexual physical conduct such as the use of necessary restraints to avoid physical harm to persons or property, or conduct such as a teacher's consoling hug of a young student, or one student's demonstration of a sports move requiring contact with another student. (NOTE: Where the perpetrator is an adult and the victim is a student, welcomeness is generally not relevant.)
- other unwelcome sexual behavior or words, including demands for sexual favors, when accompanied by implied or overt threats concerning an individual's educational status or implied or overt promises of preferential treatment.

**Harassment Because of Race or Color**

For purposes of this Regulation, racial harassment of a student consists of verbal or physical conduct relating to an individual's race or color when:

1. The harassing conduct is sufficiently severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of race or color include:

- graffiti containing racially-offensive language;
- name-calling, jokes, or rumors;
- threatening or intimidating conduct directed at another because of the other's race or color;
- notes or cartoons;
- racial slurs, negative stereotypes, and hostile acts which are based upon another's race or color;

**Regulation 2130**  
**Page 3**

- written or graphic material containing racial comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race or color;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by race or color.

**Harassment Based Upon National Origin or Ethnicity**

For purposes of this Regulation, ethnic or national origin harassment of a student consists of verbal or physical conduct relating to an individual's ethnicity or country of origin or the country of origin of the individual's parents, family members, or ancestors when:

1. The harassing conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of national origin or ethnicity include:

- graffiti containing offensive language which is derogatory to others because of their national origin or ethnicity;
- jokes, name-calling, or rumors based upon an individual's national origin or ethnicity;
- ethnic slurs, negative stereotypes, and hostile acts which are based upon another's national origin or ethnicity;
- written or graphic material containing ethnic comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;



**Regulation 2130**

**Page 4**

- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, ethnicity or national origin;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by national origin or ethnicity.

**Harassment Because of Disability**

For the purposes of this Regulation, harassment because of the disability of a student consists of verbal or physical conduct relating to an individual's physical or mental impairment when:

1. The harassing conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. The harassing conduct otherwise adversely and substantially affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of disability include:

- graffiti containing offensive language which is derogatory to others because of their physical or mental disability;
- threatening or intimidating conduct directed at another because of the other's physical or mental disability;
- jokes, rumors, or name-calling based upon an individual's physical or mental disability;
- slurs, negative stereotypes, and hostile acts which are based upon another's physical or mental disability;
- graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, an individual's physical or mental disability;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by an individual's physical or mental disability.

**Harassment Because of Gender**

For purposes of this Regulation, gender harassment of a student consists of verbal or physical conduct relating to an individual's gender when:

1. The harassing conduct is sufficiently persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment; or
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of gender include:

- graffiti containing offensive language;
- name-calling, jokes, or rumors;
- threatening or intimidating conduct directed at another because of the other's gender;
- notes or cartoons;
- slurs, negative stereotypes, and hostile acts which are based upon another's gender;
- written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to gender;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by gender.

**Harassment Because of Sexual Orientation or Perceived Sexual Orientation**

For purposes of this Regulation, harassment of a student because of sexual orientation or perceived sexual orientation consists of verbal or physical conduct relating to an individual's sexual orientation or perceived sexual orientation when:

**Regulation 2130**  
**Page 6**

1. The harassing conduct is sufficiently persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment; or
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of sexual orientation or perceived sexual orientation include:

- graffiti containing offensive language;
- name-calling, jokes, or rumors;
- threatening or intimidating conduct directed at another because of the other's sexual orientation or perceived sexual orientation;
- notes or cartoons;
- slurs, negative stereotypes, and hostile acts which are based upon another's sexual orientation or perceived sexual orientation;
- written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, sexual orientation or perceived sexual orientation;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by sexual orientation or perceived sexual orientation.

**REPORTING PROCEDURES**

The following procedures are applicable to any student who believes he or she has been the victim of sexual harassment or harassment/discrimination based on race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation by a student, teacher, administrator, or other school personnel of the School District, or by any other person who is participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the School District.

**Regulation 2130**

**Page 7**

Such individuals are encouraged to immediately report the alleged acts to an appropriate District official designated by this Regulation.

Any teacher, administrator, or other school official who has or receives notice that a student has or may have been the victim of unlawful discrimination, sexual harassment or harassment based on race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation by a student, teacher, administrator, or other school personnel of the District, or by any other person who is participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the District, is required to immediately report the alleged acts to an appropriate District official designated by this Regulation.

Any other person with knowledge or belief that a student has or may have been the victim of unlawful discrimination, sexual harassment or harassment based on race, sex color, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation as set forth above, is encouraged to immediately report the alleged acts to an appropriate District official designated by this Regulation.

The School District encourages the reporting party or complainant to use the report form available from the principal of each building or available from the School District office, but oral reports shall be considered complaints as well. Use of formal reporting forms is not mandated. Nothing in this Regulation shall prevent any person from reporting harassment directly to the Compliance Officer or to the Superintendent. The District will respond to male and female students' complaints of discrimination and harassment promptly, appropriately, and with the same degree of seriousness.

1. In each school building, the building principal is the person responsible for receiving oral or written reports of discrimination, sexual harassment, or harassment based on race, sex, color, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation at the building level. Any adult School District personnel who receives a report of discrimination, sexual harassment, or harassment based on race, sex, color, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation shall inform the building principal immediately.

Upon receipt of a report, the principal must notify the District Compliance Officer immediately, without screening or investigating the report. The principal may request but may not insist upon a written complaint. If the report was given verbally, the principal shall personally reduce it to written form and forward it to the Compliance Officer within twenty-four (24) hours. Failure to forward any harassment report or complaint as provided herein will result in disciplinary action against the principal.

**Regulation 2130**  
**Page 8**

If the complaint involves the building principal, the complaint shall be made or filed directly with the Superintendent or the School District Compliance Officer by the reporting party or the complainant.

2. The School Board has designated the Assistant Superintendent of Human Resources as the District Compliance Officer with responsibility to identify, prevent, and remedy unlawful discrimination and harassment. The District Compliance Officer shall:
  - receive reports or complaints of unlawful discrimination, sexual harassment, or harassment based on race, sex, color, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation;
  - oversee the investigative process;
  - be responsible for assessing the training needs of the District's staff and students in connection with the dissemination, comprehension, and compliance with this Regulation;
  - arrange for necessary training required for compliance with this Regulation; and
  - insure that any investigation is conducted by an impartial investigator who has been trained in the requirements of equal educational opportunity, including harassment, and who is able to apply procedural and substantive standards which are necessary and applicable to identify unlawful harassment, recommend appropriate discipline and remedies when harassment is found, and take other appropriate action to rectify the damaging effects of any prohibited discrimination, including interim protection of the victim during the course of the investigation.

If any complaint involves a Compliance Officer, the complaint shall be filed directly with the Superintendent.

The District shall conspicuously post a notice against unlawful discrimination and harassment in each school in a place accessible to students, faculty, administrators, employees, parents, and members of the public. This notice shall include the name, mailing address, and telephone number of the Compliance Officer; the name, mailing address, and telephone number of the Missouri Commission for Human Rights, the state agency responsible for investigating allegations of discrimination in educational opportunities; and the mailing address and telephone number of the United States Department of Education, Office for Civil Rights, and the United States Department of Justice.

**Regulation 2130**

**Page 9**

3. A copy of Policy 2130 shall appear in the student handbook, and this Regulation shall be made available upon request of parents, students, and other interested parties.
4. The School Board will develop a method of discussing this Regulation with students and employees. Training on the requirements of nondiscrimination and the appropriate responses to issues of harassment will be provided to all school personnel on an annual basis, and at such other times as the Board in consultation with the District Compliance Officer determines is necessary or appropriate.
5. This Regulation shall be reviewed at least annually for compliance with state and federal law.
6. The District will respect the privacy of the complainant, the individuals against whom the complaint is filed, and the witnesses as much as possible, consistent with the District's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

**INVESTIGATION**

Upon receipt of a report or complaint alleging unlawful discrimination, sexual harassment, or harassment based upon race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation, the Compliance Officer shall immediately undertake or authorize an investigation. That investigation may be conducted by District officials or by a third party designated by the District.

The investigation may consist of personal interviews with the complainant, the individual against whom the complaint is filed, and others who have knowledge of the alleged incident or circumstances giving rise to the complaint. The investigation may also consist of the evaluation of any other information or documents, which may be relevant to the particular allegations.

In determining whether the alleged conduct constitutes a violation of this Regulation, the District shall consider:

- the nature of the behavior;
- victim's statements;
- how often the conduct occurred;
- mandatory written witness statements or interview summaries;
- whether there were past incidents or past continuing patterns of behavior;

**Regulation 2130**  
**Page 10**

- opportunity for the complainant to present witnesses and provide evidence;
- evaluation of all relevant information and documentation relating to the complaint of discrimination or harassment;
- the relationship between the parties involved;
- the race, color, sex, national origin, age, ethnicity, disability, sexual orientation or perceived sexual orientation of the victim;
- the identity of the perpetrator, including whether the perpetrator was in a position of power over the student allegedly subjected to harassment;
- the number of alleged harassers;
- the age of the alleged harassers;
- where the harassment occurred;
- whether there have been other incidents in the school involving the same or other students;
- whether the conduct adversely affected the student's education or educational environment;
- the context in which the alleged incidents occurred.

Whether a particular action or incident constitutes a violation of this Regulation requires a determination based on all the facts surrounding the circumstances.

The investigation shall be completed and a written report given to the Superintendent no later than fifteen (15) days from receipt of the complaint. If the complaint involves the Superintendent, the written report may be filed directly with the School Board. The written report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this Regulation. The Compliance Officer's obligation to conduct this investigation shall not be extinguished by the fact that a criminal investigation involving the same or similar allegations is also pending or has been concluded.

**SCHOOL DISTRICT RESPONSE**

1. Upon receipt of a report that a violation has occurred, the District will, within 48 hours, take appropriate formal or informal action to address, and where appropriate, remediate the violation. appropriate actions may include, but are not limited to, counseling,

**Regulation 2130**  
**Page 11**

awareness training, parent-teacher conferences, warning, suspension, exclusion, expulsion, transfer, remediation, or discharge. District action taken for violation of this Regulation shall be consistent with the requirements of applicable collective bargaining agreements, state and federal law, and District policies for violations of a similar nature of similar degree of severity. In determining what is an appropriate response to a finding that harassment in violation of this Regulation has occurred, the District shall consider:

- what response is most likely to end any ongoing harassment;
- whether a particular response is likely to deter similar future conduct by the harasser or others;
- the amount and kind of harm suffered by the victim of the harassment;
- the identity of the party who engaged in the harassing conduct.
- whether the harassment was engaged in by school personnel, and if so, the District will also consider how it can best remediate the effects of the harassment.

In the event that the evidence suggests that the harassment at issue is also a crime in violation of a Missouri criminal statute, the Board shall also direct the District Compliance Officer to report the results of the investigation to the appropriate law enforcement agency charged with responsibility for handling such crimes.

2. The results of the District's investigation of each complaint filed under these procedures will be reported in writing to the complainant and other parties by the District within 10 days of the Compliance Officer's receipt of the complaint, in accordance with state and federal laws regarding data or records privacy, and consistent with the privacy rights of the alleged harasser.
3. If the District's evaluation of a complaint of harassment results in a conclusion that a school employee has engaged in unlawful discrimination or harassment in violation of this Regulation, or that a school employee(s) has failed to report harassment as required herein, that individual may appeal this determination by presenting a written appeal within 10 school days of receiving notice of the District's conclusion, by use of established School Board procedures for appealing other adverse personnel actions. (See personnel handbooks.)
4. If the District's evaluation of a complaint of harassment results in a conclusion that no unlawful harassment has occurred, an individual who was allegedly subjected to harassment and believes that this conclusion is erroneous may appeal this determination by presenting a written appeal to the Superintendent within 10 school days of receiving notice of the District's conclusion. The grievant may request a meeting with the Superintendent or his/her designee. The Superintendent or his/her designee has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by



**Regulation 2130**  
**Page 12**

the Superintendent or his/her designee within 10 working days after receiving the written appeal.

5. If the complainant believes the Superintendent has not adequately or appropriately addressed the appeal, he or she may present a written appeal to the President of the Board of Education within ten (10) working days after the grievant receives the report from the Superintendent. The grievant may request a meeting with the Board of Education. The Board of Education has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Board of Education at their next regularly scheduled meeting or no later than 45 calendar days from the District's receipt of the complainant's appeal to the Board. The grievant will be notified in writing of the decision within 5 working days after the Board of Education meeting.
6. An individual who was allegedly subjected to unlawful discrimination or harassment may also file a complaint with the Missouri Commission for Human Rights, the United States Department of Education, Office for Civil Rights, or the United States Department of Justice. In addition, such individual may choose to file suit in the United States District Court or the State Circuit Court.
7. Copies of all complaints of harassment and the investigations conducted pursuant to them shall be maintained at the main administrative offices of the School District.

**RETALIATION**

Submission of a good faith complaint or report of unlawful discrimination, sexual harassment, or harassment based upon race, sex, color, disability, national origin, age, ethnicity, or sexual orientation will not affect the complainant or reporter's future employment, grades, learning, or working environment, or work assignments.

The School District will discipline or take appropriate action against any student, teacher, administrator, or other school personnel who retaliates against any person who reports an incident of alleged harassment/discrimination, sexual, racial, ethnic, sexual orientation discrimination, disability-related harassment or violence, or any person who testifies, assists, or participates in a proceeding, investigation, or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

**REV. 6/11**

**Nondiscrimination and Student Rights**  
**Harassment Grievance Form**

Complainant: \_\_\_\_\_

Home Address: \_\_\_\_\_

Work Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Date of Alleged Incident(s): \_\_\_\_\_

Did the incident(s) involve: sexual harassment, racial harassment/discrimination, harassment/discrimination because of national origin or ethnicity, harassment/discrimination because of disability, harassment/discrimination because of sexual orientation or perceived sexual orientation (*circle all that apply*).

Name of person you believe harassed or discriminated against you or another person:

\_\_\_\_\_

If the alleged harassment/discrimination was toward another person, identify that other person:

\_\_\_\_\_

Describe the incident as clearly as possible, including such things as what force, if any, was used, any verbal statements (i.e. threats, requests, demands, etc.), what, if any physical contact was involved. Attach additional pages as necessary.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

When and where did the incident occur? \_\_\_\_\_

\_\_\_\_\_

List any witnesses who were present: \_\_\_\_\_

\_\_\_\_\_

This complaint is based upon my honest belief that \_\_\_\_\_  
has harassed/discriminated against me or another person. I hereby certify that the information I  
have provided in this complaint is true, correct, and complete to the best of my knowledge.

\_\_\_\_\_  
Complainant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Received By

\_\_\_\_\_  
Date Received

**STUDENTS**

**Nondiscrimination and Student Rights**

**Sexual Harassment Prohibited Notice**

**SEXUAL HARASSMENT PROHIBITED  
NOTICE  
TO ALL EMPLOYEES AND STUDENTS  
REGARDING SEXUAL HARASSMENT**

The Independence School District is committed to an academic and work environment in which all students and employees are treated with dignity and respect. Sexual harassment of students and employees whether committed by supervisors, employees or students and regardless of whether the victim is an employee or student will not be tolerated.

Sexual harassment includes but is not limited to:

1. sexual slurs, threats, verbal abuse and sexually degrading descriptions
2. graphic verbal comments about an individual's body
3. sexual jokes, notes, stories, drawing, pictures or gesture
4. spreading sexual rumors
5. touching an individual's body or clothes in a sexual way
6. displaying sexually suggestive objects
7. covering or blocking of normal movements
8. unwelcome sexual flirtation or propositions
9. acts of retaliation against a person who reports sexual harassment.

Inquiries, complaints or grievances from students and their parents and employees regarding sexual harassment or compliance with Title IX may be directed to the Superintendent of Schools, to the District's Title IX Coordinator or the Director of the Office of Civil Rights, Department of Education, Washington, D.C.

The District's Title IX Coordinator is:

Greg Gilliam, Human Resources Supervisor  
201 N. Forest Avenue  
Independence, Missouri 64050  
(816) 521-5300

**STUDENTS**  
**Policy 2670**

**Discipline**

**Corporal Punishment: Prohibited**

No person employed by or volunteering for the School District shall administer or cause to be administered corporal punishment upon a student attending District schools.

## **STUDENTS**

### **Policy 2770**

#### **Student Welfare**

## **Seclusion and Restraint**

### **Purpose**

It is the purpose of this policy to:

- Meet the requirements of RSMo 160.263.
- Promote safety and prevent harm to all students, school personnel and visitors in the school district.
- Treat all students with dignity and respect in the use of discipline and behavior-management techniques.
- Provide school personnel with clear guidelines about the use of seclusion, isolation and restraint on school district property or at any school district function or event.
- Promote retention of teachers and other school personnel by addressing student behavior in an appropriate and safe manner.
- Promote parent understanding about state guidelines and district policies related to the use of discipline, behavior management, behavior interventions and responses to emergency situations.
- Promote the use of non-aversive behavioral interventions.

### **Definitions:**

“**Authorized School Personnel**” means school personnel who have received annual training in:

- De-escalation practices,
- Appropriate use of physical restraint,
- Professionally-accepted practices in physical management and use of restraints,
- Methods to explain the use of restraint to the student who is to be restrained and to the individual’s family,
- Appropriate use of isolation,
- Appropriate use of seclusion, and
- Information on the policy and appropriate documentation and notification procedures.

“**Assistive technology device**” means any item, piece of equipment or product system that is used to increase, maintain or improve the functional capacities of a child with a disability.

“**Aversive behavioral interventions**” means an intervention that is intended to induce pain or discomfort to a student for the purpose of eliminating or reducing maladaptive behaviors, including such interventions as: contingent application of noxious, painful, intrusive stimuli or activities; any form of noxious, painful or intrusive spray, inhalant or tastes; or other stimuli or actions similar to the interventions described above. The term does not include such interventions as voice control, limited to loud, firm commands; time-limited ignoring of a specific behavior; token fines as part of a token economy system; brief physical prompts to interrupt or prevent a specific behavior; interventions medically necessary for the treatment or protection of the student. Corporal punishment administered in accordance with state law is not an aversive intervention for the purpose of this policy.

“**Behavior Intervention Plan (BIP)**” sets forth specific behavior interventions for a specific student who displays chronic patterns of problem behavior.

“**Chemical restraint**” means the administration of a drug or medication to manage a student’s behavior that is *not* a standard treatment and dosage for the student’s medical condition.

“**Emergency situation**” is one in which a student’s behavior poses a serious, probable threat of imminent physical harm to self or others or destruction of property.

“**Functional Behavior Assessment**” a formal assessment to identify the function or purpose the behavior serves for the student so that classroom interventions and behavior support plans can be developed to improve behavior. The assessment could include observations and charting of the behavior and interviews with family, teachers, and the student, so as to determine the frequency, antecedent and response of the targeted behavior.

“**IEP**” means a student’s Individualized Education Program as defined by the Individuals with Disabilities Education Act (IDEA).

“**Isolation**” means the confinement of a student alone in an enclosed room without the use of locking hardware. Isolation also includes the confinement of a student alone in a room with a staff engaged locking system where the student is constantly attended and supervised by district employees through a window or other viewing device, but only in accordance with a student’s IEP, Section 504 plan, or other agreed-upon plan to address a student’s behavior. Isolation does not include supervised in-school suspension, detention or timeout/time away used as disciplinary consequences in accordance with the district’s student discipline code.

“**Law enforcement officer**” means any public servant having both the power and duty to make arrests for violations of the laws of this state.

“**Locking hardware**” means mechanical, electrical or other material devices used to lock a door or to prevent egress from a confined area.

“**Mechanical restraint**” means a device or physical object that the student cannot easily remove that restricts a student’s freedom of movement of or normal access to a portion of his or her body. This includes but is not limited to straps, duct tape, cords or garments. The term does not include assistive technology devices.

“**Physical escort**” means the temporary touching or holding of the hand, wrist, arm, shoulder or back for the purpose of inducing a student who is acting out or eloping to walk to a safe location.

“**Physical restraint**” means the use of person-to-person physical contact to restrict the free movement of all or a portion of a student’s body. It does not include briefly holding or hugging a student without undo force for instructional or other purposes, briefly holding a student to calm them, taking a student’s hand to transport them for safety purposes, physical escort or intervening in a fight.

“**School personnel**” means

- Employees of a local board of education.
- Any person, paid or unpaid, working on school grounds in an official capacity.
- Any person working at a school function under a contract or written agreement with the school system to provide educational or related services to students.
- Any person working on school grounds or at a school function for another agency providing educational or related services to students.

“**Seclusion**” means the confinement of a student alone in an enclosed space from which the student is physically prevented from leaving by locking hardware. Seclusion does not include situations where a student is alone in a locked room if the student is constantly attended and supervised by district employees through a window or other viewing device.

“**Section 504 Plan**” means a student’s individualized plan developed by the student’s Section 504 multidisciplinary team after a pre-placement evaluation finding the student is disabled within the meaning of Section 504 and its implementing regulations.

“**Time out**” means brief removal from sources of reinforcement within instructional contexts that does not meet the definition of seclusion or isolation. Time out includes both of the following:

- a) Non-exclusionary time out: removal of reinforcers from the student without changing the physical location of the student (e.g., asking the student to put his/her head down on the desk); and
- b) Exclusionary time-out: removal of the student from participation in an activity or removal from the instructional area.

### **Use of Restrictive Behavioral Interventions:**

- **Time-Out**



Nothing in this policy is intended to prohibit the use of time-out as defined in this section.

- **Seclusion**

Seclusion as defined in this policy is prohibited except for an emergency situation while awaiting the arrival of law enforcement personnel as provided for in RSMo 160.263.

- **Isolation**

Isolation, as defined in this policy, may only be used by authorized school personnel, as defined in this policy:

- After de-escalating procedures have failed;
- In an emergency situation as defined in this section; or
- As specified in a student's Individualized Education Program (IEP), Section 504 plan, or other parentally agreed-upon plan to address a student behavior.

Use of isolation requires all of the following:

- The student to be monitored by an adult in close proximity who is able to see and hear the student at all times. Monitoring shall be face-to-face unless personal safety of the child or staff member is significantly compromised, in which case technology-supported monitoring may be utilized.
- The total time in isolation is to be reasonably calculated by District personnel on a case-by-case basis based on the age of the child and circumstances, and is not to exceed 40 minutes without a reassessment of the situation and consultation with parents and/or administrative staff, unless otherwise specified in an IEP or Section 504 Plan or other parentally agreed-upon plan to address a student's behavior.
- The space in which the student is placed should be a normal-sized meeting or classroom commonly found in a school setting.
- The space in which the student is confined is comparable in lighting, ventilation, heating, cooling, and ceiling height to those systems that are in use in other places in the school.
- The space in which the student is placed must be free of objects that could cause harm.

Isolation shall never be used as a form of punishment or for the convenience of school personnel.

- **Physical Restraint**

Physical restraint shall only be used in one of the three circumstances below:

- In an emergency situation as defined in this policy;
- When less restrictive measures have not effectively de-escalated the situation; or
- When otherwise specified in an IEP, Section 504 Plan or other parentally agreed-upon plan to address a student's behavior.

Physical restraint shall:

- Only be used by authorized school personnel as defined in this policy.

- Only be used for as long as necessary to resolve the actual risk of danger or harm that warranted the use of physical restraint;
- Use no more than the degree of force necessary to protect the student or other persons from imminent physical harm [or to protect property];
- Not place pressure or weight on the chest, lungs, sternum, diaphragm, back, neck or throat of the student which restricts breathing; and
- Only be done by school personnel trained in the proper use of restraint.

Any school personnel using physical restraint shall:

- Use only methods of restraint in which the person has received district approved training.
- Conduct restraint with at least one additional adult present and in line of sight, unless other school personnel are not immediately available due to the unforeseeable nature of an emergency situation.

Physical restraints should never be used as a form of punishment or for the convenience of school personnel.

- **Mechanical Restraint**

Mechanical restraint shall only be used as specified in a student's IEP, Section 504 plan, or other parentally agreed-upon plan to address a student's behavior with two exceptions:

- Vehicle safety restraints shall be used according to state and federal regulations.
- Mechanical restraints employed by law enforcement officers in school settings should be used in accordance with law enforcement policies and procedures and appropriate professional standards.

- **Chemical Restraint**

Chemical restraints shall never be used by school personnel.

Aversive interventions that compromise health and safety shall never be used by school personnel.

### **Communication and Training**

- **School Personnel Meeting**

Following any situation involving the use of seclusion, isolation or restraint, as defined in this policy, a meeting shall occur as soon as possible but no later than two (2) school days after the emergency situation. The meeting shall include, at a minimum, a discussion of the events that led to the emergency and why the de-escalation efforts were not effective; any trauma reactions on the part of the student, other students or school personnel; what, if anything, could have been done differently; and an evaluation of the process.

- **Parental Notification**

Except as otherwise specified in a student's IEP, Section 504 plan or other parentally agreed-upon plan to address the student's behaviors:

- Following a situation involving the use of seclusion, isolation or restraint, the parent or guardian of the student shall be notified through verbal or electronic means of the incident as soon as possible, but no later than the end of the day of the incident, unless circumstances render it unreasonable or impossible to notify the parent or guardian by the end of the day in which case the parent or guardian shall be notified through verbal or electronic means of the incident no later than noon of the next day.
- The parent or guardian shall receive a written report of the emergency situation within five (5) school days of the incident. The written incident report shall include all of the following:
  - Date, time of day, location, duration, and description of the incident and de-escalation interventions.
  - Event(s) that led up to the incident.
  - Nature and extent of any injury to the student.
  - Name of a school employee the parent or guardian can contact regarding the incident, and contact information for that employee.

- **Staff Training**

School districts shall ensure that all school personnel are trained annually regarding the policy and procedures involving the use of seclusion, isolation and restraint.

### **Students with Disabilities**

The foregoing policy applies to all students. However, if the IEP or multi-disciplinary team determines that a form of restraint or isolation or aversive behavior intervention may be appropriate in certain identified and limited situations, the team may set forth the conditions and procedures in the IEP or Section 504 plan. Any use of restraint, isolation or aversive behavior interventions must be limited to what is set forth in the IEP or Section 504 plan unless otherwise provided for in this policy. Before adding the use of restraint, isolation or aversive behavior interventions to an IEP or Section 504 plan, the student must have undergone appropriate assessments to include, but not limited to, a formal functional behavior assessment and a positive behavior intervention plan must be developed, which indicates a plan to eliminate the use of the restraint, isolation or aversive behavior intervention over time.

**Reports on Use of Seclusion, Isolation, Restraint or Aversive Behavior Interventions** Districts shall maintain records documenting the use of seclusion, isolation, and restraint showing each of the following: when they were used, reason for use, duration of use, names of school personnel involved, whether students or school personnel were injured, name and age of the student, whether the student has an IEP, Section 504 plan, Behavior Intervention Plan (BIP) or other personal safety plan, when the parents were notified, if the student was disciplined, and any other documentation required by federal or state law.

**Applicability of this Policy**

This policy applies to all district school personnel. School personnel assigned to programs not located on district premises (hospitals, detention centers, juvenile facilities, and mental health facilities) shall follow the policy and procedure of the facility/program where they work.

REV. 3/15

**PERSONNEL SERVICES**

**Policy 4120**

**Employment**

**Employment Procedures**

Policy 4120 states, “Any requests for information regarding former employees must be addressed to the Human Resources office. The Superintendent or designee is the person who shall respond to requests from potential employers for information regarding a former District employee. The information the District will provide is title, position, length of employment, whether the employee was terminated or resigned, and whether the District would re-hire the employee.”

## **PERSONNEL SERVICES**

### **Policy 4650**

**(Regulation 4650)**

#### **Performance Evaluation**

### **Communication with Students by Electronic Media**

Employee personal communication with students in all forms including oral and nonverbal must be professional and respectful and consistent with Board policy. All communications between employees and students must be consistent with a teacher-student relationship. Communication shall be deemed to be inappropriate if such communication is sexual in nature, is sexually suggestive, suggests romantic activity with student or students, occurs at an inappropriate time or place, or is otherwise inconsistent with Board policy. Violation of this provision will result in disciplinary action up to and including dismissal.

Communications between employees and students will be primarily direct, oral or written in nature. Employees are strictly prohibited from engaging in Private Electronic Communications with students, as defined in Regulation 4650. As specified in Regulation 4650, the term “Private Electronic Communications” includes communicating with students on social networks, websites, or webpages that are not accessible to the public, e-mailing with students, and texting students. This prohibition does not preclude Private Electronic Communications between employees and their siblings and children who may be district students.

The district will provide official electronic media which may be utilized by teachers and coaches for communication with students for dissemination of school related information (i.e., homework, practice schedules, supplemental instructional material) and for collaborative tasks.

REV. 3/15

**Personnel Services**  
**Policy 4720**

**Separation**

**Suspension or Termination: Non-Certificated Staff**

Policy 4720 Suspension or Termination: Non-Certificated Staff may be accessed on the district website.

## **Safe Schools Act of 1996**

### **(Selected excerpts and summaries)**

Several areas have been addressed by the Safe Schools Act of 1996. Amendments were added in 1997 and 2000. Items discussed below pertain to classroom and staff issues, in particular. The full Safe Schools Act is on file at Central Office and in the office of the Director of Emergency Preparedness.

#### **1. School Discipline Policies**

- School districts must establish a written discipline policy, including a district statement of district position on corporal punishment.
- Provide copy to parents and students (school handbook, district calendar, etc.).
- All employees will receive instruction in the contents and use.

#### **2. Reporting requirements**

Administrators are required to report acts of violence. These include, but are not limited to, felony acts such as murder, kidnapping, assault, forcible rape and sodomy, burglary, robbery, distribution of drugs, arson, manslaughter, felonious restraint, property damage, and possession of a weapon. The administrator must report such infractions to the superintendent and a law enforcement agency if the act, if committed by an adult, would be an assault or possession of a controlled substance or weapon.

A teacher or school employee must immediately report an assault to the principal. The employee must also report the finding of a weapon or controlled substance. (The good faith reporter will not be civilly liable for providing such information to the police.) To not report (willful neglect or refusal to report) is a crime.

#### **3. Definition of a weapon**

These items include, but are not limited to, firearms, blackjacks, explosives, firearm silencer, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun and/or switchblade knife.

#### **4. Penalties for possession of a weapon**

The discipline policy shall provide for a suspension for a period of not less than one year, or expulsion, for a student who is determined to have brought a weapon to school in violation of district policy, except that: the superintendent may modify each suspension on a case-by-case basis; and this shall not prevent the district from providing educational services in an alternative setting to a student suspended under the provisions of this section.

#### **5. Removal of students**

Immediate removal may be taken by principal, superintendent, or school board that the student poses a threat of harm to others as evidenced by poor conduct, past actions, criminal court records, or juvenile records.

#### **6. Miscellaneous**

Assault while on school property is defined and classified as a Class D felony. Drug-free school zones are within 2000 feet of public school property. Distribution of drugs near schools is a



Class A felony. Crime of making a false bomb threat has been changed to a Class D felony. Crime of Making a Terroristic Threat, 574.150RSMo.2000: A person commits the crime of making a Terroristic Threat if he communicates a threat to commit a felony, makes a knowingly false report concerning the commission of any felony, or knowingly makes a false report concerning the occurrence of any catastrophe to frighten or disturb 10 or more people (Class C felony), to cause the evacuation or closure of any building, inhabitable structure, place of assembly or transportation facility (Class C felony) or with reckless disregard of the risk of causing the evacuation or closure of any building, inhabitable structure, place of assembly or transportation facility (Class D felony).

July 2008

# **GENERAL DISTRICT INFORMATION**

## School Information

<b>ELEMENTARY SCHOOLS</b>							
<b>SCHOOL</b>	<b>PRINCIPAL</b>	<b>SECRETARY</b>	<b>ADDRESS</b>	<b>CITY</b>	<b>ST</b>	<b>ZIP</b>	<b>PHN#</b>
Benton	Leslie Hocksprung	Karen Wilson	429 S Leslie St	Indep	MO	64050	521.5390
Blackburn	Sara Terrill	Kris McNeill	17302 R.D. Mize Rd	Indep	MO	64057	521.5395
Bryant	Jon Pye	Patty Baker	827 W College St	Indep	MO	64050	521.5400
Fairmount	Jeff Anger	Darlene McDaniel	120 N Cedar Ave	Indep	MO	64053	521.5405
Glendale	Todd Siebert	Brooke Masters	2611 Lees Summit Rd	Indep	MO	64055	521.5510
Korte	Ron Alburtus	Tabitha Mabie	2437-2731 S Hardy Ave	Indep	MO	64052	521.5430
Little Blue	Joe Armin	Jennifer Lane	2020 Quail Drive	Indep	MO	64057	521.5480
Luff	Melissa Carver	Dawn Howe	3700 S Delaware Ave	Indep	MO	64055	521.5415
Mallinson	Sarah Brown	Tina Gianmalva	709 N Forest Ave	Sugar Creek	MO	64054	521.5530
Mill Creek	Lindsey Miller	Betty Maday	2601 N Liberty St	Indep	MO	64050	521.5420
Ott	Ronnee Laughlin	Pam Keister	1525 N Noland Rd	Indep	MO	64050	521.5435
Procter	Amy Hawley	Paula McKinney	1403 W Linden Ave	Indep	MO	64052	521.5440
Randall	Bobby McCutcheon	Debbie Bryant	509 Jennings Rd	Indep	MO	64056	521.5445
Santa Fe Trail	Gib Rito	Iris Maxwell	1301 S Windsor St	Indep	MO	64055	521.5450
Southern	Gwenn Tauveli	Michelle Polston	4300 S Phelps Rd	Indep	MO	64055	521.5475
Spring Branch	Aaron Kirchhoff	Sheree Etzenhouser	20404 E Truman Rd	Indep	MO	64056	521.5455
Sugar Creek	Shellie Dumas	Sam Soendker	11424 Gill St	Sugar Creek	MO	64054	521.5460
Sycamore Hills	Amber Miller	Connie Daoust	15208 E 39th St	Indep	MO	64055	521.5465
Three Trails	Kevin Lathrom	Angie Zaner	11801 E 32nd St S	Indep	MO	64052	521.5470
Hanthorn	Amy Cox		1511 S Kings Hwy	Indep	MO	64055	521.5485
Sunshine Center	Patti White	Wendi Jones	18400 E Salisbury	Indep	MO	64056	521.5526
<b>MIDDLE SCHOOLS</b>							
<b>SCHOOL</b>	<b>PRINCIPAL</b>	<b>SECRETARY</b>	<b>ADDRESS</b>	<b>CITY</b>	<b>ST</b>	<b>ZIP</b>	<b>PHN#</b>
Bingham	Brett Playter	Teresa Roberts	1716 S Speck Rd	Indep	MO	64057	521.5490
Bridger	Jeff Williams	Marla Trahern	18200 E M-78 Highway	Indep	MO	64057	521.5375
Nowlin	Cristin Nowak	Susan Still	2800 Hardy Ave	Indep	MO	64052	521.5380
Pioneer Ridge	Michael Estes	Elaina Baker	1656 S Speck Rd	Indep	MO	64057	521.5385
<b>HIGH SCHOOLS</b>							
<b>SCHOOL</b>	<b>PRINCIPAL</b>	<b>SECRETARY</b>	<b>ADDRESS</b>	<b>CITY</b>	<b>ST</b>	<b>ZIP</b>	<b>PHN#</b>
Chrisman	Michael Becker	Monica Sullivan	1223 N Noland Rd	Indep	MO	64050	521.5355
Indep Academy	Rebecca Bressman	Lisa Coil	606 W Mechanic Ave	Indep	MO	64055	521.5505
Truman	Pam Boatright	April Claphan	3301 S Noland Rd	Indep	MO	64055	521.5350
Van Horn	Randy Maglinger	Lori Jonas	1109 S Arlington Ave	Indep	MO	64053	521.5360
Technology	Brent Catlett	Sara Williams	201 N Forest Ave	Indep	MO	64050	521.5320

## Substitute Arrival and Dismissal Times

<u>ELEMENTARY SCHOOLS</u>	<u>Principal</u>	<u>Secretary</u>	<u>Sub Arrival</u>	<u>Start Time</u>	<u>Student Dismiss</u>	<u>Sub Dismiss</u>
Benton	Leslie Hochsprung	Karen Wilson	7:55	8:15	3:18	3:38
Blackburn	Sara Terrill	Kris McNeill	8:40	9:00	4:03	4:23
Bryant	Jon Pye	Patty Baker	8:40	9:00	4:03	4:23
Fairmont	Jeff Anger	Darlene McDaniel	8:40	9:00	4:03	4:23
Glendale	Todd Siebert	Brooke Masters	8:40	9:00	4:03	4:23
Korte	Ron Alburtus	Tabitha Mabie	8:40	9:00	4:03	4:23
Little Blue	Joe Armin	Jennifer Lane	8:40	9:00	4:03	4:23
Luff	Melissa Carver	Dawn Howe	8:40	9:00	4:03	4:23
Mallinson	Sarah Brown	Tina Giammalva	8:40	9:00	4:03	4:23
Mill Creek	Lindsey Miller	Betty Maday	8:40	9:00	4:03	4:23
Ott	Ronnee Laughlin	Pam Keister	8:40	9:00	4:03	4:23
Procter	Amy Hawley	Paula McKinney	7:55	8:15	3:18	3:38
Randall	Robert McCutcheon	Debbie Bryant	7:55	8:15	3:18	3:38
Santa Fe Trail	Gib Rito	Iris Maxwell	7:55	8:15	3:18	3:38
Southern	Gwenn Tauveli	Michelle Polston	8:40	9:00	4:03	4:23
Spring Branch	Aaron Kirchhoff	Sherree Etzenhouser	8:40	9:00	4:03	4:23
Sugar Creek	Shellie Dumas	Samantha Soendker	8:45	9:05	4:08	4:28
Sycamore Hills	Amber Miller	Connie Daoust	8:40	9:00	4:03	4:23
Three Trails	Kevin Lathrom	Angela Zaner	8:40	9:00	4:03	4:23
Hanthorn	Amy Cox		Varies	Varies	Varies	Varies
Sunshine	Patti White	Wendi Jones	Varies	Varies	Varies	Varies
<b><u>MIDDLE SCHOOLS</u></b>						
Bingham	Brett Playter	Teresa Roberts	7:55	8:15	3:18	3:38
Bridger	Jeff Williams	Marla Trahern	7:00	7:20	2:23	2:43
Nowlin	Cristin Nowak	Susan Still	7:55	8:15	3:18	3:38
Pioneer Ridge	Michael Estes	Elaina Baker	7:55	8:15	3:18	3:38
<b><u>HIGH SCHOOLS</u></b>						
Chrisman	Michael Becker	Monica Sullivan	7:00	7:20	2:23	2:43
Indep Academy	Rebecca Bressman	Lisa Coil	7:00	7:20	2:04	2:24
Truman	Pam Boatright	April Claphan	7:00	7:20	2:23	2:43
Van Horn	Randy Maglinger	Lori Jonas	7:00	7:20	2:23	2:43

## School Start/Dismissal Times 2016-2017

	<u>Unload</u>	<u>Starting</u>	<u>Dismissal</u>	<u>Leave</u>
<b><u>Tier 1 Routes</u></b>				
Truman, Van Horn, William Chrisman	6:50/7:00 AM	7:20 AM	2:23 PM <b>1:50 PM</b>	2:29 PM <b>1:56 PM</b>
Bridger	7:00 AM	7:20 AM	2:23 PM	2:29 PM
Independence Academy	7:15 AM	7:20 AM	2:04 PM <b>1:31 PM</b>	2:09 PM <b>1:36 PM</b>

<b><u>Tier 2 Routes</u></b>				
Bingham, Nowlin, Pioneer, Benton, Procter, Randall, Santa Fe	7:55 AM	8:15 AM	3:18 PM	3:24 PM

<b><u>Tier 3 Routes</u></b>				
Blackburn, Bryant, Fairmount, Glendale, Korte, Little Blue, Luff, Mallinson, Mill Creek, Ott, Southern, Spring Branch, Sycamore, Three Trails	8:40 AM	9:00 AM	4:03 PM	4:09 PM
Sugar Creek	8:45 AM	9:05 AM	4:08 PM	4:14 PM

Day Treatment, LTS		7:25 AM	2:00 PM	2:05 PM
Early Ed		7:30 AM 12:30 PM	11:00 AM 4:00 PM	

## Operation Procedures – Inclement Weather

When it becomes necessary to suspend or delay pupil attendance due to weather conditions, radio and TV stations will be notified. This information may also be obtained by dialing **521-5305** and information will be posted on the District Website – <http://www.isdschools.org>.

### Phase I: Delayed Start

1. Classroom teachers, certificated staff on the teacher's salary schedule and calendar, and classified staff employed on a work schedule that coincides with the classroom teacher calendar, will report for duty on a 2 hour delayed schedule.
2. All ten, eleven, and twelve month certificated and classified employees will report to duty as soon as traffic and street conditions are passable.
3. Unless notified, **the Child and Family Learning Centers (Kid's Safari and Early Education) will operate on the regular schedule.**
4. Part day Head Start classes **will not meet** on these days.

### Phase 2: Pupil Attendance is Canceled

1. Classroom teachers, certificated staff on the teacher's salary schedule and calendar, and classified staff employed on a work schedule that coincides with the classroom teacher calendar, will not report for duty when pupil attendance is suspended due to weather conditions. (The calendar will be amended and makeup days will be substituted at a later date.) **Early Education staff will follow the calendar provided to them at the beginning of the school year and are expected to report to snow day sites.**
2. All ten (excluding elementary secretaries), eleven, and twelve month certificated and classified employees will report to duty as soon as traffic and street conditions are passable after the morning rush hour.
3. Unless notified, **the Child and Family Learning Centers (Kid's Safari and Early Education) will be open, but at Snow Day Combined Sites.** Latitude Middle School After School Program will be **closed**.

### Phase 3: Extreme Weather Conditions

1. During extreme weather conditions, when street crews are unable to open streets, all employees other than emergency staff will be notified to remain at home. The Director of Facilities will contact the head custodians, who will be responsible for contacting other custodians in his/her building.
2. Unless notified, **the Child and Family Learning Centers (Kid's Safari and Early Education) will be open, but at Snow Day Combined Sites.** The Child and Family Learning Centers will close if conditions warrant. The public will be notified through regular media channels. Latitude Middle School After School Program will be **closed**.

**Absences due to weather will not qualify for any authorized leave provisions currently in effect.**

## Weather Related Schedules 2016-2017

LATE START - (Lunch Served)		Start Time
Truman, Van Horn, Chrisman, Bridger Independence Academy		9:20 AM
Day Treatment, LTS		9:25 AM
Bingham, Nowlin, Pioneer Benton, Procter, Randall, Santa Fe		10:15 AM
Blackburn, Bryant, Fairmount, Glendale, Korte, Little Blue, Luff, Mallinson, Mill Creek, Ott, Southern, Spring Branch, Sycamore Three Trails		11:00 AM
Sugar Creek		11:05 AM
ECSE	AM – Canceled PM	12:30 PM
VoTech	PM VoTech - Regular Schedule AM VoTech – Canceled	11:30 AM
Head Start – Canceled		
EARLY DISMISSAL - (Lunch Served)		Dismissal Time
Day Treatment, LTS		12:00 PM
Independence Academy		12:04 PM
Truman, Van Horn, Chrisman, Bridger		12:23 PM
Bingham, Nowlin, Pioneer Benton, Procter, Randall, Santa Fe		1:18 PM
Blackburn, Bryant, Fairmount, Glendale, Korte, Little Blue, Luff, Mallinson, Mill Creek, Ott, Southern, Spring Branch, Sycamore, Sycamore, Three Trails		2:03 PM
Sugar Creek		2:08 PM
ECSE	AM PM – Canceled	11:00 AM
VoTech	AM - Regular Schedule PM - Canceled	11:09 AM

## 2016-2017 School District Calendar

JULY 2016					AUGUST 2016					SEPTEMBER 2016					OCTOBER 2016					
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
				1	1	2	3	4	5					1	2	3	4	5	6	7
4	5	6	7	8	8	9	10	11	12	5	6	7	8	9	10	11	12	13	14	
11	12	13	14	15	15	16	17	18	19	12	13	14	15	16	17	18	19	20	21	
18	19	20	21	22	22	23	24	25	26	19	20	21	22	23	24	25	26	27	28	
25	26	27	28	29	29	30	31			26	27	28	29	30	31					
Student Attendance - 15 Teacher Contract - 19					Student Attendance - 20 Teacher Contract - 21					Student Attendance - 19 Teacher Contract - 21										
NOVEMBER 2016					DECEMBER 2016					JANUARY 2017					FEBRUARY 2017					
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
	1	2	3	4				1	2	2	3	4	5	6			1	2	3	
7	8	9	10	11	5	6	7	8	9	9	10	11	12	13	6	7	8	9	10	
14	15	16	17	18	12	13	14	15	16	16	17	18	19	20	13	14	15	16	17	
21	22	23	24	25	19	20	21	22	23	23	24	25	26	27	20	21	22	23	24	
28	29	30			26	27	28	29	30	30	31				27	28				
Student Attendance - 19 Teacher Contract - 19					Student Attendance - 14 Teacher Contract - 15 End of First Semester, Dec. 20					Student Attendance - 19 Teacher Contract - 20					Student Attendance - 18 Teacher Contract - 19					
MARCH 2017					APRIL 2017					MAY 2017					JUNE 2017					
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
		1	2	3	3	4	5	6	7	1	2	3	4	5				1	2	
6	7	8	9	10	10	11	12	13	14	8	9	10	11	12	5	6	7	8	9	
13	14	15	16	17	17	18	19	20	21	15	16	17	18	**19	12	13	14	15	16	
20	21	22	23	24	24	25	26	27	28	**22	**23	**24	**25	**26	19	20	21	22	23	
**27	**28	**29	**30	**31						29	**30	31			26	27	28	29	30	
Student Attendance - 17 Teacher Contract - 18					Student Attendance - 18 Teacher Contract - 19					Student Attendance - 14 Teacher Contract - 14					Summer School TBA					

Anticipated Final Student Attendance Day, May 18, 2017

<p> Non-Student Attendance/Non-Contract</p> <p> Non-Student Attendance/Professional Development</p> <p> First/Last Day of School</p>	<p> Non-Student Attendance/Contract Day</p> <p> Parent Conference Week</p>
--	--

**ELEMENTARY/SECONDARY**

First Quarter	40
Second Quarter	47
Third Quarter	45
Fourth Quarter	41
	173

**TEACHER CONTRACT DAYS**

First Quarter	45
Second Quarter	50
Third Quarter	47
Fourth Quarter	43
	185

*\*\*All Attendance and contract days that are postponed due to inclement weather will be added to the calendar.  
(\*\* are protected as potential attendance and contract days and will be used first as makeup days in the case of adverse weather)  
(\*\*\* are protected as potential attendance and contract days and will be used after \*\* days)*

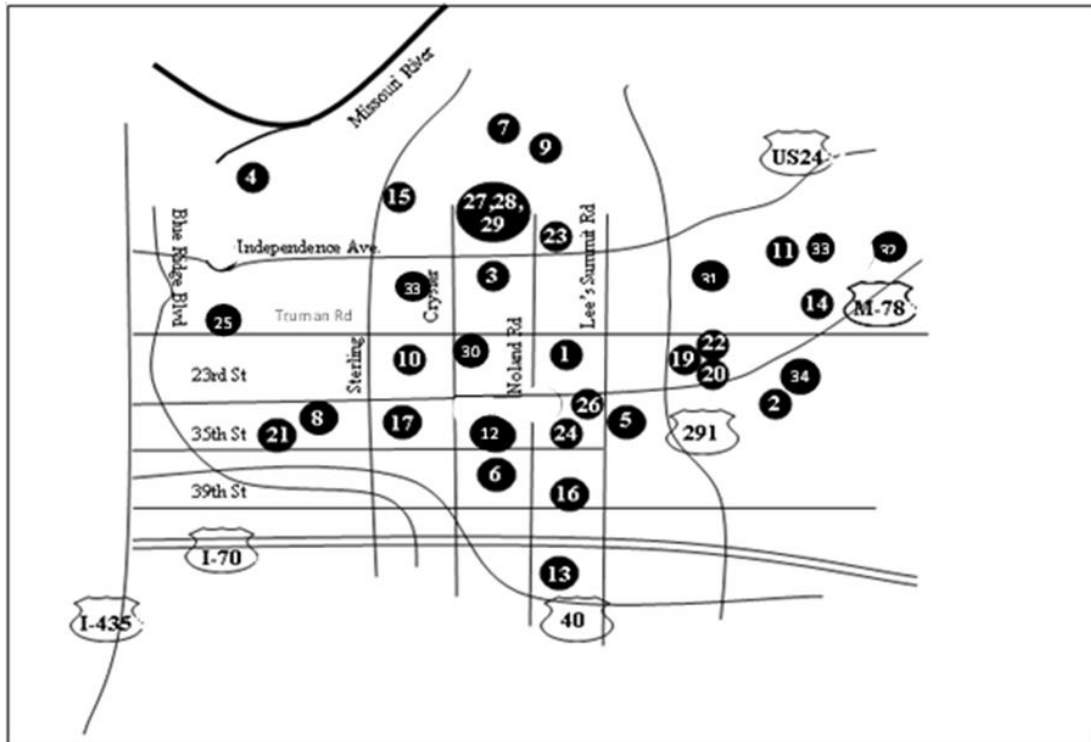
**Student Evaluation Schedule**

First Quarter (Grades K-8)	August 11, 2016 through October 7, 2016
End of First Semester	December 20, 2016
Third Quarter (Grades K-8)	January 4, 2017-March 10, 2017
End of Second Semester	May 18, 2017

HR 1/5/2016



## Map of the School District of Independence



ELEMENTARY SCHOOLS			MIDDLE SCHOOLS		
MAP#	SCHOOL	ADDRESS	MAP#	SCHOOL	ADDRESS
1	Benton	429 S Leslie St	19	Bingham	1716 S Speck Rd
2	Blackburn	17302 R.D. Mize Rd	20	Bridger	18200 E M-78 Highway
3	Bryant	827 W College St	21	Nowlin	2800 Hardy Ave
4	Fairmont	120 N Cedar Ave	22	Pioneer Ridge	1656 S Speck Rd
5	Glendale	2611 Lees Summit Rd	<b>HIGH SCHOOLS</b>		
6	Luff	3700 S Delaware Ave	MAP#	SCHOOL	ADDRESS
7	Mill Creek	2601 N Liberty St	23	Chrisman	1223 N Noland Rd
8	Korte	2437-2731 S Hardy Ave	24	Truman	3310 S Noland Rd
9	Ott	1525 N Noland Rd	25	Van Horn	1109 S Arlington Ave
10	Procter	1403 W Linden Ave	<b>ALTERNATIVE SCHOOLS</b>		
11	Randall	509 Jennings Rd	MAP#	SCHOOL	ADDRESS
12	Santa Fe Trail	1301 S Windsor St	27	Indep. Aca. Day Trmt.	606 W Mechanic Ave
13	Southern	4300 S Phelps Rd	28	Indep Safe Ctr	606 W Mechanic Ave
14	Spring Branch	20404 E Truman Rd	29	Indep Academy	606 W Mechanic Ave
15	Sugar Creek	11424 Gill St	<b>SUPPORT SERVICES</b>		
16	Sycamore Hills	15208 E 39th St	MAP#	SCHOOL	ADDRESS
17	Three Trails	11801 E 32nd St S	30	Central Office/IREC	201 N Forest Ave
26	Hanthorn	1511 S Kings Hwy	30	Facilities	201 N Forest Ave
33	Sunshine	18400 E Salisbury Rd	30	Technology	201 N Forest Ave
34	Little Blue	2020 Quail Dr	31	Nutrition Services	1400 W Geo Space Dr
35	Mallinson	709 N Forest Ave	32	Transportation	900 S Powell Rd

**The School District of Independence does not discriminate on the basis of race, creed, sex, origin, or disability**

## **Title IX**

As set forth in the Regulations for Title IX of the Education amendments of 1972 and according to the policies of the School District of Independence, Missouri, “No person in the United States shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance.”

Policy 1310 Civil Rights, Title IX, Section 504 and Regulation 1310 may be accessed on the district website.

Inquiries regarding compliance with Civil Rights, Title IX, and Section 504 should be directed to the Human Resources Supervisor, Greg Gilliam, 201 N. Forest Avenue, Independence, Missouri 64050, telephone (816)521-5300, or to the Office for Civil Rights, Department of Education, Washington, D. C.

**“Education is a social process. Education is growth. Education is, not a preparation for life; education is life itself.”**

**- John Dewey**