

Title: School Nurse

Immediate Supervisor: School Administrator

Qualifications: Pursuant to regulations adopted in accordance with the provisions of Chapter 54 of the State Board of Education in consultation with the Department of Public Health. The School Nurse shall be a registered professional nurse as defined in the Connecticut General Statutes, designated as R.N., hold a bachelor's degree and be currently licensed in the State of Connecticut. The School Nurse will be required CEUs as per state guidelines for Cardiac Pulmonary Resuscitation (CPR) and AED Defibrillator training and Certification and submit documentation to school administrator.

General Responsibilities:

- A. Serve as a health consultant to pupils, parents, administration and teachers in matters pertaining to pupil health and school cleanliness.
- B. Provide leadership in the development and administration of the total school health program.
- C. Plan and participate in health appraisals and clinics. Plan and implement appropriate vision, hearing, and scoliosis screening programs and any other screenings or assessments as required by State law.
- D. Encourage families to provide continuous medical and dental care for their children.
- E. Establish follow-through procedures to interpret pupil health needs to parents and staff.
- F. Develop appropriate in-service programs in health education in collaboration with the faculty.
- G. Participate and/or provide first aid care and doctor-directed care to students and staff. The school nurse shall be responsible for student toilet issues.
- H. Assume responsibility for follow-through with parents on school health problems.
- I. Assume responsibility for interpreting student health needs to other school personnel.
- J. Requisition health room supplies.
- K. Prepare and submit all required records and reports. Such as the Asthma and other reports
- L. Implement measures to prevent and control communicable diseases.
- M. Participate in the development of an emergency care process.
- N. Assess and recommend school safety measures and provisions for a healthful school environment.
- O. Be a liaison between the school system and the school physician and school dentist.
- P. Maintain updated school medical procedures and updated emergency equipment
- Q. Administer the School's Dental Health Program (SWISH).
- R. Serve on the School Planning and Placement Team (PPT) as needed.
- S. Orient, direct, supervise, and evaluate health aides, if health aides are hired.
- T. Serve as a resource person to school personnel in all matters of health concerns.
- U. Assist School Physician when school physicals are given.
- V. Submit monthly reports to administrator concerning health cases.
- W. Assume responsibility for professional self-development activities relating to the position.
- X. Provide direct classroom instruction and appropriate resource materials for health education as needed.
- Y. Assume such other duties and responsibilities that may arise periodically through the nature of the position and not herein described and/or requested by administration/supervisor.

Evaluation: The Nurse's supervisor will be the annually assigned School Administrator. It is expected that the Nurse and School Administrator will work cooperatively to set annual goals compatible with the school system's goals. These will be approved by the School Administrator and annually evaluated in writing.

Voluntown Board of Education
Job Description: School Secretary
Code: 2410-112
Approved: September 9, 1997
Revised: 7-10-14

Title: School Secretary

Terms of Employment: As required by the school system.

Salary and Benefits: As provided by contract with Voluntown Non-Certified Employees CSEA, Inc./SEIU AFL-CIO, Local 760.

Qualifications: The School Secretary will be a high school graduate and have excellent secretarial skills. Shorthand is preferred but not required. The School Secretary will have had at least one full year of work experience as a secretary in a school or office. The School Secretary will be available to answer calls from the school administration, staff, substitutes, and others at home periodically.

Primary Function: The School Secretary will be responsible for the efficient operation of the school office as it interacts with the parents, citizens, town officials and, above all, the students.

Duties and Responsibilities:

1. Receive and greet all people coming into the office and bring any important issues to the attention of the Principal.
2. Handle all aspects of reception pertaining to school business, answer telephones, arrange appointments for School Principal, answer questions, etc.
3. Maintain updated class lists as well as information for the state PSIS report.
4. Handle confidential information with complete security.
5. Organize and maintain student and teacher records and schedules as directed by the Principal.
6. Be knowledgeable of applicable legal requirements and school policies regarding student and staff records, including confidentiality standards.
7. Prepare correspondence, notices, bulletins, and reports as directed, as well as prepare letters, memoranda, reports, bulletins, handbooks, questionnaires, requisitions and other materials from marginal notes, rough drafts, verbal instructions or dictating equipment.
8. Be knowledgeable of employee contractual agreements.
9. Schedule substitutes and after checking-in at the school office provide general information, materials, and other information, as needed, for completing their assigned responsibilities
10. Assist and monitor student bus assignments and special transportation needs.
11. Attend security and safety training, as needed, and participate in drills, as assigned.
12. Follow established procedures and assignments for the student activity account.
13. Foster an attitude of cooperation and positive public relations with school patrons.
14. Handle immediate problems in the Principal's absence within delegated areas of responsibility.
15. Assume such other duties and responsibilities that may arise periodically through the nature of the position and not herein described and/or requested by the administration/supervisor.

Evaluation: Annually by the Principal, per contract agreement between the Board of Education and the Voluntown Non-Certified Employees CSEA, SEIU, Local 2001

Voluntown Board of Education

Job Description: Office Clerk

Code: #2410/112

Approved: October 20, 1998

Revised: April 24, 2002

Revised: 7-10-14

Terms of Employment: As required by the school system.

Salary and Benefits: As provided by contract with Voluntown Non-Certified Employees CSEA, SEIU, Local 2001.

Qualifications: The Office Clerk will be a high school graduate and have excellent secretarial skills. The Office Clerk will be computer literate and be familiar with office equipment.

Primary Function: The Office Clerk will assist the School Secretary in the efficient operation of the school office as it interacts with parents, citizens, students and other town officials.

Duties and Responsibilities:

1. Receive and greet people coming into the office. Manage or solve problems bringing them to the attention of the Principal when necessary.
2. Foster an attitude of cooperation and positive relations with students, parents, and staff.
3. Working as a team with the School Secretary, manage aspects pertaining to school business, answer telephones, arrange appointments, answer questions, email staff, etc.
4. Working as a team with the School Secretary, manage the dismissal of students to parents, people approved by parents, and handle dismissal of students to busses and/or staff.
5. Monitor people who enter the school in order to maintain a safe and secure building for the students and staff.
6. Attend security and safety training, as needed, and participate in drills, as assigned
7. Organize and maintain attendance records, reasons for absence/tardy/early dismissals. Send attendance or tardy reminders to parents as directed by the Principal.
8. Manage daily parent notes, lunch and transportation transactions.
9. Organize and maintain all student records including standardized assessments, student photos, set up new files, copy and send all graduating and transferred student records.
10. Be knowledgeable about school policies, student handbooks, and student records, including confidentiality standards.
11. Prepare, copy and distribute correspondence, notices, bulletins, and reports as directed by the School Principal or Superintendent.
12. Prepare, copy and distribute the weekly school newsletter.
13. Process authorized and completed "Use of Facilities" forms to maintain an up-to-date school calendar and avoid scheduling conflicts.
14. Organize and maintain a file of all approved building use requests.
15. Organize and maintain approved field trip requests.
16. Organize and maintain approved special transportation requests
17. Complete requisition forms for ordering supplies for the office, principal and office staff.
18. Maintain the general organization of the office for effective storage and retrieval of documents.
19. Assume such other duties and responsibilities that may arise periodically through the nature of the position and not herein described and/or requested by the administration/supervisor.

Evaluation: Annually by the Principal, per contract agreement between the Board of Education and the Non-Certified Employees CSEA, SEIU, Local 2001

Voluntown Board of Education
Job Description: Special Education Secretary
Code: 2000-112
Approved: August 14, 2008
Revised: 7-10-14

Title: Special Education Secretary

Salary and Benefits:

As per the contract with the Voluntown Non-Certified Employees CSEA, SEIU, Local 2001

Qualifications:

The Special Education Secretary will possess the necessary skills and training to perform the duties and responsibilities assigned to this position. Such skills and training shall include, but not be limited to, the operation of office equipment, knowledge and skills for various computer systems, filing, recordkeeping, typing, and an understanding of confidentiality.

General Duties and Responsibilities

1. MAINTAIN CONFIDENTIALITY IN ALL PROCEEDINGS.
2. Fulfill all duties relative to special education and 504 programs, i.e., answer phones, arrange and maintain calendar for meetings, conferences, testing by outside evaluators and appointments.
3. Maintain all identified special education and 504 files.
4. Schedule PPTs and 504 meetings including the invitation of all interested parties, i.e., teachers, parents, outside consultants, psychologists, lawyers, DCF, etc.
5. Distribute the notices for departmental meetings relating to Special Education.
6. Complete typing and distribution of IEP forms, amendments, and 504 documents as directed by Special Education Director after each PPT or 504 meeting, including quarterly IEP updates.
7. Maintain all referral files, whether special education referrals, 504 referrals or screenings.
8. Submit the SEDAC data collection forms on December 1st and March 1st, plus end of the year summaries to the Connecticut State Department of Education.
9. Assist administration with processing of required state and federal grants.
10. Submit purchase requisitions for outside placements, IEP equipment and materials, transportation, summer programming and specific needs of the Special Education Department.
11. Maintain petty cash funds used for postage and miscellaneous expenses.
12. Upon request, provide the administration with "out-of-district" special education and related services costs in preparation of the annual education budget.
13. Maintain contacts with out of district placements as well as our identified high school options.
14. Adhere to state, federal and local timetables relative to processing notices, IEP/PPT meeting minutes, student evaluations and forms.
15. Keep an inventory of equipment used for special education students. Assist in inventory control on all educational materials ordered and used by the Special Education Department.
16. Order and provide necessary office supplies.
17. Attend appropriate workshops to maintain up-to-date knowledge of SEDAC and IEP Direct.
18. Provide positive public relations relative to the Special Education Department.
19. Attend security and safety training, as needed, and participate in drills, as assigned.
20. Work cooperatively with all school system employees, parents and students.
21. Assume such other duties and responsibilities that may arise periodically through the nature of the position and not herein described and/or requested by the administration/supervisor.

Evaluation: Annually by the Director of Special Education, per contract agreement between the Board of Education and the Non-Certified Employees Local 2001 of the CSEA, Inc./SEIU AFL-CIO.

Voluntown Board of Education
Job Description: School Bus/Van Driver
Code: 2700-112
Approved: August 9, 1994, January 22, 2010, and 3-11-10
Revised: 7-10-14

Title: School Bus/Van Driver

Terms of Employment: As required by the school system

Salary and Benefits:

As per the contract with Voluntown Non-Certified Employees CSEA, Inc./SEIU AFL-CIO, Local 2001.

Qualifications:

Hold a high school degree or equivalent diploma with an excellent driving record. {CGS 14-36(a)} school bus driver must have a commercial driver's license (CDL), with P-passenger and S-school bus endorsements. Class B with air brake endorsement is also needed. {CGS 14-44(e)} Drivers will submit to state and national criminal history record checks and a check of the state child abuse registry established pursuant to Section 17a-101k for perpetrator information. Driving records are reviewed with the State yearly and periodically. Bus/van drivers are subject to random drug/alcohol testing. Van drivers are not required to have a CDL license.

Primary Function:

The School Bus/Van Driver is responsible for daily transportation of assigned students.

Duties and Responsibilities:

1. Arrive 15 minutes before start of run and pre-trip the assigned vehicle prior to driving. Use the established pre-trip format. Required information and defects are to be noted on DVIR (Driver Vehicle Inspection Report), corrected before driving any vehicle, and signed off on the report by the driver.
2. Be aware of laws that pertain to driving the assigned vehicle and the rules and regulations as set forth by the Voluntown Board of Education and the State of Connecticut Department of Public Safety.
3. Keep vehicle's fuel tank at least half full and record all fuel purchased on the mileage/fuel log that is turned in monthly to the Transportation Coordinator, or more often if requested.
4. Drive all routes as scheduled.
5. Requests for route changes are to be approved by the Transportation Coordinator prior to a change.
6. Report all road conditions and problem areas to the Transportation Coordinator.
7. Report all accidents to the Transportation Coordinator and follow up in writing. The appropriate forms are to be completed by the driver within twenty-four (24) hours of the accident.
8. Keep vehicle clean at all times. Floors, windows, dashboards are to be clear at all times. No loose items are to be kept in the driver's compartment area at any time.
9. Supervise students in the assigned vehicle. Report unsatisfactory student behavior in writing to the Transportation Coordinator as provided by the school transportation discipline policy.
10. Be "on call" for emergency school closing or early dismissal of students.
11. Be available by phone to school officials.
12. Relate to the students, staff, administration and public in a positive manner in all aspects of the position.
13. Work cooperatively with all school system employees.
14. Attend security and safety training, as needed, and participate in drills, as assigned
15. Keep all vehicle keys in a secure place when not in use.
16. Assume such other duties and responsibilities that may arise periodically through the nature of the position and not herein described and/or requested by Administration/Coordinator.

Evaluation:

Evaluations and road tests will be conducted annually by the Transportation Coordinator and reported in writing. Probation reviews will be conducted as per contract agreement.

Voluntown Board of Education
Job Description: Special Education/Classroom Paraprofessional
Code# 1200-112
Approved: September 13, 1994
Revised: July 23, 1997
Revised: December 8, 2011

Term of Employment: As required by the school system.

Salary and Benefits: As provided by contract with Voluntown Non-Certified Employees CSEA, SEIU, Local 2001.

Qualifications: The Special Education Paraprofessional must have a high school diploma or GED, and must have completed at least two (2) years of study at an institution of higher education, or obtained an associate's degree (or higher) or passed the ParaPro Assessment. The Special Education Paraprofessional shall have skills and knowledge necessary for the operation of related office equipment, audio-visual equipment, and basic computer operation.

Primary Function: Perform such duties and responsibilities for special education students as assigned by the supervising teacher(s) and/or administration.

General Duties and Responsibilities:

- A. Work with students in the classroom and other areas under the direction of the classroom teacher, special education teacher, and/or administration.
- B. Relate to the students and staff in all aspects of the position.
- C. Provide reinforcement skills and training under the direction of the classroom teacher and/or special education teacher.
- D. Observe and record information on students, as requested.
- E. Supervise students in the classroom and other areas on a short-term basis if the teacher has to step out of the room, or in a crisis situation.
- F. Report unsatisfactory student behavior to the appropriate staff member.
- G. Supervise students at recess, lunch, on field trips, and at arrival/dismissal times as required.
- H. Assist with the care of equipment and inventory control relating to student needs.
- I. Attend required workshops and meetings.
- J. Attend PPT meetings when requested.
- K. Work cooperatively with all other school system employees.
- L. Assume such other duties and responsibilities that may arise periodically through the nature of the position and not herein described and/or requested by administration or supervisor.

Evaluation:

- The supervisor for the Special Education Paraprofessional shall be the Director of Special Education and/or Principal.
- Evaluation shall be in collaboration with the teacher(s) as per assignments.
- Job performance will be reviewed annually and as per the current working agreement with CSEA, SEIU, Local 2001.

Voluntown Board of Education
Job Description: Special Education/Classroom Paraprofessional with Special Services
Code# 1200-112
Approved: December 8, 2011

Term of Employment: As required by the school system.

Salary and Benefits: As provided by contract with Voluntown Non-Certified Employees CSEA, SEIU, Local 2001.

Qualifications: The Special Education/Classroom Paraprofessional with Special Services must have a high school diploma or GED, **and** must have completed at least two (2) years of study at an institution of higher education, **or** obtained an associate's degree (or higher) **or** passed the "ParaPro" Assessment. The Special Education/Classroom Paraprofessional with Special Services shall be responsible for assisting students with personal bodily needs such as toilet or diaper issues. The Special Education/Classroom Paraprofessional shall also have skills and knowledge necessary for the operation of related office equipment, audio-visual equipment, and basic computer operation.

Primary Function: Perform such duties and responsibilities for special education students as assigned by the supervising teacher(s) and/or administration.

General Duties and Responsibilities:

- A. Primary responsibility is to the assigned student(s) with toileting issues.
- B. Accompany student(s), as needed, to all activities outside the classroom including specials, lunch, and visits to the nurse.
- C. Assist teachers, whenever possible, recognizing the first responsibility is to the student(s) with special toileting needs.
- D. Work with student(s) in the classroom and other areas under the direction of the classroom teacher, special education teacher, and/or administration.
- E. Relate to the students and staff in all aspects of the position.
- F. Provide reinforcement skills and training under the direction of the classroom teacher and/or special education teacher.
- G. Observe and record information on student(s), as requested.
- H. Supervise students in the classroom and other areas on a short-term basis if the teacher has to step out of the room or in a crisis situation.
- I. Report unsatisfactory student behavior to the appropriate staff member.
- J. Supervise students at recess, lunch, on field trips, and at arrival/dismissal times as required.
- K. Assist with the care of equipment and inventory control relating to student needs.
- L. Attend required workshops and meetings.
- M. Attend PPT meetings when requested.
- N. Work cooperatively with all other school system employees.
- O. Assume such other duties and responsibilities that may arise through the nature of the position and not herein described and/or requested by administration or supervisor.

Evaluation:

- The supervisor for the Special Education Paraprofessional with Special Services shall be the Director of Special Education and/or the Principal
- Evaluation shall be in collaboration with the teacher(s) as per assignments.
- Job performance will be reviewed annually and as per the current working agreement with CSEA, SEIU, Local 2001.

Voluntown Board of Education
Job Description: Food Services – Supervisor
Code #3100-112
Approved: November 12, 1996
Amended: August 20, 1999
Amended: July 10, 2014
Amended: June 8, 2017

Title: Food Services Supervisor

Terms of Employment:

Approximately five (5) hours per day during the student school year (currently 184 days per year) with specific schedule to be determined by the Administration.

Salary & Benefits:

As provided by contract with Voluntown Non-Certified Employees CSEA, SEIU, Local 2001.

Qualifications:

- High school diploma desired, or equivalent work experience satisfactory to the Administration.
- Possess a knowledge of all breakfast and hot lunch procedures.

Primary Function:

The Food Services Cashier will record and tally the number of purchases of breakfast and/or lunch by collecting cash or electronically recording the transaction by use of a student bar code card.

Duties and Responsibilities:

1. Record the daily breakfast and lunch count.
2. Collect and count all monies received.
3. Submit funds to the Accounts Payable/Payroll Manager for deposit.
4. Submit monthly claim reports to the State Office of Child Nutrition.
5. Submit a monthly report on student and adult participation in the breakfast and lunch programs.
6. Maintain records of free, reduced, and paid in full breakfast and lunch counts.
7. Attend security and safety training, as needed, and participate in drills, as assigned.
8. Assume such other duties and responsibilities that may arise periodically through the nature of the position and not herein described and/or requested by administration/supervisor.

Evaluation:

Annually by the Building Administrator in consultation with the Director of Food Services as per contract agreement between the Board of Education and the Non-Certified Employees CSEA, SEIU, Local 2001

Voluntown Board of Education
Job Description: Custodian
Code# 2600-112
Approved: June 14, 1994
Updated: 7-10-14

Terms of Employment:

As required by the school system.

Salary and Benefits:

As provided by contract with Voluntown Non-Certified Employees CSEA, Inc. SEIU AFL-CIO, Local 760.

Qualifications:

The custodian will possess knowledge and/or skill in general and green cleaning.

Primary Function:

The Custodian is responsible for the day-to-day cleaning of the school.

Duties and Responsibilities:

1. Cleanliness of the Voluntown Elementary School including but not limited to sweeping and washing floors, cleaning windows, lavatories, vacuuming, dusting, emptying trash, and keeping the custodial closets neat and orderly.
2. Requisition cleaning supplies, if needed.
3. Be available to work special events, if required.
4. Relate positively to the public and staff in all aspects pertaining to the position.
5. Secure the building upon leaving including locking all the doors and setting the alarms.
6. Attend security and safety training, as needed, and participate in drills, as assigned.
7. Inform the Director of Maintenance and Facilities or School Principal of any potential hazards.
8. Assume such other duties and responsibilities that may arise periodically through the nature of the position and not herein described and/or requested by administration/supervisor.

Evaluation:

Annually by the Director of Facilities and Maintenance as per the contract agreement between the Board of Education and the Non-Certified Employees CSEA, SEIU, Local 2001