

Candler County Board Of Education  
Personnel Handbook

2011-2012

Dr. Tom Bigwood, Superintendent

Board of Education Members

Craig Lanier, Chairman  
Ronald Sikes, Vice Chairman  
Rhonda Hendrix  
Cheryl Hendricks  
Carolyn Byrd

I have been advised this day that the employee handbook is on line at [www.metter.org](http://www.metter.org) and I have reviewed the 2011-2012 Candler County Schools Personnel Handbook. I have read the handbook and have become familiar with its contents. I recognize that administrators and supervisors are dedicated to ensuring that the policies and procedures are administered fairly and uniformly. I also understand that this handbook is not a complete statement of the Candler County Board of Education Policies and Procedures, but is a summary guide only, and not meant to be a contract of employment between the Candler County Board of Education and any of its employees. Moreover, changing circumstances may require modifications to this handbook or the policies and procedures it summarizes, and the Candler County Board of Education reserves the right to modify, delete, or improve any of the policies or procedures at any time without notice.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Print name: \_\_\_\_\_

School Location \_\_\_\_\_

**(This page is to be signed and turned into the principal/supervisor at your assigned location)**

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## Candler County Board Of Education

210 South College Street, Metter, Georgia 30439

Phone: (912) 685-5713

Fax: (912) 685-3755

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### Welcome!

On the behalf of the Candler County School Board members and all of us in the central office we welcome you to our school system.

Our desire is that you continue to grow in knowledge and interpersonal skills in order to effectively help your students achieve at maximum levels. We appreciate all that you do to enhance learning for our students. The personnel handbook has been assembled to provide you a guide to the code of ethics; board policies and practices as it relates to your employment expectations.

We commit to provide you focused opportunities to build your capacity to be effective as a colleague in the Candler County School System.

Sincerely

*Tom Bigwood*

Dr. Tom Bigwood

#### Superintendent

Dr. Tom Bigwood

#### District 1

Cheryl Hendricks  
100 Par Drive

#### District 2

Carolyn Byrd  
16272 Meridy Road

#### District 3

Craig Lanier  
880 Bruner Circle

#### District 4

Ronald Sikes  
230 S. Kennedy

#### District 5

Rhonda Hendrix  
605 Thain Street

## **FOREWORD**

The purpose of this handbook is to set forth on a limited basis procedures and rules of the Candler County Board of Education.

It will be necessary to revise the procedures from time to time so as to include any changes, which might affect the operation of the schools of the county.

A copy of the Georgia Education Policy Reference Manual for Local School Districts, which contains a comprehensive explanation of Georgia School Laws, State Board of Education Policies, and Candler County Board of Education Policies, is available in the Superintendent's office. **A copy of the Candler County Board of Education Policy Manual is in each school and on our web site- [www.metter.org](http://www.metter.org).**

## **NON-DISCRIMINATION: TITLE IX, SECTION 504, and AMERICANS WITH DISABILITIES ACT**

The Candler County Board of Education does not discriminate on the basis of race, color, national origin, sex, marital status, age, native language, religion, creed, or handicap/disability in educational programs and activities, admissions to facilities, or in employment practices. The Candler County Board of Education has appointed Mrs. Melissa Williams, Vocational Director/Technology Coordinator, as Title IX, Section 504 Coordinator, and Mr. Hezekiah Campbell, Assistant Superintendent, as the Americans with Disabilities Act Coordinator. They may be contacted at the Central Office, 210 South College Street, Metter, Georgia 30439. The phone number is (912) 685-5713.

Any employee, student, or parent can submit a complaint regarding equal opportunity to the Assistant Superintendent. If the employee is dissatisfied with the disposition of the matter by the Assistant Superintendent, she/he can then have the complaint referred to the Board of Education. For details regarding the grievance procedure related to equal opportunity, refer to the Board Policy Manual, Administrative Regulation, JAA-RIGAA-R.

## **COMPLIANCE WITH FAIR LABOR STANDARDS ACT ADMINISTRATIVE PROCEDURES**

The Fair Labor Standards Act (FLSA) sets minimum wage, overtime pay, equal pay, record keeping, and child labor standards for employees who are covered by the act and are not exempt from specific provisions. Candler County School System employees who are nonexempt from overtime and minimum wage requirements include most non-certified staff members. All certificated positions and some non-certificated positions are exempt from overtime requirements.

Non-exempt employees are not required to work beyond the 40-hour workweek, and will not be compensated for remaining at work beyond the 40-hour workweek. All over time must be approved in writing by the superintendent in advance.



# Candler County School District

**Vision-**Our vision for Candler County Schools is for all students to meet or exceed Georgia Accountability measures, for the graduation rate to continuously improve 80% and above, for all core courses in grades K-12 to be on or above state averages.

We will accomplish this vision with high expectations, significantly improved Literacy practices, multiple interventions, community and parent engagement and alignment from Pre-K-12.

As a result of our success, we will attract high performing teachers and new business and industry, and our graduates will be prepared to continue post-secondary options or pursue gainful employment.

**Mission-** To stimulate growth in student achievement by continuing efforts to advance the development of all stakeholders-students, parents, staff, and the community.

## **Belief/Commitment Statements-**

We believe and are committed to...

- continuously improving the graduation rate;
- an aligned standards-based curriculum, instruction, and assessment that provides for extended learning opportunities for **all** students;
- effective teaching that energizes and maximizes active learning for **all** students;
- significantly improving the literacy level of all students;
- data driven collaborative decision making;
- Professional growth for all of our colleagues;
- parent and community involvement to enhance learning.

THE CODE OF ETHICS FOR EDUCATORS  
Effective 2009

### Introduction

The Code of Ethics for Educators defines the professional behavior of educators in Georgia and serves as a guide to ethical conduct. The Professional Standards Commission has adopted standards that represent the conduct generally accepted by the education profession. The code defines unethical conduct justifying disciplinary sanction and provides guidance for protecting the health, safety and general welfare of students and educators, and assuring the citizens of Georgia a degree of accountability within the education profession.

### Definitions

“Certificate” refers to any teaching, service, or leadership certificate, license, or permit issued by authority of the Professional Standards Commission.

“Educator” is a teacher, school or school system administrator, or other education personnel who hold a certificate issued by the Professional Standards Commission and persons who have applied for but have not yet received a certificate. For the purposes of the Code of Ethics for Educators, “educator” also refers to paraprofessionals, aides, and substitute teachers.

“Student” is any individual enrolled in the state’s public or private schools from preschool through grade 12 or any individual under the age of 18. For the purposes of the Code of Ethics and Standards of Professional Conduct for Educators, the enrollment period for a graduating student ends on August 31 of the year of graduation “Complaint” is any written and signed statement from a local board, the state board, or one or more individual residents of this state filed with the Professional Standards Commission alleging that an educator has breached one or more of the standards in the Code of Ethics for Educators. A “complaint” will be deemed a request to investigate.

“Revocation” is the invalidation of any certificate held by the educator.

“Denial” is the refusal to grant initial certification to an applicant for a certificate.

“Suspension” is the temporary invalidation of any certificate for a period of time specified by the Professional Standards Commission.

“Reprimand” admonishes the certificate holder for his or her conduct. The reprimand cautions that further unethical conduct will lead to a more severe action.

“Warning” warns the certificate holder that his or her conduct is unethical. The warning cautions that further unethical conduct will lead to a more severe action.

“Monitoring” is the quarterly appraisal of the educator’s conduct by the Professional Standards Commission through contact with the educator and his or her employer. As a condition of monitoring, an educator may be required to submit a criminal background check (GCIC). The Commission specifies the length of the monitoring period.

“No Probable Cause” is a determination by the Professional Standards Commission that, after a preliminary investigation, either no further action need be taken or no cause exists to recommend disciplinary action.

### Standards

#### Standard 1: Legal Compliance - An educator shall abide by federal, state, and local laws and statutes.

Unethical conduct includes but is not limited to the commission or conviction of a felony or of any crime involving moral turpitude; of any other criminal offense involving the manufacture, distribution, trafficking, sale, or possession of a controlled substance or marijuana as provided for in Chapter 13 of Title 16; or of any other sexual offense as provided for in Code Section 16-6-1 through 16-6-17, 16-6-20, 16-6-22.2, or 16-12-100; or any other laws applicable to the profession. As used herein, conviction includes a finding or verdict of guilty, or a plea of *nolo contendere*, regardless of whether an appeal of the conviction has been sought; a situation where first offender treatment without adjudication of guilt pursuant to the charge was granted; and a situation where an adjudication of guilt or sentence was otherwise withheld or not entered on the charge or the charge was otherwise disposed of in a similar manner in any jurisdiction.

#### Standard 2: Conduct with Students - An educator shall always maintain a professional relationship with all students, both in and outside the classroom.

Unethical conduct includes but is not limited to:

1. committing any act of child abuse, including physical and verbal abuse;
2. committing any act of cruelty to children or any act of child endangerment;
3. committing any sexual act with a student or soliciting such from a student;
4. engaging in or permitting harassment of or misconduct toward a student;
5. soliciting, encouraging, or consummating an inappropriate written, verbal, electronic, or physical relationship with a student; and
6. furnishing tobacco, alcohol, or illegal/unauthorized drugs to any student or allowing a student under the educator’s supervision or control (including but not limited to the educator’s residence) to consume alcohol, or illegal/unauthorized drugs.

#### Standard 3: Alcohol or Drugs - An educator should refrain from the use of alcohol or illegal or unauthorized drugs during the course of professional practice.

Unethical conduct includes but is not limited to:

1. being on school premises or at a school-related activity while under the influence of, possessing, using, or consuming illegal or unauthorized drugs;
2. being on school premises or at a school-related activity involving students while under the influence of, possessing, or consuming alcohol. A school-related activity includes, but is not limited to, any activity sponsored by the school or school system (booster clubs, parent-teacher organizations, or any activity designed to enhance the school curriculum i.e. Foreign Language trips, etc; and
3. failing to monitor and/or prevent the use of alcohol or illegal or unauthorized drugs by students who are under the educator’s supervision (including but not limited to at the educator’s residence or any other private setting).

#### Standard 4: Honesty - An educator shall exemplify honesty and integrity in the course of professional practice.

Unethical conduct includes but is not limited to, falsifying, misrepresenting or omitting:

1. professional qualifications, criminal history, college or staff development credit and/or degrees, academic award, and employment history;
2. information submitted to federal, state, local school districts and other governmental agencies;
3. information regarding the evaluation of students and/or personnel;
4. reasons for absences or leaves;
5. information submitted in the course of an official inquiry/investigation; and
6. information submitted in the course of professional practice.

#### Standard 5: Public Funds and Property - An educator entrusted with public funds and property shall honor that trust with a high level of honesty, accuracy, and responsibility.

Unethical conduct includes but is not limited to:

1. misusing public or school-related funds;
2. failing to account for funds collected from students or parents;
3. submitting fraudulent requests or documentation for reimbursement of expenses or for pay (including fraudulent, or purchased degrees, documents, or coursework);

4. co-mingling public or school-related funds with personal funds or checking accounts;
5. using school property without the approval of the local board of education/governing board or authorized designee; and
6. using school system property for personal gain.

**Standard 6: Remunerative Conduct - An educator shall maintain integrity with students, colleagues, parents, patrons, or businesses when accepting gifts, gratuities, favors, and additional compensation.** Unethical conduct includes but is not limited to:

1. soliciting students or parents of students to purchase equipment, supplies, or services from the educator or to participate in activities that financially benefit the educator unless approved by the local board of education/governing board or authorized designee;
2. accepting gifts from vendors or potential vendors for personal use or gain where there may be the appearance of a conflict of interest;
3. tutoring students assigned to the educator for remuneration unless approved by the local board of education/governing board or authorized designee; and
4. coaching, instructing, promoting athletic camps, summer leagues, etc. that involves students in an educator's school system and from whom the educator receives remuneration unless approved by the local board of education/governing board or authorized designee. These types of activities must be in compliance with all rules and regulations of the Georgia High School Association.

**Standard 7: Confidential Information - An educator shall comply with state and federal laws and state school board policies relating to the confidentiality of student and personnel records, standardized test material and other information.**

Unethical conduct includes but is not limited to:

1. sharing of confidential information concerning student academic and disciplinary records, health and medical information, family status and/or income, and assessment/testing results unless disclosure is required or permitted by law;
2. sharing of confidential information restricted by state or federal law;
3. violation of confidentiality agreements related to standardized testing including copying or teaching identified test items, publishing or distributing test items or answers, discussing test items, violating local school system or state directions for the use of tests or test items, etc.; and
4. violation of other confidentiality agreements required by state or local policy.

**Standard 8: Abandonment of Contract - An educator should fulfill all of the terms and obligations detailed in the contract with the local board of education or education agency for the duration of the contract.** Unethical conduct includes but is not limited to:

1. abandoning the contract for professional services without prior release from the contract by the employer, and
2. willfully refusing to perform the services required by a contract.

**Standard 9: Failure to Make a Required Report - An educator should file reports of a breach of one or more of the standards in the Code of Ethics for Educators, child abuse (O.C.G.A. §19-7-5), or any other required report.** Unethical conduct includes but is not limited to:

1. failure to report all requested information on documents required by the Commission when applying for or renewing any certificate with the Commission.
2. failure to make a required report of a violation of one or more standards of the Code of Ethics for educators of which they have personal knowledge as soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner.
3. failure to make a required report of any violation of state or federal law soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner. These reports include but are not limited to: murder, voluntary manslaughter, aggravated assault, aggravated battery, kidnapping, any sexual offense, any sexual exploitation of a minor, any offense involving a controlled substance and any abuse of a child if an educator has reasonable cause to believe that a child has been abused.

**Standard 10: Professional Conduct - An educator shall demonstrate conduct that follows generally recognized professional standards and preserves the dignity and integrity of the teaching profession.** Unethical conduct includes but is not limited to any conduct that impairs and/or diminishes the certificate holder's ability to function professionally in his or her employment position, or behavior or conduct that is detrimental to the health, welfare, discipline, or morals of students.

**Standard 11: Testing - An educator shall administer state-mandated assessments fairly and ethically.**

Unethical conduct includes but is not limited to:

1. committing any act that breaches Test Security; and
2. compromising the integrity of the assessment.

**(4) Reporting:** Educators are required to report a breach of one or more of the Standards in the Code of Ethics for Educators as soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner. Educators should be aware of **legal requirements and** local policies and procedures for reporting unethical conduct. Complaints filed with the Professional Standards Commission must be in writing and must be signed by the complainant (parent, educator, personnel director, superintendent, etc.). The Commission notifies local and state officials of all disciplinary actions. In addition, suspensions and revocations are reported to national officials, including the NASDTEC Clearinghouse.

**Disciplinary Action:** The Professional Standards Commission is authorized to suspend, revoke, or deny certificates, to issue a reprimand or warning, or to monitor the educator's conduct and performance after an investigation is held and notice and opportunity for a hearing are provided to the certificate holder. Any of the following grounds shall be considered cause for disciplinary action against the holder of a certificate:

1. unethical conduct as outlined in The Code of Ethics for Educators, Standards 1-11;
2. disciplinary action against a certificate in another state on grounds consistent with those specified in the Code of Ethics for Educators;
3. order from a court or a request from DHR that the certificate should be suspended or denied for non-payment of child support;
4. notification from the GHEAC that the educator is in default and not in satisfactory repayment status on a student loan;
5. suspension or revocation of any professional license or certificate;
6. violation of any other laws and rules applicable to the profession; and
7. any other good and sufficient cause that renders an educator unfit for employment as an educator.

An individual whose certificate has been revoked, denied, or suspended may not serve as a volunteer or be employed as an educator, paraprofessional, aide, substitute teacher or in any other position during the period of his or her revocation, suspension or denial for a violation of The Code of Ethics. The superintendent and the superintendent's designee for certification shall be responsible for assuring that an individual whose certificate has been revoked, denied, or suspended is not employed or serving in any capacity in their district. Both the superintendent and the superintendent's designee must hold GaPSC certification.



## II. Job Descriptions

Title	Name
Superintendent	Dr. Tom Bigwood
Administrative Assistant to Superintendent	Linda Conner
Assistant Superintendent / Chief Academic Officer of Federal Programs	Dr. Cadeisha Cooper
Administrative Assistant for Federal Programs	Janice Smith
Assistant Superintendent for Student Services & SP ED	Dr. Bubba Longgear
Testing Coordinator	Danny Smith
Finance Director	Becky Pinckard
Payroll/Insurance Clerk	Penny Buxton
Accounting Clerk	Tracy Holloway
Receptionist/Secretary	Delores Hagins
Technology Director/FTE Administrator	Mary Caraway
Network Administrator/Tech Specialist	Allen Lanier
Technology Specialist/Facilitator	Tony Lescak
District Literacy Director	Jill Powell
Administrative Assistant – Special Ed Services	Jill Villa
Truancy officer	Mary Thaler
School Psychologist/Intervention Specialist	Danny Smith
Maintenance Supervisor	Joe Paul Williams
Grounds Keeper/Grounds Maintenance	Jerry Byrd, Larry Clark, Donald Janeka
Transportation Director	Travis Lanier
Bus Drivers	
Principal	Lesa Brown, Gwenda Rotton, Robbie Dollar, John Jordon
Assistant Principal	Lori McGowan, Ellis Strobridge, Ralph Carlyle
Teachers	
Director of CTAE	Danny Carter
Lead Learners	
Academic Coaches	
High School Implementation Specialist	Linda Webb
Athletic Director	Mike West
Media Specialists	Tammie Strickland, Mary Edwards, Regan Smith
School Counselor	Tammy Lanier, Angela Carlyle, Wendy Salter
District Coordinator Nurse	
Nurse	Melissa Crooms
Custodian	
School Secretary	
School Secretary/Bookkeeper	Debbie Daughtry, Donna Waters, Tammy Durden, Kendall Jordan
Student Information Tech/Data Clerk	Tonya Bird, Mary Lawrence, Terri Underwood

Pre-K teacher	
Pre-K Resource Coordinator	Lori McGowan
Teacher Gifted Specialist	Susanne Hunt, Rebecca Turner
School Level Intervention Coordinator	
School Nutrition Director	Kathy Hood
School Nutrition Bookkeeper	Pam Todd
School Nutrition Manager	
School Nutrition Cashier	
School Nutrition Assistant	

# CANDLER COUNTY BOARD OF EDUCATION

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## JOB DESCRIPTION

### **TITLE:**

*SUPERINTENDENT*

### **REPORTS TO:**

**Board of Education**

### **DESCRIPTION OF DUTIES:**

1. Interpret and implement all board policies and all state laws as they apply to education.
2. Supervise, either directly or through delegation, all activities of the school system according to the policies of the Board, the needs and regulations of the Georgia State Board of Education and the laws of the State of Georgia.
3. Represent the Board as a liaison between the school district and the community.
4. Establish and maintain a program of public relations to keep the public well-informed of the activities and needs of the school district, effecting a wholesome and cooperative working relationship between the school and the community.
5. Attend and participate in all regular and special meetings of the Board and make recommendations of any nature affecting the school system.
6. Serve as secretary-treasurer of the Board of Education.
7. Report to the Board such matters as deemed material to the understanding and proper management of the schools, or as the Board may request.
8. Assume responsibility for the overall financial planning of the district and for the preparation of the annual budget, and submit it to the Board for review and approval.
9. Establish and maintain efficient procedures and effective controls for the expenditure of school funds in accordance with the adopted budget, subject to the direction and approval of the Board.
10. File, or cause to be filed, all reports required by the State.
11. Make recommendations to the Board for the selection of personnel for the school district.
12. Make and record assignments and transfers of all employees in keeping with their qualifications.
13. Employ such personnel as may be necessary within the limits of budgetary provisions and subject to the Board's approval.
14. Suspend any employee for just cause and report such suspension to the Board at the next meeting thereafter for final action.
15. Recommend to the Board for final action the promotion, salary changes, demotion, or dismissal of any employee.
16. Prescribe rules for the classification and advancement of students and for the transfer of students from one building to another in accordance with published policy.
17. Summons employees of the district to attend such regular and occasional meetings as are necessary to carry out the educational program of the district.
18. Supervise methods of teaching, supervision, and administration in effect in the schools.
19. Attend such conventions and conferences as are necessary to keep abreast of the latest educational trends.
20. Accept responsibility for the general efficiency of the school system, for the development of the school staff, and for educational growth and welfare of the students.
21. Define educational needs and formulate policies and plans for recommendations to the Board.
22. Make all administrative decisions within the system necessary to the proper function of the school district.
23. Maintain responsibility for scheduling the use of buildings and grounds by all groups and/or organizations through the delegation of responsibility to the building principals or departmental division chiefs within the central office.
24. Conduct periodic district administrative meetings.

25. Evaluate on at least an annual basis all supervisory and administrative personnel in the school district.
26. Perform other tasks as assigned by the Board of Education.

**TERMS OF EMPLOYEMENT:**

Twelve month contract - 230 days per year

**EVALUATION:**

Annually by the Board of Education

**Important Notes: This statement is on all job descriptions:**

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (*An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Personnel Director*). It should also be noted the order of performance responsibilities as listed in the job description is not designed or intended to rank the duties ~ any order of importance relative to each other.

**MINIMUM REQUIREMENTS**

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

# CANDLER COUNTY BOARD OF EDUCATION

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## JOB DESCRIPTION

### **TITLE:**

ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT

### **REPORTS TO:**

Superintendent

### **DESCRIPTION OF DUTIES:**

1. Process board meeting agendas, serve as recording secretary at all board meetings, record board minutes, and follow-up on agenda items.
2. Serve as contact person for superintendent and board members.
3. Maintain all certified/non-certified applications to allow for retrieval of applications for specified vacancies.
4. Prepare vacancy announcements and distribute accordingly.
5. Distribute personnel information to the appropriate personnel when approved by the board. Gather all information needed for new employees to be approved by the board.
6. Fingerprint and process all GCIC paper work for all employees.
7. Serve as system liaison for teacher certification. Prepare and transmit teacher certification electronically. Compile and mail information to Georgia Professional Standards for teacher upgrades, etc.
8. Prepare and Assist teachers and paraprofessionals with Professional Learning transcripts for certification renewal.
9. Serve as system liaison for Para-pro certification. Prepare and transmit electronically.
10. Maintain and publish the Substitute Teacher List. This includes GCIC background checks and processing applications
11. Assist with creating the yearly school calendar.
12. Prepare and file documents for the Tech-know certification on the PSC website.
13. Coordinate and prepare reports for HIQ, (No child Left Behind Act.) For certified and non-certified professionals. Attend HIQ meetings as necessary.
14. Set up all new employees in Power School when hired.
15. Establish and maintain all permanent/confidential records and files for the Superintendent and Board of Education.
16. File insurance claims on property damages and theft, etc. for the schools and maintain file for reference.
17. Electronically file non-compliance reports with the Department of Education and the Department of Motor Vehicle Safety.
18. Maintain calendar and schedule appointments for the superintendent.
19. Interpret and maintains school system on line policy manual, rules, and regulations as required through GSBA.
20. Assist Principals in the required information for Board meetings.
21. Maintain and distribute employee handbooks for the system.
22. Type various forms, reports, and correspondence as needed.
23. Maintain job descriptions manual.
24. Search and provide copies of school records/transcripts to previous students and provide verification to prospective employers of graduation date.
25. Serve at the contact person for all home school students. Compile reports for the State Board of Education for all home school and private schools.
26. Attend all Central office Principals Meetings and record the minutes.
27. Attend the Foundation for Public School Education meetings; make deposits, monitor the contributions and keep track of the bank balance, reconcile bank statements, mail out annual receipts for donations, and record the minutes, etc.

28. Coordinate and set up Tribunals for all students. Notify parents concerning the date of the Tribunal and advise them of their rights. Attend all Tribunals and record information. Type all correspondence concerning the decision of the Tribunal.
29. Assist with document preparation dealing with the Master Teacher Program.
30. Perform other duties as assigned by the Superintendent.

All classified employees serve at the will and pleasure of the Candler County Board of Education.

**TERMS OF EMPLOYMENT:** 12 Month, 8 hours per day

**EVALUATION:** Annually by the Superintendent

Revised May 27, 2009

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# CANDLER COUNTY BOARD OF EDUCATION

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**TITLE:**

ASSISTANT SUPERINTENDENT AND/OR CHIEF ACADEMIC OFFICER  
AND  
DIRECTOR OF FEDERAL PROGRAMS ADMINISTRATOR

**REPORTS TO:**

Superintendent

**DESCRIPTION OF DUTIES:**

1. Oversee and development of standards-based classrooms in Candler County schools
2. Coordinate and align curriculum, instructional agreements and assessments K-12
3. Research and design educational programs to meet the needs of our learners
4. Coordinate professional development to coincide with student test data, teacher feedback, observation data, instructional agreements, locally designed initiatives, and budget for state and federal programs
5. Assist principals with the development of highly effective professional learning teams
6. Coordinate extended learning programs to include the Instructional extension and summer school; budgets and its allocations.
7. Provide oversight on school-based growth plans to ensure that professional learning and resources being requested coincide with locally designed performance measures and the consolidated application
8. Coordinate and oversee budget and expenditures for all federal programs for which you are in charge. Also, link to consolidated applications and school-based improvement initiatives.
9. Collaborate with district colleagues on locally designed initiatives as directed by the Superintendent (district leaders and school academic performance reviews)
10. Administration of federal programs
  - a. Title I
  - b. Title II-A
  - c. Title IIIA- LEP and immigrants (Debbie Vallejo)
  - d. Title IVA- safe and drug-free schools
  - e. Title VA -innovative programs
  - f. Title VIB rural and low income
  - g. Over see Title X – Homeless (Duane Tomlin)
11. Other related programs
  - a. coordinate media specialist work with instructional technology and media collections to coincide with Lexile levels
  - b. provide direction and oversight for academic coaches
  - c. coordinate efforts with FTE and Technology Director
  - d. Coordinate efforts with mentor-mentee documentation and related expenditures.
12. coordinate REP in EIP programs with the FTE coordinator, principals and financial director
- \* 13. Monitor and support locally designed initiatives by spending a minimum of 10 hours a week for 24 weeks in face-to-face contact with colleagues in schools or meetings at BOE.

\* - Most Critical

**TERMS OF EMPLOYMENT:** Twelve month contract–

**EVALUATION:** Annually by the Superintendent or designated liaison

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# CANDLER COUNTY BOARD OF EDUCATION

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## **TITLE:**

*ADMINISTRATIVE ASSISTANT FOR FEDERAL PROGRAMS DIRECTORS AND GENERAL DISTRICT OFFICE SECRETARY*

## **REPORTS TO:**

Assistant Superintendent and/or Chief Academic Officer/Director of Federal Programs.

## **DESCRIPTION OF DUTIES:**

1. Typing all correspondence as requested.
2. Typing and processing purchase orders including following established office
3. Assistant for tracking budgets for federal, vocational and special ed.
4. Performing all routine secretarial duties including mailing correspondence, filing, copying, taking telephone messages, ordering office supplies, etc.
5. Coordinates the purchase and delivery of instructional supplies and materials for the following programs: Federal Programs, Textbook Adoption, Remedial Education, Student Assessment, Reading First, School Improvement Grants, Modern Red Schoolhouse, Summer School for grades 4-8, Remedial Summer School.
6. Assist in the organization of staff development registration and supplies.
7. Type all correspondence related to the programs cited above along with the following: Curriculum K-12, Title II, Mentoring Program, Drug Free Schools and Communities,
8. Manages the communication of telephone calls, faxes, for the Curriculum Director and other district leaders.
9. All other duties as assigned Assistant Superintendent and/or Chief Academic Officer/ Director of Federal Programs.  
procedures for logging, coding, filing, and keeping account balances current.
10. Maintaining current statistics for staff development.
11. All classified employees serve at the pleasure and the will of the Candler County Board of Education.

## **TERMS OF EMPLOYMENT:**

12 Months, 8 hours per day

## **EVALUATION:**

Annually by the Assistant Superintendent and/or Chief Academic Officer/ Director of Federal Programs.

Revised: May 27, 2009

# CANDLER COUNTY BOARD OF EDUCATION

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## **TITLE:**

### **ASSISTANT SUPERINTENDENT FOR STUDENT SERVICES & SPECIAL EDUCATION**

It is the responsibility of the Director of Student Services to provide effective oversight with special education services, student support services, behavior intervention plans, school attendance, safety, transportation, and initial contact for parent complaints. Oversee the implementation and monitoring of Tier 2 and 3 interventions.

## **REPORTS TO:**

Superintendent

## **DESCRIPTION OF DUTIES:**

1. Coordinate efforts to improve graduation rate and all related programs, practices and policies and personnel. This includes oversight for waivers and variances submitted to the Ga DOE regarding GHS GT.
2. Provide guidance to principals to insure special education students are being taught on grade level to the extent or individual education plan describes
3. Supervise the professional development of special education teachers with standards-based instruction, co-teaching and scaffolding strategies
4. Oversee and maintain required records for each child receiving special education services to include school level monitoring
5. Maintain an update special-education handbook that outlines procedures and practices for special education services that coincide with state and federal IDEA law
6. Assist in employing special-education personnel to meet the needs of the students
7. Assist with Human Resource services to include: Recruiting, mentoring, new teacher orientation, evaluation instrument for classified staff and Teacher of The Year.
8. Establish budgets for all programs and maintain current expenditure records.
9. Monitor student records to determine that the IEP goals progress is monitored and the learners schedules is appropriate and managed appropriately
10. Oversee the transportation of students
11. Coordinate the safety plans to include applying for grants to enhance students and staff safety
- \* 12. Oversee and evaluate the work of the Social worker, Special Ed Coordinator, School Psychologist and Transportation Director
13. Coordinate Tier 2 interventions with principals and their colleagues. Coordinate transition with instructional practices between schools, 2<sup>nd</sup> to 3<sup>rd</sup>, 3<sup>rd</sup> to 4<sup>th</sup>, 5<sup>th</sup> to 6<sup>th</sup>, 8<sup>th</sup> to 9<sup>th</sup>.
14. System administrator for intervening and reporting on retention/promotion matters- beginning Summer 09
15. Provide training and oversight for Tier 2 and SST interventions (Both academic and behavioral)
16. Guide appropriate school transitions as it relates to best instructional practices for Tier 2 and 3 children.
17. Collaborate on locally designed initiatives with district colleagues as directed by the Superintendent.
- \* 18. Monitor and support locally designed initiatives by spending a minimum of 10 hours a week for 24 weeks in face-to-face contact with colleagues in schools or meetings at BOE.
19. Coordinate efforts with the FTE and Technology Director.
20. Assist/oversee the 504 plans with building leaders.
21. Oversee Title IX reporting.

**TERMS OF EMPLOYMENT:** Twelve month contract -

**EVALUATION:** Annually by the Superintendent \* **Most critical** Revised: May 27, 2009

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# CANDLER COUNTY BOARD OF EDUCATION

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## **TITLE:**

### **SPECIAL EDUCATION COORDINATOR**

It is the responsibility of the Coordinator to provide effective oversight with the following areas: Special education services and numerous related tasks stated below:

## **REPORTS TO:**

Assistant Superintendent

## **DESCRIPTION OF DUTIES:**

1. Provide guidance to principals to insure special education students are being taught on grade level to the extent the individual education plan describes
2. Coordinate professional development of special education teachers with standards-based instruction, co-teaching and scaffolding strategies
3. Oversee and maintain required records for each child receiving special education services to include school level monitoring
4. Maintain an updated special-education handbook that outlines procedures and practices for special education services that coincide with state and federal IDEA law
5. Monitor student records to determine that the progress of IEP goals is monitored and the learners' schedule is appropriate and managed appropriately.
6. Coordinate efforts with the FTE and Technology Director.
7. Design and deliver monthly Lead Learner meetings.
8. Design and deliver Quarterly meetings with all Special Education teachers.
9. Assist building Principal (s) with implementing, supervising and evaluation co-teaching (Inclusion).
10. Coordinate and provide training for state testing program.
11. Provide oversight with Pre-K program/reporting.
- \* 12. Monitor and support locally designed initiatives assigned to you by documenting a minimum of 10 hours a week for 24 weeks in face to face contact with colleagues in schools or meetings at BOE.
13. Periodically you will be directed to work with other COLT members on locally designed initiatives as directed by the Superintendent.
14. Oversee and evaluate Speech Therapists.
15. Observe and provide coordination for our nursing program.

## **TERMS OF EMPLOYMENT:**

Eleven month contract -

## **EVALUATION:**

Annually by the Assistant Superintendent

\* Most critical

Revised May 27, 2009

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# CANDLER COUNTY BOARD OF EDUCATION

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## JOB DESCRIPTION

### **TITLE:**

Special Education Rigor Coach

### **REPORTS TO:**

Principals and Assistant Superintendent

### **DESCRIPTION OF DUTIES:**

**Goal:** Ensure all Special Education students are receiving grade level instruction or instruction at their highest level of potential to maximize student achievement.

1. Aid PEC teachers in obtaining a thorough knowledge of standards/elements, their CRCT/GHSGT weight, and the instruction/assessment of the elements at the appropriate level of rigor.
2. Model research based instructional practices for PEC teachers and inclusion settings focusing on summarizing and note-taking, using graphic organizers, use of effective questions, cues, advanced organizers, scaffolding, chunking, differentiated instruction, etc.
3. Attend and actively participate in PLC meetings in conjunction with the assigned special educator. Focus will be on planning/coordinating lessons.
4. Observe PEC and inclusion teachers and provide feedback on instruction.
5. Help design, monitor, assist with, and assess additional learning support opportunities for PEC students.
6. Lead/assist progress monitoring for PEC students with specialized intervention(s).
7. Organize and/or provide Professional Training based on observation data, student data and district agreements.
8. Assist PEC teachers in creating/analyzing data from benchmark and other summative assessments to drive instruction.
9. Provide guidance with instructional practices within and between schools as it relates to special education students needs
10. Participates in professional growth opportunities.
11. Lead evaluation of progress in targeted special education areas, assisting staff in identifying successes and opportunities.
12. The rigor coach will work closely with the PEC director, coordinator, and school psychologist to assist PEC teachers in any area that will cause greater student learning/achievement for PEC students.

The Rigor Coach does NOT

1. Evaluate teachers
2. Serve as an administrator
3. Substitute teach
4. Handle disciplinary referrals
5. Assign grades
6. Participate in regular and rotating duties

### **TERMS OF EMPLOYMENT:**

10 month contract plus 5 days for professional development

### **EVALUATION:**

Annually through combined efforts by the Principal and Assistant Superintendent

# CANDLER COUNTY BOARD OF EDUCATION

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## JOB DESCRIPTION

**TITLE:** *FINANCE DIRECTOR*

**REPORTS TO:**

Superintendent

**DESCRIPTION OF DUTIES:**

1. Perform all duties in the business office with regard to fiscal affairs.
2. Maintain consistency with generally accepted accounting principles of both current and historical information, which gives access to information about current and projected financial operations.
3. Assist the superintendent with the preparation and execution of the system budget according to prescribed procedures established by "Georgia Accounting Handbook for Local School Systems". Enters budget and submits to GADOE.
4. Act as an advisor to the superintendent on the system budget and other financial matters.
5. Prepare the annual 5-year History of Levy for publication in the local newspaper.
6. Prepare the Annual Indirect Cost Plan if applicable.
7. Develop and maintain financial records on a consistent and systematic basis in order to provide information and services to the local board, superintendent, assistant superintendent, principals, residents and taxpayers of the local system as well as other people in the community such as bankers, investment companies and sales agents.
8. Prepare special financial analysis upon request.
9. Provide accurate records to permit wise and informed decisions regarding financial and other activities of the school system.
10. Requisition funds from the State Department of Education and other appropriate agencies, and maintain proper reporting and recording of all accounts receivable.
11. Maintain transactions related to the following bank accounts: General, Capital projects, Debt service, and SPLOST projects. Balance bank statements monthly.
12. Supervise accounting clerk and assure that accounts payable is properly maintained.
13. Approve all vendor payments for all funds.
14. Prepare and make all journal entries on the general ledgers.
15. Process monthly/annual closing procedures. Balance and submit annual Financial reports to GADOE.
16. Report all agency funds as appropriate on a monthly, quarterly or annual basis to the Department of Education.
17. Report financial information to the board on a monthly basis or as needed.
18. Prepare budget status reports for all funds as needed.
19. Recommend investments of funds to the superintendent using certificate of deposits, local government investment pool, or other investment options.
20. Maintain cash flow.
21. Prepare Annual Audit Report (CS1-salary and travel report)
22. Organize materials for annual audit conducted by the Georgia Department of Audits and work with state auditors during the audit process to insure the production of the most accurate financial information related to the Candler County School System.
23. Prepare annual Financial Statements for auditors.
24. Prepare all annual financial project completion reports.
25. Assist other staff members with financial questions upon request.
26. Attend meetings and workshops pertaining to fiscal affairs.
27. Provide accounting support for school bookkeepers and principals for school activity accounts.
28. Review and approve monthly bank statements, reconciliations for school activity accounts.

29. Oversee school accounting software data and provide quarterly reports for school activity accounts to the Board.
30. Schedule annual audit of school accounts.
31. Serve as a backup contact person on the CPI Report.
32. Order checks for the following accounts: General, Payroll, Capital projects, Debt service, and Splost projects.
33. Act as the GENESIS Site administrator. This includes installing software updates from the state, maintaining PC Genesis system security, updating passwords, processing and transmitting all Budget and Financial information to the GaDOE. This duty also includes assisting with other transmissions as requested by the appropriate personnel.
34. Enters all receipts, prints and balances all monthly accounting reports and performs monthly accounting closing procedures.
35. Supervise and evaluate payroll clerk and insure that payroll processes are properly maintained.
36. Review and approve all payroll changes.
37. Review and approve monthly payroll reconciliation.
38. Prepare and oversee distribution of bank bids, receiving of bank bids and award of same. Converse with banks as needed.
39. Perform all other duties as assigned by the superintendent.

**TERMS OF EMPLOYMENT:**

12 Months, 8 hours a day

**EVALUATION:**

Annually by the Superintendent

Revised: May 27, 2008

# CANDLER COUNTY BOARD OF EDUCATION

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## JOB DESCRIPTION

### **TITLE:**

*PAYROLL/INSURANCE CLERK*

### **REPORTS TO:**

Finance Director

### **DESCRIPTION OF DUTIES:**

1. Prepare payroll (including changes to gross pay, employee insurance deductions, personnel information, garnishments, annuities, tax information, additional pay, etc.); payroll must be prepared at least two business days before the distribution date.
2. Pre-balance payroll runs to insurance statements.
3. Prepare quarterly unemployment reports.
4. Balance salaries for auditors and w-2 forms.
5. Prepare/submit monthly Teachers Retirement Report.
6. Prepare/submit monthly Public School Employees Retirement report.
7. Assist state auditors as needed.
8. Balance and submit monthly and quarterly federal and state tax reports.
9. Balance and submit monthly social security, health and life insurance reports.
10. Assist in the preparation of new employee orientation (compile benefits package & obtain other necessary information from new employees)
11. Work with terminated personnel – about COBRA information, dental and state merit.
12. Process retirement papers with teacher retirement/public schools.
13. Maintain all payroll information in personnel folders.
14. Process verifications of employment.
15. Provide employees with information from insurance companies as needed.
16. Process disability verifications.
17. Prepares special reports and provide information as requested.
18. Operate/maintain or refer for maintenance, routine office machinery.
19. Obtains, gathers, and organizes pertinent data as needed onto usable form.
20. Establish and maintain a regular filing system, as well as a set of locked confidential files, and processes incoming correspondence as instructed.
21. Operate typewriter, copier, and other office equipment.
22. Answer phones and greet visitors as needed.
23. Perform other duties as assigned by the Superintendent or Director of Budget and Finance.
24. All classified employees serve at the will and pleasure of the Candler County Board of Education.
25. Compile, verify and process CPI reports to the State BOE.
26. Prepare contracts for certified personnel.
27. Order W-2, 1099 and W-4 forms.
28. Balance, prepares and submits W-2 forms.
29. Prepare and submit employee injury reports and other information as required to workers compensation insurance company
30. Compile information for workers compensation audit and budget estimate
31. Maintain workers compensation physicians panel
32. Maintain and update voice mail greetings and directories on telephone system
33. Maintain and update system payroll website page

**TERMS OF EMPLOYMENT:** 12 Months, 8 hours a day

**EVALUATION:** Annually by the Finance Director

## **CANDLER COUNTY BOARD OF EDUCATION**

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### **JOB DESCRIPTION**

#### **TITLE:**

*ACCOUNTING CLERK*

#### **REPORTS TO:**

Finance Director

#### **DESCRIPTION OF DUTIES:**

1. Records receipts and makes bank deposits
2. Processes Accounts Payable:
  - Process purchase orders according to current purchase order procedures.
  - Match invoices with purchase orders.
  - Process invoices for payment and runs all accounts payable checks.
  - Mail accounts payable checks.
  - File check copies and payment vouchers.
  - Communicate with school bookkeepers and vendors about invoices & purchases.
  - Proof travel expense statements for accuracy before reimbursement.
3. Check and file monthly reports for school activity accounts.
4. Balance, print, and submit 1099s annually.
5. Maintain a file for W9 information for vendors.
6. Maintain a file for processing of Workers' Compensation premiums for contractors.
7. Provide monthly and quarterly budget reports to school bookkeepers and others requiring financial information. Provide other information as requested.
8. Operate copier, typewriter, other office equipment, answers telephones.
9. Make copies and assist Director of Budget and Finance in filing and other general clerical duties.
10. Provide assistance to the Director of Budget and Finance in areas of financial record keeping and reporting as assigned for the school system. Assume various accounting responsibilities as delegated in his/her absence.
11. Answer phones and greet visitors as needed.
12. Maintain & provide copies of school records to previous students and provide verification to prospective employers of graduation date.
13. Process work permits and also file
14. Process office supply orders for the central office and distribute
15. Cover phone and front office during lunch hours and when receptionist is out etc.
16. Maintains sick leave records for system.
17. Perform all other duties as assigned by the Finance Director.

#### **TERMS OF EMPLOYMENT:**

12 Months, 8 hours per day

#### **EVALUATION:**

Annually by the Finance Director

**CANDLER COUNTY BOARD OF EDUCATION**  
**JOB DESCRIPTION**

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**TITLE:** Receptionist/Secretary

**REPORTS TO:**

Assistant Superintendent and/or Chief Academic Officer/ Director of Federal Programs.

**DESCRIPTION OF DUTIES**

Working hours-8:00 – 5:00 (1 hour for lunch)

1. Maintains a professional attitude, both inside the office and with the general public, recognizing that many issues are of a confidential nature.
2. Greets general public and directs to appropriate offices.
3. Manages phone system, including, but not limited to, receiving and directing incoming calls, checking and responding to voice mail when appropriate, and screening calls as directed.
4. Maintains postage system.
5. Receives, screens, and directs mail to appropriate offices
6. Receives supplies and equipment and directs to appropriate offices.
7. Faxes correspondence
8. Maintains fax machine, copier, etc.(calling technical support when necessary)
9. Handles correspondence. This includes, but it not limited to letters, program applications, or purchase orders.
10. Handles receiving, distribution, and shipping of materials for testing program, recognizing that security is a critical issue.
11. Creates forms to be used in reporting, surveys, etc.
12. Maintains accurate and up-to-date files and records. This includes, but is not limited to Staff Development course information and staff records, testing records, correspondence, etc.
13. Maintains Pre-kindergarten records and correspondence as directed. This includes, but is not limited to collecting, checking, and filing time sheets and sign-in logs on a monthly basis, receiving and verifying substitute teacher forms, faxing purchase orders, etc.
14. Issues work permits
15. Maintains office supplies
16. Backs up all desktop files on a weekly basis
17. Acts as building coordinator (includes, but is not limited to room setup, contact with technical support, securing test setup personnel)
18. Schedules activities for auditorium and conference room.
19. Oversees concessions in and appearance of office lounge (coffee pot, vending machines, bulletin board, etc.)
20. Work cooperatively with other staff to resolve issues that may arise.
21. Performs such other duties and assumes such other responsibilities as may from time to time be assigned.

**TERMS OF EMPLOYMENT:**

12 months, 8 hours a day

**EVALUATION:** Annually by the Asst. Superintendent

Revised: May 27, 2008

# **CANDLER COUNTY BOARD OF EDUCATION**

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## **JOB DESCRIPTION**

### **TITLE:**

Technology Director/FTE Administrator

### **REPORTS TO:**

Superintendent

### **DESCRIPTION OF DUTIES:**

1. Provide leadership to the district in planning and developing instructional technology services
2. Maintain the integrity of the existing networks, and provide guidance regarding the expansion of new or existing networks
3. Complete required Core Data reports, including FTE, Student Records and Class Size Reports
4. Facilitate the revision of the district's technology
5. Seek and write technology grants, applications for federal funding, and applications for state funding (including E-rate applications) help write technology grants
6. Organize and supervise distribution of material and equipment for the district
7. Work with the schools principals and technology leaders to establish yearly goals and monitor progress toward established goals
8. Prepare and present the technology budget for the district
9. Coordinate and supervise the selection, purchasing and maintenance of all technology materials and equipment
10. Maintain a current inventory of technology equipment
11. Provide for the instruction of staff in the area of instructional technology
12. Ensure district compliance with software licensure requirements
13. Maintain and coordinate the usage of all district technology
14. Organize technology work orders for the district
15. Make repairs as needed to ensure technology is functioning throughout the district; when applicable, work with contracted warranty companies
16. Perform any other duties prescribed by the Board or District Administration.

### **TERMS OF EMPLOYMENT:**

12 Months

### **EVALUATION:**

Superintendent

Revised: May 27, 2008

# CANDLER COUNTY BOARD OF EDUCATION

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## JOB DESCRIPTION

### **TITLE:**

Network Administrator/Technology Specialist

### **REPORTS TO:**

Technology Director

### **DESCRIPTION OF DUTIES:**

1. Assist in the development and coordination of system and building level technologies.
2. Provides technological advice and consultative assistance to staff with questions or problems.
3. Be knowledgeable regarding WAN router configurations
4. Design and manage system-level Wide Area Network and LANs
5. Understand and have expertise in TCP/IP
6. Design and manage network hardware, Active Directory and Servers
7. Set up group policies and network security
8. Build, maintain, and provide security on routers, firewall and Anti-Virus Servers/Software
9. Configure and maintain Microsoft Exchange
10. Oversee and maintain content filtering program
11. Coordinate the installation and maintenance of network cabling and Fiber
12. Installation, repairs, and imaging of student and faculty workstations
13. Advise and make recommendations on the purchase of software and technological equipment.
14. Collaborate with the school media specialists in the delivery of information and technology services to provide a concerted effort in implementing the instructional and technical requirements needed in the school.
15. Coordinate requests for maintenance service on technological hardware.
16. Coordinate and assist in the development/updating of the system technology plan.
17. Serve on system technology committee to help identify technology goals/objectives and to develop long-range technology plans.
18. Prepare and maintain service records on hardware repairs.
19. Research and review new and updated technology and software.
20. Collaborate with other technology team members to determine and resolve concerns relating to the technology skills needed by students.
21. Perform other duties as assigned by the Superintendent.
22. All classified employees serve at the will and pleasure of the Candler County Board of Education.

### **TERMS OF EMPLOYMENT:**

230 days per year, 8 hours per day

### **EVALUATION:**

Annually by the Technology Director

# CANDLER COUNTY OF EDUCATION

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## JOB DESCRIPTION

### **TITLE:**

TECHNOLOGY SPECIALIST/FACILITATOR

### **REPORTS TO:**

Technology Director

### **DESCRIPTION OF DUTIES:**

1. Assist in the development and coordination of system and building level technologies.
2. Assist teachers in technology problems and promote integrating technology into the day to day activities of the classroom.
3. Provides technological advice and consultative assistance to staff with questions or problems.
4. Provides assistance to faculty, staff and administrators who have needs in multimedia tools.
5. Responsible for development and determination of training needs for faculty, staff, and students in regards to 21<sup>st</sup> Century Classroom technologies.
6. Review and evaluates the applications of educational technology and software prior to purchase and/or installation into school classrooms.
7. Advise and make recommendations on the purchase of software and technological equipment.
8. Collaborate with the school media specialists in the delivery of information and technology services to provide a concerted effort in implementing the instructional and technical requirements needed in the school.
9. Maintain district website and train/assist school webmasters.
10. Installation, repairs, and imaging of student and faculty workstations.
11. Coordinate requests for maintenance service on technological hardware.
12. Coordinate and assist in the development/updating of the system technology plan.
13. Serve on system technology committee to help identify technology goals/objectives and to develop long-range technology plans.
14. Prepare and maintain service records on hardware repairs.
15. Research and review new and updated technology and software.
16. Collaborate with other technology team members to determine and resolve concerns relating to the technology skills needed by students.
17. Perform other duties as assigned by the Superintendent.
18. All classified employees serve at the will and pleasure of the Candler County Board of Education.

### **TERMS OF EMPLOYMENT:**

230 days per year, 8 hours per day

### **EVALUATION:**

Annually by the Technology Director

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# CANDLER COUNTY BOARD OF EDUCATION

## JOB DESCRIPTION

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### **TITLE:**

District Literacy Director

### **DESCRIPTION OF DUTIES:**

1. Provides direction and guidance for the growth of students Literacy levels in grades K-12.
2. Will conduct Literacy action research to determine best programs and practices for Candler's students.
3. Conduct monthly or quarterly performance reviews with members of the Literacy core group and provide analysis for next steps.
4. Develop and provide oversight for the district (s) Literacy Plan.
5. Provide training for district leaders on "Look For (s)" when observing teachers and learners.
6. Provide or help arrange professional development as specified in the district Literacy Plan (at the school or PLC level)
7. Attend school level Leadership team meetings to share artifacts to teach or to debrief about our Literacy initiative.
8. Model Best Literacy Practices in classrooms throughout the district.
9. Provide group and individual coaching to individual teachers, PLC teams or Academic Coaches.
10. Coordinate efforts with Principals, Academic Coaches, District Teaching and Learning Director and Better Seeking Team

### **REPORTS TO:**

Superintendent

### **TERMS OF EMPLOYMENT:**

10 ½ Month contract with \$1500. Supplement

### **EVALUATION:**

Annually by the Superintendent

Revised: May 27, 2008

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# CANDLER COUNTY BOARD OF EDUCATION

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## JOB DESCRIPTION

### **TITLE:**

*SCHOOL PSYCHOLOGIST/INTERVENTION SPECIALIST*

### **REPORTS TO:**

Special Education Director

### **DESCRIPTION OF DUTIES:**

1. Administer individual psychological evaluations, according to the Individuals with Disabilities Education Act for students of the Candler County School System.
2. Schedule meetings/conferences with parents to review tests administered and/or the results of these tests and to suggest strategies to parents that could improve educational performance. These conferences should also be used to obtain additional information regarding a student's educational progress.
3. Attend Special Education Placement/Annual Review meetings for students who he/she has evaluated or for whom he/she has supervised the evaluation – i.e. – a practicum student he/she has supervised.
4. Review school records of students being evaluated.
5. Provide staff development in the areas of interpretation of test results, test usage, interventions for both academic and behavioral and other topics pertinent to the field of psychometry.
6. Participate as a member of subcommittees/eligibility committees for Special Education as required by the Georgia Department of Education.
7. Maintain a log to show due process for students referred for psychological evaluations.
8. Assist in the choosing of testing material for evaluation purposes.
9. Inform the Director of Student Services and Superintendent of changes in State of Georgia rules and regulations pertinent to psychological testing.
10. Maintain confidential files on students referred for psychological testing.
11. Inform immediate supervisor when he/she will be absent.
12. Keep principals informed of the disposition of referrals for psychological testing within each school by sending the principal notification of testing dates within five days of the receipt of the testing referral. The date can be confirmed by the date the referral was placed on the testing log. Also, maintains a log of parent conferences including recommendations, suggestions, etc.
13. Consult with other specialists who are aware of other problems, which might be affecting a child's educational progress.
14. Provide consultative services to parents who desire information on how to work with their child in the home setting.
15. Attend staff and/or staff development meetings at the request of the Superintendent, or Director of Student Services.
16. Provides consultative services to teachers who desire information on how to work with students, including modifications to be made in the classroom.
17. Attends professional meetings including the fall and spring conferences of the Georgia Association of School Psychologists and the School Psychologists Consortium.
18. Notify parents of proposed testing dates for their child by sending a letter within five days of the receipt of the testing referral. (The date can be confirmed by the date the referral was placed on the testing log).
19. Perform other duties as assigned by the Superintendent or Special Education Director.

### **TERMS OF EMPLOYMENT:**

Eleven month contract - 210 days per year

**EVALUATION:** Annually by the Superintendent or Special Education Director

## JOB DESCRIPTION

### **TITLE:**

Truancy Office

### **DESCRIPTION OF DUTIES:**

Provide Leadership in Promoting Regular School Attendance.

- a. Help schools to create climate for regular school attendance.
- b. Research, analyze, and promulgate root causes for school attendance and student social problems.
- c. Make monthly and annual written statistical reports of service delivery to local superintendent and to the Visiting Teacher Unit of the Department of Education.

Provide indirect Services

- A. Give Consultation to administration, teachers and other special staff on matters pertaining to student's background, living conditions, and social needs which affect their school attendance and functioning.
- B. Serve as school resource person on problems of social functioning and attendance to: Community Agencies, Community at Large, Parents and Students, and School Social Services.

Provide Direct Social Services to School Children and their Families (from a planned referral procedure and a flexible work schedule.

- A. Provide services of support, intervention, and restoration to individual child and parents when diagnosis of problems dictates these needs.
- B. Provide group-work services to children and parents around common problems and interests such as attendance, behavior and other personal or social problems as they relate to the child's functioning in school
- C. Solicit the aid of community agencies and resources to provide tangible needs of the individual child and his family when these are factors in non-attendance and social dysfunction.
- D. Collaborate with special education personnel in the appropriate assignment and educational planning of children with special needs, recognizing that early detection and remediation of individual learning problems may well prevent later attendance difficulties.
- E. Serve as the legal liaison between the school and the Judicial System, and refer children and parents to the appropriate court when judicial proceedings on attendance are indicated.

Perform such other duties pertaining to the enforcement as well as the improvements of school attendance and student functioning as may be assigned by the local board and in compliance with Georgia Law and State Board Policies.

### **REPORTS TO:**

Assistant Superintendent Student Services

### **TERMS OF EMPLOYMENT:**

Part Time

### **EVALUATION:**

Annually by the Assistant Superintendent- Student Services

# **CANDLER COUNTY BOARD OF EDUCATION**

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## **JOB DESCRIPTION**

### **TITLE:**

***MAINTENANCE SUPERVISOR***

### **REPORTS TO:**

**Superintendent**

### **DESCRIPTION OF DUTIES:**

1. Provide direct supervision to the Maintenance Assistants and Grounds Keeper.
2. Oversee the overall maintenance and operations of the school system.
3. Perform technical maintenance of the system heating and air conditioning equipment and electrical systems.
4. Perform minor repair and construction/renovation to the physical plant, and provide recommendations for external maintenance and replacement of equipment.
5. Consolidate the order for expendable supplies and custodial supplies and equipment from the several schools, maintain a listing of bidders on such supplies and order bulk materials for distribution to the schools and within the system.
6. Assist the Superintendent of Energy conservation and facilities inspections.
7. Maintain records of all purchases, maintenance, and distribution transactions and report to the Superintendent.
8. Assist in the preparation of the M & O Budget.
9. Follow established policies and procedures in the execution of his duties.
10. Maintain the systems maintenance vehicles and equipment.
11. Provide assistance to the building principals in solving maintenance problems.
12. Assist in the screening and selection of custodial personnel.
13. Provide the supervision and inspection for approval of external maintenance contractors projects.
14. Solicit for bids on items of equipment and materials in excess of \$1000.00.
15. Provide technical training to custodial personnel.
16. Maintain an orderly flow of work.
17. Subordinate to insure timely and economical system maintenance.
18. Maintain a valid State of Georgia Drivers license.
19. All classified employees serve at the will and the pleasure of the Candler County Board of Education.

### **TERMS OF EMPLOYMENT:**

12 Months, 8 hours per day

### **EVALUATION:**

Annually by the Superintendent

Revised: May 27, 2008

# CANDLER COUNTY BOARD OF EDUCATION

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## JOB DESCRIPTION

### **TITLE:**

*MAINTENANCE ASSISTANT*

### **REPORTS TO:**

Maintenance Supervisor

### **DESCRIPTION OF DUTIES:**

1. Perform minor repair and construction/renovation to the physical plant and provide recommendations for external maintenance and replacement of equipment.
2. Perform technical maintenance of the system heating and air conditioning equipment and electrical systems.
3. Repair and service machinery and equipment within the school system.
4. Operate and maintain grounds keeping equipment and machinery.
5. Delivery and pick-up supplies, materials, and equipment.
6. Assist in the maintenance, stocking, and storage of supplies and equipment.
7. Follow appropriate policies and procedures in the execution of their duties.
8. Maintain a current State of Georgia Drivers License.
9. Perform any other duties as may be assigned by the Maintenance Supervisor or Superintendent.
10. All classified employees serve at the will and pleasure of the Candler County Board of Education.

### **TERMS OF EMPLOYMENT:**

**240 Work Days, 8 hours per day**

### **EVALUATION:**

Annually by the Maintenance Supervisor

# CANDLER COUNTY BOARD OF EDUCATION

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## JOB DESCRIPTION

### **TITLE:**

*GROUNDSKEEPER / GROUNDS MAINTENANCE*

### **REPORTS TO:**

**Maintenance Supervisor**

### **DESCRIPTION OF DUTIES:**

1. Keep campus lawns mowed; prepare campuses for school opening.
2. Plant, prune, and mulch shrubbery; mow, trim, spray and edge; remove dead or undesirable trees.
3. Operate and maintain tractors, mowers, and other ground keeping equipment.
4. Fertilize and spray shrubbery.
5. Make necessary reports to the Maintenance Supervisor and keep him informed of system needs.
6. Haul and spread fill dirt; clear new ground; prepare ground for proper drainage and grassing.
- 7.
8. Maintain a current State of Georgia Drivers License.
9. Perform any other duties as assigned by the Maintenance Supervisor or Superintendent.
10. Follow system policies and procedures in execution of duties.
11. All classified employees serve at the will and pleasure of the Candler County Board of Education.

### **TERMS OF EMPLOYMENT:**

**240 Work Days, 8 hours per day**

### **EVALUATION:**

Annually by the Maintenance Supervisor

Revised: May 27, 2008

# CANDLER COUNTY BOARD OF EDUCATION

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## JOB DESCRIPTION

### **TITLE:**

***TRANSPORTATION DIRECTOR***

### **REPORTS TO:**

Assistant Superintendent of Student Services

### **DESCRIPTION OF DUTIES:**

1. Keep accurate and up to date inventory of buses.
2. Develop a regular maintenance schedule on all buses to insure that they are properly inspected, kept clean, and kept in good mechanical condition.
3. Secure substitute drivers as needed.
4. Keep a regular check on bus loading and unloading at all schools and recommends safety procedures as needed to the building principals.
5. Adjust student loads on buses as needed in order to make every bus as safe as possible.
6. Periodically check all fire extinguishers and other safety equipment found on the each bus
7. Secure all drivers for **field** trips as requested by the building principals.
8. Make recommendations to the superintendent regarding employment and termination of drivers as needed.
9. Work with building principals to devise strategies to reduce bus discipline and deal with other bus related problems.
10. Work with drivers individually or in groups to develop strategies and techniques to deal with bus discipline problems. Develop individual improvement plans for drivers as needed.
11. Annually evaluate bus routes and recommend route adjustments or changes to the superintendent as needed.
12. Utilize State Department of Education resource personnel as needed in dealing with transportation issues.
13. Arrange and coordinated annual bus inspections done by the State Patrol. • Arrange and coordinate bus driver training program.
14. Coordinate the required alcohol and drug screening for drivers as required by law.
15. Check all bus driver physicals each year to insure that every driver is in compliance.
16. Perform all other duties as required by the Superintendent.

### **TERMS OF EMPLOYMENT:**

210 Work Days, 8 hours per day

### **EVALUATION:**

Annually by the Superintendent

REVISED: May 27, 2008

# CANDLER COUNTY BOARD OF EDUCATION

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## JOB DESCRIPTION

### **TITLE:**

*BUS DRIVER*

### **REPORTS TO:**

**Transportation Supervisor**

### **DESCRIPTION OF DUTIES:**

1. Transport students to and from designated schools in a safe and timely manner.
2. Wear seatbelt at all times.
3. Keep bus clean and operational at all times. (Sweep each day, pre-trip your bus daily, and follow maintenance schedule).
4. Refrain from smoking or allowing smoking on the bus.
5. Refrain from consumption of alcoholic beverages while operating the vehicle and for an eight-hour period prior to driving assignment.
6. Observe all traffic regulations.
7. Follow time and route schedule as prescribed by Transportation Supervisor.
8. Assign seats and maintain a seating chart and orderly environment on the bus.
9. Submit reports as required by Transportation Supervisor.
10. Refrain from leaving the bus unattended at any time while children are on the bus.
11. Maintain a CDL license.
12. Perform other tasks and/or directives as assigned by the Transportation Supervisor.
13. All classified employees serve at the will and pleasure of the Candler County Board of Education.

### **TERMS OF EMPLOYMENT:**

180 workdays plus activity trip assignments,

### **EVALUATION:**

Annually by the Transportation Supervisor

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# CANDLER COUNTY BOARD OF EDUCATION

## JOB DESCRIPTION

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### **TITLE:**

*PRINCIPAL*

### **REPORTS TO:**

**Superintendent**

### **DESCRIPTION OF DUTIES:**

Category I- Instructional

1. Offer leadership in working with the staff of teachers in developing quality standards based classrooms which enables the district to meet annual measurable objectives of NCLB Act.
2. Actively promotes, coaches, and evaluates professional development for teachers.
3. Encourage the acceptance of individual responsibility and the development of initiative on the part of all staff.
4. Preside at Leadership meetings of the school staff and enlist the cooperation of all staff members in the solution of academic proficiencies.
5. Recommend the appointment, re-appointment, promotion, or dismissal of personnel on the school staff.
6. Certify the compliance of individual students with the requirements for promotion/retention or graduation, on the basis of records and reports from teachers.
7. Submit quarterly reports covering academic progress of all learners.
8. Make recommendations concerning the school's instructional programs.
9. Evaluates teachers with established standards stated in the Administrative performance guide.
10. Schedule classes within established guidelines to meet student needs.
11. Supervise the guidance program/graduation coach to meet school level performance measures.
12. Assist in the recruiting, screening, training, assigning, and evaluating of the school staff.
13. Annually creates, monitors, and evaluates performance measures of the schools Balanced Scorecard.
14. Lead in the development, determination of appropriateness, and monitoring teaching and learning.  
(minimum of 6 hours observing and providing feedback weekly)
15. Attend all principal's meetings and such other meetings as are required or appropriate.
16. Supervise all activities and programs that are outgrowths of the school's curriculum.
17. Assume responsibility for his/her own professional growth and development through membership and participation in the affairs of professional organizations, through attendance at regional, state, and national meetings, through enrollment in advanced courses, and the like.

Category II - Operational/Communication

1. Maintain desirable relationship with school patrons and counsel with them concerning the progress and problems of their children who are pupils in the school.
2. Be responsible for the proper use and preservation of buildings, grounds, furnishings, equipment, and facilities of the school.
3. Keep his/her supervisor informed of events and activities of an unusual nature as well as routine matters related to the supervisor's accountability.
4. Administer the school budget and supervise the school finances.
5. Supervise the maintenance of all required buildings records and reports.
6. Work with various members of the central administrative staff on school operations and services.

7. Assume responsibility for the implementation and observance of all Board policies and regulations by the school's staff and students.
8. Maintain high standards of student conduct and enforce discipline according to policy.
9. Maintain and control the various local funds generated by student activities.
10. Supervise the maintenance of accurate records on the progress and attendance of students.
11. Plan and supervise fire drills and an emergency preparedness program.
12. Assert leadership in times of civil disobedience in school in accordance with established Board policy. Provide for adequate inventories of property under his/her jurisdiction and for the security and accountability for that property.
13. Supervise and evaluate the school's extracurricular program.
14. Delegate authority to responsible personnel in the school in the absence of the principal.
15. Perform any other duties as assigned by the Superintendent.

**TERMS OF EMPLOYMENT:**

Term of employment varies with each position and is determined by the Board of Education.

**EVALUATION:**

Annually by the Superintendent.

Revised: May 27, 2008

# CANDLER COUNTY BOARD OF EDUCATION

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## JOB DESCRIPTION

### **TITLE:**

*ASSISTANT PRINCIPAL*

### **REPORTS TO:**

Principal

### **DESCRIPTION OF DUTIES:**

1. Assist with the overall supervision of the school and the educational program, including classroom supervision of the instructional program.
2. In the absence of the principal, the Assistant Principal shall be designated to serve as the acting Principal.
3. Consistent with the policy of the Candler County Board of Education, each Assistant Principal shall have the authority to suspend a student when necessary and further shall notify the Principal of the action taken.
4. Assist with the evaluation of certified and classified personnel.
5. Counsel with parents, students and faculty as necessary.
6. Participate in adult, evening and co-curricular activities as assigned.
7. Assist in the management of attendance and student behavior.
8. Serve on faculty committees and councils and provides leadership where possible.
9. Supervise students – before and after school, during lunch periods, during break, between classes etc.
10. Develop and supervises duty rosters, i.e. detention hall, hall duty, and break duty.
11. Share the responsibilities for morning and afternoon announcements.
12. Assume responsibility for preparation of the gym/cafeteria for assemblies and meetings.
13. Manage supplies and equipment including maintenance of inventories i.e. books, property, etc., maintain records, and check receipts for such materials.
14. Cooperate in the conducting of safety inspections and safety drill practice activities.
15. Aid in the scheduling of classes and extra curricular activities.
16. Assume responsibility for coordinating transportation, custodial, cafeteria, and other support services as designated by the principal.
17. Monitor the tuition collection process for non-resident students.
18. Attend special events held to recognize student achievement, and attend school-sponsored activities, functions and athletic events.
19. Perform such record keeping functions as the principal may direct.
20. Performs other duties as assigned by the Principal.

### **TERMS OF EMPLOYMENT:**

Term of employment varies with each position and is determined by the Board of Education.

### **EVALUATION:**

Annually by the School Principal

# CANDLER COUNTY BOARD OF EDUCATION

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## JOB DESCRIPTION

### **TITLE:**

*Performance Learning Center Academic Coordinator*

### **REPORTS TO:**

Assistant Superintendent of Student Services

### **JOB GOAL:**

To serve as the instructional leader for the Performance Learning Center and to guide staff and students toward the fulfillment of each student's potential for academic, physical, intellectual and social-emotional growth and maturation.

### **PERFORMANCE RESPONSIBILITIES:**

1. Ensures all academic performance goals are achieved.
2. Develops rapport with students, parents, staff and community.
3. Creates a team with students, parents, staff and community members.
4. Ensures data collection requirements are met.
5. Provides an atmosphere and environment conducive to the intellectual, physical, social and emotional development of students.
6. Plans and provides for appropriate learning experiences for students.
7. Supervises staff and students in a variety of school-related settings.
8. Maintains appropriate records and follows required procedures and practices.
9. Promotes improved professional competence of all staff.
10. Monitors appropriate use and care of equipment, materials and facilities.
11. Implements all policies and/or rules governing student life and conduct; develops reasonable rules of classroom behavior and procedures; maintains order in the classroom and on the campus in a fair and just manner.
12. Takes necessary and reasonable precautions to protect students, equipment, materials and facilities.
13. Leads faculty meetings.
14. Assists in the selection of books, equipment and other instructional materials.
15. Establishes and maintains cooperative relations among staff members.
16. Pursues his/her own professional growth through an ongoing program of reading, workshops, seminars, conferences and/or advanced course work at institutions of higher learning complying with CIS's professional growth program.

### **TERMS OF EMPLOYMENT:**

Salary and work year to be established according to the current and subsequently negotiated schedules and contracts.

### **EVALUATION:**

Performance of this job will be evaluated annually by the Assistant Superintendent of Student Services. In addition, the CISGA executive director of Performance Learning Centers will provide an Annual Evaluation Summary Report that evaluates the academic coordinator's implementation of PLC components.

Revised: May 27, 2008

# CANDLER COUNTY BOARD OF EDUCATION

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## JOB DESCRIPTION

### **TITLE:**

*TEACHER*

### **REPORTS TO:**

**Principal**

### **DESCRIPTION OF DUTIES:**

1. Carry out the duties of teaching, in all of its aspects, with pupils assigned to them by the principal of the school.
2. Keep abreast of development, improvements, and changes in the area of his/her teaching field.
3. Work cooperatively with the principal of the school and other staff members in all matters effecting the program of the school.
4. Develop lesson plans in advance for each day to provide experiences based on student needs as related to stated objectives and skills within the curriculum guides.
5. Confer with parents and pupils concerning the progress and the problems of pupils under the guidance of the principal. It may be necessary for these conferences to be held after regular school hours if parents work.
6. Supply to the principal, as may be required, full and complete reports.
7. Serve on committees and accept other duties as may be assigned by the principal.
8. Keep the principal fully informed concerning the work of pupils.
9. Channel all official business to the superintendent and other school officials through the principal of the school.
10. Engage in activities that promote and encourage professional growth.
11. Create and maintain a classroom environment that is conducive to learning and appropriate to the maturity and interests of students.
12. Guide the learning process toward the achievement of curriculum goals (established by the state and local authorities) and establishes clear objectives for all lessons, units, projects and communicates objectives to students.
13. Employ instructional methods and materials that are most appropriate for meeting stated objectives.
14. Assess the accomplishments of students on a regular basis and provides progress reports as specified by the administration.
15. Counsel with colleagues, students, and parents on a regular basis.
16. Assist the administration in implementing all policies and/or rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
17. Attend staff meetings and serves on staff committees as required.
18. Display loyalty to the school, school community, and the school system.
19. Takes personal responsibility for individual professional growth.
20. Maintain accurate, complete, and correct records as required by law, county policy, and administrative regulations.
21. Assume responsibility for the safety of students under his/her supervision.
22. Maintain state certification by attending staff development courses or college courses.
23. Perform other duties as assigned by the principal.

### **TERMS OF EMPLOYMENT:**

Ten month contract - 190 days per year, Minimum 8 hours on site

**EVALUATION:** Annually by the Principal

**CANDLER COUNTY BOARD OF EDUCATION**  
**JOB DESCRIPTION**

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**TITLE:**

Lead Learner

**REPORTS TO:**

Principal

**DESCRIPTION OF DUTIES:**

Instructional

Lead Learner Job description changes June 26, 2008

1. Lead team members in effectively delivering and assessing state standards
2. In cooperation with the administration, direct the department to formulating plans for school improvement, professional learning, test data analysis, progress reporting and grading procedures.
3. Facilitate collaborative meetings focusing on CIA, through leveraging the strengths of individual members with emphasis on agreed upon protocol.
4. Attend leadership meetings and re-deliver information
5. In cooperation with the principal and other school leaders guides the team in refining, implementing, and monitoring curriculum maps, common assessments, pre and post tests for each unit.
6. Assists in the development and implementation of intervention (Safety net) plan for struggling learners and acceleration plan for high functioning learners.
7. Engage in individual observations of team members and periodic sweeps with the building leaders.
8. Set positive examples by leading the learning on current policies and research based instructional practices.
9. Promote and participate in vertical discussions that align curriculum, instruction and assessment.

**TERMS OF EMPLOYMENT:**

10 month contract with supplement

**EVALUATION:**

Annually by the Principal

# CANDLER COUNTY BOARD OF EDUCATION

## JOB DESCRIPTION

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### **TITLE:**

Academic Coach

### **REPORTS TO:**

Principal/Coordinates with district Teaching and Learning Director

### **DESCRIPTION OF DUTIES:**

**Goal:** Assist the building principal in improving the quality of instruction and student achievement.

1. Model research based instructional practices focusing on summarizing and note-taking, using graphic organizers, and use of effective questions, cues, and advanced organizers.
2. Attend and actively participate in PLC meetings in conjunction with the grade level Lead Learners.
3. Observe teachers and provide feedback on instruction.
4. Organize and/or provide Professional Training based on observation data, student data and district agreements.
5. Assist teachers in designing differentiated instruction to meet the needs of all learners.
6. Assist with formative and summative assessments to include pre-assessments and benchmark tests.
7. Provide guidance with instructional practices within and between schools as it relates to student needs
8. Participates in professional growth opportunities.
9. Lead evaluation of progress in targeted areas, assisting staff in identifying successes and opportunities.

Coaches do NOT

7. Evaluate teachers
8. Serve as administrators
9. Substitute teach
10. Handle disciplinary referrals
11. Assign grades
12. Participate in regular and rotating duties

Principals Must

1. Explain to staff academic coach roles and responsibilities
2. Meet weekly with academic coaches to discuss progress and to review action plan
3. Provide resources to effectively meet teacher needs
4. Coordinate schedules of academic coaches with central office
5. Collaborate with academic coach to design an action plan including timeline and benchmarks.

### **TERMS OF EMPLOYMENT:**

10 ½ month contract with \$1500 supplement

### **EVALUATION:**

Annually by the Principal

**CANDLER COUNTY BOARD OF EDUCATION**  
**JOB DESCRIPTION**

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**TITLE:**

High School Instructional Support Specialist

**REPORTS TO:**

The Building Principal:

Other instructional tasks can be assigned to this person as designated by the Principal.

**DESCRIPTION OF DUTIES:**

**Goal:** Assist the building principal in improving the quality of instruction and student achievement.

1. Assist the administration in teaching and implementing instructional strategies in our Tier 1 of the Pyramid of Instruction. (Marzano Big 9, Directed reading strategies and assessment techniques.
2. Help the school leadership observe and provide feedback to teachers on the effectiveness of instruction in reference to curriculum standards.
3. Assist the Graduation Coach in identifying struggling learners and establish appropriate learning support interventions.
4. Conduct routine classroom modeling on Differentiated Instruction and other research based instructional strategies.
5. Provide individual, pair, or department level coaching sessions as it relates to our agreed upon instructional strategies.

**TERMS OF EMPLOYMENT:**

10 ¼ month contract with supplement (5 extra days)  
(49%)

**EVALUATION:**

Annually by the Principal

# CANDLER COUNTY BOARD OF EDUCATION

## JOB DESCRIPTION

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### **TITLE:**

*ATHLETIC DIRECTOR*

### **REPORTS TO:**

Principal

### **DESCRIPTION OF DUTIES:**

1. Supervise the coaching staff as well as recommend to the principal the retention of or replacement of coaching assignments and the selection of new coaches through appropriate evaluation methods.
2. Insure that every student taking part in an athletic activity in Candler County Schools (a) has a physical examination recorded on the form used by the Georgia High School Association signed by a physician and filed in the office of the school (b) has proper insurance and (c) has proper parental permission forms.
3. Responsible for care, maintenance, storing, reconditioning, and inventory control of athletic equipment.
4. Responsible for approving all requests for payment and reimbursement for athletic expenses. i.e. officials, coaching clinics, supplies, equipment, etc.
5. Responsible for securing transportation for all trips away from school.
6. Insure that athletic facilities for sporting events are appropriately maintained and adequate to handle the event.
7. Maintain a calendar of scheduled athletic contests (league and non-league, with appropriate contracts) and clears all events on the school master calendar.
8. Responsible for insuring that all persons participating in the athletic program conform to the GHSA and State Board of Education standards.
9. Coordinate with the administration to insure that all athletic events are attended including awards banquets, clinics, etc. as well as supervises distributions of awards and honors.
10. Represent the school at official meetings pertaining to region matters, Georgia High School Association matters, and attends local Booster Club Meetings.
11. Specify and requisition equipment and supplies.
12. Recommend bids for the purchase of sporting goods.
13. Insure NOCSAE certification of safety equipment.
14. Secure officials'/negotiates officials' contracts and is responsible for the method of payment to officials.
15. Prepare annual athletic budget to be approved by the Candler County Board of Education.
16. Pay, upon requisition, entry fees to tournaments, championships and invitational events.
17. Communicate with local media.
18. Supervise athletic injury insurance forms and documents.
19. Print and distribute athletic schedules before the beginning of each season.
20. Secure police services and general security at athletic contests. (baseball, basketball, football etc.)
21. Secure game workers, ticket sellers, ticket takers, clock operators, scorers, stand supervisors, etc.
22. Develop general rules and regulations for eligibility and a procedure for determining academic eligibility according to GHSA rules.
23. Responsible for ticket sales/method of depositing gate receipts after a game where admission is charged.
24. Coordinate with the administration all adequate in-service opportunities for the coaching staff. This should include critical skill areas such as CPR, First Aid, coaching techniques, etc.
25. Perform other duties as assigned by the Principal and/or Superintendent.

**TERMS OF EMPLOYMENT:**

Term of employment determined by the superintendent

**EVALUATION:**

Annually by the Principal

# CANDLER COUNTY BOARD OF EDUCATION

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## JOB DESCRIPTION

### **TITLE:**

*MEDIA SPECIALIST*

### **REPORTS TO:**

**Principal**

### **DESCRIPTION OF DUTIES:**

1. Develop plan for effective and efficient operation of a good functional media program.
2. Continuous evaluation of media center and of new materials needed.
3. Order media center materials based on needs of good media center program and needs of a particular school.
4. Serve as a resource consultant to the teachers.
5. Plan enriching media center experiences for children.
6. Prepare neat and attractive bulletin boards.
7. Plan and implement with principals and teachers, a program of instruction that teaches and encourages students to use media center resources effectively.
8. Maintain effective relationship with other media centers in the system and with the public library.
9. Develop a positive climate that encourages students and teachers to make optimum use of the resources in the library/media center.
10. Provide leadership in the instructional program.
11. Select materials based on the curriculum, teaching strategies, learning activities, test results, and student interest.
12. Manage the acquisition, processing, organization, distribution, maintenance, and inventory of media resources.
13. Administer budget allocations and uses proper procedures for all expenditures.
14. Promote school-wide utilization of library/media facilities, resources and services.
15. Inform users of library/media center of rules and regulations.
16. Plan, design, and produce instructional material for use by students and staff.
17. Supervise media clerks, student assistants, and parent volunteers.
18. Strive to maintain and improve professional competence.
19. Attend staff meetings and serves on staff committees as required.
20. Maintain accurate, complete and correct records as required by law, county policy, and administrative regulations, including an annual inventory.
21. Participate in the approved evaluation process.
22. Work with Technology Specialist to develop procedures to maintain, troubleshoot, repair, and operate computers and networks in the school.
23. Operate the distance learning equipment housed in the building and works with teachers and other staff to infuse distance learning into the curriculum.
24. Coordinate the local school media committee and guide the committee on the development of the school's media plan.
25. Perform other duties as assigned by the Principal.

### **TERMS OF EMPLOYMENT:**

Ten Month Contract - 190 days per year

**EVALUATION:** Annually by the Principal

# CANDLER COUNTY BOARD OF EDUCATION

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## JOB DESCRIPTION

### **TITLE:**

*SCHOOL COUNSELOR*

### **REPORTS TO:**

**Principal**

### **DESCRIPTION OF DUTIES:**

1. Establish and promote school guidance and counseling program.
2. Implement and assist in implementing the school-based, written guidance plan.
3. Interpret the program of guidance services to the parents and community.
4. Conduct follow-up studies of former students and uses information as a means of helping evaluate the school program.
5. Implement and facilitates delivery of counseling services.
6. Conduct individual counseling with students in areas of need.
7. Conduct group counseling with students in areas of educational, career, and personal need.
8. Coordinate with school staff to provide supportive instructional classroom activities that relate to student educational, career, and personal needs.
9. Assist with administration and interpretation of standardized test.
10. Ensure that students receive appropriate career development assistance.
11. Consult with school or system staff, parents, and community
12. Consult with school staff on student problems and concerns as needed or requested.
13. Consult with parents on student problems and concerns as needed or requested.
14. Consult with community resources.
15. Participate in professional development activities
16. Engage in professional growth activities.
17. Apply newly acquired professional knowledge
18. Coordinate activities necessary to ensure smooth and academically correct placement of each student.
19. Coordinate registration and orientation of new students.
20. Interpret test information to students, teachers, and parents
21. Maintain accurate, complete, and correct records as required by law, county policy, and administrative regulations.
22. Perform any other duties as assigned by administration.

### **TERMS OF EMPLOYMENT:**

**Ten month contract - 190 days per year (unless otherwise specified)**

### **EVALUATION:**

**Annually by the Principal**

# CANDLER COUNTY BOARD OF EDUCATION

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## JOB DESCRIPTION

### **TITLE:**

District Coordinating Nurse  
Based at MES

### **REPORTS TO:**

Principal

### **QUALIFICATIONS:**

1. Current Georgia License.
2. Experience: At least one year in nursing; public health, school health, or pediatrics preferred.

### **DESCRIPTION OF DUTIES:**

1. Coordinates health services district wide.
2. Work is self-directed and autonomous under state and local guidelines and policies.
3. The school nurse works under the daily supervision of the school principal.
4. Clinical supervision is provided through periodic team meetings, individual conferences, review of records and reports and telephone contacts with the Health Services Team Coordinator.
5. The School nurse shall:
  - a. Provide clinic hours as designated.
  - b. Identify health care needs of students.
  - c. Planning and implementing individual health care plans and emergency action plans.
  - d. Medication administration.
  - e. Keeping records/statistics and reporting as required to the Health Care Team Coordinator.
  - f. Screening students for lice, hearing, vision, and dental health.
  - g. Assist with Hospital/Homebound Program.
  - h. Serve as a resource for health information and as a referral agent for healthcare in the community.
  - i. Assist school faculty in health teaching when requested and the nurse's schedule permits.
  - j. Collaborates with school personnel and families in the SST.
  - k. Maintains policy/procedure manual and other reference books at the school site.
  - l. Performs according to the safety plan of the school in a crisis.

### **TERMS OF EMPLOYMENT:**

200 Days

### **EVALUATION:**

Annually by the Principal

## **Intervention Specialist - Paraprofessional**

### **JOB SUMMARY**

Under general supervision, serves as classroom intervention paraprofessional in grades 4 - 5 or a combination thereof; engages and supports all students in learning in accordance with the GA Performance Standards; engages and monitors small-group instruction on the 5 pillars of reading: Phonemic Awareness, Phonics, Fluency, Vocabulary, and Comprehension; maintains and creates an effective environment for student learning; organizes subject matter for student learning; plans instruction and designs learning experiences for all students; assesses student learning; and develops as a professional educator.

**REPORTS TO:** District Literacy Coach

### **MAJOR DUTIES AND RESPONSIBILITIES**

The duties listed below are intended to describe various types of work that may be performed.

1. Provides intensive intervention learning experiences and teaches pre-reading, reading, language arts, and other general elements of the course of study as specified in State law and in administrative regulations and procedures of the District in accordance with the State content standards.
  2. Develops and uses instructional materials suitable for verbal and/or visual differentiated instruction of students with wide range of mental, physical and emotional maturity.
  3. Provides individual and group instruction designed to meet individual needs and motivate students.
  4. Establishes and maintains standards of classroom management required to achieve effective participation in all activities.
  5. Evaluates academic and social growth of students and keeps appropriate records.
  6. Prepares and provides progress monitoring; other formal and informal assessment data to classroom teachers.
  7. Maintains electronic assessment data for access by parent as needed to strengthen communication between the home and the school.
  8. Provides appropriate instruction and activities for students to meet school/District policies, initiatives in literacy across all content.
  9. Communicates with classroom teachers on a weekly basis.
  10. With the regular classroom teacher, holds conferences as needed to discuss the individual student's progress and interpret the school program.
  11. Identifies student needs and cooperates with other professional staff members in assessing and helping students solve health, attitude and learning problems.
  12. Creates an effective environment for learning through functional and attractive displays such as bulletin boards, interest centers, etc., as appropriate.
  13. Maintains professional competence through in-service education activities provided by the site as appropriate.
  14. Participates cooperatively with the appropriate administrator to develop goals to be used in the performance evaluation process in accordance with District guidelines.
  15. Assists with requisition of instructional materials.
  16. Participates in faculty committees as appropriate.
  17. Provides instruction using differentiated instructional strategies to meet the needs of all learners.
  18. Analyzes student data to accurately evaluate and support student learning.
  19. Collaborates and articulates with administrator and teachers to ensure program needs are aligned with school and district achievement goals.
  20. Assumes other duties and responsibilities as assigned.
-

## School Improvement Specialist

Goal: Assist in improving the quality of instruction and student achievement.

1. Work with schools on data-based decisions. The coach should be a generalist in teaching and learning, specialists in data use and using data to facilitate change in instructional practices and monitoring implementation (particularly in Hot Spot Areas of Focus). The coach will observe teachers and provide feedback on instruction.
2. Provide coaching assistance to mentor teachers and their assigned proteges.
3. Model research based instructional practices focusing on summarizing and note-taking, using graphic organizers, and use of effective questions, cues, and advanced organizers.
4. Attend and actively participate in PLC meetings
5. Organize and/or provide professional training based on observation data, student data and district agreements.
6. Assist teachers in designing differentiated instruction to meet the needs of all learners.
7. Assist with formative and summative assessments to include pre-assessments and benchmark tests.
8. Oversee and monitor K-8 interventions (training, monitoring, and re-alignment).
9. Assist Chief Academic Officer and schools with creating and implementing plans for special populations including English Language Learners and Early Intervention Program participants.

### REPORTS TO:

Assistant Superintendent and Chief Academic Officer of Curriculum, Instruction, and Federal Programs

TERMS OF EMPLOYMENT: 10 IA months

### EVALUATION:

Annually by the Assistant Superintendent and Chief Academic Officer of Curriculum, Instruction, and Federal Programs

**CANDLER COUNTY BOARD OF EDUCATION**  
**JOB DESCRIPTION**

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**TITLE:**

School Nurse

**REPORTS TO:**

Principal

**QUALIFICATIONS:**

1. Current Georgia License.
2. Experience: At least one year in nursing; public health, school health, or pediatrics preferred.

**DESCRIPTION OF DUTIES:**

1. Work is self-directed and autonomous under state and local guidelines and policies.
2. The school nurse works under the daily supervision of the school principal.
3. Clinical supervision is provided through periodic team meetings, individual conferences, review of records and reports and telephone contacts with the Health Services Team Coordinator.
4. The School nurse shall:
  - m. Provide clinic hours as designated.
  - n. Identify health care needs of students.
  - o. Planning and implementing individual health care plans and emergency action plans.
  - p. Medication administration.
  - q. Keeping records/statistics and reporting as required to the Health Care Team Coordinator.
  - r. Screening students for lice, hearing, vision, and dental health.
  - s. Assist with Hospital/Homebound Program.
  - t. Serve as a resource for health information and as a referral agent for healthcare in the community.
  - u. Assist school faculty in health teaching when requested and the nurse's schedule permits.
  - v. Collaborates with school personnel and families in the SST.
  - w. Maintains policy/procedure manual and other reference books at the school site.
  - x. Performs according to the safety plan of the school in a crisis.

**TERMS OF EMPLOYMENT:**

190 Days, 7 ½ hours a day

**EVALUATION:**

Annually by the Principal

# CANDLER COUNTY BOARD OF EDUCATION

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## JOB DESCRIPTION

### **TITLE:**

*CUSTODIAN*

### **REPORTS TO:**

Principals (C.O. reports to Maintenance Supervisor)

### **DESCRIPTON OF DUTIES:**

1. Vacuum and clean offices, classrooms, hallways, lounges, etc.
2. Clean tiled surfaces with proper care.
3. Dust and clean window ledges, files, books, shelving, etc.
4. Clean and maintain restrooms in a sanitary manner.
5. Replace and remove used materials and waste products.
6. Order required supplies and equipment as needed; keep a surplus of supplies.
7. Maintain all windows, mirrors, and glass in assigned areas.
8. Sweep walks and hallways.
9. Police and maintain facilities grounds as required.
10. Sweep and mop the cafeteria.
11. Empty and thoroughly clean the trash cans daily.
12. Perform other related tasks as assigned..
13. Control stock and storage of maintenance and cleaning materials.
14. Monitor heating and air conditioning systems for proper conservation of energy resources.
15. Maintain preventive maintenance as required which may include spot-paining, minor repairs, lubrication, etc. and reporting others requiring outside maintenance to the principal or their designee.
16. Be responsible for reading and following established personnel policies.
17. Maintain a neat and appropriate appearance.
18. Report for duty in a timely and punctual manner.
19. Share in general responsibility of maintaining a safe and secure facility performing both inside and outside duties year round.
20. Perform all other duties as assigned by the building principal/supervisor.
21. All classified employees serve at the will and pleasure of the Candler County Board of Education.

### **TERMS OF EMPLOYMENT:**

**240 Work Days, 8 hours per day**

### **EVALUATION:**

Annually in by the Principal/Supervisor

# CANDLER COUNTY BOARD OF EDUCATION

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## JOB DESCRIPTION

### **TITLE:**

SCHOOL SECRETARY

### **REPORTS TO:**

Principal

### **DESCRIPTION OF DUTIES:**

1. Follows professional practice consistent with the school and system policies in working with students, student's records, parents and colleagues.
2. Interacts in a professional manner with students and parents.
3. Facilitates home-school communication and telephoning and sending written communications.
4. Maintains accurate, complete and appropriate records and files reports promptly. Maintains confidentiality of students and students' records.
5. Works cooperatively with school administrators, colleagues and parents.
6. Complies with school system and board of education policies.
7. Demonstrate professional practices, models correct use of language oral and written. Demonstrate accurate and up to date knowledge of role
8. Type various forms, reports, and correspondence as assigned.
9. Maintain a filing system for all correspondence, forms, and reports.
10. Serve as receptionist, makes initial contact, provides direction to callers and announces arrival of visitors to appropriate personnel.
11. Establish and maintain all permanent/confidential records and files for the school and principal.
12. Duplicate material for the school when designated by the Principal.
13. Participate in staff development as assigned.
14. Maintain school calendar and schedules appointments for school administration.
15. Assist in establishing and maintaining general office procedures.
16. Operate typewriter, copier, and other office equipment.
17. Maintain sufficient inventory of equipment and office supplies.
18. Arrange for substitute teachers when regular teachers are absent.
19. Assist teachers with typing and copying duties.
20. Provide student emergency services: administer first aid, contact parent or guardian.
21. Perform other duties as assigned by the Principal.
22. All classified employees serve at the will and pleasure of the Candler County of Education.

### **TERMS OF EMPLOYMENT:**

200 days per year (Varies between the schools)

### **EVALUATION:**

Annually by the Principal

# CANDLER COUNTY BOARD OF EDUCATION

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## JOB DESCRIPTION

### **TITLE:**

*SCHOOL SECRETARY/BOOKKEEPER*

### **REPORTS TO:**

Principal

### **DESCRIPTION OF DUTIES:**

1. Perform bookkeeping services and secretarial services associated with a productive and efficient office.
2. Provide management services of all monies received.
3. Provide receipts, compile bank deposits, reconcile bank statements, file record of accounts, and maintain a current cash journal and ledger, develop monthly reports for all clubs and general accounts.
4. Develop sales and use tax reports, financial, monthly and quarterly, and activity account reports.
5. Receive and verify invoices and pay bills.
6. Develop purchase orders, receive orders and verify (according to established purchase orders).
7. Post invoices to ledger and maintains current running balance.
8. Type correspondence and reports.
9. Maintain accurate inventories of classroom inventories and supplies.
10. Use office machines and equipment in an efficient and productive manner.
11. Secure substitute teachers (in cooperation of general secretary) as directed by the principal.
12. Provide communication services: answer telephones; deliver messages; receive visitors; provide transcript services.
13. Perform other tasks assigned by the principal.
14. All classified employees serve at the will and pleasure of the Candler County Board of Education.

### **TERMS OF EMPLOYMENT:**

200 days per year (Varies between the schools)

### **EVALUATION:**

Annually by the Principal

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# CANDLER COUNTY BOARD OF EDUCATION

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## JOB DESCRIPTION

### **TITLE:**

*STUDENT INFORMATION TECHNOLOGIST/DATA CLERK*

### **REPORTS TO:**

School Principal

### **DESCRIPTION OF DUTIES:**

1. Monitor and print a daily attendance report.
2. Notify parents of excessive absences and tardies to school and/or classes.
3. Maintain current schedules on all students.  
(This includes monitoring class counts so as not to exceed Georgia Department of Education restrictions.)
4. Collect and enter student grades. This also includes reproducing report cards for all students and keeping all students' permanent records up-to-date for both semester grades and summer school grades.  
Compile, maintain, and file the eligibility status of all students. This is for both athletic and extra-curricular activities.
5. Maintain up-to-date information on all students in a computer database. This involves entry of new students into the database, withdrawing students whom are no longer enrolled, and maintaining all files with current data.
6. Assist with the FTE count by co-coordinating pertinent student information for all schools in the system.
7. Assist the front desk personnel by helping to answer the phone, assisting visitors and students, getting excuses for classroom absences, calling parents when students are ill, and other clerical duties as assigned.
8. Maintaining non-residence tuition reports.
9. Maintain immunization reports for students.
10. Maintain attendance for both In-School and Out-of-School suspension. This involves making sure that students assigned this type of discipline referral are currently serving their punishment.
11. Perform any and all other duties as assigned.
12. All classified employees serve at the will and pleasure of the Candler County Board of Education.

### **TERMS OF EMPLOYMENT:**

200 days per year (Varies between the schools)

### **EVALUATION:**

Annually by the principal

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# CANDLER COUNTY BOARD OF EDUCATION

## JOB DESCRIPTION

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### **TITLE:**

**Pre-kindergarten Teacher**

### **REPORTS TO:**

Building Principal

### **DESCRIPTON OF DUTIES:**

The teacher and the assistant teacher of four-year-old children share the responsibility for planning and presenting a high-quality, developmentally appropriate program. As a team, they must provide experiences that meet the needs of the children while stimulating learning in all developmental areas: physical, social, emotional and intellectual.

#### Principle Responsibilities

The teacher shares the responsibility for:

Preparing an environment for children to learn through active exploration and interaction with adults, other children and materials.

Providing a strong language model for the children and opportunities for children to develop language skills that are age appropriate.

Preparing a variety of learning areas including: dramatic play, blocks, art, music, science, math, manipulative toys, books, and recording.

Providing concrete learning activities with materials and people that are relevant to the real-life experiences of four-year-old children.

Facilitating the development of self-control in children by using positive guidance techniques such as modeling and encouraging expected behavior, redirecting children to a more acceptable activity, and setting clear limits. (Expectations must match and respect the children's developing capabilities.)

Communicating regularly with parents and the Family Service Coordinator to build mutual understanding and thus provide greater consistency for children and families.

Maintaining complete records for the following purposes: (1) program documentation; (2) on-going program assessments; and (3) on going, developmentally appropriate assessment of each child.

Serving as leader of the instructional planning team.

Serving as immediate supervisor for the teacher assistant.

Assume other responsibilities as assigned.

### **TERMS OF EMPLOYMENT:**

190 Work Days, 8 hours per day

### **EVALUATION:**

Annually in by the Principal or Designee

## **JOB DESCRIPTION**

### **TITLE:**

**CANDLER COUNTY PRE K  
RESOURCE COORDINATOR**

### **REPORTS TO:**

Building Principal

### **DESCRIPTION OF DUTIES:**

Resource Coordinators work 40 hours per week, but they are permitted to work a flexible schedule to accommodate their need to meet with parents, individually, or in groups after normal school hours. They may not accrue hours from one week to the next, however. Supervisors may require them to have a daily or a weekly schedule of their hours on file at the school.

- A. Follows professional practices consistent with school and policies in working with students, student records, parents and colleagues.
  - 1. Interacts in a professional manner with students and parents.
  - 2. Is available to students and parents for conferences according to system policies.
  - 3. Facilitates, home-school communication by such means holding conferences, telephoning, and sending written communications.
  - 4. Maintains confidential of students and students' record.
  - 5. Works cooperatively with school administrators, special support personnel, colleagues and parents.
  - 6. Models correct use of language, oral and written.
  
- B. Complies with school, system and state administrative regulations and board of education policies.
  - a) Follows approved schedule.
  - b) Is punctual
  - c) Adheres to school/system policy regarding absences.
  - d) Maintain accurate, complete and appropriate records and files report promptly.
  - e) Attends and participates in staff meeting and other assigned activities according to school/system policy.
  
- C. Acts in a professional manner and assumes responsibilities for the total school program, its safety and good order.
  - 1. Takes precautions to protect records, equipment, material, and facilities.
  - 2. Assures responsibilities prescribed by Local System. (optional)
  
- II. Duties and Responsibilities prescribed by Local System.
  - A. Coordinates with teacher and school
    - a) Meets formally with teacher(s) at least once every week to discuss relevant student issues.
    - b) Supports instruction by helping to coordinate educational meetings.
    - c) Keeps track of attendance data and works with parents of children who have attendance difficulties.
    - d) Works closely with director to ensure that the pre kindergarten program is well integrated with the regular school program.
    - e) In cooperation with the teacher, develops a meaningful method of transition from pre kindergarten to kindergarten.

- B. Coordinates with parents and community
  - 1. Develops a strong rapport with pre kindergarten families.
  - 2. Communicates with every pre kindergarten family at least once per month.
  - 3. Makes a resource directory of community resources available to parents which support children and their families.
  - 4. Coordinates regular parent meetings and training sessions on topics identified by parent survey.
  - 5. Assists families which request specific services.
- C. Coordinates with the project director
  - 1. Identifies and enrolls appropriate students.
  - 2. Enrolls children in the free and reduced lunch program.
  - 3. Maintains records.
  - 4. Provides project director with relevant and appropriate student and family data as requested.
  - 5. Coordinates with health providers to maintain a high level of student health.
  - 6. Attends appropriate training sessions, conferences, and meetings.

**TERMS OF EMPLOYMENT:**

210 days per year

**EVALUATION:**

Annually in by the Principal or Designee

# **CANDLER COUNTY BOARD OF EDUCATION**

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## **JOB DESCRIPTION**

### **TITLE:**

Teacher Specialist for the Gifted

### **REPORTS TO:**

Principal/Coordinates with district Teaching and Learning Director

### **DESCRIPTION OF DUTIES:**

1. Works with the building principal to promote quality instruction that motivates all learners.
2. Assist building level teachers in designing differentiated instruction for learning (both enrichment and acceleration).
3. Monitor the curriculum and instruction in order to insure differentiation is appropriately being implemented in schools.
4. Teach Gifted children using the resource model in order to provide meaningful stimulation with high level thinking activities and assignments.
5. Help design and coordinate curriculum and instruction with the Principal and District Level Teaching and Learning Director.
6. Model, observe and coach colleagues on differentiated instruction.

### **TERMS OF EMPLOYMENT:**

10 month contract with supplement (+5 days)

### **EVALUATION:**

Annually by the Principal

# **CANDLER COUNTY BOARD OF EDUCATION**

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## **JOB DESCRIPTION**

### **TITLE:**

School Level Intervention Coordinator

### **REPORTS TO:**

Principal/District Intervention Specialist

### **DESCRIPTION OF DUTIES:**

1. Coordinate program and instructional interventions with the building principal and the district intervention specialist.
2. Identification of students not meeting grade level standards.
3. Help acquire the instructional; resources needed for students not performing to grade level expectations.
4. Help in designing the appropriate interventions for the struggling learners.
5. Help in designing the professional learning needed to properly implement research based instructional strategy interventions.
6. Provide peer coaching as needed.

### **TERMS OF EMPLOYMENT:**

190 Days

### **EVALUATION:**

Annually by the building Principal with the assistance of the District Intervention Specialist.

## CANDLER COUNTY BOARD OF EDUCATION

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### TITLE:

**Teacher Assistant**

### REPORTS TO:

Building Principal

### DESCRIPTION OF DUTIES:

1. Follow professional practices consistent with school and system policies in working with students, student records, parents and colleagues.
  - a) Interacts in a professional manner with students and parents. Communication should be positive and upbeat.
  - b) Works cooperatively with school administrators, special support personnel, colleagues and parents.
  - c) Maintains confidentiality of students and student records.
2. Complies with school and system regulations and board of education policies.
  - a) Conducts assigned duties at the times scheduled
  - b) Is punctual
  - c) Maintains accurate, complete and appropriate records and files reports promptly
  - d) Uses time efficiently.
3. Demonstrates professional practices
  - a) Models correct use of language: oral and written
  - b) Models behavior one wants to see from children
  - c) Participates in training sessions
4. Acts in a professional manner and assumes responsibility for the total school program, its safety and good order.
  - a) Takes precautions to protect records, equipment, materials, and facilities.
  - b) Assumes responsibility for supervising students in out-of-class settings.
  - c) Helps discipline the students by following procedures outlined by the teacher - **never use physical punishment with students.**
  - d) Performs duties related to classroom housekeeping and school routine as stated in job description.
  - e) Assists and supports the teacher by carrying out delegated activities and assignments.
  - f) Complies with conditions needed to implement designated curriculum and/or policies of Candler County.
  - g) Observations as prescribed by pre kindergarten director peer.

\*Note: Unsatisfactory performance in any area of the duties and responsibilities instrument will be brought to the immediate attention of the teacher assistant by written notification. An annual evaluation based upon the duties and responsibilities instrument will be completed by the Principal using teacher input and other needed sources.

Revised: July 25, 2008

# CANDLER COUNTY BOARD OF EDUCATION

## JOB DESCRIPTION

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### **TITLE:**

*SCHOOL NUTRITION DIRECTOR*

### **REPORTS TO:**

Superintendent

### **DESCRIPTION OF DUTIES:**

1. Provide in-service training yearly for all personnel based on needs or other assessment.
2. Make arrangements for managers to attend TID Core Courses and new workers to attend ONE class as needed.
3. Provide manager meetings as needed.
4. Conduct accountability reviews annually.
5. Attend meetings with area supervisors and other related meetings in order to keep up-to-date on policies, etc.
6. Attend staff meetings in system.
7. Provide monthly lunch and breakfast participation reports to the Board of Education and principals.
8. Prepare and distribute menus each month to schools.
9. Serve as a resource person on nutrition education to teachers and other groups.
10. Promote the School Lunch and Breakfast Programs through school activities.
11. Participate in staff development or courses in order to keep teacher certification current.
12. Check free/reduced lunch applications and DFACS rosters for accuracy.
13. Access the "SUCCESS" screen when necessary to determine a student's eligibility.
14. Conduct verification of free/reduced meal application.
15. Assist in preparing records for monthly reports: DE107, and DE106, etc.
16. Prepare and distribute bids on all food items purchased: paper supplies, equipment.
17. Rewrite specs and bids on equipment. Purchase all items needed.
18. Tabulate and award bids according to schedule.
19. Prepare the free/reduced policy and submit for approval; print and distribute lunch applications to all schools.
20. Prepare news articles on the School Nutrition Program as applicable.
21. Work with managers on developing individual goals for schools.
22. Order USDA food as needed; keep inventory balances current and submit reports on time.
23. Conduct evaluations on managers by year and review evaluation of school foodservice employees. Evaluate School Nutrition Program bookkeeper/payroll clerk.
24. Assist with the preparation of the School Nutrition Program budget.
25. Inventory equipment annually and keep inventory cards up-to-date.
26. Make recommendations on hiring personnel, using input from managers and principals.
27. Handle personnel problems with School Nutrition Program employees using appropriate tactics.
28. Review the financial status of the School Nutrition Program, and report status to the Board of education as needed.
29. See that all reports are completed in a timely manner.
30. Assist auditors whenever necessary.
31. Observe the Pre-K snack program and After-school snack program as required by policy; submit monthly Child Care Claims and conduct reviews.
32. Balance staffing of School Nutrition Program employees, so needs are met without an excess number of employees.

33. Observe the following procedures in each school at least ½ day per quarter: Lunch and Breakfast Menu Management records, meal counts/cash collection, cash reconciliation, food quality, nutritional integrity of meal, implementation of offer versus serve, student acceptability and plate waste, equipment usage, sanitation and safety, atmosphere and marketing.
34. Provide technical assistance and supervision to schools in all phases of the School Nutrition Program.
35. Work with the architects and principals on renovations or new schools concerning kitchen layouts and equipment needs.
36. Consult with Deputy Superintendent and Superintendent concerning the school nutrition program operation.
37. Serve as liaison for the Superintendent in working with the State Department of Education concerning the School Nutrition Program.
38. Check timesheets for School Nutrition Program employees and keep a record of sick leave for such employees.
39. Consult with principals concerning the operation of the School Nutrition Program in their schools.
40. Perform other duties as assigned by the Superintendent or Personnel Director.

**TERMS OF EMPLOYMENT:**

Eleven month contract – 210 days per year

**EVALUATION:**

Annually by the Superintendent

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**CANDLER COUNTY BOARD OF EDUCATION**  
**JOB DESCRIPTION**

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**TITLE:**

*SCHOOL NUTRITION BOOKKEEPER*

**REPORTS TO:**

School Nutrition Director

**DESCRIPTION OF DUTIES:**

1. Prepare forms, reports, etc. that are due from the School Nutrition Department.
2. Prepare/order all food items.
3. Perform duties required as secretary of the School Nutrition Department.
4. Verify deposits and cash distribution forms by each School Nutrition Account weekly.
5. Post and balance Cash Journal and General Ledger for the six accounts within the School Nutrition Program.
6. Check and verify invoices weekly. This includes coding and posting on computer for payment.
7. Prepare and balance end of month report for the School Nutrition Program.
8. Consolidate and verify each school's monthly reports (DE0118, 0118A, 0112, 0120, 0116, 0115) and inter-school transfer of commodities.
9. Prepare the DE0107 for transmittal to State for reimbursement.
10. Prepare the DE0106 for transmittal to State for filing.
11. Prepare payroll for the School Nutrition Program employees. Duties include prorating salaries for the school year, manually calculating wages earned and accrue wages for reporting purposes.
12. Prepare payment of Teacher Retirement, Workman's Comp. and Insurance coverage on all School Nutrition employees.
13. Assist with copying, consolidating and mailing bid requests.
14. Make copies of any and all material when requested.
15. Prepare and balance CS-1 STATE REPORTS for School Nutrition payroll and all other monthly and year-end reports for closing.
16. Prepare Financial Statements for School Nutrition Program.
17. Prepare and balance the budget for the School Nutrition Program.
18. Performs all data processing functions on the GENESIS system.
19. Performs any other duties as may be assigned by the School Nutrition Director or Superintendent.
20. All classified employees serve at the will and pleasure of the Candler County of Education.

**TERMS OF EMPLOYMENT:**

12 Month contract

**EVALUATION:**

Annually by the School Nutrition Program Director

# CANDLER COUNTY BOARD OF EDUCATION

## JOB DESCRIPTION

### **TITLE:**

*SCHOOL NUTRITION MANAGER*

### **REPORTS TO:**

School Nutrition Director

### **DESCRIPTION OF DUTIES:**

#### QUALIFICATIONS

- A. Shall have a minimum of a high school diploma or the General Education Development Test for High School Equivalency. Prefer at least two years of school nutrition or related food service experience.
- B. Shall be able to communicate effectively, speak, read, write and follow directions, both orally and written.
- C. Required membership in GSNA/SNA. Certification level recommended.
- D. Must meet and maintain federal, state and local continuing education requirements.
- E. Maintain Serv-Safe manager certification. Recommend membership in GSNA/SNA. Certification level preferred.

#### I. PERFORMANCE RESPONSIBILITIES

##### A. Operations

1. Supervise all aspects of the food service operation and assist as necessary.
2. Ensure operations comply with HACCP and program SOP guidelines
3. Establishes responsibility for all equipment through proper use and care.
4. Ensures that proper receiving procedures and storage techniques are followed.
5. Maintains an operation that responds to students' food preferences
6. Provides a system for preparing, maintaining and submitting in a timely manner records that reflect an accurate report of planned menus, food produced and food discarded.
7. Ensures that menus and standardized recipes are followed and food is produced with high quality standards.
8. Ensures that staff operates with a sense of urgency to prepare food and serve students in a timely manner.
9. Be expected to physically perform the duties listed below:
  - Must be able to perform tasks involving lifting, carrying, pushing and pulling up to 40 pounds alone and 50 pounds in a group lift.
  - Must have full use of upper and lower extremities, good eye-hand coordination and manual dexterity in order to perform various tasks associated with the movement/utilization of various pieces of equipment, supplies, trays, pots, etc.
  - Must be able to stand and work for the entire work day at a sufficient pace to meet production and serving deadlines.
  - Must be able to work the assigned number of hours daily, five days a week
  - Must be able to stand on floors that are hard on the feet and may be slippery when wet
  - Must be able to adjust to extreme temperature variations as when going from -10°F in freezers to very warm temperatures when working beside cooking equipment.
  - Must practice satisfactory safety standards to avoid possibility of cuts, burns, or other injuries
  - Must be able to pass a physical examination if required by the Board of Education
  - Must be able to work additional serving schedules periodically during the school year

10. Establish duty and work schedules for all employees. Provide instructions on preparation techniques, portion control, scheduling of equipment and all other related areas.
  11. Instruct employees regarding the policies of the School Nutrition Program and see that policies are enforced
  12. Evaluate employee performance minimum of annually. Screen employees and make recommendations on employment
- B. Financial Management
1. Follow an operational budget and management plan which will keep the program financially sound
  2. Insure 1.75 – 2 inventory turns per month.
  3. Utilize production and POS software to reduce waste and manage resources.
  4. Purchase or requisition all food and supplies according to local policy, maximizing competition among vendors and using product standards in an effort to control costs and improve quality
- C. Nutrition and Nutrition Education
1. Ensures all meals served in the SNP meet current nutritional standards and meal pattern requirements, including children with special need diets.
  2. Maintains nutritional integrity of the SNP through implementation of Dietary Guidelines for Americans.
  3. Participates in the planning of menus that encourage student consumption.
  4. Establishes leadership role in providing nutrition education as part of the total school education program.
- D. Communications and Marketing
1. Make the school nutrition program available as a learning laboratory to support classroom activities in nutrition education activities.
  2. Participate and implement activities outlines in the SNP Marketing plan.
- E. Performs other duties which may be assigned by the director or system superintendent
- F. All classified employees serve at the will and pleasure of the Candler County Board of Education

**TERMS OF EMPLOYMENT:**

190 days per year, 8 hours a day

**EVALUATION:**

Annually by the School Nutrition Director  
July 2009

# CANDLER COUNTY BOARD OF EDUCATION

## JOB DESCRIPTION

### TITLE:

*SCHOOL NUTRITION ASSISTANT MANAGER*

### REPORTS TO:

Cafeteria Manager

### DESCRIPTION OF DUTIES:

#### QUALIFICATIONS

- A. Shall have a minimum of a high school diploma or the General Education Development Test for High School Equivalency
- B. Shall be able to communicate effectively, speak, read, write and follow directions, both orally and written.
- C. Prefer membership in GSNA/SNA. Certification level recommended.
- D. Must meet and maintain state and local continuing education requirements.
- E. Maintain Serv-Safe manager certification. Recommend membership in GSNA/SNA. Certification level preferred.

#### II. PERFORMANCE RESPONSIBILITIES

##### A. Operations

1. Assists the Cafeteria manager in supervising all aspects of the food service operation and assists with food production and serving.
2. Supervises the cafeteria when the cafeteria manager is absent.
3. Complies with HACCP and program SOP guidelines
4. Follows proper receiving procedures and storage techniques are followed.
5. Responds to students' food preferences
6. Assists the manager in maintaining the food production book, completes daily snack record and submits to cafeteria manager and other records as delegated by the cafeteria manager.
7. Checks inventories to ensure that all ingredients are available at least 72 hours in advance of menu preparation to ensure that menus and standardized recipes may be followed and food is produced with high quality standards
8. Encourage staff to operate with a sense of urgency to prepare food and serve students in a timely manner.
9. Be expected to physically perform the duties listed below:
  - Must be able to perform tasks involving lifting, carrying, pushing and pulling up to 40 pounds alone and 50 pounds in a group lift.
  - Must have full use of upper and lower extremities, good eye-hand coordination and manual dexterity in order to perform various tasks associated with the movement/utilization of various pieces of equipment, supplies, trays, pots, etc.
  - Must be able to stand and work for the entire work day at a sufficient pace to meet production and serving deadlines.
  - Must be able to work the assigned number of hours daily, five days a week
  - Must be able to stand on floors that are hard on the feet and may be slippery when wet
  - Must be able to adjust to extreme temperature variations as when going from -10°F in freezers to very warm temperatures when working beside cooking equipment.
  - Must practice satisfactory safety standards to avoid possibility of cuts, burns, or other injuries
  - Must be able to pass a physical examination if required by the Board of Education
  - Must be able to work additional serving schedules periodically during the school year

##### B. Financial Management

1. Utilize production and POS software to reduce waste and manage resources.

2. Capable of submitting purchase requisitions for all food and supplies according to local policy, maximizing competition among vendors and using product standards in an effort to control costs and improve quality
- C. Nutrition and Nutrition Education
    1. Is very knowledgeable of what is required to serve a meal in the SNP that meets current nutritional standards and meal pattern requirements, including children with special need diets.
  - D. Communications and Marketing
    1. Participate and implement activities outlines in the SNP Marketing plan.
  - E. Performs other duties which may be assigned by the director or system superintendent
  - F. All classified employees serve at the will and pleasure of the Candler County Board of Education
- TERMS OF EMPLOYMENT:** 188 days per year, 7 hours a day

EVALUATION: Annually by the Cafeteria Manager

July 2009

# CANDLER COUNTY BOARD OF EDUCATION

## JOB DESCRIPTION

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### **TITLE:**

*SCHOOL NUTRITION ASSISTANT*

### **REPORTS TO:**

School Nutrition Manager

### **DESCRIPTION OF DUTIES:**

#### I. QUALIFICATIONS:

- A. Shall be able to speak, read, write and follow directions, both orally and written.
- B. Must satisfactorily complete the system's In-service training program each year
- C. Recommend membership in GSNA/SNA.
- D. Prefer high school diploma or equivalent

#### II. PERFORMANCE RESPONSIBILITIES:

1. Be responsible to the manager for following instructions and carrying out assigned duties
2. Positive public relations with other school board personnel and customers.
3. Maintain high standards of grooming and work habits following SN program dress code.
4. Works as a team player in achieving SN program goals.
5. Prepare and serve food for students and other customers using standardized recipes
6. Ability to perform all Food Assistant assignment positions.
7. Follow HACCP food safety and sanitation guidelines.
8. Use and maintain equipment properly to eliminate unnecessary repairs
9. Be expected to physically perform the duties listed below:
  - Must be able to perform tasks involving lifting, carrying, pushing and pulling up to 40 pounds alone and 50 pounds in a group lift.
  - Must have full use of upper and lower extremities, good eye-hand coordination and manual dexterity in order to perform various tasks associated with the movement/utilization of various pieces of equipment, supplies, trays, pots, etc.
  - Must be able to stand and work for the entire work day at a sufficient pace to meet production and serving deadlines.
  - Must be able to work the assigned number of hours daily, five days a week
  - Must be able to stand on floors that are hard on the feet and may be slippery when wet
  - Must be able to adjust to extreme temperature variations as when going from -10°F in freezers to very warm temperatures when working beside cooking equipment.
  - Must practice satisfactory safety standards to avoid possibility of cuts, burns, or other injuries
  - Must be able to pass a physical examination if required by the Board of Education
  - Must be able to work additional serving schedules periodically during the school year
10. Performs any other duties as assigned by the manger or SNP Director
11. All classified employees serve at the will and pleasure of the Candler County BOE

**TERMS OF EMPLOYMENT:** 180 days per year plus an additional 3 cleaning days and 5 in-service days, 5 to 6 hours per day full time or 3 – 5 hours part time.

### **EVALUATION:**

Annually by the school nutrition manager

July 2009

### III. OPPORTUNITIES/COMPENSATION

#### PROFESSIONAL LEARNING

Characteristics connecting staff development and higher achieving schools include the following: a greater focus on improving student performance, a greater focus on classroom instruction, more support and direction from leadership, more collective actions by the faculty, and more effective training strategies. (Harkreader and Weathersby, 1998, *Staff Development and Student Achievement: Making the Connection in Georgia Schools*) With these facts in mind, the Candler County System Plan and the school improvement plans of each school reflect Professional Learning that is aligned to the goals and strategies of the respective plans. Through school improvement planning, all staff personnel will participate in opportunities to improve their craft.

Research has shown that effective professional learning activities are ongoing and allow for follow-up of initial training. Evidence of follow-up should be reflected in individual professional learning activities logs, which will be a part of the evaluation process. In addition, results will be reflected in the school's staff development summative evaluation.

Anyone attending a professional conference (by his/her own desire or administrative request) must complete a Request For Leave Form listing all anticipated expenses, attach a brochure/agenda of the conference, and submit these to his/her principal for approval as much in advance of the conference as possible. (These forms may be obtained in the principal's office.) The principal will then submit the forms to the Professional Learning Coordinator for approval. Forms must be received in the central office at least five days prior to the conference. **If registration expenses are to be paid from central office, a purchase order must be submitted along with the approved request for leave form.** The Employee Expense statement, with appropriate copy of approved Leave Request Form attached, must be completed and submitted to the Professional Learning Coordinator before the individual can receive reimbursement for expenses. **Requests for reimbursement must be received within 15 days of the approved activity.**

## CERTIFICATION RENEWAL

It is the responsibility of **each certified employee** to maintain a valid certificate issued by the Professional Standards Commission. If an employee is unable to be properly certified, the daily pay rate for the employee will be adjusted to that of a substitute teacher retroactive to the beginning date of employment for the year or to the date the certificate became invalid, whichever is more recent. Failure to maintain a valid certificate is grounds for termination. A certificate may be renewed beginning January 1 prior to its expiration the following June 30.

### Certificate Requirements: 7/1/10-6/30/15

**2010 Georgia Legislation provides** “*from July 1, 2010, through June 30, 2015, no professional learning requirements shall be required for certificate renewal for clear renewable certificates for certificated personnel or for certificate renewal for paraprofessionals*”.

Professional Standards Commission will modify Standard Renewal Requirements during this period. Certificates with an expiration date of **June 30, 2010, will require professional learning units (PLU)**. Certificates with an expiration date of **June 30 of 2011-2015 will not require professional learning units to renew a Georgia clear renewable educator certificate or for the renewal of a paraprofessional certificate.** See the chart and the narrative below it for details.

**HB 1307 applies to valid clear renewable certificate holders whose certificates expire from July 1, 2010, through June 30, 2015. The Certification Renewal process is not being eliminated and outstanding requirements other than PLUs must be completed such as Criminal Record Check.**

**Professional learning is not being suspended.** The position of the PSC to modify renewal requirements during this period is separate and apart from LEAs who wish to continue their own requirements for continued professional development of the personnel employed in their systems

#### New Certificate Renewal Requirements Summary

<i>Expiration Date</i>	<i>PLU Requirement</i>	<i>Validity Period</i>
June 30, 2010	YES	July 1, 2010 – June 30, 2015
June 30, 2011	NO	July 1, 2011 – June 30, 2016
June 30, 2012	NO	July 1, 2012 – June 30, 2017
June 30, 2013	NO	July 1, 2013 – June 30, 2018
June 30, 2014	NO	July 1, 2014 – June 30, 2019
June 30, 2015	NO	July 1, 2015 – June 30, 2020

Guidance for renewal of clear renewable certificates that expire between July 1, 2010-June 30, 2015, is:

1. Educators whose valid clear renewable certificates expire on June 30, 2010, must renew with the standard professional learning units (PLUs) requirements.
2. PLUs used to renew must be earned during the validity period preceding the date of renewal application.
3. Educators, whose certificates expires on June 30, 2010, who plan to complete their professional learning hours during the 2010 summer may request renewal between July 1, 2010, and September 30.
4. Educators (employed or unemployed) renewing their Clear Renewable certificates from July 1, 2011-June 30, 2015, do not submit professional learning units with their application.

5. Though Professional learning units are not required for certificate renewal from July 1, 2011, an application must be submitted to initiate the process.
6. School systems will continue to renew certificates via ACRES renewal program on [gapsc.org](http://gapsc.org).
7. Educators employed in private schools will continue to submit an application and Employer Assurance Form.
8. Unemployed educators will continue to submit an application and application fee.
9. The validity period for certificates issued between July 1, 2011, and June 30, 2015, will be for the standard period of five years.

Other Certificate renewal information is listed below:

- **All renewals are processed on the Internet;** you will need to schedule an appointment with Linda Conner at the Central Office to renew your certificate.
- **All certified personnel are required to consent to a criminal history upon renewal of their certificate. A fee of \$10.00 is required. A money order or cashiers check is required payable to the Metter police Department.**
- For additional information, visit the Georgia Professional Standards Commission website at [www.gapsc.com](http://www.gapsc.com).

## **I. Criminal Record Check**

**Legal Reference: Code Section 20-2-211; Subsection (e)(1)**

**(e)(1) All personnel employed by a local unit of administration after July 1, 2000, teachers, principals, and other certificated personnel whose employment in a local unit of administration is renewed pursuant to this subpart after July 1, 2000, shall have a criminal record check made as required by this subsection upon any certificate renewal application to the Professional Standards Commission.**

**Professional Standards Reference: Rule 505-2-.13 Standard Renewal Requirements; Subsection (6)**

**(6) A criminal record check shall be required of any educator employed in a local unit of administration who applies for renewal of a certificate expiring after July 1, 2000.**

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## PARAPROFESSIONAL CERTIFICATION

In January 2002, the Federal Elementary and Secondary Education Act (ESEA), also known as the "No Child Left Behind Act" were enacted. The purpose is "to close the achievement gap with accountability, flexibility, and choice, so that no child is left behind." Title I of the act discusses methods for the improvement of academic achievement for disadvantaged students. A major component of this discussion is the qualifications of paraprofessionals for each state. This new act establishes Federal eligibility requirements for instructional educational paraprofessionals.

**Federal Requirements** - Paraprofessionals hired after January 8, 2002, shall have one of the following:

- Completion of at least 2 years of study at an institution of higher education; or
- An associate's (or higher) degree; or
- Met a rigorous standard of quality and can demonstrate through a state or local academic assessment
  - Knowledge of, and ability to assist in instructing, reading, writing, and mathematics; or
  - Knowledge of, and ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate.

Who has to meet these New Federal Requirements?

- Any paraprofessional who is hired after January 8, 2002, and is to be employed in a Title I school wide school working with instruction, regardless of funding source.
- Any paraprofessional hired with Title I funds in a Targeted Assisted School who works with instruction.
- Any paraprofessional hired prior to January 8, 2002, in the above-defined schools has four years to meet the new Federal requirements.

Exceptions -

ESEA requirements do NOT apply to paraprofessionals with:

- Primary duties to act as a translator.
- Duties consisting solely of conducting Parental Involvement Activities.

**Georgia Requirements** – All Georgia Paraprofessionals must hold a valid state certificate issued by the PSC. Candler County School System is responsible for ensuring that all applicable Federal ESEA hiring requirements are met.

The Clear Renewable certificate is valid for 5 years. The ending date is to be June 30 of the fifth certificate year. To renew the certificate the paraprofessional must:

- Be employed as a paraprofessional in a Georgia school system;
- Complete 6 semester hours or 10 staff development units (PLUs) of coursework; and
- Have had a criminal record check made.

**It is the responsibility of each certified employee to maintain a valid certificate issued by the Professional Standards Commission. Failure to maintain a valid certificate is grounds for termination.**

## ANNUAL PERSONNEL PERFORMANCE EVALUATION

The Quality Basic Education (QBE) Act requires that all personnel employed by local systems have their performance evaluated annually by appropriately trained evaluators. To comply with that portion of the QBE Act, personnel in the Candler County School System will have their performance evaluated annually using the instruments and processes described below.

**SUPERINTENDENT** - The Candler County Board of Education will evaluate the Superintendent using the Superintendent's Evaluation Instrument developed by the Georgia School Boards Association.

**CENTRAL OFFICE CERTIFIED PERSONNEL** - The Superintendent will evaluate all certified central office personnel using the Georgia Leadership Evaluation Instrument (GLEI) and/or Locally Designed Initiatives'.

**PRINCIPALS** - The Superintendent will evaluate each principal using the Georgia Leadership Evaluation Instrument (GLEI) and/or Locally Designed Initiatives'.

**ASSISTANT PRINCIPALS/ADMINISTRATIVE ASSISTANTS** - The Principal will evaluate his/her assistant principal(s) and administrative assistant(s) using the Georgia Leadership Evaluation Instrument following the procedures specified in that instrument.

**COUNSELORS** - The Principal is responsible for the annual performance evaluation of the counselor(s) at his/her school using the state developed evaluation instrument/locally designed based on job description.

**MEDIA SPECIALIST** - The Principal is responsible for the annual performance evaluation of the media specialist at his/her school using the state developed evaluation instrument/ locally designed based on job description.

**TEACHERS/SPEECH-LANGUAGE PATHOLOGISTS** - The Principal is responsible for the annual performance evaluation of each teacher and speech language pathologist assigned to his/her school. He/she may engage the assistance of appropriately trained assistant principals and/or administrative assistants in completing the annual performance evaluation for teachers. **The Candler County (locally designed instruments will be utilized to complete annual summary evaluations.**

**IN-SCHOOL SUSPENSION TEACHER** – The Principal will evaluate the ISS teacher using a locally adopted instrument.

**ALTERNATIVE SCHOOL PERSONNEL:** The Director of Student Services is responsible for annual performance evaluations.

**CENTRAL OFFICE CLASSIFIED PERSONNEL** - The Superintendent or designee is responsible for the annual performance evaluation of all classified central office personnel using locally developed instruments appropriate to each job role.

**MAINTENANCE SUPERVISOR/MAINTENANCE PERSONNEL/GROUNDS** - The Superintendent will evaluate the Maintenance Supervisor using a locally developed instrument appropriate to the job role. The maintenance supervisor will evaluate all central maintenance personnel using a locally developed instrument appropriate to their job roles.

**PARAPROFESSIONALS** - The Principal is responsible for evaluation of all paraprofessionals assigned to his/her staff. He/she may engage the assistance of assistant principals, administrative assistants and/or teachers with whom the paraprofessional works to complete the evaluation. The evaluation will be done using a locally developed instrument.

SCHOOL SECRETARIES - The Principal is responsible for evaluating the secretary(s) at his/her school using a locally developed instrument.

CUSTODIANS/MAIDS - The Principal is responsible for evaluating the custodians and/or maids at his/her school using a locally developed instrument.

LUNCHROOM MANAGER/BOOKKEEPER - The School Nutrition Program Director will evaluate all lunchroom managers and bookkeepers using a locally developed instrument.

LUNCHROOM WORKERS - The Lunchroom Manager will evaluate each worker using a locally developed instrument.

BUS DRIVERS AND BUS MECHANIC - The Director Of Maintenance/Transportation Services will evaluate each bus driver using a locally developed instrument.

ALL PERSONNEL WILL HAVE THEIR ANNUAL PERFORMANCE EVALUATION DISCUSSED WITH THEM AND WILL BE ASKED TO SIGN THE EVALUATION INDICATING RECEIPT OF THE EVALUATION.

ALL ASPECTS OF THE PERSONNEL EVALUATION PROCESS AND RESULTS ARE CONFIDENTIAL AND ARE SHARED ONLY WITH APPROPRIATE PERSONNEL (evaluatees, school administrators, personnel director and superintendent). THE ANNUAL PERFORMANCE EVALUATION IS FILED IN THE CENTRAL OFFICE. OFFICIAL EVALUATION RECORDS MAY BE TRANSFERRED FROM ONE SCHOOL TO ANOTHER. HOWEVER, THEY WILL NOT BE TRANSFERRED OUTSIDE OF THE SYSTEM WITHOUT WRITTEN PERMISSION OF THE EMPLOYEE EVALUATED.

Policy Level:  BOARD POLICY	Descriptor Code: GBI	Rescinds Code:
Descriptor Term: PROFESSIONAL – EVALUATION	Effective Date: 04/24/2003	

It is the belief of the Board of Education that a program for evaluating personnel should be conceived and conducted for the sole purpose of improving the quality of instructional, supervisory, and administrative services. The procedures that serve the purpose of an appropriate evaluation instrument should clearly identify the educational goals of the system, and the evaluation program should provide information pointing to the kinds of in-service training needed by the teachers, supervisors, and administrators to accomplish these goals. A school system's teacher education objectives must be consistent with the school system's educational goals and the educational personnel evaluation program for the system should be used to identify individual and collective in-service training needs in that system. Clearly, evaluation or assessment should be a diagnostic tool which identifies what additional competencies would strengthen a given individual's professional repertoire. Such an approach holds promise for upgrading achievement of educational goals, and one of its real advantages is its potential for improving the personnel through a systematic in-service program. When implemented in such a positive, non-punitive way, an educational personnel achievement program of this type can stimulate constructive self-appraisal and can indeed provide realistic data for making decisions leading to more efficient and effectual service training.

The Superintendent shall ensure that annual teacher evaluations are in accordance with state law and shall at a minimum take into consideration the following:

1. The role of the teacher in meeting the school's student achievement goals, including the academic gains of students assigned to the teacher;
2. Observations of the teacher by the principal and assistant principals during the delivery of instruction and at other times as appropriate;
3. Participation in professional development opportunities and the application of concepts learned to classroom and school activities;
4. Communication and interpersonal skills as they relate to interaction with students, parents, other teachers, administrators, and other school personnel;
5. Timeliness and attendance for assigned responsibilities;
6. Adherence to school and local school system procedures and rules; and
7. Personal conduct while in performance of school duties.

<b>Georgia Code</b>	<b>Description</b>
O.C.G.A. 20-02-0210	<a href="#"><u>Annual performance evaluation of all school personnel</u></a>
O.C.G.A. 20-02-0212	<a href="#"><u>Salary schedules</u></a>
O.C.G.A. 20-02-0230	<a href="#"><u>New board member orientation to educational program objectives required</u></a>
O.C.G.A. 20-02-0281	<a href="#"><u>Assessment of effectiveness of educational programs</u></a>

**Candler County Board Of Education**

## FAMILY MEDICAL LEAVE

Beginning August 2004, if an employee will be absent for more than ten (10) days due to circumstances that qualify under the Family Medical Leave Act, the employee must request Family Medical Leave by completing the "Request for Family Leave" form and the accompanying "Certificate of Health Care Provider". Additional information provided, along with copies of these forms, in the section entitled "Personnel Policies and Procedures".

## SICK LEAVE

Each person employed by the Candler County Board of Education in the capacity of teacher, student service support personnel or administrative and supervisory personnel as provided by Georgia's Quality Basic Education Act shall be entitled to sick leave with full pay computed on the basis of  $1\frac{1}{4}$  working days for each completed contract month. An employee must work a minimum of 10 days per month to earn sick leave. This means that an employee provided under the above section earns  $12\frac{1}{2}$  days on a 10-month contract,  $13\frac{3}{4}$  days on an 11-month contract, and 15 days on a 12-month contract. The Georgia Teacher Salary Schedule provides for teachers to be on a 10-month contract.

All of the above employees may accumulate sick leave from one year to the next up to a maximum of 45 days. Sick leave accumulated up to 45 days is transferable from one system to another. **A doctor's note is required for more than 5 consecutive days of sick leave.**

Paraprofessionals and secretaries are entitled to earn  $12\frac{1}{2}$  days of sick leave each school year computed on the basis of  $1\frac{1}{4}$  days per month of employment for 10 months. Sick leave may accumulate up to a maximum of 45 days. **A doctor's note is required for more than 5 consecutive days of sick leave.**

Bus drivers may earn sick leave computed on the basis of  $1\frac{1}{4}$  days for each completed school month, making a total of  $11\frac{1}{4}$  days per school year. Bus drivers may accumulate sick leave from one school year to the next up to a maximum of 45 days, which is transferable from one system to another. **A doctor's note is required for more than 5 consecutive days of sick leave.**

Custodians earn 15 days of sick leave a year based on a 12-month employment basis. All or any portion of this time not used by the end of the school year may be accumulated up to a maximum of 45 days. Sick leave is not transferable from one system to another. **A doctor's note is required for more than 5 consecutive days of sick leave.**

A lunchroom employee may earn  $12\frac{1}{2}$ ,  $13\frac{3}{4}$  or 15 days of sick leave, depending on 10, 11 or 12 month employment, per school year at the rate of one ( $1\frac{1}{4}$ ) day per school month. All or any portion of this time not used by the end of the school year may be accumulated up to a maximum of 45 days. Sick leave is not transferable from one system to another. **A doctor's note is required for more than 5 consecutive days of sick leave.**

No sick leave is earned if the employee works less than ten (10) days of a school month.

Any unused sick leave and personal leave credited to the employee shall be forfeited if she/he withdraws from service for a period of 12 or more consecutive months, unless the withdrawal is for educational leave to seek a higher level or different field of certification and provided that the withdrawal does not exceed 24 months.

A teacher, paraprofessional, secretary, or custodian may utilize sick leave upon the approval of the principal or supervisor for absence due to illness, or injury, or necessitated by exposure to contagious disease in which

the health of others would be endangered by his/her attendance on duty, or for illness or death in the employee's immediate family. The term "immediate family" is defined as including husband, wife, father, mother, father-in-law, mother-in-law, brother, brother-in-law, sister, sister-in-law, daughter, daughter-in-law, son, son-in-law, grandparents, or grandchildren.

It is expected that sick leave for appointments will be requested 72 hours in advance and that an appointment which could be accomplished in half a day would be limited to half of sick leave.

### **BEREAVEMENT LEAVE**

The Candler County Board of Education does not formally recognize or provide for "bereavement leave". Leave for the death of an immediate family member is provided for and explained in the sick leave policy above. Any such leave is deducted from the employee's sick leave, provided such leave is available. If the employee has no sick leave, the employee's pay will be docked for the time away from work.

### **MATERNITY LEAVE**

An employee is entitled to utilize sick leave for maternity leave absences not to exceed the doctor's written statement of estimated length of disability. Any employee who is pregnant shall be entitled to a leave of absence to begin at a time to be determined by the employee, the physician and the local school superintendent between the commencement of pregnancy and the anticipated date of delivery. Said employee shall notify the superintendent in writing of her desire to take such leave and, except in cases of emergency, shall give such notice at least sixty (60) calendar days prior to the date on which her leave is to begin. This notice shall include a doctor's statement of anticipated date of physical disability (beginning and ending dates). The employee may continue in active employment as late into her pregnancy as she desires provided she is able to properly perform the required functions of her job. Final determination of ability to properly perform the required job function shall be made by the local board of education. An employee wishing to work to the date of physical disability shall be entitled to the use of all accumulated sick leave credited to her and concurrently use any Family Medical Leave for which she qualifies, not to exceed the doctor's estimated length of physical disability. An employee who has used her sick leave of which she is entitled shall continue to use any Family Medical Leave for which she is entitled and have her salary reduced by one day or her annual salary for each additional day of absence.

In summary, to prepare for maternity leave, please follow these guidelines:

1. Request maternity leave from superintendent by completing the "Request for Family Leave" form and by having your physician complete the "Certificate of Health Care Provider" form.
2. Contact Payroll for coordination of leave/benefits. Appointment with payroll personnel should be scheduled as soon as possible, but no later than 30 days in advance of anticipated leave.

## PERSONAL LEAVE

Each certified employee, paraprofessional, secretary, custodian or bus driver may utilize **up to three (3) days of any accumulated sick leave each year for personal reasons**, if prior approval of his/her absence is given by the Principal 72 hours in advance (except in an extreme emergency). Director of Transportation will approve a bus driver's personal leave.

Each lunchroom employee may utilize three (3) days of any accumulated sick leave for personal leave. Prior approval must be given for lunchroom employees by the Lunchroom Manager and School Nutrition Director 72 hours in advance except in an extreme case of emergency. Prior approval for personal leave for a custodian must be approved 72 hours in advance by the Principal.

Employees are encouraged to use personal leave for the purpose for which it is intended: taking care of personal business, which reasonably cannot be taken care of outside the work day/year. **Personal leave will be granted upon the availability of a substitute and at the discretion of the employee's supervisor.**

**Personal/Vacation leave shall not be taken preceding or following a school holiday or vacation period. Neither shall personal leave be used during pre-planning, post-planning, or in-service days. Neither shall personal leave be taken on the first and last day of school except in extreme cases of emergency unless prior approval from building principal or the Superintendent has been granted. Personal leave days are not cumulative from year to year.**

## IN-SERVICE DAY ATTENDANCE REQUIREMENTS

Certified/classified employees of the Candler County School System are required by employment contract specifications to work at least 190 days. These days include, but are not limited to, any pre and post planning days and any other days that the Board of Education has specified as "in-service".

Certified/classified employees are reminded that these in-service days are mandatory attendance days and no personal leave days are to be requested during this time. In extenuating circumstances left to the Principal's discretion, an exception may be allowed. Such circumstances should be rare and will be considered on an individual basis. All requests should be made in writing and the Principal should keep this written request for documentation. If permission is given to miss an in-service day(s), the employee will be required to make-up the in-service day(s) and a log should be kept by the Principal to document the make-up day(s). If employee fails to make-up day(s) missed within 30 days of leave, it will be the responsibility of the Principal to report this to the Personnel Director who will document information and submit notification to Payroll to dock employee for time missed.

## **Employee Transfers**

Employees wishing to transfer job locations within the system-Any employee that would like to be considered for employment at a different location within the Candler County School System shall: 1) communicate with their present Principal to express their desire to be considered for employment at a different location; 2) communicate with the prospective Principal to express their desire to be considered for any appropriate position; and 3) the prospective Principal will extend the opportunity to participate in the interview process (where appropriate) to the employee seeking the transfer. This procedure is implemented to ensure that employees are given the opportunity to be considered for a transfer and is not intended in any manner, express or otherwise, to imply that the requested transfer shall become effective based on the steps outlined herein. Allowing an employee to accept an offer to transfer after the procedures outlined herein have been followed is a separate decision and should be based upon several considerations including, but not limited to, the timely nature of the request to transfer and the opportunity to seek a qualified replacement for the employee seeking to transfer. Ultimately, any decision to transfer shall be made based upon established policies and procedures and shall be made only upon the recommendation of the Superintendent and approval of the Board.

## **PROFESSIONAL LEAVE**

Professional leave must be approved at least one week in advance and is restricted to those activities that are beneficial to the system and/or promote professional growth for the employee.

## **VACATION LEAVE**

Vacation leave applies only to those employees who work twelve months. Twelve-month classified central office personnel will earn 10 days after working one year. **Vacation days may not be carried over beyond one fiscal year.** Vacation days for twelve-month certified personnel are specified by contract. All custodial personnel earn 10 vacation days after working one year, to be scheduled by the Director of Maintenance/Transportation.

A Request for Leave form should be filled out when leave is taken except for custodial personnel whose vacation days are predetermined.

## **RELIGIOUS LEAVE**

Leave for observance of religious holidays may be granted to school personnel including certified personnel, paraprofessionals, secretaries, bus drivers, lunchroom managers and employees, and custodial staff as part of their allowable personal leave. The Principal and Superintendent must approve request for such leave 72 hours in advance.

## **MILITARY LEAVE**

Persons employed in any capacity in any school (other than those employed on a temporary basis) shall be entitled to military leave for ordered military duty with full employment and reinstatement rights as provided by law. An employee shall be allowed a leave of absence for his/her duties while performing ordered military duty.

The term "ordered military duty" as defined by O.C. G. A., 38-2-279 shall mean the following- Any military duty performed in the service of the State or of the United States, including but not limited to attendance at any service school or schools conducted by the armed forces of the United States by a public officer or employee as a voluntary member of any force of the organized militia or any reserve force or reserve component of the armed forces of the United States pursuant to orders issued by the competent State or Federal authority, without the consent of such public officer or employee.

An employee shall be paid his/her salary or other compensations for a period or periods of absence while engaged in the performance of ordered military duty and while going to and returning from such duty, not exceeding a total of 18 days in one calendar year and not exceeding 18 days in any one continuous period of such absence.

In the event the governor declares an emergency and orders an employee to State active duty as a member of the National Guard, such employee shall be paid his/her salary or other compensation while performing such duty for a period not exceeding 30 days in any one calendar year and not exceeding 30 days in any one continuous period of such State active duty service.

### **JURY DUTY LEAVE**

Employees summoned to jury duty will be granted administrative leave. This leave will not count against an individual's personal, professional or sick leave. Employees will not be required to reimburse the Board of Education for jury pay received. An employee must inform his/her immediate supervisor of the summons upon receiving it and complete a Request for Leave form.

### **TARDIES/EARLY DEPARTURES**

Tardiness to work should be rare and only in extreme emergencies. The school administrator will handle late arrival and early departures from work.

### **REPORTING EMPLOYEE ABSENCES**

Each principal shall submit the employee leave and substitute log and leave forms (if applicable) for all staff members who were absent during the previous week to the payroll department each Monday. The name of the substitute and the date(s) the substitute worked for the absence indicated on the employee leave and substitute log must be entered on the appropriate line. This information must agree with the employee sign-in sheets and the substitute sign in sheets. If a leave form is required the employee and substitute **MUST** sign each form and the principal must approve the signed form. If no substitute was necessary for the absence, the employee leave and Substitute log and leave form (if applicable) should be returned with "none" written in the space for the substitute's name.

**It shall be the joint responsibility of the principal and employee to ensure that accurate reports are complete for employee leave. School Food Service Managers are responsible for submitting the appropriate forms for their food service employees to the central office.**

An employee found guilty of abusing sick leave policies may be asked to appear before the board of education to give causes for his/her action.

The administration shall avoid recommending for employment persons whose records show excessive and continuous tardiness and/or absences or whose family responsibilities are likely to cause excessive absences and/or tardiness. An employee who has used all his/her leave of which he/she is entitled, shall have his/her salary reduced by one day of his/her annual salary for each additional day of absence.

**CANDLER COUNTY SCHOOL SYSTEM  
Request For Leave**

Name: \_\_\_\_\_

School: MES \_\_\_\_\_ MIS \_\_\_\_\_ MMS \_\_\_\_\_ MHS \_\_\_\_\_ Central Office \_\_\_\_\_ Other \_\_\_\_\_

Will be absent from work on: (Dates) \_\_\_\_\_

REASON: VACATION \_\_\_\_\_ PERSONAL \_\_\_\_\_ FIELD TRIP \_\_\_\_\_ JURY \_\_\_\_\_ (Attach Summons)

OTHER: (Specify Type) \_\_\_\_\_

- Only three (3) personal days will be granted per year.
- Personal leave must be approved three days in advance by the principal.
- Personal leave in excess of three days will be deducted from employee's pay.
- **Employee cannot take a personal day before a holiday, after a holiday, on an In-Service-Day, or during preplanning or post planning.**

**PROFESSIONAL** \_\_\_\_\_ (If professional leave, complete the following and attach relevant conference information if available.)

Name of Activity: \_\_\_\_\_

Location of Activity (City and Specific Site) \_\_\_\_\_

**Activity Sponsor: \_\_\_\_\_ Credit: \_\_\_\_\_ SDUs \_\_\_\_\_ Other (Be specific) \_\_\_\_\_**

<b>Cost Estimate (Must be completed by employee)</b>		Refer to state travel regulations found in your employee handbook for allowable amounts for lodging and meals.
Registration:		
Lodging:		
Meals:		
Mileage:		
Substitute Teacher Pay: (\$60 per day)		
Miscellaneous: Parking fees, etc.		
Total:		

**Funding Source: (To be Completed by Administration)** \_\_\_\_\_

**Staff Development Coordinator/Vocational Director:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**By signing this form, I verify this information to be accurate and true to the best of my knowledge.**

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Principal's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Superintendent's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*\*\*\*\*

**Name of Substitute:** \_\_\_\_\_ **Dates:** \_\_\_\_\_

**Signature of Substitute:** \_\_\_\_\_

- White Copy: Payroll
- Yellow Copy: Staff Development Coordinator/Vocational Director
- Pink Copy: To be attached to Employee Expense Statement
- Goldenrod Copy: Employee



## **IV. BENEFITS**

**The purpose of this section of the handbook is to provide basic information about benefits that are available. More detailed information and application forms on each specific benefit is available from Penny Buxton, Payroll Clerk, or an agent with the benefit provider. Questions regarding Workers' Compensation should be directed to the central office.**

### **Cafeteria Plan**

Insurance Benefits are a very important part of the Fringe Benefits Package available to you as an employee with the school system. State Merit Health Insurance, offered by the State of Georgia is our medical insurance provider. Dental, Vision, Short-term Disability, Long-term Disability, Cancer, Accident, Hospital Indemnity, Intensive Care, and various plans and amounts of life insurance are offered by the Haddens (Larry, Shane & Ryan). This array of benefits makes up a well-rounded portfolio of voluntary benefits to meet the needs of each employee and his/her family.

As an added bonus, many of the benefits within the system qualify for Section 125 pre-tax status otherwise known as the Cafeteria Plan. This means that most dollars spent for qualified pre-tax benefits do not count as taxable income to the employee.

### **Life Insurance**

You may elect \$25,000 of Basic Term Life Coverage. Your Basic Life coverage includes Accidental Death and Dismemberment coverage equal to one times the employee's life benefits.

Your Spouse is eligible for coverage in the amount of \$10,000. Your dependent children ages 14 days to 23 (25 if full time student) are eligible for coverage in the amount of \$5,000.

Additionally, Two Voluntary Term Life coverages and Accidental Death and Dismemberment Insurance are available to all employees and dependents (spouse and children) through the Guardian and Unum at very nominal cost. These Voluntary Term Life coverages can be purchased in higher amounts on employee and spouse.

Individual Whole Life and Term Life Insurance can also be purchased thru Mass Mutual with the Haddens (Larry, Shane, and Ryan).

With the combination of life insurance plans available, all employees have the opportunity to enroll in adequate amounts of life insurance.

### **Other Insurance Products Available**

Dental, Cancer, Long-Term and Short-Term Disability, Accident, Hospital Indemnity, Hospital Intensive Care, Specified Event, Vision, and Critical Illness plans are optional coverages offered thru the Haddens (Larry, Shane and Ryan) on payroll deduction. Employees will have the option to enroll in one or more of these insurance benefits upon employment and again each year during Open Enrollment in the Spring.

## TEACHERS RETIREMENT SYSTEM (TRS) OF GEORGIA

All employees who are employed one-half time or more in covered positions of the state's public school systems, regional libraries, county libraries, and regional educational service agencies are required to be members of the Teachers Retirement System of Georgia (TRS) as a condition of employment. Covered positions include teachers, administrators, supervisors, clerks, teacher aides, secretaries, paraprofessionals, public school nurses, and School Nutrition Director, Director of Maintenance/Transportation and employees of the Agriculture Extension Service.

Public school personnel who are not eligible for membership in TRS are maintenance and custodial employees, school bus drivers, and cafeteria workers. Temporary or emergency employees are also ineligible for membership. Substitute teachers are considered temporary employees and are not eligible for membership in TRS.

All members currently contribute 5.53% of their salary to TRS by payroll deduction. The Board of Education contributes 10.28% of a member's salary to TRS. The Board's contribution helps fund TRS for current and future retirement benefits and is not part of any individual member's account.

### Eligibility for Retirement Benefits

#### Service Retirement

A member is eligible for monthly retirement benefits by one of the following:

- Completion of 30 years of creditable service-regardless of age.
- Completion of at least 10 years of creditable service AND attainment of age **60**.
- Completion of at least 25 years of creditable service. If a members retires under this provision his/her benefit will be permanently reduced by the lesser of one-twelfth of 7% for each month he/she is below age 60, OR 7% for each year or fraction of year by which you have less than 30 years of creditable service.
- A member who would attain 30 years of creditable service by December 31 of the ensuing school year may retire effective September 1 at the beginning of the school year on the basis of 30 years of creditable service. The retiring member must apply to TRS for this early retirement, and notify his/her employer by no later than May 1 preceding the ensuing school year and must pay for the full actuarial cost of the service and the resulting early retirement.

#### Disability Retirement

A member is eligible to apply for monthly benefits under the disability provisions of the law if he/she is an active member and has at least 9-1/2 years of creditable service and are permanently disabled.

#### Retirement Benefit Formula

Benefits from TRS are calculated by using the percentage of salary formula. That is two percent is multiplied by a member's years of creditable service established with TRS, including partial years (not to exceed 40 years). This product is then multiplied by the member's average monthly salary for his/her two highest consecutive years of service. Any nine or more months of service within a fiscal year would constitute a full year of service credit. The resulting product is the member's monthly retirement benefit under the Maximum Plan of retirement.

## **PUBLIC SCHOOL EMPLOYEES RETIREMENT SYSTEM (PSERS) OF GEORGIA**

Employees of public school systems who are not eligible for membership in the Teachers Retirement System (TRS) must establish membership in the PSERS as a condition of employment. (This does not include substitute employees who work less than 60% of the time during a monthly period.) Specifically this includes all school bus drivers, food service employees, maintenance or custodial personnel. Certain managers are eligible for TRS membership. No employee can be a member of both PSERS and TRS at the same time.

Members contribute \$4 per month during the school year-September through May.

Retirement benefits are calculated as follows: Creditable Service (years and months) X the Current Benefit Rate (\$14.75) = the Monthly Benefit.

Normal monthly retirement benefits can begin at age 65 with 10 years of creditable service. Early monthly retirement benefits can begin at age 60 with 10 years of creditable service. Retirement before age 65 results in a reduction of  $\frac{1}{2}$  of 1% for each month under age 65.

## CREDIT UNION

All employees of the Candler County Board of Education and any persons related to them by blood, adoption, or marriage are eligible to join the CORE Credit Union. The CORE Credit Union is a non-profit financial organization. Each member of the credit union owns one share and is entitled to vote for the credit union's board of directors at the annual meeting in March.

To join the credit union, an employee simply opens a Share (savings) account with a minimum \$30 deposit and completes a membership card. Once a member, an individual is always a member. Even if a member changes jobs, moves or retires, he/she will remain a member as long as a minimum \$25 balance is maintained in his/her savings account.

Some of the services and benefits available through the credit union are:

Competitive Dividend Rates on Savings Share Drafts (Checking Accounts)

Christmas Club & Vacation Accounts, which earn interest Certificates of Deposit

Individual Retirement Accounts

Traveler's Checks and Cashier's Checks

Payroll Deductions for Savings and Loans Checkbook Balancing (nominal fee)

Wire Transfers

Withdrawals, deposits and loans by mail

Notary service

Direct Deposit to Checking Accounts from Payrolls, Social Security, Retirement, VA Military Reserve, etc.

NADA "Blue Book" information. National Auto Research "Black Book" to assist in purchasing automobiles

ATM Cards

ATM/Visa Check Cards

Automated Services

COREY Secured Loans

Auto Loans Mortgages

Personal Loans

Loans at a very competitive rate

Discount tickets to some of the major theme parks: Six Flags, Disney World, White Water, Sea World, Opryland, and Lake Lanier

Questions about the credit union should be addressed to:

CORE Credit Union PO Box 1987  
43 North Main Street  
Statesboro, GA 30458 912-764-9846

**CANDLER COUNTY SCHOOL SYSTEM  
WORKERS' COMPENSATION PROCEDURES**

**IMPORTANT!!! FAILURE TO COMPLY WITH THE FOLLOWING PROCEDURES WHEN AN ON-THE-JOB INJURY OCCURS MAY PREVENT YOU RECEIVING WORKERS' COMPENSATION BENEFITS:**

1. When an employee is injured at work, he/she must report this injury to his/her supervisor immediately. A report of injury form must be completed.
2. Workers' Compensation will not pay for treatment at the emergency room in non-emergency situations.
3. Follow-up doctor visits should be scheduled before or after work hours where possible.
4. Should an injury require medical treatment, the injured employee must select a physician from the list below:

Medical Associates  
10 Doctors Street  
Metter, Georgia 30439  
(912) 685-5715

Cedar Surgical Associates  
1058 Bermuda Run  
Statesboro, Georgia 30458  
(912) 871-7100

Chatham Orthopedic Associates  
4425 Paulsen Street  
Savannah, Georgia 31405  
(912) 355-6615

Cope Eye Clinic  
81 East Jones Street  
Statesboro, Georgia 30458  
(912) 764-8080

Dr. Amy Clemons  
380 Cedar Street  
Metter, Georgia 30439  
(912) 685-1767

Statesboro Family Practice  
412 Northside Drive East  
Statesboro, Georgia 30458  
(912) 764-9684

-----  
Employee Statement:

I have read (or have had read to me) and understand that the above procedures are to be followed for injuries on the job.

Date \_\_\_\_\_ Employee Name (Print) \_\_\_\_\_

Employee Signature \_\_\_\_\_

Witness Signature \_\_\_\_\_

*After reading this list of procedures and completing the employee statement, cut on the dotted line and return Employee Statement portion to your building Principal.*

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# V. PERSONNEL POLICIES AND PROCEDURES

## Board Policy

Descriptor Code:GBRIG

### Federal Family and Medical Leave Act

It is the purpose of this policy to set out in summary form the provisions of the Family and Medical Leave Act ("Act") as adopted by the U.S. Congress on February 5, 1993 and which became effective August 5, 1993. This Board does not intend by this policy to create any additional rights to leave not provided by the Act; provided, however, the Board does wish to extend the rights of the Family and Medical Leave Act to certain employees who have worked at least 12 months for the Board of Education. The Board does intend to elect certain options as the Act authorizes. Any portion of this policy inconsistent or contrary to the Act is unintentional and shall not be given effect. As to the interpretation of this policy, the Board's employees should look to the Act itself and its regulations.

#### A. ELIGIBLE EMPLOYEES

Employees of the Candler County Board of Education ("Board of Education") who have been employed by the Board of Education for at least 12 months immediately prior to requesting leave and who either (a) have worked at least 1250 hours during the previous 12 months or (b) are classified as full time employees in their position are eligible to take 12 weeks of unpaid leave under the Family and Medical Leave Act ("FMLA").

An employee may request leave for one or more of the following reasons:

- 1) Birth of a son or daughter and to care for the newborn child;
- 2) Adoption or foster placement of a son or daughter with the employee;
- 3) To care for the employee's spouse, son, daughter or parent, if that person has a serious health condition; and
- 4) Serious health condition of employee that prevents the employee from performing his/her job functions;
- 5) Any qualifying exigency arising from the fact that the employee's family member (the covered military member) is on active duty or has been notified of an impending deployment in support of a contingency operation. Qualifying exigencies are defined as short-notice deployment (seven or less calendar days); military events and related activities; childcare and school activities; financial and legal arrangements; counseling; rest and recuperation (up to five days per instance); post-deployment activities; additional activities where the employer and employee agree that the leave is an exigency leave and agree to both timing and duration of the leave. (Exigency leave is available only to members of the Reserves and National Guard components serving in support of a contingency operation and certain retired members, but not the Regular Armed Forces); and
- 6) Military caregiver leave to care for a covered servicemember with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the servicemember.

In the event of the birth, adoption or foster placement of a son or daughter, all leave must be completed within twelve months after the birth, adoption or foster placement.

#### B. DEFINITIONS

*"Instructional employee"* means an employee whose principal function is to teach and instruct students in a class, a small group, or an individual setting.

*"Parent"* means a biological parent or one who acted in place of a parent when the employee was a child. The term "parent" does not include parent "in law".

*"Serious Health Condition"* means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice or residential medical care facility or continuing treatment by a health care provider.

*"Son or daughter"* means a biological, adopted or foster child, a stepchild, a legal ward, or a child for whom the employee acts as a parent. The son or daughter must be under age 18 or, if the son or daughter is age 18 or older, he/she must be incapable of self-care on a daily basis due to a mental or physical disability.

*"Spouse"* means a husband or wife.

*"Military family member"* means spouse, son, daughter, parent or next of kin of a servicemember. "Next of kin" of a covered servicemember means the nearest blood relative other than the covered servicemember's spouse, parent, son or daughter, in the following order of priority: blood relatives granted legal custody, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative for purposes of FMLA caregiver leave.

### **C. AMOUNT AND TYPE OF LEAVE TAKEN**

Except as provided below, an employee may take a total of 12 weeks leave during any twelve-month period. A "rolling year" shall be used to determine the twelve-month period during which the twelve weeks of leave entitlement may occur. That is, each time an employee takes FMLA leave, the remaining leave entitlement would be any balance of the 12 weeks, which has not been used during the immediately preceding 12 months. See 29 C.F.R. §825.200(b)(4).

If both spouses work for the Candler County Board of Education and both are eligible for FMLA leave, they are authorized to take only a combined total of 12 weeks leave during any one 12 month period to care for a newborn or adopted child, a child placed with the employee for foster care, or a parent with a serious health condition. Both spouses are authorized to take leave to care for a spouse or child with a serious health condition for twelve (12) weeks.

An employee may take a total of 26 weeks of "caregiver leave" to care for covered servicemember with a serious injury or illness during a "single 12-month period". Caregiver leave is on a "per-covered servicemember, per injury" basis. The unused portion of 26 weeks during a "single 12-month period" is forfeited. Any combination of other FMLA leave with the 26-weeks for servicemember care is limited to 26 weeks.

Military caregiver leave may be used to care for current members of the Armed Forces, including the National Guard or Reserves, or those on the temporary disability retired list from such groups, who are undergoing treatment or therapy for a serious illness or injury incurred in the line of active duty or those otherwise on outpatient status or on the temporary disability retired list. Military caregiver leave is not available to care for former military members of such groups or those on the permanent disability retired list.

The Board of Education will require that any accumulated paid leave be substituted for all or a part

of the otherwise unpaid FMLA leave.

#### **D. INTERMITTENT OR REDUCED LEAVE**

An employee is not permitted to take leave on an intermittent or reduced leave schedule unless it is medically necessary. The Board of Education will require a certification, in the form described in Section G below, to document the medical necessity of such intermittent leave.

#### **E. NOTIFICATION OF LEAVE**

If the need for FMLA leave is foreseeable, an employee requesting leave must provide at least 30 days advance notice to the personnel office. If such advance notice is not possible, the employee must give notice to the personnel office as soon as practicable, ordinarily within one or two working days of learning of the need for leave. When planning medical treatment, the employee should make a reasonable effort to schedule the treatment, subject to the approval of the health care provider, so that any corresponding leave will not disrupt unduly the operations of the school district.

#### **F. BENEFITS AND RETURN TO WORK**

Employees will be eligible to maintain health care benefits provided by the school district while on FMLA leave. The Board of Education will pay the employer's portion, if any, of such benefits. The employee will pay the same portion, if any, of such benefits as the employee paid before beginning the leave.

The Board of Education may recover any health care benefit premiums paid on behalf of an employee if the employee does not return to work after the leave period has expired, unless the employee did not return due to a serious health condition of the employee or the employee's spouse, parent or child, or other circumstances beyond the employee's control. The Board of Education may require certification from the health care provider that a serious health condition of the employee or family member prevented the employee from returning to work.

With the exception of paid vacation, personal, medical or sick leave required to be substituted for unpaid leave under Section C above, the employee's absence during leave will not alter benefits which the employee accrued before taking leave. Any accrued benefits will not be lost during the leave.

Upon return from leave, the employee is entitled to be reinstated to a position equivalent to the one the employee held when he/she left on FMLA leave, with equivalent pay, benefits and other terms and conditions of employment. Upon proper notice, however, the Board of Education may deny reinstatement under this policy to an employee whose salary is in the highest 10% of the employees employed by the school district if such denial is necessary to prevent substantial and grievous economic injury to the district's operation, as determined by the Board of Education.

#### **G. REQUIRED CERTIFICATION AND REPORTING**

The Board of Education requires that a request for leave due to a serious health condition be supported by certification by the appropriate health care provider of the eligible employee or of the son, daughter, spouse, or parent of the employee on a form to be provided by the Board of Education. This certification must include (1) the date on which the serious health condition commenced, (2) the probable duration of the condition, (3) if the purpose of the leave is to care for a son, daughter, spouse or parent ("family member"), a statement that the employee is needed to care

for the family member and the estimated amount of time needed for such care, and (4) if the leave is due to the employee's own serious health condition, a statement that the employee is unable to perform his/her job functions. The employer may require that the eligible employee obtain subsequent re-certification on a reasonable basis as requested by the school district.

The Board of Education, at its own expense, may obtain the opinion of a second health care provider of the Board of Education's choice, if the Board should choose to do so. If a conflict exists between the opinion in the certification and the second opinion, the Board of Education may, at its own expense, obtain a third opinion from a health care provider upon which the Board of Education and the employee jointly agree. Such a third opinion as to the necessity for the leave is binding on both the Board of Education and the employee.

Upon an employee's return to work after leave for employee's own serious health condition, the Board of Education may require the employee to obtain certification from his/her health care provider that the employee is able to resume work. The Board of Education may require an employee on FMLA leave to report periodically to his/her principal or supervisor on the employee's status and intent to return to work.

The District may require that a first request for leave because of a qualifying exigency arising from active duty or a call to active duty be supported by a copy of the covered servicemember's active duty orders or other documentation issued by the military. A certification form requesting the required information to support a request for exigency leave will be provided by the District upon request.

#### H. SPECIAL PROVISIONS

When an instructional employee seeks intermittent leave or leave on a reduced schedule in connection with a family or personal illness that would constitute at least 20% of the total number of working days during which the leave would extend, the Board of Education may require the employee to elect to take leave in a block (not intermittently) for the entire period or to transfer to an available alternative position within the school system that is equivalent in pay, for which the employee is qualified, and which better accommodates the intermittent situation.

If an instructional employee begins leave more than five weeks before the end of a semester, the Board of Education may require the employee to continue taking leave until the end of the semester if:

- a) The leave will last at least three weeks; and
- b) The employee would return to work during the three-week period before the end of the term.

If an instructional employee begins leave for a purpose other than the employee's own serious health condition during the five-week period before the end of the semester, the Board of Education may require the employee to continue taking leave until the end of the semester if:

- a) The leave will last more than two weeks; and
- b) The employee would return to work during the two-week period before the end of the term.

If an instructional employee begins leave for a purpose other than the employee's own serious health condition during the three-week period before the end of a semester, and the leave will last more than five working days, the Board of Education may require the employee to continue taking leave until the end of the semester.



**CANDLER COUNTY BOARD OF EDUCATION  
REQUEST FOR FAMILY MEDICAL LEAVE FORM**

Date \_\_\_\_\_ Social Security Number \_\_\_\_\_  
Last Name \_\_\_\_\_ First \_\_\_\_\_ Initial \_\_\_\_\_  
City, State \_\_\_\_\_ Zip Code \_\_\_\_\_

Family Medical Leave is available to qualifying employees for the purposes of childbirth, adoption or foster care placement; care of the employee's child, spouse or parent; for personal disability; and for military leave due to a qualifying exigency or to care for an injured or ill military family member.

I am requesting Family Medical Leave:

\_\_\_\_\_ (Beginning Date) through \_\_\_\_\_ (Ending Date)

OR

I am requesting my previously approved Family Medical Leave be extended through \_\_\_\_\_  
(A cumulative total of twelve (12) weeks of Family Medical Leave may be used in any contract year.)

I am requesting Family Medical Leave for the following reason:

\_\_\_\_\_ Birth of My Child, Adoption or Foster Care Placement

\_\_\_\_\_ Personal Disability

\_\_\_\_\_ Care of Family Member (Relationship to Employee: \_\_\_\_\_ Child \_\_\_\_\_ Spouse \_\_\_\_\_ Parent)  
Name of Family Member: \_\_\_\_\_

**Health Care provider must complete the Certification of Health Care Provider Form (Form WH-380)**

\_\_\_\_\_ Military Exigency or Caregiver Leave (Relationship to Employee: \_\_\_\_\_ Child \_\_\_\_\_ Spouse \_\_\_\_\_ Parent)  
Name of Family Member: \_\_\_\_\_

**A copy of covered military member's active duty orders or other documentation from the military certifying that the covered military member is on active duty (or has been notified of an impending call to active duty).**

**OR**

**Form WH-385 – Certification for Serious Injury or Illness of Covered Service-member**  
must be completed and attached.

.....  
Administrative Decision:

\_\_\_\_\_ Approved \_\_\_\_\_ Modified \_\_\_\_\_ Denied (Reason Denied) \_\_\_\_\_

\_\_\_\_\_  
Date Principal/Supervisor

\_\_\_\_\_ Approved \_\_\_\_\_ Modified \_\_\_\_\_ Denied (Reason Denied) \_\_\_\_\_

\_\_\_\_\_  
Date Superintendent

**Board Policy**

**Descriptor Code: GAK(1)**

**Criminal Background Check**

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**Fingerprinting/Criminal Records Check**

Effective July 1, 2000, all personnel, certificated as well as non-certificated, employed by the Board shall be fingerprinted and have a criminal record check.

All certificated personnel whose employment is renewed in this school district after July 1, 2000, shall have a criminal record check made as required above upon any certificate renewal application to the Professional Standards Commission.

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**ADOPTED: April 24, 2003**

**CANDLER COUNTY BOARD OF EDUCATION**

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**SECTION 1. PURPOSE; INFORMAL RESOLUTION PREFERRED**

It is the purpose of this policy to implement the provisions of the Act of the General Assembly of 1992, O.C.G.A. § 20-2-989.5 et seq. It is the policy of the Board of Education that certified personnel shall have the right to present and resolve complaints relating to certain matters affecting the employment relationship at the lowest organizational level possible. The Board of Education encourages all employees to resolve their complaints informally in a spirit of collegiality where possible. This policy and procedure is available where such efforts do not succeed or, where for any other reason, the certificated employee desires to pursue this procedure.

**SECTION 2. DEFINITIONS**

- a) "*Level One Administrator*" means the principal of a school with respect to teachers and other certified personnel assigned to that school. With respect to the certified administrators supervised directly by the Superintendent, the Level One Administrator shall be the Superintendent. In any case not covered by this paragraph, the "Level One Administrator" shall be the supervisory certificated person designated by the Superintendent.
- b) "*Central Office Administrator*" means the local school system Superintendent.
- c) "*Complaint*" means any claim or grievance by a certificated employee of this school district which is filed pursuant to this policy and which comes within the scope of this policy.

**SECTION 3. SCOPE OF COMPLAINT; EXCLUSIONS**

- a) Scope - Unless excluded by paragraph (b) hereof, this complaint and grievance procedure is applicable to any complaint by any professional employee certificated by the Professional Standards Commission who is affected in his or her employment relationship by an alleged violation, misinterpretation, or misapplication of statutes, policies, rules, regulations, or written agreements of this school district or with which the district is required to comply.
- b) Exclusions - This procedure shall not apply to:
  - 1) Performance ratings contained in personnel evaluation and professional development plans pursuant to Code Section 20-2-210;
  - 2) Job performance;
  - 3) Termination, non-renewal, demotion, suspension, or reprimand of any employee, as set forth in Code Section 20-2-940; and
  - 4) The revocation, suspension, or denial of certificates of any employee, as set forth in Code Section 20-2-790.

- c) A certified employee who chooses to appeal under Code Section 20-2-1160 shall be barred from pursuing the same complaint under this policy.

**SECTION 4. HEARING RIGHTS; EVIDENCE; REPRESENTATION; DECISIONS; RECORDS; TIME LINES; APPEALS; NOTICE**

- a) Hearing Evidence - The Complainant shall be entitled to an opportunity to be heard, to present relevant evidence, and to examine witnesses at each level, but the Complainant may not present additional evidence at the Second or Third Hearing levels unless notice of the Complainant's intention and the evidence to be submitted is given in writing five (5) days prior to the hearing to the Administrator who will preside at such level, and in the case of the local Board, to the Superintendent. When hearing an appeal from a prior level, the local Board of Education shall hear it de novo.
- b) Representation - The Complainant and the Administrator against whom the complaint is filed or whose decision is appealed shall be entitled to the assistance of another person, including an attorney, in the presentation of the complaint and the response at the central office administrator and at the local Board of Education level. The presence of any individual other than the Complainant and the Administrator at Level One is prohibited, except witnesses who present testimony or documents.
- c) Hearing Officer - The Board of Education may appoint a member of the State Bar to serve as law officer who shall rule on all issues of law and other objections, but such attorney shall not participate in the presentation of the case for either party.
- d) Overall Hearing Time Schedules - The time frame from the initiation of the complaint until notice of the decision by the local Board to the Complainant shall not exceed sixty (60) days.
- e) Automatic Referral To Next Level - Any complaint not processed by the Administrator or the local unit of administration within the time frame required by this policy shall be forwarded to the next level of the complaint procedure for determination.
- f) Records - Accurate records of the proceedings at each level shall be kept; the proceedings shall be recorded by mechanical means; all evidence shall be preserved and made available to the parties at all times; and all costs and fees shall be borne by the party incurring them unless otherwise agreed upon by the parties; except that the cost of preparing and preserving the record of the proceedings shall be borne by the local board of education. The cost of preparing a transcript of the testimony at any level shall be paid by the party requesting the same.
- g) Decisions - Each decision shall be made in writing and dated, and shall contain findings of fact and reasons for the particular decision reached.
- h) Notice - The decision at each level shall be delivered to the complainant by a person designated by the Superintendent, either by (1) being hand delivered or (2) being deposited in the U.S. Mail (certified mail, return receipt requested). Notice to the Complainant shall be deemed to have been made on the date of hand delivery or on the date of deposit in the U.S. Mail by certified mail, return receipt requested to the address stated in the complaint or, if not contained in the complaint, to the last known address of the Complainant on file with the Board of Education.

## **SECTION 5. FIRST LEVEL; PRESENTATION; TIME; CONTENTS**

The complaint shall be presented in writing to the Level One Administrator within ten (10) calendar days after the most recent incident upon which the complaint is based. The complaint shall include the following:

- a) The mailing address of the Complainant to which all notices and other documents may be mailed;
- b) The intent of the Complainant to utilize this complaint procedure, clearly stated;
- c) A reference or description of the statute, policy, rule, contract provision or regulation that is alleged to have been violated, misinterpreted or misapplied;
- d) A brief statement of the facts reasonably calculated to show how such statute, policy, rule or regulation was violated or misapplied, and how it substantially affects the employment relationship of the Complainant; and
- e) A statement of the relief desired.

The Superintendent or his/her designee shall prepare forms for use in accordance with this policy.

## **SECTION 6. FIRST LEVEL HEARING AND DECISION**

The Level One Administrator shall record the date of filing on the complaint, and shall give notice to the Complainant of the time and place of the hearing. The Administrator shall conduct a hearing on the complaint, render a decision and notify the Complainant as provided in Section 4 within ten (10) day of the filing of the complaint.

## **SECTION 7. SECOND LEVEL; APPEAL FROM FIRST LEVEL TO CENTRAL OFFICE ADMINISTRATOR**

A Complainant dissatisfied with the decision of the first level shall be entitled to appeal to the Central Office Administrator by filing written notice of appeal with the Office of the Superintendent. The appeal must be filed within ten (10) calendar days after Complainant is notified of the Level One decision as provided in Section 4. The Central Office Administrator shall record the date of the filing on the appeal and shall notify the Complainant of the time and place of the hearing.

The Central Office Administrator shall obtain the records of the Level One proceeding and shall conduct a hearing, render a decision, and notify the Complainant with ten (10) calendar days of the date of filing the appeal.

## **SECTION 8. THIRD LEVEL; APPEAL TO BOARD OF EDUCATION**

A Complainant or Level One Administrator dissatisfied with the decision of the Level Two Administrator may appeal to the Board of Education by filing written notice of appeal with the Office of Superintendent. The appeal must be filed within ten (10) calendar days after Complainant is notified of the Level Two decision as provided in Section 4. The Superintendent shall mark the date of filing of the appeal, and shall promptly give notice to the Complainant in writing of the time and place of hearing. The Complainant and Administrators against whom the complaint is filed or whose decision is being appealed shall be entitled to appear before the Board of Education and be heard. The Board of Education may direct that a pre-hearing

conference be held prior to the hearing to identify issues and facilitate presentation. The local Board shall render its decision, and notify Complainant within sixty (60) calendar days after the complaint was filed.

#### **SECTION 9. APPEALS TO STATE BOARD**

Appeals from the decision of the local Board to the State Board of Education shall be governed by the State Board policy governing appeals and O.C.G.A. §20-2-1160.

#### **SECTION 10. REPRISALS PROHIBITED**

No certificated personnel shall be subjected to reprisals as a result of filing any complaint under this policy. Any reprisal may be referred to the Professional Standards Commission.

#### **SECTION 11. COLLECTIVE BARGAINING DISCLAIMER**

Nothing in this policy shall be construed to permit or foster collective bargaining.

#### **SECTION 12. REPEALS**

Any policy in conflict with this policy is repealed.

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**ADOPTED: April 24, 2003**

**CANDLER COUNTY BOARD OF EDUCATION**

Smoking and use of other tobacco products shall be prohibited at any time in any school or building or property owned or leased by the school district, excluding designated areas at organized school activities, or at any time in any school owned vehicle, including any school buses. In addition, smoking or use of other tobacco products by employees is prohibited anytime such employees are directly instructing or supervising students. Direct supervision includes coaching, band directing, acting as a sponsor or advisor of a club or similar school organization and other instructional roles. Employees shall not store or possess tobacco or tobacco related products on their person or in their belongings in such manner that such products are visible to students.

School District employees who violate this policy may be subject to appropriate disciplinary action, including reprimand, suspension with or without pay or termination. Students who violate this policy may be subject to disciplinary action in accordance with Board policy and the Student/Parent Handbook.

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**ADOPTED: April 24, 2003**

**CANDLER COUNTY BOARD OF EDUCATION**

**No student shall be denied access to, nor shall an otherwise qualified individual be denied employment in the educational programs of Candler County Board of Education solely because he or she is infected with a communicable disease. A student or employee who is infected with a communicable disease will remain in his or her educational or employment setting unless he or she presents a significant risk of contagion as determined by the Board of Education after consultation with the student's or employee's physician, public health official knowledgeable about the disease and/or the Board of Education's physician if in the judgment of the Superintendent it is necessary to consult a private physician.**

The Candler County Board of Education provides educational opportunities for its employees to become informed concerning transmission of HIV infection and procedures to reduce the risk of transmitting HIV infection as well as other communicable diseases, including precautions to be taken in handling bodily fluids and blood whenever necessary.

Whether or not an infected individual presents a significant risk of contagion shall be determined based upon reasonable medical judgment given the state of medical knowledge about:

1. The nature of the risk, i.e. how the disease is transmitted;
2. The duration of the risk, i.e. how long the carrier is infectious;
3. The severity of the risk, i.e. the degree of potential harm to third parties; and
4. The probability that the disease will be transmitted and will cause varying degrees of harm.

Once the student's or employee's medical condition has been determined, the Superintendent shall consult with the student's or employee's physician, a public health official knowledgeable about the disease and/or a physician employed by the Board of Education at the option of the Board in order to determine whether reasonable accommodations will allow the student to perform in the classroom or other educational setting or the employee to meet the essential functions of his or her job. If an accommodation which does not impose undue financial hardship or administrative burdens can be made, then neither student nor employee shall be denied the right to participate in Board of Education programs or to be employed by the Board of Education.

In order that the Board of Education may have time to obtain a reasonable medical judgment concerning the student or employee who is infected by a contagious disease, the Superintendent is authorized to remove the infected student or employee from Board of Education programs or employment for a period not to exceed ten days during which time the Board of Education shall make a decision as to whether the student or employee can be accommodated and does not pose a significant risk to others. The student or employee shall be excluded only if the Board determines after consultation as provided above that the communicable disease is of such nature or at a stage that the individual should not be in an educational setting.

Neither the Board of Education nor its employees shall disclose medical information about a student or employee with HIV infection or other communicable disease without the consent of the employee or the student or his or her parent or guardian, whichever is applicable, or only as required by law or court order.

Definitions:

- a) *Communicable disease* - a disease that can be directly or indirectly transmitted from one person to another.
- b) *HIV infection* - an infection in which the human immunodeficiency virus is present.

Handling blood and body fluids shall be in a manner consistent with the Center for Disease Control's universal Precautions for Handling Blood and Body Fluids.

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**ADOPTED: April 24, 2003**

**CROSS REF.: Also JGCC**

**CANDLER COUNTY BOARD OF EDUCATION**

**Professional Personnel Lay-Off****I. RESPONSIBILITIES AND PREROGATIVES OF BOARD OF EDUCATION**

The most important functions of the Candler County Board of Education are to employ personnel and manage resources within the limitations defined by the funding sources of the school system. Consequently, it shall be the prerogative of the Candler County Board of Education (hereinafter the "Board") to abolish job positions, to reduce the length of the work year and salary of certificated or non-certificated personnel (hereinafter "to downgrade") and/or to reduce the number of employees when seeking to cope effectively with program changes or financial exigency.

**II. REASONS FOR REDUCTION IN FORCE (HEREINAFTER "RIF")**

The Board shall consider a reduction in the professional work force to include the abolition of job positions, the downgrading of an employee's position, and/or the reduction of the number of employees, as a response to the following:

- a) A decrease in student enrollment in the Candler County School System which would necessitate a decrease in personnel or a discontinuation of programs;
- b) A change in state or local curriculum, personnel, or financial practices which would necessitate a change in or elimination of program or services provided by the Candler County School System;
- c) A lack of funding for programs, personnel, or services provided by the Candler County School System; and
- d) Any reasonable reorganization plan to achieve a more efficient school system.

**III. APPLICABILITY OF POLICY**

This RIF policy shall apply to all professional personnel employed by the Candler County Board of Education. Nothing in this policy, however, shall be construed to extend to professional personnel any expectation of re-employment or due process rights greater than are available to the specific employees under the Fair Dismissal Law of Georgia; nor is this policy to be construed to mandate the promotion of any employee to a position of higher rank, authority, or compensation, even though the employee who is to be terminated may be qualified or certified for a higher position.

When the Superintendent of the Candler County School System determines that the application of this reduction in force policy is necessary, it shall be his or her primary responsibility to prepare for presentation to the Board of Education a plan for reduction in force (RIF) in the affected program area(s). In making recommendations for termination or downgrading of employee positions, the Superintendent may consider any position or employee of the Candler County Board of Education.

**IV. RIF PROCEDURE**

Factors to be considered by the Superintendent in devising a RIF plan shall include, first and foremost, the professional expertise, effectiveness and overall job performance of individual employees as reflected in annual evaluations as well as the Superintendent's own observations and knowledge. Only where demonstrated competence and expertise are equal among employees shall other factors such as tenure status, level of certification, and length of continuous service with the Candler County Board of Education be considered in order to make recommendations for the termination or downgrading of an employee's position. In order to develop a RIF plan, the Superintendent may consult with any and all school system personnel who might have information which would enable the Superintendent to rank employees according to overall job performance. Once the Superintendent has completed a comparative assessment of employees, he or she shall prepare and present a plan for reduction in force for Board approval and action.

## **V. NOTICE AND HEARING PROCEDURES**

If the Board acts at the recommendation of the Superintendent to terminate an employee or to downgrade an employee's position, the Superintendent shall notify the affected employee in a manner consistent with the provisions of Georgia's Fair Dismissal Law and he or she shall have whatever rights the Fair Dismissal Act provides for such employee.

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**ADOPTED: April 24, 2003**

**CANDLER COUNTY BOARD OF EDUCATION**

**Board Policy**  
**Professional Personnel Assignment**

**Descriptor Code: GBE**

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Upon the recommendations of the Superintendent, the Board of Education possesses the power to assign and to reassign teachers and other professional personnel, or transfer a teacher from one school to another.

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**A. ADOPTED: April 24, 2003**

**B.**

**C. CROSS REF.: GBM**

**CANDLER COUNTY BOARD OF EDUCATION**

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All employees who hold a Commercial Driver's License (CDL) and who also operate or have reason to move a school bus or other commercial vehicle are subject to alcohol and controlled substance testing. The employees to be tested include, but are not limited to, mechanics, school bus drivers, substitute school bus drivers, maintenance workers, as well as those coaches, teachers, and administrators who hold a commercial drivers license and may drive a bus on occasion.

This document is intended only to serve as a summary of the federal regulations and to provide information on how the testing will be implemented in the Candler County School District. For additional information, see the Georgia Department of Education Pupil Transportation Guide for Alcohol and Drug Testing, the Federal Omnibus Transportation Employee Act of 1991, (49 App U.S.C. § 31307 et. seq.), O.C.G.A. § 20-2-1120 through 20-2-1122, and the regulations promulgated pursuant to these federal and state laws. Questions as to interpretation or application should be directed to: Wendell Christian, Superintendent, Candler County School District, P.O. Box 536, 210 S. College Street, Metter, GA 30439, (912) 685-5713.

### **Prohibited Conduct**

- a. Controlled Substances - No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions, such as inspecting equipment or driving the bus, when the driver uses any controlled substance, except when the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a vehicle.

Drivers shall inform the transportation director of any therapeutic drug use and, if requested by the transportation director, provide documentation from a physician that use of the controlled substance does not adversely affect the driver's ability to safely operate a vehicle.

- b. Alcohol - No driver shall report for duty or remain on any duty requiring the performance of safety-sensitive functions, such as inspecting equipment or driving the bus, while having an alcohol concentration of 0.04 or greater. No driver shall use alcohol while performing safety-sensitive functions. No driver shall perform safety-sensitive functions within four hours after using alcohol. No driver shall be in possession of alcohol while on duty or consume alcohol or drugs for eight hours following an accident requiring post-accident testing or until testing is performed, whichever occurs first.

### **Application of Provisions during the Work Day**

Employees are subject to the drug and alcohol testing requirements at the following times:

- a) When conducting the required equipment inspections;
- b) While on school system property waiting to be dispatched;
- c) While supervising or assisting with loading or unloading of students;
- d) While driving a bus;
- e) Following an accident, as provided in the procedure for alcohol and controlled substances testing; and
- f) While in attendance with a disabled bus.

Compliance with the drug and alcohol test provisions is mandatory. Refusal to comply with the requirements may result in disciplinary action as specified below and in the Board policy. Refusal to comply may be indicated by failing to provide adequate breath for testing without a valid medical explanation, failing to provide adequate urine for controlled substances testing without a valid medical explanation, or engaging in conduct that obstructs the testing process.

## **Testing and Analysis**

It is the intent of the school Board to conduct alcohol and controlled substance testing in compliance with federal and state law, rules and regulations. The school board recognizes the need to protect individual dignity, privacy, and confidentiality in the program. Specimen analysis shall be conducted in a manner to assure a high degree of accuracy and reliability. In addition to test for alcohol abuse, tests shall be conducted to detect the use of marijuana (THC), cocaine, opiates, phencyclidine (PCP), and amphetamines (including methamphetamine).

## **Types of Tests Which May Be Conducted**

- 1) Pre-Employment Testing - All applicants for employment for positions requiring a commercial driver's license shall undergo controlled substance testing prior to employment or changing a person's duties to a safety-sensitive position, except as otherwise specified in federal regulations. Written documentation must be provided by the candidate for employment to substantiate the exception.
- 2) Random Testing - Random testing for alcohol abuse and use of controlled substances shall be conducted without any advance notice. Ten percent (10%) of CDL drivers shall be randomly tested each calendar year for alcohol misuse, and fifty percent (50%) of CDL drivers shall be chosen for random testing for use of controlled substances each calendar year.

These tests will be true random tests and will not be announced in advance. Each employee will have an equal chance of being tested each time names are selected. Drivers selected for random tests should proceed immediately to the testing site upon notification of being selected.

- 3) Post-Accident Testing - In the event of an accident (as that term is defined in federal regulations) involving directly or indirectly a school district bus or other commercial motor vehicle and which resulted in either a fatality or the issuance of a citation to the system driver for a moving violation, if the accident involved bodily injury to any person who as a result of the injury, immediately receives medical treatment away from the scene of the accident, or one or more of the vehicles involved in the accident had to be towed from the scene, the driver must undergo drug and alcohol testing.
  - a) If you are involved in an accident, call or radio the central office immediately!
  - b) A driver who is subject to post-accident testing must remain available for testing, or the school district may consider the driver to have refused to submit to testing.
  - c) The driver subject to post-accident testing must refrain from consuming alcohol for eight hours following the accident or until he/she submits to an alcohol test, whichever comes first.
  - d) Until drug and alcohol testing is completed, you must not move the bus following an accident except as necessary to clear the road or for safety purposes.
- 4) Reasonable Suspicion Testing - Reasonable suspicion of drug use and alcohol misuse shall be cause to require a driver to undergo testing for alcohol abuse or use of controlled substances. Reasonable suspicion must be based upon specific, contemporaneous, articulable observations by a qualified

supervisor or school official concerning the appearance, behavior, speech, or body odors of a driver, or indications of the chronic use and withdrawal effects of alcohol or controlled substances.

- 5) Return-To-Duty Testing - Employees who have engaged in conduct prohibited by this regulation or the Federal Omnibus Transportation Employee Act of 1991 must test negative (below 0.02 for alcohol) on a return-to-duty test and be evaluated and released to duty by a Substance Abuse Professional before returning to work.
- 6) Follow-up Testing - Following a determination by a Substance Abuse Professional that an employee is in need of assistance in resolving problems associated with alcohol misuse and/or use of controlled substances, upon return to duty, the employee shall be required to undergo frequent, unannounced follow-up testing. The number and frequency of such follow-up testing shall be as directed by the substance abuse professional. The testing shall consist of at least six tests in the first 12 months following the driver's return to duty and shall not extend past sixty months following the driver's return to duty.

### **Testing Methods**

- a) Controlled Substances - Controlled substances tests will follow split sample procedures. This means that your urine sample will be divided into two parts. A driver whose primary urine sample has tested positive for a controlled substance has the option (within 72 hours of being notified by the Medical Review Officer (MRO)) of having the other portion of the split sample tested at another laboratory, as designated by the school district. If the second portion of the sample also tests positive, the driver is then subject to the sanctions contained in the regulations. If the second portion produces a negative result or, for any reason the second portion is not available, the test is considered negative and no sanctions will be imposed.
- b) Alcohol - An Evidential Breath Test (EBT) device, operated by a trained Breath Alcohol Technician (BAT) will be used to conduct the alcohol tests. If the initial or screening test indicates alcohol concentration of 0.02 or greater, a confirmation test will be performed.

The BAT will wait a minimum of 15 minutes and a maximum of 20 minutes before conducting the confirmation test. The purpose of this wait is to allow any residual mouth alcohol to disappear, and to insure that the second test is conducted before alcohol concentration levels have fallen. The confirmation test results will determine the outcome of the test and consequences to which the driver may be subjected.

### **Consequences for violation of federal or state law or regulations:**

- a) As required by Georgia law, school bus drivers who test positive for controlled substance use shall be terminated;
- b) Federal Highway Administration requires that drivers who test at least .02 but less than .04 be removed from duty for 24 hours. Drivers whose tests reveal an alcohol concentration of 0.04 or greater shall be terminated from employment, and drivers whose tests reveal an alcohol concentration of at least 0.02, but less than 0.04, may be subject to disciplinary action, up to and including termination;
- c) Any driver who refuses to submit to a controlled substance or alcohol test shall be terminated;

- d) A driver who engages in any prohibited conduct as outlined above and further discussed in federal and state regulations and law may be subjected to disciplinary action, including reprimand, suspension with or without pay and termination from employment; and
- e) Each driver who has engaged in conduct prohibited by these regulations or the Federal Omnibus Transportation Employee Act of 1991 of this part shall be advised by the employer of the resources available to the driver in evaluating and resolving problems associated with the misuse of alcohol and use of controlled substances, including the names, addresses, and telephone numbers of substance abuse professionals and counseling and treatment programs. The cost of any treatment or rehabilitation services is the responsibility of the employee. Assessment by a Substance Abuse Professional or participation in the Employee Assistance Program does not shield an employee from disciplinary action or guarantee employment or reinstatement with the school district.

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**ISSUED: April 24, 2003**

**CANDLER COUNTY BOARD OF EDUCATION**

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**I. Statement of Purpose**

**The employees of the Board of Education are a valuable resource and their health and safety is therefore a serious concern. The Board will not tolerate any drug or alcohol use, which imperils the health and well-being of its employees or threatens its business.**

The use of illegal drugs and abuse of other controlled substances, on or off duty, is inconsistent with law-abiding behavior expected of all citizens. Employees who use illegal drugs or abuse other products are less reliable and prone to greater absenteeism resulting in the potential for increased cost, delay, and risk in the Board's business.

Furthermore, employees have the right to work in an alcohol and drug-free environment and to work with persons free from the effects of alcohol and drugs. Employees who abuse alcohol or drugs are a danger to themselves and to other employees. In addition, drug and alcohol abuse inflicts a terrible toll on the nation's productive resources and the health and well being of American workers and their families.

The Board of Education is therefore committed to maintaining a safe and healthy workplace free from the influence of alcohol and drugs. In addition, the Board will vigorously comply with the requirements of the Drug-Free Workplace Act of 1988. (See GAMA)

**II. Drug Free Awareness Program**

To assist employees and their families to understand and to avoid the perils of drug and alcohol abuse, the Board has developed a comprehensive Drug-Free Awareness program. The Board will use that program in an ongoing educational effort to prevent and eliminate drug and alcohol abuse that may affect the workplace. The Drug-Free Awareness program will inform employees and their families about: (1) the dangers of alcohol and drug abuse in the workplace; (2) the Board's Alcohol and Drug Abuse Policy; (3) the availability of treatment and counseling for employees who voluntarily seek such assistance; and (4) the sanctions the Board will impose for violations of its Alcohol and Drug Abuse Policy.

**III. Substance Abuse Treatment Programs**

The Board encourages voluntary drug and alcohol abuse treatment. The Board will take strong action against employees who do not seek treatment on their own. This strong action is designed to break through the denial barrier and convince substance-abusing employees of the need for treatment. While encouraging treatment however, the Board recognizes its ultimate duty to the children served by the system and reserves the right, subject to the provisions of O.C.G.A. 45-23-7 to take disciplinary action against any employee that is seeking or undergoing treatment at the time the disciplinary action is undertaken.

**IV. Supervisory Training**

The Superintendent will train its supervisors in (a) identifying and documenting job performance and on-the-job behavior that may reflect the impact of drug and/or alcohol abuse, (b) identifying evidence of on-the-job use of, or impairment by, alcohol or drugs, (c) procedure for referral for testing of employees suspected of violating the Board's Alcohol and Drug Abuse policy, (d) drug testing procedures and technology, (e) procedures for conducting workplace inspections, and (f) procedures for encouraging voluntary referrals to the drug treatment programs.

## **V. Authorized Use of Prescribed Medicine**

Employees undergoing prescribed medical treatment with any drug that may alter their behavior or physical or mental ability must report this treatment to their supervisor and the Department of Personnel, which will determine whether the Board should temporarily change the employee's job assignment during the period of treatment. Employees must keep all prescribed medicine in its original container, which identifies the drug, date of prescription, and prescribing doctor (Ref. O.C.G.A. 16-13-75).

## **VI. Arrest or Conviction under Criminal Drug Statute**

As soon as reasonably practicable, but in no event any later than five (5) days, employees must notify their principal or immediate supervisor and the director of personnel of any arrest or conviction under any criminal drug statute or ordinance.

## **VII. Prohibitions**

Board of Education policy prohibits the following:

1. Use, possession, manufacture, distribution, dispensation or sale of illegal drugs or drug paraphernalia on Board premises or Board business, in Board supplied vehicles, or during working hours;
2. Unauthorized use or possession of a controlled substance on Board premises or Board business, in Board supplied vehicles, or during working hours; manufacture, distribution, dispensation or sale of a controlled substance on Board premises or Board business, in Board supplied vehicles, or during working hours;
3. Unauthorized use, manufacture, distribution, or sale of alcohol at a Board workplace during working hours or while operating a Board vehicle;
4. Being under the influence of an unauthorized controlled substance or illegal drugs on Board premises or Board business, in Board supplied vehicles, or during working hours; being "under the influence" of an unauthorized controlled substance or illegal drug is defined as testing positive at a specified ratio of milligrams per liter;
5. Being under the influence of alcohol at a Board workplace during working hours or while operating a Board vehicle being "under the influence" of alcohol is defined as a blood alcohol content of .04 or higher;
6. Use of alcohol off Board premises that adversely affects the employee's work performance, his/her own or others' safety at work, or the Board's regard or reputation in the community;
7. Possession, use, manufacture, distribution, dispensation or sale of illegal drugs off Board premises that adversely affects the employee's work performance, his/her own or others' safety at work, or the Board's regard or reputation in the community;
8. Switching or adulterating any urine sample submitted for testing;
9. Refusing consent to testing or to submit a breath, saliva, urine or blood sample for testing when requested by appropriate Board officials;
10. Refusing to submit to an inspection when requested by Board officials;

11. Failing to adhere to the requirements of any drug or alcohol treatment or counseling program in which the employee is enrolled;
12. Conviction under any criminal drug law;
13. Arrest under any criminal drug law under circumstances which adversely affect the Board's regard or reputation in the community;
14. Failure to notify the principal or immediate supervisor and director of personnel of any arrest or conviction under any criminal drug law within five days of the arrest or conviction;
15. Failure to report to the principal or immediate supervisor and the director of personnel the use of a prescribed drug which may alter the employee's behavior or physical or mental ability;
16. Failure to keep prescribed medicine in its original container;
17. Refusal to complete a medical questionnaire and consent form prior to testing; and
18. Refusal to complete the Toxicology Chain of Custody Form after submission of a urine or blood specimen.

#### **VIII. Drug and Alcohol Testing - See appendix - Drug consent Form**

Whenever the Board reasonably suspects that an employee's work performance or on-the-job behavior may have been affected in any way by alcohol or drugs, the Board may require the employee to submit a breath, saliva, urine and/or blood specimen for alcohol and drug testing. An employee who tests positive for alcohol or drugs as a result of such a test will be in violation of this policy.

Whenever the Board has reasonable suspicion to believe that an employee may have contributed to an on-the-job accident involving a fatality, bodily injury, or damage to property, the Board may require the employee to submit to a breath, saliva, urine and/or blood specimen for alcohol or drug testing.

An employee who tests positive for alcohol or drugs as a result of such a test will be in violation of this policy.

The Board will afford employees subject to testing the opportunity, prior to testing, to list all prescriptions and non-prescription drugs they have used in the last thirty days and to explain the circumstances surrounding the use of such drugs.

Employees subject to testing must sign, prior to testing, an approved form consenting to the testing and consenting to the release of the test results to the Superintendent of Schools.

#### **IX. Inspections**

Employees may be assigned Board-owned offices, vehicles, lockers, desks, cabinets and cases for the mutual convenience of the Board and its personnel. Employees have no expectation of privacy in any such vehicles, desks, etc. or in any personal belongings that they may place in such areas.

Whenever the Board of Education reasonably suspects that an employee's work performance or on-the-job behavior may have been affected in any way by alcohol or drugs, the Board may search the employee, the employee's locker, desk or other Board property under the control of the employee.

Whenever the Board reasonably suspects that an employee has sold, purchased, used or possessed alcohol, drugs, or drug paraphernalia on Board premises, the Board may inspect the employee, the employees' locker, desk or other Board property under the control of the employee.

Inspections under this policy are limited to investigations into work-related misconduct and offenses against the employment relationship. Any searches for law enforcement purposes must comply with all applicable criminal procedure standards.

#### **X. Consequences for Violation of this Policy**

Violation of the Board's Alcohol and Drug Policy may result in severe disciplinary action, including discharge for a first offense, at the Board's sole discretion. The Board will routinely discharge an employee in the following cases:

1. When the employee uses, possesses, manufactures, distributes, dispenses, or sells illegal drugs or drug paraphernalia on board premises or board business, in Board supplied vehicles, or during working hours;
2. When the employee uses or possesses without authorization, manufactures, distributes, dispenses, or sells a controlled substance on Board premises or Board business, in Board supplied vehicles, or during working hours;
3. When the employee stores in a locker, desk, automobile or other repository on Board premises any illegal drug, drug paraphernalia or any controlled substance whose use is unauthorized;
4. When the employee is convicted under any criminal drug statute for a violation occurring on or off the job. The Board may suspend without pay an employee who has been charged with a charge in which the employee was arrested under circumstances which adversely affect the Board's regard or reputation in the community or appears to have undermined the parent's confidence in the integrity of the school to which the employee is assigned;
5. When the employee switches, tampers or adulterates, or attempts such switching, tampering or adulteration, of a urine sample provided for testing;
6. When the employee refuses to consent to testing or to submit a breath, saliva, urine or blood sample for testing when requested by management;
7. When the employee refuses to submit to an inspection when requested by the Superintendent or designee;
8. When the employee fails to notify the principal or immediate supervisor and the director of personnel of any arrest or conviction under any criminal drug statute within five days of arrest or conviction;
9. When the employee refuses to sign a statement agreeing to abide by the Board's Alcohol and Drug Abuse policy;
10. When the employee refuses to complete a Medical Questionnaire and Consent Form prior to testing; and

11. When the employee refuses to complete the Toxicology Chain of Custody Form after submission of a urine or blood specimen.

In addition to any disciplinary action for a positive test for alcohol or drugs, the Board may, in its discretion, through its Superintendent, refer an employee to an appropriate agency for alcohol and drug abuse. In any case, employees who undergo counseling and treatment for substance abuse and who are allowed to continue to work must meet all established standards of conduct and job performance.

The Board will promptly discharge, terminate, or non renew the contract of any employee who test positive for alcohol or drugs while undergoing Board-required counseling and treatment for alcohol or drug abuse or who tests positive on a periodic unannounced test for alcohol or drugs during the twenty-four (24) month period following the rehabilitation program.

## **XI. Condition of Employment**

Compliance with the Board's substance abuse policy is a condition of employment. Failure or refusal of an employee to cooperate fully, sign all required documents, submit to any inspection or test, or follow any prescribed course of substance abuse treatment will be grounds for termination.

The Board of Education reserves the right to interpret, change, rescind or depart from this policy in whole or in part.

## **XII. Review of Policy**

The Board shall conduct an annual review of the program to:

- a. Determine its effectiveness and implement changes to the program if needed; and
- b. Ensure that the disciplinary sanctions imposed are consistently enforced.

**XIII. Consent**

**I have carefully and thoroughly read the Board of Education's Alcohol and Drug Abuse Policy. I agree, without reservation, to follow that policy.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Employee's Name (Printed)

\_\_\_\_\_  
Witness

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**ADOPTED: April 24, 2003**

**CANDLER COUNTY BOARD OF EDUCATION**

The Board of Education forbids discrimination against any employee or applicant for employment on the basis of sex. The Board of Education will not tolerate sexual harassment activity by any of its employees. This policy similarly applies to non-employee volunteers who work subject to the control of school authorities.

**A. General Prohibitions**

**1. Unwelcome Conduct of a Sexual Nature**

- a. Conduct of a sexual nature may include verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented "kidding," "teasing," double-entendres, and jokes.
- b. Verbal or physical conduct of a sexual nature may constitute sexual harassment when the allegedly harassed employee has indicated, by his/her conduct, that it is unwelcome.
- c. An employee who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

**2. Sexual Harassment**

For the purposes of this policy, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment if:

- a) Submission to the conduct is made either an explicit or implicit condition of employment;
- b) Submission to or rejection of the conduct is used as a basis for an employment decision affecting the harassed employee; or
- c) The conduct substantially interferes with an employee's work performance, or creates an intimidating, hostile, or offensive work environment.

**B. Specific Prohibitions**

**1. Administrators and Supervisors**

- a) It is sexual harassment for an administrator or supervisor to use his/her authority to solicit sexual favors or attention from subordinates when the subordinate's failure to

submit will result in adverse treatment, or when the subordinate's acquiescence will result in preferential treatment.

- b) Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to sanctions as described below.

2. Non-administrative and Non-supervisory Employees

- a) It is sexual harassment for a non-administrative and non-supervisory employee to subject another such employee to any unwelcome conduct of a sexual nature. Employees who engage in such conduct shall be subject to sanctions as described below.

- b)

C. Reporting, Investigation, and Sanctions

**It is the express policy of the Board of Education to encourage victims of a sexual harassment to come forward with such claims. This may be done through the Employee Grievance Procedure (GAE).**

- a. Employees who feel that administrators or supervisors are conditioning promotions, increases in wages, continuation of employment, or other terms or conditions of employment upon sexual favors, are encouraged to report these conditions to the appropriate administrator. If the employee's direct administrator or supervisor is the offending person, the report shall be made to the next higher level of administration or supervision.
  - b. Employees are also urged to report any unwelcome conduct of a sexual nature by supervisors or fellow employees if such conduct interferes with the individual's work performance or creates a hostile or offensive working environment.
  - c. Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.
- 2. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The Superintendent has the responsibility of investigating and resolving complaints of sexual harassment.
  - 3. Any employee found to have engaged in sexual harassment shall be subject to sanctions, including, but not limited to, warning, suspension, or termination subject to applicable procedural requirements.

**ADOPTED: April 24, 2003**

**CANDLER COUNTY BOARD OF EDUCATION**

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## **CODE OF CONDUCT**

It is the policy of the Candler County Board of Education that each school within this school district shall develop and implement age-appropriate student codes of conduct designed to improve the student learning environment and which will comply with state law and State Board of Education Rule 160-4-8-.15. Each code of conduct shall include the following:

1. Standards for student behavior designed to create the expectation that students will behave themselves in such a way so as to facilitate a learning environment for themselves and other students. The standards should be designed also to encourage students to respect each other and school district employees, to motivate students to obey student behavior policies adopted by this Board and to obey student behavior rules established at each school within this school district;
2. Student support processes designed to consider, as appropriate in light of the severity of the behavioral problem, support services available at each school, the school system and other public entities or community organizations which may assist students to address behavioral problems;
3. Progressive discipline processes designed to create the expectation that the degree of discipline imposed by each school will be in proportion to the severity of the behavior of a particular student, the previous discipline history of the student and other relevant factors, while ensuring that each student receives the due process mandated by federal and state law;
4. Parental involvement processes designed to enable parents, guardians, teachers and school administrators to work together to improve and enhance student behavior and academic performance. The process should enable parents, guardians and school employees to communicate freely their concerns about student behaviors which detract from the learning environment.

### **Bullying**

Candler County Board of Education believes that all students have a right to a safe and healthy school environment. All schools within the district have an obligation to promote mutual respect, tolerance, and acceptance among students, staff, and volunteers. Behavior that infringes on the safety of any student will not be tolerated. A student shall not bully, harass, or intimidate another student through words or actions. Such behavior includes but is not limited to: direct physical contact such as hitting or shoving; verbal assaults such as teasing or name-calling; the use of electronic methods to harass, threaten or humiliate, and social isolation and/or manipulation. The school district policy prohibiting bullying is included in the student code of conduct and includes but is not limited to the following:

- Any student who engages in bullying shall be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the principal or designee.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached after consulting the school principal, the student or the parent of the student should contact the local superintendent or his or her designee.
- The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

All students and/or staff shall immediately report incidents of bullying, harassment and intimidation to the school principal or designee. School staff members are expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying shall be promptly investigated. This policy applies to students on school grounds, while traveling on a school bus to and from school or a school-sponsored activity and during a school-sponsored activity.

#### **1. Prohibited Behaviors**

Bullying, harassment and intimidation may include many different behaviors which ridicule, humiliate, or intimidate another student or school employee. Prohibited behaviors must occur on the property of the public school, at an event within the jurisdiction of a public school or at a school-sponsored event. Disciplinary action may also be necessary if off-campus behavior results in a disruption to the school environment. Examples of prohibited behaviors include but are not limited to:

1. Unwanted teasing
2. Threats, taunts and intimidation through words and/or gestures
3. Physical violence and/or attacks

4. Extortion
5. Destruction of school or personal property
6. Theft of money and/or personal possessions
7. Sexual, religious, or racial harassment
8. Public humiliation
9. Social exclusion, including incitement and/or coercion
10. Rumors or spreading of falsehoods
11. Stalking
12. Cyberstalking or engaging in conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at or about a specific person, causing substantial emotional distress to the victim
13. Cyberbullying or the willful, hostile and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to, email, blogs, social networking websites (e.g. MySpace, Facebook, etc.) chat rooms, texts, and instant messaging
14. The use of cameras or camera phones to take embarrassing photographs of students or school employees and posting them online
15. Sending abusive or threatening text messages or instant messages
16. Using websites to circulate gossip and rumors to other students

Bullying, harassment or intimidation will not be tolerated. Disciplinary action will be taken after each incident of bullying and upon a finding of guilt. Disciplinary action after the first incident of bullying may include but is not limited to the following:

- Loss of a privilege
- Reassignment of seats in the classroom, cafeteria or school bus
- Reassignment of classes
- In-school suspension
- Out-of-school suspension
- Detention
- Expulsion (through appropriate due process hearing)
- Assignment to an alternative school (through appropriate due process hearing)

If necessary, counseling and other interventions should also be provided to address the social-emotional, behavioral, and academic needs of students who are victims of bullying and students who commit an offense of bullying.

Students, parents/guardians and other stakeholders may report incidents of bullying to an administrator, teacher, counselor or other staff member by using the school district's complaint procedures or by calling the Georgia Department of Education's 1-877 SAY-STOP (1-877-729-7867) School Safety Hotline. Please note: Any form of electronic bullying (cyberbullying) using school equipment, school networks, e-mail systems or committed at school is strictly prohibited.

The procedures for intervening in bullying behavior include, but are not limited, to the following:

- All staff, students and their parents will receive a summary of this policy prohibiting bullying at the beginning of the school year as part of the student code of conduct.
- The school shall keep a report of bullying and the results of an investigation confidential.
- Staff are expected to immediately intervene when they see a bullying incident occur or upon receipt of any report of bullying.
- People witnessing or experiencing bullying are encouraged to report the incident to the school principal designee.

The following actions will be taken when bullying is reported:

### 1. Investigate

Upon receipt of any report of bullying, schools will direct an immediate investigation involving appropriate personnel. The investigation should begin no later than the following school day. The investigation shall include interviewing the alleged perpetrator(s) and victim(s), identified witnesses, teacher(s) and staff members and reviewing video surveillance if available. School police, school counselors, school social workers and/or other support staff should be utilized for their expertise as determined by the circumstances of the matter.

### 2. Notify

At an appropriate time during or after the investigation, parents/guardians of the accused and the victim must be notified. If the incident involves an injury or similar situation, appropriate medical attention should be provided and the parent/guardian should be notified immediately.

### 3. Discipline

Upon confirming that bullying has occurred, the accused student should be charged with bullying and given an age-appropriate consequence which shall include, at minimum and without limitation, disciplinary action or counseling as appropriate under the circumstances.

Students in grades six through twelve found to have committed the offense of bullying for the third time in a school year shall be assigned to an alternative school through appropriate due process by disciplinary hearing officers, panels, or tribunals.

Schools should clearly communicate to all parties that retaliation following a report of bullying is strictly prohibited and may result in strong disciplinary action.

#### 4. Follow Up

Follow up is important to the accused and the victim. Implement a planned method to provide after-care and follow up. Reiterate to all the previously stated prohibition on retaliation.

#### **Bus Conduct**

Each student code of conduct shall include the following specific provisions prescribing and governing student conduct and safety rules on all school buses:

- Students shall be prohibited from acts of physical violence as defined by Code Section 20-2-751.6, bullying as defined by subsection (a) of Code Section 20-2-751.4, physical assault or battery of other persons on the school bus, verbal assault of other persons on the school bus, disrespectful conduct toward the school bus driver or other persons on the school bus, and other unruly behavior;
- Students shall be prohibited from using any electronic devices during the operation of a school bus, including but not limited to cell phones; pagers; audible radios, tape or compact disc players without headphones; or any other electronic device in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus; and
- Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.

If a student is found to have engaged in physical acts of violence as defined by Code Section 20-2-751.6, the student shall be subject to the penalties set forth in that Code section.

A meeting of the parent or guardian of the student and appropriate school district officials must be held to form a school bus behavior contract whenever:

- A student is found to have engaged in bullying; or
- A student is found to have engaged in physical assault or battery of another person on the school bus.

The school bus behavior contract shall provide for age-appropriate discipline, penalties, and restrictions for student misconduct on the bus. Provisions may include, but are not limited to, assigned seating, ongoing parental involvement, and suspension from riding the bus.

These provisions regarding use of a bus behavior contract are not to be construed to limit the instances when other code of conduct violations may require use of a student bus behavior contract.

The consequences for physical violence against a teacher, school bus driver, or other school personnel may include expulsion for the remainder of the student's eligibility to attend public schools.

Each school shall involve parents in developing and updating student codes of conduct. Each code shall require disciplinary action for each infraction of the code. All student codes of conduct shall be submitted to the Board for approval.

The student code of conduct shall be distributed to each student and the student's parents or guardians during the first week of school and upon enrollment of each new student. The parents shall be requested to sign an acknowledgment of the receipt of the code of conduct and return promptly the acknowledgment to the school. The student code of conduct shall be available in the school office and each classroom.

**CANDLER COUNTY SCHOOLS**  
Employee Internet Access Agreement

Please read the following carefully before signing this document. This is a legally binding document. Internet access is now available to students and teachers in all Candler County Schools. We are pleased to bring this access to Candler County and believe the Internet offers vast, diverse and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence by facilitating resource sharing innovation and communication. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers.

Student and teachers have access to:

1. Electronic mail communication with people all over the world;
2. Information and news from research institutions;
3. Public domain software and software of all types;
4. Discussion groups on a variety of topics; and
5. Access to many University Library Catalogs, the Library of Congress, CARL and ERIC.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Available precautions will be taken to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information, but we believe the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of this project.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. Our Internet Appropriate Use regulations are provided here so that you are aware of the responsibilities you are about to acquire. If a user violates any of these provisions, future access could be denied. The signature (s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has read the terms and conditions carefully and understand their significance.

The user may also be subject to disciplinary action, up to and including employment termination. Teachers will employ the same supervision and care in determining appropriate use of the Internet as is used with other instructional materials.

I have read, understand, and will abide by the attached Internet Appropriate Use regulations. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school system disciplinary action and/or appropriate legal action may be taken, up to and, including employment termination.

I further agree to promote the enforcement of the regulations in supervising student Internet use.

Employee's Name \_\_\_\_\_  
(Please print)

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

## **STUDENT SUPPORT PROCESSES**

The Candler County Board of Education provides a variety of resources which are available at every school within the district to help address student behavioral problems. The school discipline process will include appropriate consideration of support processes to help students resolve such problems. These resources include Student Support Teams, school counselors and chronic disciplinary problem student plans. **(Each school should list any other programs available such as peer mentoring, SUPER programs, etc).**

## **PARENTAL INVOLVEMENT**

This Code of Conduct is based on the expectation that parents, guardians, teachers and school administrators will work together to improve and enhance student behavior and academic performance and will communicate freely their concerns about, and actions in response to, student behavior that detracts from the learning environment. School administrators recognize that two-way communication through personal contacts are extremely valuable; therefore, they provide information to parents and well as on-going opportunities for school personnel to hear parents' concerns and comments.

Parents and students should contact the principal of the school if specific questions arise related to the Code of Conduct.

The Code of Conduct specifies within its standards of behavior various violations of the Code which may result in a school staff member's request that a parent or guardian come to the school for a conference. Parents are encouraged to visit the schools regularly and are expected to be actively involved in the behavior support processes designed to promote positive choices and behavior.

Georgia law mandates that any time a teacher or principal identifies a student as a chronic disciplinary problem student, the principal shall notify by telephone call and by mail the student's parent or guardian of the disciplinary problem, invite the parent or guardian to observe the student in a classroom situation, and request at least one parent or guardian to attend a conference to devise a disciplinary and behavioral correction plan.

Georgia law also states that before any chronic disciplinary problem student is permitted to return to school from a suspension or expulsion, the school shall request by telephone call and by mail at least one parent or guardian to schedule and attend a conference to devise a disciplinary and behavioral correction plan.

The law allows a local Board of Education to petition the juvenile court to require a parent to attend a school conference. If the court finds that the parent of guardian has willfully and unreasonably failed to attend a conference requested by the principal pursuant to the laws cited above, the court may order the parent or guardian to attend such a conference, order the parent or guardian to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior, or both. After notice and opportunity for hearing, the court may impose a fine, not to exceed \$500.00, on a parent or guardian who willfully disobeys an order of the court under this law.

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## **SPECIAL EDUCATION PROGRAM**

The Special Education Program in Candler County provides instruction for individuals with disabilities.

Candler County currently provides special education services to any student who meets the eligibility requirements for a service. Services for children with special needs from three to five years of age are also available.

Public Law 94-142, The Education for All Handicapped Children Act, recognizes the right for all children to a free and appropriate education in the least restrictive environment. Our special education programs are helping students to maximize their potential and become more productive students.

On October 30, 1990, President Bush signed in Law the Education for the Handicapped Act Amendments of 1990. These amendments made significant changes in the federal education law, which become known as the Individuals With Disabilities Education Act (IDEA).

Compliance with Federal and State Laws for individuals with disabilities requires an active involvement by all teachers, principals, and parents. We ask each of you to support the growth of the Candler County Special Education Program.

160-4-7-.08 LEAST RESTRICTIVE ENVIRONMENT (LRE).

### **REQUIREMENTS.**

Each local school system/state-operated program (LSS/SOP) shall have policies and procedures to ensure that to the maximum extent appropriate, students with disabilities in public or private institutions or other care facilities in Georgia shall be educated with students who are not disabled; and that special classes, separate schooling or other removal of students with disabilities from the regular class environment shall occur only when the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. [See 34 CFR 300.550] Given prevailing confusion, imprecise use of such terms and inconsistent use of such terms interchangeably, it is recognized that disagreement over terms including Least Restrictive Environment, LRE, inclusion, mainstreaming and resource may have interfered with the appropriate placement of children. Therefore, the term Least Restrictive Environment abbreviated as LRE shall be the official term for placement of students with disabilities pursuant to these Rules and shall be applied as follows:

### **APPLICATION OF LEAST RESTRICTIVE ENVIRONMENT.**

To the maximum extent appropriate, students with disabilities shall have the right to attend the school they would ordinarily attend in their home area or neighborhood, with their age and grade peers in the general education classroom with such students receiving their special education and related services, aids and supports in the general classroom to the maximum extent appropriate [20 USC Section 1400(c)(5)(D)]. Such determination shall be documented in student support team (SST) strategies developed and implemented (pre-referral stage) and in the Individualized Education Program (IEP) committee decision, provided to the parents of the disabled student shall be sufficient for the parent to make an informed decision. Academic, social, language, sensory and other relevant factors must all be considered in reaching this decision. Further, when any such alternative placement away from a, students home school or outside the general education classroom is made, such alternative placement shall be made only with parental participation in such decision making. The documentation shall show clear evidence that such alternative placement is warranted, educational goals shall be specified, and, when these goals are met the student shall be returned to or placed in the student's home school or the general education classroom. For preschool students ages three and four, local school systems that do not operate programs for non-disabled preschool

children are not required to initiate such programs solely to satisfy the requirements regarding placement in the LRE.

### **REFERRAL PROCEDURES – STUDENT SUPPORT TEAM:**

In Georgia, student referrals for comprehensive educational evaluation to determine eligibility and the need for special education must be preceded by interventions recommended by a student support team (SST) or justification for a bypass as described in paragraph the below. (See rule 160-4-2.32 Student Support Team) Parents should be invited to participate in the development of interventions and all meetings of the SST.

Eligibility for special education services requires documentation that the student's learning or emotional difficulties cannot be successfully remediated without specialized instruction, i.e., that the commonly accepted, individualized strategies, interventions, and modifications attempted in the general education classroom were unsuccessful.

# PURCHASE ORDER PROCESS

## The Candler County Board of Education Requires a Preapproved Purchase Order for All Purchases

### **A. LOGGING PURCHASE ORDERS**

1. Groups of purchase orders should be picked up at the Board Office from the Accounts Payable Clerk and will be logged out in groups by school.
2. A log of all purchase orders should be maintained in the principal's office at each school.
3. The principal is responsible for tracking all purchase orders signed out to the school.

### **B. COMPLETING THE PURCHASE ORDER**

1. Required information is to be **typed or printed neatly** on the purchase order form. Required information includes purchase order date, vendor name and address, ship to address and individual's name, Funding Program (Kindergarten, Grades 6-8, Grades 9-12, Media, etc.) quantity and item descriptions, individual price of items, freight/shipping charges, and total amount of purchase order.
2. A vendor order form may be used **if** the form already has required information/catalog numbers/prices listed. This order form must be attached to a completed purchase order **with the purchase order number noted on the vendor order form**. If a vendor order form is used, for description on the purchase order you may put "see attached order". (**A purchase order must be completed for each vendor order form.**) Example: If several teachers are ordering from the same vendor, a separate P.O. must be completed for each teacher's order.

### **C. APPROVING THE PURCHASE ORDER**

1. After the purchase order has been completed according to the above procedures, the purchase order should be submitted to the **First Approver**. The first approver shall be the principal or in some cases the immediate supervisor.
2. After the purchase order is approved by the **First Approver**, it should be submitted to the board office for **Final Approval** by the Superintendent or appropriate Program Coordinator. After **Final Approval**, the purchase order will be given to the Finance Office to record the purchase order in the computer and assign a requisition number.
3. After the purchase order has been entered into the accounting records, it will be returned by the Finance Office to the **FIRST APPROVER** at the school/department. **The school/department is responsible for making the purchase - mailing, faxing, phoning, etc.** The purchase order must be used when faxing/placing the order so that the vendor has the correct billing information. The Candler County Board of Education will not be responsible for purchases billed to the school or individual.

### **D. PAYING THE PURCHASE ORDER**

1. When materials are received, the pink copy of the purchase order should be returned to the Finance Office to be matched up with the invoice for payment. The receiving agent at each school is responsible for checking orders received and sending required purchase order copies to the Finance Office. **THE PURCHASE ORDER MUST CONTAIN A RECEIVING SIGNATURE AND DATE ITEMS WERE RECEIVED (WITH PACKING SLIPS ATTACHED WHEN AVAILABLE).** Items received, backordered, or canceled should be clearly noted on the Purchase order. In case of a partial shipment, the receiving agent should send a copy of the purchase order and indicate items not received. The pink copy of the purchase order should be held at the school until last item is received.

### **Special exceptions to the purchase order process:**

1. For **emergency purchases** that must be purchased immediately without having to wait for approving signatures, the principal or program coordinator may obtain verbal approval from the board office level. The purchase order should be submitted for written approval when the materials are ordered/ purchased, and "emergency p. o." should be noted on the purchase order. This should **only** be done in emergency situations.
2. Also refer to Wal-Mart, Technology, Transportation, and Maintenance special purchasing procedures.



## Maintenance and Transportation Department

### Purchase Order Procedures

1. Purchase orders are required for all purchases
2. Purchase orders should be logged out in groups from the central office
3. A numerical purchase order log should be maintained in the maintenance/transportation offices as purchase orders are issued. The log should show the p.o. number, date issued, vendor name, and who obtained the purchase order. Voided purchase orders should also be listed on the log.
4. The purchase order should be completed, approved, and submitted to the business office to be entered into the accounting system and assigned a requisition number PRIOR to making the purchase or placing the order.
5. The business office will return the purchase order to the department for the order to be placed.
6. Once the order is received, the person ordering shall check merchandise, packing documentation, and purchase order, and **clearly mark merchandise received, date received, and sign.**
7. The pink copy of the purchase order and all receiving documentation must be submitted to the business office for payment

Maintenance: Vehicle fuel purchases, vehicle maintenance, Ace Hardware purchases, shall be maintained on Maintenance Director Log and submitted monthly to the business department. All invoices are to be signed at time of purchase and turned in to the Maintenance Director daily.

Transportation: Fuel purchases, maintenance on buses – also see Transportation Purchasing Guidelines.

# Candler County Board of Education Transportation Purchasing Guidelines

## Fuel Purchases

- 1. All bus drivers must use their driver card and bus card for the bus they are fueling only. Buses may not be fueled with any card other than the card designated for that bus. Drivers are responsible for their driver card and all unauthorized purchases made by their card. DO NOT Loan your card to another driver.**
- 2. Bus odometer readings MUST be entered at the pump before fueling. CHECK the accuracy of the numbers you are entering. This odometer reading along with the number of gallons must be recorded on the bus driver daily log at the time of fueling. If you are fueling your bus for a FIELD TRIP, indicate this on your daily log.**

## Maintenance on Buses

- 1. All bus drivers are responsible for taking their bus in for maintenance. The scheduled maintenance, inspection, or problem reporting must be noted on the bus driver daily log. The driver is responsible for signing the service ticket and attaching it to their daily log. If an inspection is performed, the driver is also responsible for attaching the inspection sheet to the daily log. These logs should be turned in to the Transportation Director on a daily basis.**

## APPROVAL OF PURCHASES

**The Transportation Director shall file bus driver daily logs in bus notebooks.**

**When a maintenance invoice is received, the Transportation Director should review the logs to confirm that the maintenance or inspection was performed. After each invoice is checked for accuracy, the Transportation Director shall approve, date, and sign each invoice.**

**When a fuel invoice is received, the Transportation Director should review logs to confirm the number of gallons purchased and odometer readings. After each invoice is checked for accuracy, the Transportation Director shall approve, date, and sign each invoice.**

# Technology Orders

## Purchasing Procedures

These procedures should be followed in order to document technology inventory more efficiently They are as follows:

- All technology related equipment/hardware/software orders must be approved by the technology department. **(Toner and Ink for printers are not ordered through the technology department).**
- The technology department will gather quotes, make equipment recommendations, or set up an appointment to assess your needs.
- The technology department will send quotes or any supporting documentation needed for a school technology order, however p.o.'s must originate from the school, in which case school purchase order procedures must be followed.
- All technology related PO's must be labeled "**Technology Order**" and shipped to **Attention: Allen Lanier, Tech Department @ 210 S College St.** The manufacturer part number must be included on each item ordered in the item description (all of our approved vendors provide this number on all quotes). After the purchase order has received required approvals, the order will be placed from the central office. (Be sure to include a fax number on the p. o.)
- You may get a verbal approval from the Technology Department in an emergency situation only. The PO must be sent to and signed by the Tech department no later than the following day. In these situations be sure to note who approved the order and document "emergency p. o." on the body of the purchase order.

We appreciate your cooperation in our effort to better inventory Technology equipment and supplies. For questions regarding these procedures please email [a@metter.org](mailto:a@metter.org).

## **EMERGENCY PROCEDURES MANUAL**

To aid personnel and students in being aware of hazards which threaten their lives and safety and in being prepared to take appropriate action in the event of any imminent or actual disaster, the Candler County School System has developed an emergency procedures manual. This ready-reference guide has been prepared to direct the efforts of personnel in the effective management of emergency situations. The schools work cooperatively with the Central Office and other government and community agencies to prevent, assess, manage, and follow-up on any threat to the safety of the student, faculty, or staff. This guide is designed to contain the primary elements or steps necessary for effective intervention and follow-up for selected common emergencies that affect schools including, but not limited to, injuries and illnesses, fires, thunderstorms, tornadoes, floods, hurricanes, winter storms, hazardous materials, earthquakes, utility failure, bomb threats, civil disturbances, terrorist acts and nuclear emergencies. Copies of the Emergency Procedures Manual are available in each school office and on all other work sites in the system.

## **ASBESTOS MANAGEMENT PLAN**

All school buildings, Metter Elementary, Metter Intermediate, Metter Middle, Metter High School, alternative school and ISS building, and the central office building, have been inspected for asbestos containing building materials. A management plan has been developed for each school and for the central office to ensure that any asbestos containing material is maintained in good condition and that appropriate precautions are followed when the material is disturbed for any reason.

Anyone wishing to review or retain a copy of a school's management plan may do so at the school office or at the central office during regular operating hours. Anyone wishing to review or retain a copy of the management plan for the central office may do so at the central office during regular operating hours.

## **CONFIDENTIALITY OF STUDENT RECORDS**

Student records/information are considered to be confidential. Parents/guardians and those persons working with the student are allowed access to student records information. Access to student records/information is the right of each parent/guardian and will not be denied due to physical limitation or geographical location. The Candler County Board of Education will assume that the parent has the authority to inspect and review data relating to his or her child unless the agency has been advised that the parent does not have the authority under applicable state laws governing such matters as guardianship, separation, and divorce.

Permanent records should never be taken from school or left out of the file overnight except under the direction of administrative personnel. (Special education records should never be taken from the school or left out of the file overnight.) The teacher's grade book is the property of Candler County Board of Education and may be requisitioned for examination upon request of administrative personnel.

Candler County School System  
**2011-2012 School Calendar**  
**(Students 178 Days – Teachers 190 Days)**

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August 1 - 5, 2010		Pre-Planning
August 8		<b>First Day Of School</b>
September 5	<b>School Holiday</b>	<b>Labor Day</b>
October 7	<b>Furlough Day</b>	
October 10	<b>School Holiday</b>	<b>Columbus Day</b>
November 21- 25	<b>Thanksgiving Holidays</b>	
December 19 – 30	<b>Christmas Holidays</b>	
January 2, 2012	<b>Student Holidays</b>	Professional Learning
January 3, 2012	School Resumes	
January 16	<b>School Holiday</b>	Martin Luther King, Jr.
February 17	<b>Furlough Day</b>	
February 20	<b>School Holiday</b>	<b>President's Day</b>
April 2 – 6	<b>Spring Holidays</b>	
May 18	<b>Last Day Of School</b>	
May 21, 22	Post Planning	
May 23 – 24	<b>Furlough Days</b>	
May 28	<b>Holiday</b>	<b>Memorial Day</b>

\*\*\* The **Board** Meets monthly on the **3<sup>rd</sup> Thursday at 4:30 PM**

# Candler County Board of Education

**Candler County Board of Education – Central Staff**  
**210 South College Street, Metter, Georgia 30439 912-685-5713 fax # 912-685-3755**

Dr. Tom Bigwood	- Superintendent	Ext. 221
Dr. Bubba Longgear	- Asst. Superintendent, Sp Ed, Student Ser.	Ext. 218
Dr. Cadeisha Campbell	- Asst. Superintendent, Curriculum Director	Ext. 220
Linda Conner	- Administrative Assistant	Ext. 221
Janice Smith	- Federal Programs	Ext. 231
Becky Pinckard	- Finance Director	Ext. 219
Penny Buxton	- Payroll/Personnel	Ext. 217
Tracy Holloway	- Accounts Payable	Ext. 228
Joe Paul Williams	- Director of Maintenance	Ext. 211
Travis Lanier	- Transportation Director	Ext. 224
Delores Hagins	- Receptionist	Ext. 210
Jaime Riggs	- CIS Director	Ext. 226
Mary Caraway	- Technology Director	Ext. 227
Tony Lescak	- Technology Specialist	Ext. 230
Allen Lanier	- Technology Specialist	Ext. 232
	-21 Century Director	Ext. 229
	-21 Century Asst. Director	Ext. 292
Danny Smith	- School Psychologist/Intervention	Ext. 233
Carol Smith	- Parent Liaison	Ext. 235
Jill Villa	- Special Education Administrative Asst.	Ext. 233

**Candler County Board of Education – Metter Elementary School**  
**805 East Lillian Street, Metter, Georgia 30439 912-685-2058 Fax # 912-685-3477**

Lesa Brown	- Principal	Ext. 512
Lori McGowan	- Asst. Principal	Ext. 520
Connie Harden	- Secretary	Ext. 511
Debbie Daughtry	- Bookkeeper	Ext. 516
Tonya Bird	- Secretary	Ext. 530
Tammy Lanier	- Counselor	Ext. 513
Tammy Strickland	- Media Specialist	Ext. 515

**Candler County Board of Education – Metter Intermediate School**  
**421 West Vertia Street, Metter, Georgia 30439 912-685-7400 Fax # 912-685-9050**

Gwenda Rotton	- Principal	Ext. 312
Donna Waters	- Bookkeeper	Ext. 313
	- Secretary	Ext. 310
Melissa Crooms	- Nurse	Ext. 314
Mary Angela Edwards	- Media Specialist	Ext. 415

**Candler County Board of Education – Metter Middle School**  
**423 West Vertia Street, Metter, Georgia 30439      912-685-5580**

Robbie Dollar	- Principal	Ext. 411
Ellis Strobridge	- Asst. Principal	Ext. 414
Judy Swint	- Secretary	Ext. 410
Tammy Durden	- Bookkeeper	Ext. 417
Mary Lawrence	- Student Services	Ext. 416
Angela Calhoun-Carlyle	- Counselor	Ext. 413
Mary Angela Edwards	- Media Specialist	Ext. 415

**Candler County Board of Education – Metter High School**  
**Route 3 Box 1500, Hwy 129 South, Metter, Georgia 30439      912-685-2134**

John Jordon	- Principal	Ext.103
Ralph Carlyle	- Asst. Principal	Ext.104
	- Secretary/Data Entry	Ext.105
Angie Henderson	- Secretary	Ext.100
	- Bookkeeper	Ext.115
Mike West	- Athletic Director	Ext.146
Wendy Salter	- Counselor	Ext.106
Regan Smith	- Media Specialist	Ext.107

**Candler County Board of Education – School Nutrition Program**  
**210 South College Street, Metter, Georgia 30439**

Kathy Hood	- School Nutrition Director	Ext. 214	685-2360
Pam Todd	- School Nutrition Bookkeeper	Ext. 212	685-2360
	- Manager of Metter Elementary Cafeteria		685-5237
	- Manager of Metter Middle/Intermediate Cafeteria		685-5679
Jean Salter	- Manager of Metter High Cafeteria		685-5476

## **VII. TRAVEL REGULATIONS**

**State of Georgia Statewide Travel Regulations are used by the Candler County Board Of Education as a guide. All statewide travel regulations may not pertain to Candler County Board of Education employees.**

**Travel expenses will not be reimbursed unless the current employee expense statement is completed and submitted in a timely manner. Travel expense forms should be submitted within 15 days following completion of activity/expense incurred.**

The statewide travel regulations are available on the Internet at the following address:

[http://sao.georgia.gov/vgn/images/portal/cit\\_1210/58/16/176778203travelregs2011Policyv3FINAL.pdf](http://sao.georgia.gov/vgn/images/portal/cit_1210/58/16/176778203travelregs2011Policyv3FINAL.pdf)

**ATTENTION: GEORGIA HOTEL AND MOTEL OPERATORS**

On April 2, 1987, Act Number 621 amending the Official Code of Georgia Annotated Section 48- 13-51 became effective. This Act provides that Georgia State or local government officials or employees traveling on official business should not be charged county or municipal excise tax on lodging. Sales tax is not exempted under the current sales tax law, since the payment of hotel/motel bills by an employee is not considered to be payment made directly by a State agency from appropriated funds. Upon verification of the identity of the State official below, Georgia hotel and motel operators are authorized to exempt the individual from any applicable county or municipal lodging excise tax. Sales tax, however, should continue to be charged.

A copy of this certificate should be maintained with your tax records to document the individual's status as a State official or employee traveling on official business. If you have any questions, please contact the accounting or fiscal office of the Department or agency employing the individual identified below.

**STATE OF GEORGIA  
CERTIFICATE OF EXEMPTION OF LOCAL HOTEL/MOTEL EXCISE TAX**

**CERTIFICATION**

This is to certify that the lodging obtained on the date(s) identified below was required in the discharge of my official duties for the State and qualifies for exemption of the local hotel/motel excise tax under the Official Code of Georgia Annotated Chapter 48-13-51 (as amended by Act 621, Georgia Laws 1987).

Signature of Official or Employee \_\_\_\_\_ Date \_\_\_\_\_.

**PRINT OR TYPE**

Name of Official or Employee \_\_\_\_\_

Title of Official of Employee \_\_\_\_\_

Agency Represented \_\_\_\_\_

Accounting/Fiscal Office Contact \_\_\_\_\_ Phone No. \_\_\_\_\_

Date(s) of Lodging \_\_\_\_\_

## Candler County Board Of Education Employee In-State Expense Statement

**From** \_\_\_\_\_ **to** \_\_\_\_\_

Name: \_\_\_\_\_ Headquarters \_\_\_\_\_ Ga. Tag No. \_\_\_\_\_

Address: \_\_\_\_\_ Social Security No. \_\_\_\_\_

Date	Common Carrier (Taxi, Bus, Etc.)	Amount		Date	Miscellaneous (Description)	Amount

Explanation of any expenses that are unusual or exceed established limits: \_\_\_\_\_  
 \_\_\_\_\_

Comments/Reason for Return:

1. Total Subsistence (Attach Lodging Receipts)	
2. Common Carrier Express	
3. Miscellaneous Expenses	
4. State Use Mileage _____ Miles @.55 cents per mile (must be supported by automobile mileage record on back.)	
<b>Total Expenses</b> 1+2+3+4	.
<b>Net Reimbursement</b>	

“I do solemnly swear, under criminal penalty of a felony for false statements subject to punishment by fine of not more than \$1,000.00 or by imprisonment for not less than five years, that the above statements are true and I have incurred the described expenses and the state mileage in the discharge of my official duties for the state.”

Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_ Date \_\_\_\_\_







## 40.1 Candler COUNTY SCHOOL SYSTEM

### Fraud Administrative Regulations

#### Reporting Suspicion of Fraudulent Activities

**Purpose:**

To ensure that the reporting of suspicion of fraudulent activity the Candler County Board of Education ensures employees, clients and providers of confidential channels to report suspicious activities.

**Definitions:**

Fraud: A false representation of a matter of fact, whether by words or by conduct, or by concealment of that which should have been disclosed, that is used for the purpose of misappropriating property and/or monetary funds.

**Statement of Administrative Regulations:**

Candler County Board of Education thoroughly and expeditiously investigates any reported cases of suspected fraud to determine if disciplinary, financial recovery and/or criminal action should be taken.

**Confidentiality:**

All reports of suspected fraud must be handled under the strictest confidentiality. Only those directly involved in the investigation should be given information. Informants may remain anonymous but should be encouraged to cooperate with the investigators and should provide as much detail and evidence of alleged fraudulent acts as possible.

**Procedures and Responsibilities:**

1. Anyone suspecting fraud should report their concerns to the Candler County Board of Education School Superintendent or Finance Director at 912.685.5713.
2. Any employee with the Candler County Board of Education (temporary staff, full-time staff and contractors) who receives a report of suspected fraudulent activity must report this information within the next business day. You are able to contact Internal Investigations at 912.685.5713. Employees have the responsibility to report suspected fraud. All reports can be made in confidence.
3. The Candler County Board of Education shall conduct investigations of employees, providers, contractors, or vendors.
4. If necessary you will be contacted for additional information.
5. Communication through employee handbooks emphasizes the responsibilities and channels to report suspected fraud.

**Employee Consolidated Giving**

The Candler County Board of Education encourages employees to support various local, state, and nationally recognized charities that are humanitarian in nature. Giving to charities is another way for the school community to enhance the lives of students and parents and to teach the important value of sharing.

Accordingly, the Superintendent is directed to establish administrative regulations that provide objective criteria for approving system-wide fund raising activities.

**Agents and Advertising**

No principal or teacher shall permit any of his/her time, or that of the school, to be occupied in school hours by agents for insurance, stocks, bonds, books, or apparatus, or by lecturers, exhibitors, or other persons not connected with the Candler County Public Schools. No advertising of any business or outside enterprise, or announcements of any meeting or entertainment, either orally or circular, shall be made during school hours, except by special permission of the Board/Superintendent.

**Financial Solicitation**

No advertising of any article shall be read to the students of any school, distributed to the school rooms or on the premises, or placed on the walls or fences of any school building, except those articles or pamphlets of special educational value in line with the curriculum of the schools and approved by the Board.

**Selling Restriction**

No employee shall be permitted at any time to act as an agent for, or representative of, any corporation or business of any description for the purpose of selling merchandise to the Candler County schools, to units thereof, or to any of its employees, or for the purpose of soliciting or canvassing for profit or personal gain any other Candler County Board of Education employee directly or indirectly under his/her supervision or control.

**Selling to Students**

All principals, assistants, teachers, and clerks, or other school attaches, are forbidden to sell students anything of any character for commercial profit or private gain, whether for charity or otherwise, except by special permission of the Board.

**Charitable Organizations**

Students in the Candler County Public Schools will not be asked to participate in raising funds for non-school activities, except for nationally recognized charities that are humanitarian in nature. Such charities include the United Way, American Heart Association, March of Dimes, and any other such charities specifically approved by the Superintendent. Students may be invited to contribute, as a school activity.

**Fund Raising Activities in the Schools**

The Candler County Board of Education seeks the best educational opportunities possible for students. Experiences contributing to the achievement of this objective are regarded favorably as a part of a total educational program. Conversely, activities that obstruct or impede the attainment of maximum learning opportunities for all students are opposed.

The Board recognizes that school fund raising activities often have developed and continued because of dire need; that the tax funds can probably never provide all the equipment, furnishings, and convenience parents and students may desire or deserve; that certain educational values may derive from individual and group effort toward cooperatively determined goals; and that fund raising is an accepted fact of life in civic projects, churches, clubs, and other organizations. Nevertheless, it is the policy of the Board that money raising campaigns that exploit children, unduly harass the community, or interrupt the normal function of the schools shall not be permitted.

No fund raising organizations shall be permitted to solicit funds from students without prior approval from the Board of Education.

Students shall not be permitted to solicit funds in school-sponsored activities without prior approval from the Board of Education.

**The Board of Education prohibits students in all grades from participating in door-to-door sales**

The Superintendent is directed to establish administrative regulations providing guidance in the area of fund raising activities that will be conducive to the best educational interests of all students enrolled in the Candler County Schools.

Candler County Schools

**Agreement for Hours Worked Beyond the Regular School Day**

I understand that I am responsible for documenting hours worked beyond my regular day according to program guidelines. I must sign out from my regular school day **before signing** in for additional hours with other programs that extend beyond the regular school day hours.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date