

# TURKEYFOOT VALLEY AREA SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE SELECTION OF NON-TEACHING PERSONNEL  
JOB DESCRIPTIONS

ADOPTED: AUGUST 18, 2014

REVISED:

FORMERLY 4000

## 504.1 SELECTION OF NON-TEACHING PERSONNEL – JOB DESCRIPTIONS

1. Non-teaching employees of the School District shall be appointed upon recommendation of the Personnel Committee. Should an applicant nominated by the Personnel Committee, be rejected by the Board, it shall be the duty of the Personnel Committee to nominate another applicant. It shall be the responsibility of the Personnel Committee to nominate for employment only those applicants who meet all qualifications established by law and by the Board for the type of position for which the nomination is made.
2. Characteristics of positions: Job descriptions for all employees, except classroom teachers, shall be established by the Superintendent and approved by the Board.
3. Qualifications for applicants for non-teaching positions shall be determined by ability, experience, training, references, and records of previous employment. Qualifying examinations will be administered at the discretion of the Superintendent.
4. Although job descriptions shall be approved by the Board, the Superintendent shall have the authority to assign work details temporarily considering the availability of manpower and the necessary tasks to be completed.
5. Non-teaching personnel who are reimbursed by the Federal Government or any other Governmental agency shall be expected to follow the rules and regulations prescribed for all employees in the same categories at the Turkeyfoot Valley Area School District.

## ATTENDANCE REGULATIONS FOR NON-INSTRUCTIONAL STAFF

1. Office assistants shall have their hours set by the Board of School Directors. Strict adherence by office assistants to their daily schedule shall be expected for effective school organization.
2. Building custodial personnel shall be directly responsible to the Supervisor of Building and Grounds or a designate. Their hours for duty shall be established, and they shall observe schedules strictly as set.
3. Physicians, dentists, and nurses shall be responsible to the Principal, and their schedules shall be arranged through the Principal.
4. Punctuality and absence regulations shall apply to non-instructional employees as well as to instructional employees.
5. All District employees shall remain on the premises of their assigned building during the prescribed working hours unless permitted to leave by the building Principal or other supervisor.

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|  | <p>6. Unless negotiated otherwise, all compensation required to be paid under the provisions of the sick leave policy or for other approved leave shall be paid to the employees in the same manner and at the same time said employee would have received his or her salary if actually engaged in the performance of his/her duties</p> |
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Reviewed 4/9/01, 2/20/06

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