

# Notice of Assignment

## At-Will Employee Summer Non-Licensed Staff Contract

Date: May 20, 2026

To: Janet Johnson

From: South Koochiching/Rainy River ISD #363

1. The basic assignment associated with this at-will position is to provide assistance to the individual(s) responsible for maintaining the District's Media items (Chromebooks, iPads, computers, interactive whiteboards, books etc...). Work associated with this position may include assisting with organizing, packing and creating an inventory of the District's Media items. Other duties may include office clerical support, assisting with summer school, such as Academic Support, Teacher-Aide Support, Type III driving, Food Service Assistance and other duties as assigned by administration. Professional Development and training may also be included as part of this work experience. Work shall be limited to no more than 3 days per week at 6.75 hours per day exclusive of an unpaid duty-free lunch period, unless there is prior administrative approval for additional time. The length of this employment will run from May 28, 2026 through August 21, 2026.
2. Janet Johnson will need to use the TimeTracker program to clock in. An hourly wage at the current hourly rate of the employee's step on the MSEA agreement salary table will be paid to Janet Johnson. There are no additional benefits associated with this position.
3. Modifications or adjustments in the above assignment and compensation can be made by School District directive.
4. This agreement is subject to board approval.

I hereby agree to the above assignment.

\_\_\_\_\_  
Signature of Assignee

\_\_\_\_\_  
Signature of Assignee

\_\_\_\_\_  
Signature of Superintendent

Original Personnel File

Cc: Assignee \_\_\_\_\_

B Mgr \_\_\_\_\_

Payroll \_\_\_\_\_