

**Human Resources Committee - REVISED**

Duluth Public Schools, ISD 709

Agenda

Monday, June 10, 2013

UnitedHealth Group Building

4316 Rice Lake Road

Suite 108

Duluth, MN 55811

4:15 PM

1. **Staffing Report Action Items** **2**
2. **Other Action Items**
  - A. \*Placeholder - Resolution #HR-6-13-3102- Termination of Non Tenured Certified Staff
  - B. \*Placeholder - Resolution #HR-6-13-3103 - Termination of Tenured Certified Staff
  - C. \*Placeholder - Resolution #HR-6-13-3104 - Termination of Certified Discontinuation of Positions
3. **\*Placeholder - Approval of Instructional Assistant-Head Start Reclassification** **6**
4. **\*Placeholder - Approval of Food Service Site Supervisor position** **10**
5. **Informational Items**
  - A. \*Placeholder
6. **Future Items**
  - A. *There are no HR Future Items at this time.*

**HUMAN RESOURCES ACTION ITEMS FOR: 6/18/13**

<b><u>CERT APPOINTMENT</u></b>	<b><u>POSITION/SITE/CLASS&amp;STEP/REPLACING</u></b>	<b><u>EFFECTIVE DATES</u></b>
RENGO, JOAN Total: 1	.476 SCHOOL NURSE/DW III 8, REALLOC OF FTE, TEMPOS	05/02/13 05/31/13

<b><u>CERT COCURRICULAR</u></b>	<b><u>POSITION/LOCATION/EFFECTIVE DATE/STIPEND</u></b>	<b><u>EFFECTIVE DATES</u></b>
AKERVIK, THERESA	.5 CHOIR STIPEND/NETTLETON, 12/13, \$305.00	
BERG, ROBERT	.5 SCHOOL PATROL STIPEND/STOWE, 12/13, \$373.50	
BERRY, JAMES	.1 HEAD BOYS TENNIS/EAST, 12/13, \$325.20	
BODIN, AMY	.5 AMERICORPS STIPEND/PIEDMONT, 12/13, \$750.00	
BOWEN-BAILEY, HOLLY	.5 AMERICORPS PROMISE FELLOW STIPEND/ORDEAN, 12/13, \$750.00	
BOWKER, MICHELLE	.5 CHOIR STIPEND/NETTLETON, 12/13, \$305.00	
BURNHAM, BERNADETTE	.5 AMERICORPS TRUE NORTH STIPEND/MACARTHUR, 12/13, \$750.00	
BUSHEY, JOHN	.5 AMERICORPS TRUE NORTH STIPEND/HOMECROFT, 12/13, \$750.00	
CAMERON, WILLIE	DRAMA/2 ACTS/LINCOLN, 12/13, \$988.00	
CHOPP, CLARE	ORCHESTRA/LINCOLN, 12/13, \$630.00, CHANGE IN FTE	
DALBACKA, JILL	SCHOOL PATROL/LOWELL, 12/13, \$747.00	
DAVIS, PAUL	.5 SCHOOL PATROL STIPEND/STOWE, 12/13, \$373.50	
DAVIS, PAUL	.5 TECHNOLOGY COORDINATOR/STOWE, 12/13, \$1207.00	
DEVANEY, DEBORAH	.5 AMERICORPS PROMISE FELLOWS STIPEND/LINCOLN, 12/13, \$750.00	
DEVANEY, MARY BETH	.5 AMERICORPS READING CORPS STIPEND/CONGDON, 12/13, \$750.00	
EASON, LINDA	.5 TECHNOLOGY COORD/STOWE, 12/13, \$1207.00	
ERIE, RONDA	.5 AMERICORPS MATH CORPS STIPEND/MACARTHUR, 12/13, \$750.00	
FORBORT, KEITH	SCHOOL PATROL STIPEND/HOMECROFT, 12/13, \$747.00	
FRESVIK, THEODORE	SCHOOL PATROL STIPEND/NETTLETON, 12/13, \$747.00	
GRITZMACHER, CYNTHIA	CHOIR STIPEND/CONGDON, 12/13, \$610.00	
HANSON, KEITH	.4 ASST SOFTBALL/EAST, 12/13, \$1013.20, CHANGE IN FTE	
HARALA, MARY	.25 AMERICORPS TRUE NORTH STIPEND/CONGDON, 12/13, \$375.00	
HILL, ROGER	SCHOOL PATROL STIPEND/PIEDMONT, 12/13, \$747.00	
HOLTEN, SHERRY	.5 TECHNOLOGY COORDINATOR/HOMECROFT, 12/13, \$1207.00	
HUMPHREYS, CHAD	.9 HEAD BOYS TENNIS/EAST, 12/13, \$2926.80, CHANGE IN FTE	
ISELL, PATRICIA	.5 AMERICORPS READING CORPS STIPEND/LAKEWOOD, 12/13, \$750.00	
ISELL, PATRICIA	.5 AMERICORPS TRUE NORTH STIPEND/LAKEWOOD, 12/13, \$750.00	
ISELL, PATRICIA	.5 AMERICORPS TRUE NORTH STIPEND/LESTER, 12/13, \$750.00	
KRIZAJ, ERIN	.5 AMERICORPS READING CORPS STIPEND/LESTER, 12/13, \$750.00	
LARSON, ELIZABETH	3-1 ACT PLAYS/DENFELD, 12/13, \$1596.00	
LEROUX, JUSTIN	SCHOOL PATROL/MACARTHUR, 12/13, \$747.00	
MACDONELL, JOAN	.5 AMERICORPS READING CORPS STIPEND/MACARTHUR, 12/13, \$750.00	
MAKILA, PHYLLIS	SCHOOL PATROL STIPEND/LAKEWOOD, 12/13, \$747.00	
MARSHALL, KATHI	.25 AMERICORPS TRUE NORTH STIPEND/CONGDON, 12/13, \$375.00	
MEEHL, JESSE	.45 ASST BASEBALL/EAST, 12/13, \$1139.85	
MICHEAU, TERRI	.25 AMERICORPS READING CORPS STIPEND/HOMECROFT, 12/13, \$375.00	
MILLER, CYNTHIA	TECHNOLOGY COORDINATOR/CONGDON, 12/13, \$2414.00	
MUSKOVITZ, JARED M	.9 ASST BOYS TENNIS/EAST, 12/13, \$1863.90, CHANGE IN FTE	
NELSON, DUSTIN	ASST TRACK/EAST, 12/13, \$2679.00	
OBST, SHARON	ACADEMIC CLUB/DRAMA/DENFELD, 12/13, \$903.00	
PACKINGHAM, TRACY	ELEMENTARY CLUB/YEARBOOK ADV/LESTER, 12/13, \$551.00	
PETERSON, RICHELLE	.5 AMERICORPS TRUE NORTH STIPEND/STOWE, 12/13, \$750.00	
PILATE, SCOTT	.5 AMERICORPS MATH CORPS STIPEND/PIEDMONT, 12/13, \$750.00	
PILATE, SCOTT	.5 AMERICORPS READING CORPS STIPEND/PIEDMONT, 12/13, \$750.00	
SAUER, DEBORAH	SCHOOL PATROL STIPEND/CONGDON, 12/13, \$747.00	
SEDERBERG, BRENDA	.25 AMERICORPS READING CORPS STIPEND/HOMECROFT, 12/13, \$375.00	
SMITH, SHIRLEY	CHOIR/LAKEWOOD, 12/13, \$610.00	
SOLIN, SUSAN	NEWSPAPER, 4 ISSUES/LINCOLN, 12/13, \$1456.00, CHANGE IN FTE	
SOMMERFELD, SUSAN	CHOIR STIPEND/HOMECROFT, 12/13, \$610.00	
VENBERG, CYNTHIA	TECHNOLOGY COORD/LOWELL, 12/13, \$2414.00	
VISINA, TIMOTHY	ASST TRACK/EAST, 12/13, \$2679.00	
WALTERS, JOANNA	.5 ORCHESTRA/LINCOLN, 12/13, \$315.00, RESCIND	
WENTWORTH, JAMES	SCHOOL PATROL/LESTER, 12/13, \$747.00	
WITTMERS-GRAVES, ERICA	.4 TECHNOLOGY COORDINATOR/LAKEWOOD, 12/13, \$965.50, CHANGE IN FTE	
Total: 54		

**CERT EXTENSION****POSITION/LOCATION/CONDITION****EFFECTIVE DATES**

ANDERSON, JILL	EBD/ARROWHEAD ACADEMY, NOT TO EXCEED 104.5 HRS	06/14/13	07/26/13
BANGSUND, EDWINAE	EBD/WOODLAND HILLS, NOT TO EXCEED 104.5 HRS	06/14/13	07/26/13
BERGMAN, ANDREW	EBD/WOODLAND HILLS, NOT TO EXCEED 104.5 HRS	06/14/13	07/26/13
DALBEC, SHARON	EBD/MERRITT CREEK, NOT TO EXCEED 104.5 HRS	06/14/13	07/26/13
EGBERT, PAMELA	TITLE I/WOODLAND HILLS, NOT TO EXCEED 20 HRS	06/14/13	07/26/13
FLORESTANO, ANGELO	SOCIAL STUDIES/ALC, NOT TO EXCEED 90 HRS	06/17/13	07/25/13
FULLER, LISA	EBD/ALC, NOT TO EXCEED 60 HRS	06/17/13	07/25/13
GRANMO, SHERYL	EBD/MERRITT CREEK, NOT TO EXCEED 104.5 HRS	06/14/13	07/26/13
HAYES, KRISTINA	EBD/ARROWHEAD ACADEMY, NOT TO EXCEED 104.5 HRS	06/14/13	07/26/13
JOHNSON, BARBARA	TITLE I/MERRITT CREEK, NOT TO EXCEED 104.5 HRS	06/14/13	07/26/13
KEROLA, WILLIAM	EBD/CHESTER CREEK, NOT TO EXCEED 104.5 HRS	06/14/13	07/26/13
KILBURG, JEANNE	EBD/WOODLAND HILLS, NOT TO EXCEED 104.5 HRS	06/14/13	07/26/13
KOLQUIST, JULIE	EBD/MERRITT CREEK, NOT TO EXCEED 104.5 HRS	06/14/13	07/26/13
OLESON, SUSAN	DUE PROCESS/RESIDENTIALS, NOT TO EXCEED 205 HRS	06/10/13	08/31/13
OLSON, MOIRA	EBD/CHESTER CREEK, NOT TO EXCEED 104.5 HRS	06/14/13	07/26/13
PAQUETTE, BARBARA	EBD/MERRITT CREEK/ NOT TO EXCEED 104.5 HRS	06/14/13	07/26/13
PAWLIKOWSKI, BETTY	LD/ARROWHEAD ACADEMY, NOT TO EXCEED 104.5 HRS	06/14/13	07/26/13
PETERSON, GREGORY	WORK EXP/ALC, NOT TO EXCEED 90 HRS	06/17/13	07/25/13
POST, CHRISTINE	EBD/WOODLAND HILLS, NOT TO EXCEED 104.5 HRS	06/14/13	07/26/13
PRECKEL, KEVIN	EBD/ARROWHEAD ACADEMY, NOT TO EXCEED 104.5 HRS	06/14/13	07/26/13
QUINLAN, DEIDRE	HABITAT/ALC, NOT TO EXCEED 60 HRS	06/17/13	07/25/13
RINGSRED, LEIF	SCIENCE/ALC, NOT TO EXCEED 90 HRS	06/17/13	07/25/13
SHELDON, KRISTY	EBD/MERRITT CREEK, NOT TO EXCEED 104.5 HRS	06/14/13	07/26/13
SMITH, HAMILTON	EBD/WOODLAND HILLS, NOT TO EXCEED 104.5 HRS	06/14/13	07/26/13
SODERBERG, CARL	EBD/MERRITT CREEK, NOT TO EXCEED 104.5 HRS	06/14/13	07/26/13
TAMMINEN, BETH	COORDINATOR/ALC, NOT TO EXCEED 100 HRS	07/08/13	07/31/13
TEICHROEW, JULIE	ENGLISH/ALC, NOT TO EXCEED 90 HRS	06/17/13	07/25/13
WILKINS, TAMMI	INFO TECH & MEDIA/HOCHS/TECHNOLOGY, NOT TO EXCEED 36 HOURS	06/10/13	08/30/13
WILKINS, TAMMI	INFO TECH & MEDIA/HOCHS/TECHNOLOGY, NOT TO EXCEED 400 HOURS	06/10/13	08/30/13
WILLIAMS, PAULA	GUIDANCE COUNSELOR/ALC, NOT TO EXCEED 110 HRS	06/09/13	07/25/13
WITTMER, NANCY	LD/CHESTER CREEK, NOT TO EXCEED 176 HRS	06/14/13	07/26/13

Total: 32

**CERT LEAVES****POSITION/LOCATION/LEAVE TYPE****EFFECTIVE DATES**

HODGSON, SARAH	MATH/LINCOLN, MEDICAL, W/O PAY	05/27/13	08/30/13
HULL, CHRISTEN	ASST PRINCIPAL/MACARTHUR, PARENTAL, W/O PAY	05/16/13	06/14/13
SOLARZ, KARI	KDGN/MACARTHUR, PARENTAL, W/O PAY	05/15/13	06/07/13

Total: 3

**CERT LONG TERM SUB****POSITION/LOCATION/CLASS & STEP/REPLACING****EFFECTIVE DATES**

MITCHELL-KROCAK, LISA	ASST PRINCIPAL/MACARTHUR, \$2120.00/WK, C HULL	05/02/13	06/07/13
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Total: 1

**CERT RESIGNATION****POSITION/LOCATION****EFFECTIVE DATES**

GODFREY, SARAH	EBD/NETTLETON	06/07/13
HAYES, KRISTINA	EBD/ARROWHEAD ACADEMY	07/26/13
HYMAN, ROBI	EBD/CHESTER CREEK ACADEMY	06/07/13

Total: 3

**CERT RETIREMENT****POSITION/LOCATION****EFFECTIVE DATES**

GREINER, PATRICIA	ADAPTIVE PHYED/DW	06/07/13
KAVANAUGH, EDWARD	SOCIAL STUDIES/DENFELD	06/07/13
WANNER, FRANK	SOCIAL STUDIES/DENFELD/CURRIC DEV/DW	06/30/13

Total: 3

**CERT TEMP DECREASE****POSITION/LOCATION/CONDITION****EFFECTIVE DATES**

MEYERSON, ROBI	PRE-K/DW, .75 TO .5	04/29/13	06/07/13
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Total: 1

**CERT TEMP INCREASE**

IDEKER, BRIDGET  
 PRATT, ANA  
 TAMMINEN, BETH  
 Total: 3

**POSITION/LOCATION/CONDITION**

PRE-K/BARNES, .65 TO .9  
 ECSE/DW, .5 TO 1.0  
 COORDINATOR/ALC, .625 TO .675

**EFFECTIVE DATES**

04/29/13 06/07/13  
 07/01/13 06/30/14  
 04/01/13 07/05/13

**NONCERT DEMOTION**

YANG, LIANG-PI

**NEW POSITION/OLD POSITION/RATE OF PAY**

SPEC ED BW PARA/MEYERS-WILKINS, CULTURAL CENTER PARA/LOWELL,  
 \$16.71/HR

**EFFECTIVE DATES**

09/03/13

Total: 1

**NONCERT EXTENSION**

ANSETH, BETTY  
 BECK, ELIZABETH  
 BERGUM, DIANE  
 BOOKER, LINDA  
 CARTER III, DAVID  
 CONLEY, KELLEY  
 COYLE, SANDRA  
 DAWSON, MARIA  
 GELINEAU, AARON  
 GRANT, MARLON  
 HARRIS, CALVIN  
 HARRIS, JES WA  
 HENDERSON, ALLEGRA  
 JARVELA, LISA  
 KLECZKA, THERESA  
 KORSGAARD, KATHARINE  
 MONTGOMERY, DEBRA  
 OMAN, MARGARET  
 PAQUETTE, PATRICIA  
 RUDH, BARBARA  
 SMITH, NATHAN  
 SMITH, TAMARA  
 STINGL, KATHRYN  
 STRATIOTI, DIANA  
 WAKEFIELD, SUSAN  
 Total: 25

**POSITION/LOCATION/CONDITION**

SPEC ED PROG PARA/MERRITT CREEK, NOT TO EXCEED 80 HRS, 7/8-7/25/13  
 SPEC ED PROG PARA/WOODLAND HILLS, NOT TO EXCEED 80 HRS,7/8-7/25/13  
 SPEC ED PROG PARA/CHESTER CREEK, NOT TO EXCEED 80 HRS, 7/8-7/25/13  
 SPEC ED PROG PARA/MERRITT CREEK, NOT TO EXCEED 80 HRS, 7/8-7/25/13  
 INTEGRATION SPECIALIST/DW, NOT TO EXCEED 80 HRS  
 MISA PARA/ALC, NOT TO EXCEED 480 HRS  
 OFF SUP SENIOR/HOCHS/TECHNOLOGY, NOT TO EXCEED 100 HRS  
 INTEGRATION SPECIALIST/DW, NOT TO EXCEED 80 HRS  
 INTEGRATION SPECIALIST/DW, NOT TO EXCEED 50 HRS  
 INTEGRATION SPECIALIST/DW, NOT TO EXCEED 80 HRS  
 INTEGRATION SPECIALIST/DW, NOT TO EXCEED 80 HRS  
 INTEGRATION SPECIALIST/DW, NOT TO EXCEED 80 HRS  
 INTEGRATION SPECIALIST/DW, NOT TO EXCEED 80 HRS  
 INTEGRATION SPECIALIST/DW, NOT TO EXCEED 80 HRS  
 OFF SUP SPEC/MERRITT CREEK, NOT TO EXCEED 80 HRS.  
 SPEC ED PROG PARA/CHESTER CREEK, NOT TO EXCEED 80 HRS, 7/8-7/25/13  
 SPEC ED PARA/CHESTER CREEK, NOT TO EXCEED 80 HRS, 7/8-7/25/13  
 COMMUNITY LIAISON PARA/PIEDMONT, NOT TO EXCEED 120 HRS  
 SPEC ED PROG PARA/MERRITT CREEK, NOT TO EXCEED 80 HRS, 7/8-7/25/13  
 OFF SUP SENIOR/HOCHS/ EDUC EQUITY, NOT TO EXCEED 40 HRS  
 SPEC ED PROG PARA/MERRITT CREEK, NOT TO EXCEED 80 HRS, 7/8-7/25/13  
 INTEGRATION SPECIALIST/DW, NOT TO EXCEED 80 HOURS  
 INTEGRATION SPECIALIST/DW, NOT TO EXCEED 80 HRS  
 SPEC ED PROG PARA/MERRITT CREEK, NOT TO EXCEED 80 HRS, 7/8-7/25/13  
 OFF SUP SPEC/INTERMEDIATE/PIEDMONT, NOT TO EXCEED 40 HRS  
 OFF SUP SPEC INTERMEDIATE/ALC, NOT TO EXCEED 163 HOURS

**EFFECTIVE DATES**

06/17/13 06/27/13  
 06/17/13 06/27/13  
 06/17/13 06/27/13  
 06/17/13 06/27/13  
 06/17/13 06/28/13  
 06/10/13 08/30/13  
 06/17/13 08/16/13  
 06/17/13 06/28/13  
 06/17/13 06/28/13  
 06/17/13 06/28/13  
 06/17/13 06/28/13  
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 06/17/13 06/28/13  
 06/17/13 08/16/13  
 06/17/13 06/27/13  
 06/17/13 06/27/13  
 06/10/13 06/27/13  
 06/17/13 06/27/13  
 06/24/13 06/28/13  
 06/17/13 06/27/13  
 06/17/13 06/28/13  
 06/17/13 06/28/13  
 06/17/13 06/27/13  
 06/24/13 06/28/13  
 06/24/13 08/01/13

**NONCERT LEAVES**

BUNNELL, EMMA  
 FALK, KAREN  
 GEISSLER, SUSAN  
 HALES, KYRA  
 HANSON, NANCY  
 HANSON, NANCY  
 MILLER, MARK  
 OLSON, DAWN  
 SIMONSON, HOLLY  
 SOGER, ANNA  
 SWAFFORD, REBECCA  
 WALDRIFF, TRACY  
 Total: 12

**POSITION/LOCATION/TYPER OF LEAVE**

HELPER/LINCOLN, 'A' MEDICAL, W/O PAY  
 SPECIAL ED PROG PARA/WOODLAND HILLS, 'A' PERSONAL, W/O PAY  
 SATELLITE MGR I/LOWELL, 'A' MEDICAL, W/O PAY  
 HELPER/STOWE, 'A' MEDICAL W/O PAY  
 FIELD SUPPORT/HOCHS/TECHNOLOGY, 'A' MILITARY, WITH PAY  
 FIELD SUPPORT/HOCHS/TECHNOLOGY, 'A' MILITARY, WITH PAY  
 SPECIAL ED BW PARA/DENFELD, 'A' PERSONAL, W/O PAY  
 PHYSICAL THERAPIST PARA/DW, 'B' PERSONAL, W/O PAY  
 SCHL BUS DRIVER II/TRANSPORTATION, 'A' MEDICAL, W/O PAY, CHG IN DATE  
 HELPER/LINCOLN, 'A' MEDICAL, W/O PAY  
 HELPER/LOWELL, 'A' PERSONAL, W/O PAY  
 INSTR PARA/WASHINGTON CTR, 'A' PERSONAL, W/O PAY

**EFFECTIVE DATES**

05/08/13 05/10/13  
 05/20/13 05/22/13  
 05/20/13 06/07/13  
 05/21/13 05/24/13  
 05/17/13 05/17/13  
 05/09/13 05/09/13  
 05/15/13 05/17/13  
 09/03/13 06/06/14  
 03/17/13 06/07/13  
 05/06/13 06/04/13  
 05/13/13 05/21/13  
 05/20/13 06/07/13

**NONCERT PERM DECREASE**

MARTINSON, JANNA  
 VAN HALE, KAREN  
 Total: 2

**POSITION/LOCATION/CONDITION**

SPECIAL ED BW PARA/CONGDON, .78125 TO .5  
 SPECIAL ED BW PARA/LESTER, .8125 TO .78125

**EFFECTIVE DATES**

09/03/13  
 09/03/13

<u>NONCERT PERM INCREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
BARTLETT, TONNA	SCHOOL BUS DRIVER II/TRANSPORATION, .75 TO .875	05/01/13
CIURLEO, VERONICA	SCHOOL BUS DRIVER II/TRANSPORTATION, .75 TO .875	05/01/13
LATOUR, STEVEN	SCHOOL BUS DRIVER II/TRANSPORTATION, .625 TO .75	05/01/13
MAYVILLE, RICHARD	SCHOOL BUS DRIVER II/TRANSPORTATION, .875 TO 1.0	05/01/13
PETERSON, RONALD	SCHOOL BUS DRIVER II/TRANSPORTATION, .625 TO .75	05/01/13
PIKE, JOHN	SCHOOL BUS DRIVER II/TRANSPORTATION, .75 TO 1.0	05/01/13
TUVE, TROY	SCHOOL BUS DRIVER II/TRANSPORTATION, .625 TO .75	05/01/13
ZWAK, ELIZABETH	SPECIAL ED STUDENT SPECIFIC PARA/DENFELD, .75 TO .78125	09/03/13
Total: 8		

<u>NONCERT PROMOTION</u>	<u>NEW POSITION/OLD POSITION/RATE OF PAY</u>	<u>EFFECTIVE DATES</u>
HILL, CATHY	TECH TUTOR/DENFELD, INSTR PARA/BARNES HDST, \$17.91/HR	09/03/13
JOHNSON, MICHELE	SPECIAL ED BW PARA/PIEDMONT, SUPV PARA/ALC, 15.84/HR	09/03/13
KARKIAINEN, DARIN	STOREROOM TRUCK DRIVER/HOCHS, SCHL BUS DRIVER II/TRANSP, \$16.57/HR	05/06/13 09/20/13
*PLACEHOLDER		
Total: 4		

<u>NONCERT RECLASSIFICATION</u>	<u>NEW POSITION/OLD POSITION/RATE OF PAY</u>	<u>EFFECTIVE DATES</u>
*PLACEHOLDER		
Total: 1		

<u>NONCERT RESIGNATION</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>
BRZEZINSKI, PETER	SUPV PARA/LINCOLN, (ON LEAVE)PRESUMED RESIGNATION	05/06/13
FLATT, CAROL	HELPER/PIEDMONT	06/06/13
GORDER, BRENDA	HELPER/NETTLETON	04/22/13
SULIIN, BETTY	OFFICE SUPPORT SPECIALIST/BARNES	06/07/13
Total: 4		

<u>NONCERT RETIREMENT</u>	<u>POSITION/LOCATION</u>	<u>EFFECTIVE DATES</u>
HAEDRICH, DARLENE	HEALTH PARA/ALC	06/07/13
Total: 1		

<u>NONCERT TEMP INCREASE</u>	<u>POSITION/LOCATION/CONDITION</u>	<u>EFFECTIVE DATES</u>
HALVORSON, MARY	INSTR PARA/MACARTHUR HEADSTART, .43755 TO .4875	01/02/13 05/31/13
SUNDEEN, SALLY	SPECIAL ED STUDENT SPECIFIC/EAST, .78125 TO .875, CHANGE IN DATES	04/22/13 05/31/13
Total: 2		



## CLASSIFICATION DESCRIPTION

TITLE: Instructional Assistant – Head Start

<b><u>Title of Immediate Supervisor:</u></b> Head Start Teacher	<b><u>Department:</u></b> Office of Head Start	<b><u>FLSA Status:</u></b> Non-Exempt
<b><u>Accountable For (Job Titles):</u></b>		<b><u>Pay Grade Assignment:</u></b> Instructional Assistants, Addendum A, Wages

<b>General Summary or Purpose Of Job:</b>
Assists teachers, other licensed staff, and parents with the educational and social activities, as well as the care and feeding of Head Start school age children. Assists in creating an appropriate educational environment for children.

<b>DUTY NO.</b>	<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)	<b>FRE-QUENCY</b>
1.	Accomplishes Head Start goals by assisting teachers with all classroom activities, including health, special needs, educational, multicultural, and so forth. Effectively mainstreams children with special needs. Implements all federal, State, and local regulations and performance standards as required by Head Start.	Daily 40%
2.	Assists children in performing daily tasks, such as self-help skills, which include dressing, bathroom skills, hand washing and so forth. Assists with child/parent separation issues. Provides first aid, when needed. Assists with children’s bathroom needs. Changes children’s clothes, as well as diapers, as required.	Daily 30%
3.	Includes parents in accomplishing Head Start objectives by accompanying teachers on home visits, participating in conferences, and by communicating with them by telephone and in classroom settings.	Daily 20%
4.	Performs other miscellaneous duties such as records absences, reasons for absence, completes transportation records, reporting on children’s health conditions and the number of children eating various meals, copying and filing papers. Orders and receives food and supplies; submits storeroom orders. Participates in staff, team, or site committee meetings, as appropriate.	Daily 10%
5.	Performs other duties of a comparable level or type.	As required.



## CLASSIFICATION DESCRIPTION

**TITLE: Instructional Assistant – Head Start**

**Minimum Qualifications:** (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

Requires a minimum of a high school diploma or GED certificate and Child Development Associate (CDA) credential; be enrolled in a CDA credential program that will be completed within two years; Or have an associate or baccalaureate degree (in any area) or be enrolled in a program leading to a degree (as of September 30, 2013).

**Certification or Licensing Requirements** (prior to job entry):

Driver’s license issued by the State of Minnesota.

**Knowledge Requirements:**

Requires knowledge of:

- Child development and parenting.
- General understanding of Head Start programs and performance standards.
- Understanding of age-appropriate activities.
- CPR and first aid certification.
- Public health rules regarding maintaining sanitary and safe conditions in a classroom or similar educational setting.
- Understanding of cultural diversity and poverty.
- Basic mathematics and some familiarity with mathematics materials, curriculum, and instructional techniques.

**Skill Requirements:**

Skilled in:

- Verbal and listening communications, especially with parents and teachers.
- Good interpersonal relations, organizational and decision-making skills.
- Basic artistic and creative areas, as related to children’s activities.
- Maintaining a safe and organized classroom and bulletin boards.
- Assessing the needs of each child.
- Assisting with the mainstreaming of special needs children.
- Interacting in a positive manner with children, and skilled in appropriate intervention procedures.
- Purchasing/ordering food and supplies for a classroom situation.
- Using laminating, copying machines and computer literacy.

**Physical Requirements:** Indicate according to the requirements of the essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			√	
Walk			√	
Sit			√	



## CLASSIFICATION DESCRIPTION

### TITLE: Instructional Assistant – Head Start

Use hands dexterously (use fingers to handle, feel)			√	
Reach with hands and arms			√	
Climb or balance		√		
Stoop/kneel/crouch or crawl			√	
Talk and hear				√
Taste and smell		√		
<b>Lift &amp; Carry:</b> Up to 10 lbs.				√
Up to 25 lbs.		√		
Up to 50 lbs.		√		
Up to 100 lbs.	√			
More than 100 lbs.	√			

**General Environmental Conditions:**

Work is performed under classroom or school conditions and there are generally minimal environmental risks or disagreeable conditions associated with the work. However, on occasion there may be some exposure to bus fumes or chlorine bleach.

The typical noise level is considered to be moderate.

**General Physical Conditions:**

**Work can be generally characterized as:**

**Medium Work:** Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

There is frequent physical interaction with children, such as running with them, picking them up, sitting on the floor with them, diapering and changing clothes.

<b>Vision Requirements:</b> Check box if relevant	Yes	No
No special vision requirements		
Close Vision (20 in. of less)	√	
Distance Vision (20 ft. of more)	√	
Color Vision	√	
Depth Perception	√	
Peripheral Vision	√	

**Job Classification History:**



## CLASSIFICATION DESCRIPTION

### TITLE: Instructional Assistant – Head Start

Classification reviewed and revised by Penn, Inc., Human Resource Management Consulting  
Revised due to Statutory Degree and Credentialing Requirement for Head Start staff by the US Department of Health and Human Services, with a review by ISD 709 Human Resources Manager on 1/30/2013.



CLASSIFICATION DESCRIPTION

TITLE: Food Service Site Supervisor

<p><b><u>Title of Immediate Supervisor:</u></b> Supervisor of Food Service</p>	<p><b><u>Department:</u></b> Child Nutrition</p>	<p><b><u>FLSA Status:</u></b> Exempt</p>
<p><b><u>Accountable For (Job Titles):</u></b> Satellite Manager</p>		<p><b><u>Pay Grade Assignment:</u></b> Non-Certified Business Division Administrators' Association, Pay Class III</p>

**General Summary or Purpose Of Job:**  
 Works directly with school sites to efficiently provide nutritious and tasteful meals to the students and staff of Duluth Public Schools. This is accomplished by utilizing federal, State and local guidelines for school lunch and breakfast, childcare, Head Start and federal summer programs. Assist in overseeing multiple sites and numerous employees in the Child Nutrition Department.

<b>DUTY NO.</b>	<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)	<b>FRE-QUENCY</b>
1.	Provides administrative direction regarding the food service operations to sites and programs, ensuring that departmental goals and objectives, as well as federal, state and local guidelines are followed.	Daily 40%
2.	Serves as a liaison with other district units or external entities outside the district; screens calls and mail dealing with complains, problems conflicts or questions; attempts to independently resolve, answer or address problems, questions or issues within established guidelines.	Daily 10%
3.	Assist in the food service computer point-of-service accounting system, including computer program and collection money systems. Troubleshoots and provides training to employees by telephone and through on-site visits.	Daily 10%
4.	Performs budget management activities; monitors and tracks budget expenditures; prepares and processes requisitions; processes invoices for payment; submits reimbursement forms; processes stipends.	Daily 10%



## CLASSIFICATION DESCRIPTION

### TITLE: Food Service Site Supervisor

5.	Hires, trains, provide administrative direction and assistance to Satellite Managers by coaching, staffing guidelines and Serve Safe principles.	Daily 10%
6.	Assists in the planning and evaluation of menus. Establishes substitute meal items and alternative serving systems, such as when dishwasher or freezer problems arise.	Daily 10%
7.	Assists in developing new revenue and cost containment ideas, as well as departmental planning and evaluation of operations, problem solving and follow through on solutions. Stays current by attending seminars and other professional activities on food service and nutrition.	Daily 5%
8.	Oversees catering functions for the District by providing menus, staffing and invoices, including requests by the district administration. Coordinates catering with site managers. Enforces compliance with safety and Serve Safe regulations, ensuring customer satisfaction.	Daily 5%
9.	Performs other duties of a comparable level or type.	As required

**Minimum Qualifications:** (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

Requires a minimum of an associate's degree in food service management or dietetics and at least two years of management experience in a large institutional food service setting serving 200 meals or more; or an equivalent combination of education, training and/or experience necessary to successfully perform the essential functions of the work.

**Certification or Licensing Requirements** (within 6 months of job entry):

- Serve Safe Food Manager Certificate (Required)
- Registered Dietetic Technician (Preferred)

**Knowledge Requirements:**

Requires knowledge of:

- Large quantity food production and services, necessary for serving hundreds of students.
- State, federal and local guidelines for food handling in school food service operations.
- MS-Office, or similar programs, used for creating spreadsheets, databases, and for word



## CLASSIFICATION DESCRIPTION

### TITLE: Food Service Site Supervisor

- processing.
- Nutrition and meal planning.
- Large quantity institutional food preparation
- Using food service software.
- Purchasing practices, determining quantities, writing bids, and negotiating prices.
- Mathematics and accounting basics.

- Skill Requirements:**
- Skilled in:
- Time management, team building and supervision with a diverse group of people.
  - Written communication.
  - Verbal communication, especially for public speaking and making presentations.
  - Ability to work independently and to plan work requirement for self and others.
  - Ability to work well in a hectic, fast-paced environment.

**Physical Requirements:** Indicate according to the requirements of the essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		√		
Walk		√		
Sit			√	
Use hands dexterously (use fingers to handle, feel)				√
Reach with hands and arms			√	
Climb or balance		√		
Stoop/kneel/crouch or crawl		√		
Talk and hear				√
Taste and smell				√
<b>Lift &amp; Carry:</b> Up to 10 lbs.			√	
Up to 25 lbs.			√	
Up to 50 lbs.		√		
Up to 100 lbs.	√			
More than 100 lbs.	√			

**General Environmental Conditions:**

Work is occasionally performed near moving mechanical parts, such as when using slicers and large augured kettles; in outdoor weather conditions, when traveling between sites; and in extreme heat (non-weather related) in kitchens. Occasionally, work is performed in wet or humid (non-weather) conditions, such as in dish rooms; in fumes or airborne particles, and where toxic or caustic chemicals are present, such as in dish rooms, when ventilation problems are present; in extreme cold, when working in freezers; and; where there is a risk of electrical shock in a typical institutional kitchen environment.



## CLASSIFICATION DESCRIPTION

**TITLE: Food Service Site Supervisor**

The typical noise level ranges from moderate to loud, depending upon the school or program site.

**General Physical Conditions:**

**Work can be generally characterized as:**

**Medium Work:** Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Climbing, stooping, and kneeling when accessing kitchen or freezer shelves as required. Boxes weighing up to 50 pounds may be lifted when assisting in unloading products from trucks.

<b>Vision Requirements:</b> Check box if relevant	Yes	No
No special vision requirements	√	
Close Vision (20 in. of less)		
Distance Vision (20 ft. of more)		
Color Vision		
Depth Perception		
Peripheral Vision		

**Job Classification History:** Classification reviewed and revised by Penn, Inc., Human Resource Management Consulting. Classification reviewed and revised by ISD 709 Human Resources on 4-8-13.