Wyalusing Area School District

11450 Wyalusing-New Albany Road
Wyalusing, PA 18853

ACT 93
COMPENSATION PLAN
For
NON-SUPERVISORY TEAM MEMBERS

JULY 1, 2024 THROUGH JUNE 30, 2029

BOARD ADOPTED: September 11, 2023

REVISED: May 13, 2024

WYALUSING AREA SCHOOL DISTRICT NON-DISCRIMINATION POLICY

The Wyalusing Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, gender. religion, age, veteran status, political activities, sexual orientation, marital status, or disability in its activities, programs or employment as required by Title VI, Title IX, Section 504, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. In addition, information and grievance procedures referencing Title IX or Section 504 should be directed to the School District Superintendent, Title IX and Section 504 coordinator, in the Wyalusing Area School District Administration Office at PO Box 157, Wyalusing, PA 18853, or (570) 746-1600.

I. INTRODUCTION

In compliance with Section 1164 of the Public School Code of 1949, as amended, (Act 93 of 1984) and in recognizing the need for a strong management team, the Wyalusing Area School District Board of Directors establishes this Compensation Plan for Non-Supervisory Team Members.

II. PLAN TERMS

A. The Compensation Plan for Non-Supervisory Team Members will be for a term of five (5) years for the period July 1, 2024, through June 30, 2029.

III. NON-SUPERVISORY TEAM MEMBERS

For the purposes of this Agreement, the term Non-Supervisory Team Member shall refer to the following positions covered by this Agreement. All Non-Supervisory Team Members must maintain the minimum PDE certifications and/or Professional Licensure where applicable and as required for their position.

A. ***School Psychologist*** (PK-12 School Psychologist certification)
B. ***Occupational Therapist*** (Occupational Therapist Professional License)
C. ***Executive Assistant to the Superintendent***
D. ***School Social Worker*** (LSW or LCSW Professional License)
E. ***School Police Officer*** (SRO certification, ACT 120 certification)

IV. NON-SUPERVISORY TEAM MEMBERS EVALUATION METHODOLOGIES:

Non-Supervisory Team Members are evaluated and rated to determine their success related to job performance criteria. Evaluation of Non-Supervisory Team Members is based upon the sections below.

A. PA. Dept. of Education (PDE) Evaluation Tool

1. Non-Supervisory Team Members subject to Act 82 Educator Effectiveness rating requirements will be evaluated using the 82-3 rating system.
2. The 82-3 rating system will result in a rating of Failing, Needs Improvement, Proficient, or Distinguished.
3. Non-Supervisory Team Members who receive a rating of Failing will not be eligible for a salary increase as part of **Section V**.

B. Non-Supervisory Rating Tool

1. Non-Supervisory Team Members will be evaluated using the Non-Supervisory Rating Tool, attached.

C. Final Overall Evaluation

1. The Non-Supervisory Team Members Final Overall Evaluation rating will be based upon the PDE Evaluation Tool (where applicable) or the Non-Supervisory Rating Tool.
2. Non-Supervisory Team Members who achieve a Satisfactory rating on the tool shall receive a salary increase as identified in **Section V.**

D. Unsatisfactory Rating

1. Non-Supervisory Team Members who receive an Unsatisfactory rating on the Final Overall Evaluation shall receive no salary increase and:

a. will be placed on a corrective action plan, and,

b. will have a freeze of salary until the Non-Supervisory Team Member receives a Satisfactory rating on the Final Overall Evaluation, no earlier than the following year.

c. The Non-Supervisory Team Members will also meet at a minimum on a quarterly basis with their Supervisor to monitor the corrective action plan progress.

E. Non-Supervisory Team Members Evaluation Appeal

1. A Non-Supervisory Team Member who is not in agreement with the evaluation completed by the Supervisor, may appeal his/her evaluation.

a. The Non-Supervisory Team Members must indicate the request for appeal to the Superintendent by attaching a letter of appeal request to his or her evaluation.

a. The Superintendent shall submit the appeal to the School Board of Directors for their consideration.

b. If an additional explanation is needed by the School Board of Directors, the Administrator may be called upon to provide such information.

V. NON-SUPERVISORY TEAM MEMBER COMPENSATION

A. Salary Provisions

1. For the 2024-2025 fiscal year, current Non-Supervisory Team Members will receive the following salary:

a. School Psychologist: $82,184

b. Occupational Therapist: $65,410

c. Executive Assistant to the Superintendent: $65,000

d. School Social Worker: $58,656

e. School Police Officer: $66,625

2. Non-Supervisory Team Members who receive a Satisfactory rating, per **Section IV**, will receive a 2.5% (.025) salary increase.

3. Salary adjustments will be instituted annually for the first pay in July for the School Psychologist, Executive Assistant to the Superintendent, School Social Worker, and School Police Officer.

4. Salary adjustments will be instituted annually for the first pay in September for the Occupational Therapist.

B. Newly Hired Non-Supervisory Team Members

1. The Board of School Directors may add positions to the Non-Supervisory Team and set compensation at any time, in their sole discretion.

C. Payroll Details

1. Payroll Deductions

a. The usual payroll deductions taken out of a Non-Supervisory Team Members paycheck including all taxes required to be withheld on a local, state and federal level, retirement, medical insurance co-payment, and any voluntary employee deductions for additional benefits offered by the District.

b. Deductions shall be withheld from 26 pays, based on the requirements of the Business Office.

c. Should the District receive an order for the garnishment of a member's wages, the District may charge the affected Administrator a 2% administration fee for the garnishment of wages should the law allow.

2. Pay Periods
   a. Pay periods shall be every fourteen (14) days or every other Thursday.
   b. In the event that the payday falls on a day in which school is not in session, payment shall be made on the last school day preceding the date of payment.
   c. All Non-Supervisory Team Members must use direct deposit.

VI. WORK YEAR

A. *Non-Supervisory Team Members Work Year*

1. Non-Supervisory Team Members will work in accordance with the following schedule between July 1 and June 30 less paid holidays in accordance with **Section VII, G, 7.**
   a. School Psychologist, 260 days (Full Time-12 months)
   b. Occupational Therapist, 186 days (Full Time-10 months)
   c. Executive Assistant to the Superintendent, 260 days (Full Time-12 months)
   d. School Social Worker, 205 days (186 student/teacher days + 19 days to be used before /after the school year (Full Time- 10 months). *The Social Worker will utilize the 19 summer workdays to spend on average 2 days per week throughout June, July, August of each summer to provide counseling services to students/families and complete any other district assigned responsibilities.*
   e. School Police Officer, (186 student/teacher day + 19 days to be used before /after the school year = 205 total days (Full Time- 10 months)

B. *Per Diem Rate*

1. The Non-Supervisory Team Members Per Diem rate will be based on the work year in **Section VI, A.**

VII. FRINGE BENEFITS:

A. *Tuition Credit Reimbursement*

1. The district will reimburse Non-Supervisory Team Members for college credits in their field or in pursuit of a relevant degree/certification of up to $6,000 per fiscal year per member from a United States accredited college or university.
2. All courses taken shall have prior approval from the Superintendent.
3. For all courses, a grade of "B" or better must be earned to be eligible for reimbursement.
4. Non-Supervisory Team Members leaving the district shall repay the district for all costs in accordance with the format below (a+b+c = total tuition payback):
   a. 50% of the costs paid by the district three calendar years ago, and;
   b. 75% of the costs paid by the district two calendar years ago, and;
   c. 100% of the costs paid by the district one calendar year ago.
5. The amount will be withheld from the last paycheck; any balance remaining must be paid within 30 days of separation from employment.

B. *HealthCare Insurance*

The District is a member of the Northern Tier Insurance Consortium (NTIC) and coverage is currently provided through Highmark Blue Shield.

1. Non-Supervisory Team Members will be enrolled in the NTIC HDHP-1 plan
   a. Health Reimbursement Account (HRA)
      i. The District will provide a prepaid Health Reimbursement Account (HRA)

in the form of a debit card. The debit card is for prescription use only.

ii. The District shall be responsible for all costs associated with the HRA.

iii. Non-Supervisory Team Members who require single-only coverage, the district will provide a two thousand-dollar ($2,000) HRA account, each day one of each plan year.

iv. Non-Supervisory Team Members who require non-single coverage, the district will provide a four thousand dollars ($4,000) HRA account, each day one of each plan year.

v. The District contribution of the HRA ($2,000 or $4,000) shall be based on the coverage that the employee is enrolled in at the time of the deposit and shall be reduced or increased throughout the contract year, to reflect enrollment changes due to I.R.S. section 125 qualifying events.

b. Non-Supervisory Team Members Contribution to Premium Costs

i. All Non-Supervisory Team Members who require single-only coverage shall contribute one thousand dollars ($1,000) annually to the costs of the HDHP-1 plan. The Non-Supervisory Team Members will have the amount deducted evenly from their pay throughout the year, beginning with the first pay of September. The contribution amount will be offered on a pre-tax basis subject to Section125 of the Internal Revenue Code.

ii. All Non-Supervisory Team Members who require non-single coverage shall contribute one thousand five hundred dollars ($1,500) annually to the costs of the HDHP-1 plan. The Administrator will have the amount deducted evenly from their pay throughout the year, beginning with the first pay of September. The contribution amount will be offered on a pre-tax basis subject to Section 125 of the Internal Revenue Code.

iii. Bonus Payment – If the amount of the member's HRA used in the prior year is less that their premium contribution due in that year, the difference will be given as a one-time bonus payment in December via payroll.

~~iv. Each year after the initial year of employment, as an incentive to become a better user of health care, the Non-Supervisory Team Members premium contribution shall be equal to the amount of the HRA that was used to pay for health care costs during the previous year, not to exceed one thousand dollars ($1,000) for single-only coverage or one thousand five hundred dollars ($1,500) for non-single coverage.~~

~~1. *Late Arriving Bills*: It may be possible that the District will not have access to all health care costs incurred by the Non-Supervisory Team Member at the time the Non-Supervisory Team Members premium share is set. If the District is notified of additional costs incurred by the Non-Supervisory Team Members after the Non-Supervisory Team Members premium share has been set, the District shall notify the Non-Supervisory Team Member at least one paycheck in advance of the issue and the new premium share calculation.~~

c. Incorrect Usage

i. It may be possible that the HRA is used to pay for something ineligible

and not covered by the health care plan. If this occurs, the Non-Supervisory Team Member will be notified of the incorrect usage and the Non-Supervisory Team Member will have one (1) month to present a repayment plan to the District for the amount. The plan shall both repay the District in a timely manner and be affordable to the Non-Supervisory

Team Member.

ii. Once the plan is agreed to, the Non-Supervisory Team Member shall reimburse the HRA the amount incorrectly spent. If the plan is not agreed to within one month the District may stop the usage of the HRA.

d. Heath Care Opt-Out Option

i. Non-Supervisory Team Members shall have the right to opt-out of the District-offered health care plan in exchange for monetary compensation.

ii. Non-Supervisory Team Members who elect to opt-out of the Health Care Plan shall receive an annual payment in the amount of four thousand dollars ($4,000), either in payment or as a payment to the employee's 403(b) account, at the Non-Supervisory Team Members discretion.

iii. Payment shall be made by separate check-in two equal installments of two thousand dollars ($2,000) in December and May of each year of participation, so long as the participating Non-Supervisory Team Member is actively employed and in compensable status at the time payment is made.

iv. Whenever a Non-Supervisory Team Member is married to another district employee, they must utilize this article **(Section B, 1, e)** and only receive one plan.

v. After the date of ratification of this Agreement, any future marriage between a Non-Supervisory Team Member and another district employee will require the married couple to elect one plan and the couple will not be eligible for the opt-out compensation.

vi. Non-Supervisory Team Members who elect payment in place of health care insurance shall not be required to make premium share payments in those years during which they are receiving such payments.

vii. Participating employees must provide evidence of coverage through a different plan when notifying the District annually of their intent to waive the District's health care plan and to participate in the opt-out program. The notice must be given by March 31 before a July 1 enrollment or by November 30, if enrollment is to commence in January.

viii. Newly hired Non-Supervisory Team Members shall have thirty (30) days from the first active date of employment to waive the health care plan and elect to participate in the opt-out program.

ix. Payments will be pro-rated for program enrollment that is less than one year in duration. Non-Supervisory Team Members who opt-out shall be prohibited from reenrolling that year, except in the event of a "life-changing event".

x. Participating employees have the right to re-enroll in the District-offered Health Care Plan by electing not to "opt-out" for the next contract (benefit) year (and subsequently enrolling at the time of open enrollment) or sooner in the event of a "life-changing event".

xi. The life-changing event shall be defined as one or more of the following:

- Marriage, divorce or legal separation
- Death of employee's spouse or child(ren)

- Birth or adoption of a child(ren) by employee or spouse, change in the number of dependents
- Loss (voluntary or involuntary) of a job by the spouse
- Change in employment status from full-time to part-time or vice-versa for employee or spouse
- Change in spouse's health insurance coverage, which results in loss of major benefits
- The spouse becomes Medicare eligible
- Any other "event" prescribed by the Internal Revenue Service.

xii. In the event of a "life-changing event," as verified or confirmed by the District, and upon written notification to the District and in compliance with the health insurance plan and applicable IRS regulations, reinstatement of the employee in the District's health plan will occur immediately.

xiii. Employees opting-in due to a life-changing event will be required to repay, on a pro-rated basis, any opt-out payments received.

C. ***Section 125 Plan***

1. The District shall establish and maintain a Section 125 Plan in accordance with established IRS Regulations.

D. ***Dental Insurance***

1. The District shall pay the costs of dental care for the Non-Supervisory Team Members.

2. The District will make dental insurance available to the Non-Supervisory Team Members family.
   a. The cost of the family dental insurance shall be paid for by the District.
   b. The dental benefits are attached as Exhibit A.

E. ***Vision Insurance***

1. The District shall pay the costs of Vision insurance for the Non-Supervisory Team Member.

2. The District will make Vision insurance available to the Non-Supervisory Team Members family.
   a. The cost of the family Vision insurance shall be paid for by the District.
   b. The vision benefits are attached as Exhibit A.

F. ***Mileage Reimbursement***

The District will reimburse Non-Supervisory Team Members for use of a personal vehicle in the performance of school duties.

1. The Non-Supervisory Team Members shall be reimbursed at the IRS rate.

2. The Supervisor shall approve all travel with appropriate action and approval presented at the monthly school board meeting.

3. No mileage reimbursement request shall be permitted for on-campus travel from one building to the other.

4. Request for Reimbursement must be submitted monthly and within 30 days of the preceding month.

G. ***Athletic Pass***

1. Each Non-Supervisory Team Member shall be permitted to attend all Wyalusing Valley High School home athletic events free of charge.
2. Each Non-Supervisory Team Member shall also be permitted to have one (1) guest attend all Wyalusing Valley High School home athletic events free of charge.

H. ***Leaves of Absence***

1. Sick Days
    a. Non-Supervisory Team Members will receive annual sick days in accordance with the schedule below:
        i. School Psychologist, 12 sick days per year
        ii. Occupational Therapist, 10 sick days per year
        iii. Executive Assistant to the Superintendent, 12 sick days per year
        iv. School Social Worker, 10 sick days per year
        v. School Police Officer, 10 sick days per year
    b. Section 1154 of the Pennsylvania School Code applies to sick days.
    c. Sick days will be provided on July 1 of each year.
    d. Any unused sick leave shall be accumulative from year to year without limitation.
    e. All or any part of sick leave may be taken with full pay in any one or more school years.
    f. If three (3) or more consecutive sick days are used, the Superintendent may request documentation from a medical professional justifying those sick days.
2. Personal Days
    a. Non-Supervisory Team Members will receive one (1) personal leave day per year.
    b. Personal days are accumulative to a maximum of five (5) days.
    c. At no time shall a Non-Supervisory Team Member have more than five Personal days available.
3. Vacation Days (Does not apply to the Occupational Therapist, School Police Officer, or School Social Worker)
    a. Non-Supervisory Team Members shall receive between 15 and 20 Vacation days as follows:
        i. Non-Supervisory Team Members in their first three years of service as a Non-Supervisory Team Member in the District shall be provided 15 paid Vacation days on July 1 of each year.
        ii. Non-Supervisory Team Members in their fourth year of service and beyond as a Non-Supervisory Team Member in the District shall be provided 20 paid Vacation days on July 1 of each year.
    b. Vacation days shall not be used in less than half-day increments.
    c. Non-Supervisory Team Members continuing employment with the district who serve as an Administrator for the next year will have until July 31st to use Vacation days issued during the previous year.
        i. A maximum of 5 unused Vacation days issued during the previous year may be converted to sick days on July 31st.
        ii. Unused Vacation days, less the days provided during the current year will be forfeited after July 31st.

iii. At no time will a Non-Supervisory Team Member have more than 15/20 Vacation days **(Section VII, H, 3, a)** available after July 31st.

d. Non-Supervisory Team Members use of Vacation days during the first 10 days of school or the last 10 days of each school year is discouraged.

4. Bonus Days

a. For each fifty (50) days of accumulated sick leave, excluding the ten or twelve (10 or 12) days granted for the current year, each Non-Supervisory Team Member shall be granted one (1) Bonus day.

b. Bonus days are not accumulative.

c. Unused Bonus days shall be reimbursed at the Non-Supervisory Team Members per diem rate effective on June 30th.

5. Emergency Days

a. Non-Supervisory Team Members will receive two (2) Emergency days per year.

b. Emergency days are not accumulative, must be used by June 30th.

c. Emergency days shall be used for business and emergency purposes.

i. Definition: Any situation demanding immediate attention, or attention which cannot be accomplished other than during the school day.

6. Bereavement Days

a. Non-Supervisory Team Members shall be granted up to five paid days of bereavement absence for the death of an immediate family member.

i. Members of the immediate family shall be defined as father, mother, brother, sister, son, daughter, grandchild, son-in-law, daughter-in-law, husband, wife, parent-in-law, or near relative who resides in the same household, or any person with whom the Non-Supervisory Team Member has made his home.

b. Non-Supervisory Team Members shall be granted one paid day of bereavement absence for the death of a near relative.

i. A near relative shall be defined as a first cousin, grandfather, grandmother, grandparent-in-law, aunt, uncle, niece, nephew, brother-in-law or sister-in-law.

ii. The one bereavement day shall be for the purpose of attending the funeral.

c. The board of school directors may extend the period of absence with pay in its discretion as the exigencies of the case may warrant.

7. Holidays (Does not apply to the Occupational Therapist, School Police Officer, School Social Worker)

a. Non-Supervisory Team Members shall be granted paid holidays that are consistent with the school year instructional calendar including July 4.

I. ***Life Insurance***

The District shall assume responsibility for a group life insurance policy to be carried on each Non-Supervisory Team Member during the term of this agreement in the amount of $100,000.

1. The policy shall provide each Non-Supervisory Team Member with an accidental death and dismemberment plan in an amount equal to the life insurance policy within the limitations of the insurance provider. This insurance shall be paid for any losses which result from an accident occurring on or off the job, in addition to any otherbenefits.

2. When requested on an individual basis, each Non-Supervisory Team Member shall be

permitted to apply for an increase in the amount of life insurance provided by the District.

- **a.** Each Non-Supervisory Team Member must purchase the insurance in blocks of one thousand dollars ($1000), subject to modification by the insurance company, payable through the use of the payroll deduction system for each pay period.
- **b.** The Non-Supervisory Team Member requesting such additional insurance shall notify the Business Office by July 1.

J. ***Income Protection Plan***

The District shall pay for the cost of an Income Protection Plan for each Non-Supervisory Team Member.

1. Coverage of one thousand dollars ($1000) per month will be provided by the District.
2. The benefit will begin on the ninety-first (91st) day of employment.
3. Each Non-Supervisory Team Members shall be permitted to apply for an optional increase (buy-up) of income disability insurance up to sixty percent (60%) of the Non-Supervisory Team Members salary, subject to modification by the insurance company, payable through the use of payroll deduction system for each pay period. The Non-Supervisory Team Member requesting such additional insurance shall notify the Administration Office.

K. ***General and Automobile Liability Insurance***

The District shall pay the cost of general liability, Errors & Omissions insurance, and automobile liability insurance for all Non-Supervisory Team Members during the time which they are engaged in school duties.

1. This coverage will be applicable only after the owner's insurance has been applied.
2. This insurance shall be provided by the Wyalusing Area School District Broker of Record.

VIII. RETIREMENT

A. ***Severance Benefits*** Non-Supervisory Team Members retiring in accordance with the regulations of the Pennsylvania School Employee Retirement System shall be deemed an Eligible Retiree and shall be eligible forseverance benefits in accordance with the sections below.

1. The Non-Supervisory Team Member must notify the Superintendent in writing at least sixty (60) days in advance to be eligible for severance benefits.
2. The Eligible Retiree shall present proof that he/she has made a formal application for retirement before any severance payment being issued.
    - **a.** The Eligible Retiree shall be paid as part of the final year's salary by the District forty dollars ($40) times the years of service employed by the District.
    - **b.** The Eligible Retiree shall be paid the sum of sixty-five dollars ($65) per day for each unused sick leave day.
        - **i.** A maximum of two hundred (200) days or seven thousand dollars ($7000) shall be paid to the Non-Supervisory Team Member upon permanent retirement.

B. ***COBRA Health Insurance***

1. The District will make available to all Non-Supervisory Team Members, who retire subsequent to the effective date of this Agreement, a COBRA Health Insurance Plan.
2. Such coverage shall be available only upon the terms and conditions prescribed therefore

by the District's insurance carrier and, if for any reason the same shall become unavailable from the District's insurance carrier, the Board shall be under no responsibility to provide substitute coverage.

3. Such coverage at the group rate shall be at the full cost and expense of the retired employee desiring the same, and the payment therefore shall be received by the District at least ten (10) days prior to the date the District is obligated to transmit the same to the Carrier.
4. In the event payment shall not be received by the District as herein set forth, the coverage shall be terminated and, in such case, the District shall be under no liability whatsoever to make the payment or to provide the benefits which would have been provided by the Carrier had the payment been made.
5. It is understood and agreed that in making this coverage available, the District is acting only as a conduit for the transmittal of the premium to the Carrier.

Wyalusing Area School District
Act 93 Non-Supervisory Team Member Evaluation Form

Name:
Position:

Date of Evaluation:

Description	Rating Scale
Work Performance	
Produces work that is neat, accurate, organized, and complete within appropriate timelines	☐ Satisfactory ☐ Unsatisfactory
Follows district procedures/supervisor's directions	☐ Satisfactory ☐ Unsatisfactory
Demonstrates initiative by setting priorities, regularly completing work on schedule, and fulfilling commitments	☐ Satisfactory ☐ Unsatisfactory
Demonstrates knowledge and skills relating to assigned duties and responsibilities; proficient use of work-related equipment, tools, and software applications	☐ Satisfactory ☐ Unsatisfactory
Assists others when help is needed and understands needs of co-workers in meeting deadlines	☐ Satisfactory ☐ Unsatisfactory

RATING SCALE
Satisfactory Employees in this category consistently meet requirements of the position and performs in a fully satisfactory and reliable manner. Performance in this category reflects employees who successfully do their jobs, resulting in quality work. Performance is consistent, resulting in a regular, ongoing achievement of the established standards. They exhibit leadership behaviors consistent with the district's and technology department's vision, mission, and goals. Performance by this employee enhances the opportunity for the technology department to achieve its goals.
Unsatisfactory Employees in this category may inconsistently meet established norms and standards for the position or may regularly fail to meet one or more of the established standards and goals for the position. Performance is not at expected level and/or was not done in a way that demonstrates the district's and technology department's mission, vision, and goals. The employee meets some of the minimum requirements of the position, but may need to improve performance to meet expected levels in some areas of performance. Immediate and sustained improvement is required for staff in this category. Performance requires more than normal degree of direction and supervision.

Professionalism and Teamwork	
Accepts suggestions/constructive criticism, promotes a climate of trust and teamwork	☐ Satisfactory ☐ Unsatisfactory

Builds productive rapport with employees at all levels within and outside the organization; treats others with respect, dignity, and fosters diversity and inclusion; customer service focused	☐ Satisfactory ☐ Unsatisfactory
Explores and suggests new approaches and methods to achieve departmental goals and responsibilities	☐ Satisfactory ☐ Unsatisfactory
Knows and complies with appropriate policies, procedures, and regulations including proper notice of absences and changes to work schedule	☐ Satisfactory ☐ Unsatisfactory
Is consistently reliable and dependable	☐ Satisfactory ☐ Unsatisfactory
Analyzes facts and data, using sound judgment, to arrive at effective solutions; exercises confidentiality in the management of personal, private, and privileged information maintained on school district data systems	☐ Satisfactory ☐ Unsatisfactory

Communication	
Uses verbal, non-verbal, and written communication techniques to foster positive interactions with co-workers supervisors, and members of the school community	☐ Satisfactory ☐ Unsatisfactory
Provides accurate and timely information to co-workers, supervisors, and members of the school community	☐ Satisfactory ☐ Unsatisfactory
Demonstrates willingness to ask for assistance when needed or assignment not understood	☐ Satisfactory ☐ Unsatisfactory
Works with other members of the technology department to form an effective team	☐ Satisfactory ☐ Unsatisfactory
Presents concerns/problems in a professional manner through proper channels	☐ Satisfactory ☐ Unsatisfactory

Additional Comments of Supervisor:

Signature of Evaluator:_____ Date: _____

Signature of Employee:_____ Date: _____

Job Title: School Psychologist	Location: Central Office
Salary Grade: As per the Act 93 Agreement	Classification: Act 93- Non-Supervisory
Date: May 2020	Direct Supervisor: Director of Special Education

Job Summary:

- Provide direct support and interventions to students.
- Consult with teachers, families, and other mental health professionals to improve support strategies.
- Work with other school administrators to improve school-wide practices and policies, and collaborate with community providers to coordinate needed services.
- Complete all appropriate psychological testing needed for student identification under IDEA.

Essential Functions:

- Promote student motivation and engagement.
- Conduct psychological and academic assessments.
- Individualize instruction and interventions.
- Manage student and classroom behavior.
- Monitor student progress.
- Collect and interpret student and classroom data.
- Reduce inappropriate referrals to special education.
- Promote a researched based Child Study program.
- Improve students' communication and social skills.
- Assess student emotional and behavioral needs.
- Provide individual and group counseling, as assigned.
- Promote problem solving, anger management and conflict resolution.
- Reinforce positive coping skills and resilience.
- Promote positive peer relationships and social problem solving.
- Make referrals to and help coordinate community services provided in schools (SAP and social work services).
- Provide crisis prevention and intervention services.
- Conduct functional behavioral assessments.
- Implement and promote positive discipline and restorative justice.
- Implement school-wide positive behavioral supports.
- Identify at risk students and school vulnerabilities.
- Provide crisis prevention and intervention services.
- Assess diverse learning needs, by administering and analyzing the data to differentiate between a language inability vs a learning disability.
- Provide culturally responsive services to students and families from diverse backgrounds.
- Plan appropriate Individualized Education Programs for students with disabilities.
- Modify and adapt curricula and instruction.
- Adjust classroom facilities and routines to improve student engagement and learning.
- Monitor and effectively communicate with parents about student progress.
- Help families understand their child's learning and mental health needs.
- Assist in navigating special education processes.
- Connect families with community service providers when necessary.
- Help effectively engage families with teachers and other school staff.
- Enhance staff understanding and responsiveness to diverse cultures and backgrounds.
- Other duties as assigned.

Competencies:

- Strong verbal, interpersonal, and written expression skills.
- Effective parent and student communications.
- Problem-solving skills and technology proficiency.
- Ability to administer and interpret standardized assessments.
- Knowledge of MDE/IEP process, including gifted.
- Knowledge of special education laws and regulations.
- Ability to conduct functional behavioral assessments and create positive behavior support plans.
- Skills to coordinate school wide positive behavior support.
- Knowledge to coordinate the Child Study Team process.
- Assist with counseling students as needed and to conduct Functional Behavioral Assessments (FBAs).

Education and Experience:

- As accepted by the school board and administration.

Additional Requirements: Must demonstrate extreme flexibility, provide excellent communication, and follow directives issued by supervisors.

Approvals / Additional Supervisors: Superintendent of Schools

Job title: Occupational Therapist	Location: Wyalusing Area School District
Salary Grade: As per Act 93 Agreement	Classification: Act 93- Non-Supervisory
Date: March 2020	Direct Supervisor: Director of Special Education

Job Summary:

- Use meaningful activities (occupations) to help children and youth participate in what they need and/or want to do in order to promote physical and mental health and well-being.
- Address the physical, cognitive, psychosocial and sensory components of performance.
- Focus on academics, play and leisure, social participation, self-care skills (Activities of Daily Living), and transition/ work skills.
- Analyze activity and environmental factors to reduce the barriers to participation.

Essential Functions:

- Provide a continuum of service and support to students and personnel under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973.
- Provide services for struggling learners in general education.
- Contribute in an early intervening, multi-tiered approach (i.e., Response to Intervention) within general education.
- Assist with periodic screenings/probes (including both data collection and analysis), provide teacher training, model activities to whole classrooms or small groups, and assist with team problem solving.
- Evaluate services to assist the Individualized Education Program (IEP) team with identifying the presence of a disability and determine if there is an educational need for occupational therapy services.
- Provided intervention directly to the child, or on behalf of the child.
- Adapt the environment, modify curriculum, provide supporting accommodations, ensure access and participation in school activities and educational programs, and assist in preparation for transition post-graduation for students.
- Support progress on the student's IEP. Students who are not eligible for special education may receive occupational therapy services under a Section 504 plan.
- Services are designed to ensure students have equal access to all aspects of the school day and support student participation and success in general education.
- Provide training and resources for school personnel and families.
- Participate on collaborative teams.
- Assist students in achieving their academic and behavioral goals.
- Assist students in preparing for future employment and life skills needed for community integration.

Competencies:

- Strong verbal, interpersonal, and written expression skills.
- Effective parent and student communications.
- Problem-solving skills and technology proficiency.
- Knowledge of special education laws and regulations.

Education and Experience:

- Licensed Occupational Therapist and other education and experience as accepted by the school board and administration.

Additional Requirements:

- Must demonstrate extreme flexibility, provide excellent communication, and follow directives issued by supervisors.

Approvals / Additional Supervisors: Superintendent of Schools

Job Title: School Social Worker	Location: Elementary School
Salary Grade: As per Act 93 Agreement	Classification: Act 93- Non-Supervisory
Board Approved: February 2021	Direct Supervisor: Director of Special Education

Job Summary:

- Under the direction of the Director of Special Education, the Licensed School Social Worker provides direct and indirect social work services and facilitates communication among school, home, and community providers.
- Provide comprehensive school social work services to parents, students, and school staff, addressing barriers that limit a student from receiving full benefits from their educational experience.
- Respond to referrals from school administration, parents, teachers, and others by providing direct services and assist families in accessing appropriate community resources.

Essential Functions:

- Conduct formal and informal assessments of student functioning, developmental history, family and community structure, interpersonal relationships, adaptive behavior, and cultural factors that may influence learning;
- Use student, family, school, and community assessments to develop appropriate interventions to improve student learning;
- Assist in developing intervention plans consistent with the curriculum, student needs, strengths, social and cognitive functioning, and cultural experiences;
- Assist in the planning of therapeutic, remedial, and behavioral modification activities provided by the educational agency;
- Provide interventions to students, including individual and group therapy, educational and informational programs;
- Provide supportive casework to children and their families, including parent education and self-advocacy;
- Provide parent training to help them acquire the necessary skills to support the implementation of their child's specialized educational program;
- Assist students and their families in gaining access to formal and informal community resources;
- Consult with stakeholders to facilitate understanding of factors in a student's home, education agency, and community that affect their educational experience;
- Consult and collaborate with educational agency personnel, parents, and community resources in areas that impact student learning;
- Assist staff in collaborating with community agencies and organizations;
- Work with individuals, groups, and organizations to develop programs and systems that promote student success;
- Promote collaboration among community health, mental health, and welfare service providers and facilitate greater access to these services for students;
- Participate in interagency panels to assist effective integration of services to students;
- Provide professional development services, regarding their collegial studies/skills, for school personnel;
- Other duties as assigned.

Competencies:

- Consulting with administrators, teachers, parents, and other professionals about student problems and appropriate change strategies;
- Networking with school programs and community agencies to provide essential services for families and children;
- Understanding of the knowledge, skills, and process for effective casework practice;

- Understanding of the school social work profession including associated laws (IDEA, ADA, compulsory attendance, etc.);
- Understanding of ethical issues and the need for confidentiality;
- Understanding child development, psychopathology, social and environmental conditions, cultural diversity, and family systems.

Physical Demands:
The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling.

Education and Experience:

- A person employed in this position of School Social Worker must hold a current license as a social worker (LSW) or licensed clinical social worker (LCSW) issued by the Pennsylvania Department of State and maintain that license to be employed under this staffing assignment as School Social Worker.

Additional Requirements:

- Basic concepts of child growth and development and developmental behavior characteristics, particularly pertaining to pupils with special learning needs;
- Knowledge of behavior management strategies and techniques relating to pupils experiencing atypical control problems;
- Must demonstrate extreme flexibility, provide excellent communication, and follow directives issued by supervisors.
- May only work with students as permitted under a social worker's license.
- May not provide services to students that are specifically reserved for a certified school counselor.
- May not provide services to students that are specifically reserved for a certified school psychologist.

Approvals / Additional Supervisors: Superintendent of Schools

Job Title: Executive Assistant to the Superintendent/Board Secretary	Location: Central Office
Salary Grade: As per Act 93 Agreement	Classification: Act 93- Non-Supervisory
Date: May 2020; Revised February 2021	Direct Supervisor: Superintendent of Schools

Job Summary:

- Assist superintendent in obtaining pertinent, accurate information necessary for decisions
- Keep the superintendent's office operating smoothly and efficiently and project a positive and reliable image of the superintendent's office.
- Be responsible for state reports completed by the superintendent's office.
- Provide public relations services on behalf of the district, school board, and superintendent

Essential Functions:

- Prepare reports for the Board relative to enrollment, average daily membership, post-graduate activity, test results, financial status, and other reports as assigned by the Superintendent.
- Maintain Board Policy via BoardDocs and notify union presidents of revised or new policies.
- Maintain file on mentors and the teacher induction process, making sure proper documentation has been obtained by the end of each year.
- Keep proper records of grievances and hearing proceedings.
- Generate and submit Professional Staff Act 48 rosters to PDE and maintain individual Act 48 files.
- Gather data which will enable the Superintendent to make decisions from an informed position as directed.
- Maintain the PDE EDNA contact list and associated PDE email listservs.
- Serve as Security Administrator for and maintain the MyPDE Applications for the district and appropriate personnel.
- Assist in the development of the quarterly newsletter using SMORE.
- Assist with school closure coordination and notification of media.
- Utilize the AP Notify robocall system as needed for district wide announcements.
- Utilize the Rediker student management system for information needed by the superintendent.
- Complete the PDE Drivers Education report.
- Utilize PAETEP software to assist the superintendent with processing professional staff evaluations and PDE reports.
- Provide services related to monthly reconciliation of cyber/charter school enrollment.
- Be familiar with the district website and demonstrate the ability to make minor edits and be able to post announcements.
- Open and organize mail and items that need signatures; take messages, file, type, etc.
- Arrange meetings and interviews; and make sure files, materials needed are available.
- Provide proficient services related to proofreading documents, messages, etc. and appropriate suggestions for superintendent communications.
- Generate a draft district school calendar to coincide with the other Bradford County districts and the NTCC for review by the superintendent.
- Maintain and update the emergency school closing codes and call list for the closing of school, contacting radio and TV stations for code words and generating call list.
- Maintain file of Administrator’s Objective Performance Standards.
- Maintain confidential files for all professional staff, including evaluations and certification.
- Notify Superintendent of recurring reports/events.
- Complete general supplies bid request for Superintendent’s office.
- Assist in the preparation of public relations materials and serve as a contributor to the administrative team on public relation matters.
- Perform other duties as directed by the Superintendent.

BOARD SECRETARY (4-YEAR APPOINTMENT)

- Maintain and coordinate an on-going file of Board agenda items and documents that need signatures from the Board President and Treasurer.
- Prepare, copy, and distribute Board agendas and attachments, keep copies on file and fully manage the BoardDocs system.
- Take notes and prepare minutes of all Board meetings and other meetings as directed and post to website.
- Type correspondence relative to Board action as dictated by the Superintendent and make sure copies are in all the appropriate files.
- Make arrangements for Board meetings and travel, and remind directors of same.
- Ensure all regular, special and committee meetings are advertised in accordance with the Sunshine Law.

Competencies:

- Be intellectually curious; be familiar with all operations within the district and know how each can be affected by the other and how new regulations, policies, and changes would affect various areas.
- Handle questions or problems from employees, parents, board members, co-workers, and general public in a professional, confidential, polite, cooperative, friendly, and timely manner.
- Be proficient with Office software – Word, Excel, PowerPoint, Publisher, and Google Apps.

Education and Experience:

- As accepted by the school board and Superintendent.

Additional Requirements:

- Must demonstrate extreme flexibility, provide excellent communication, and follow directives issued by the superintendent.

Approvals / Additional Supervisors: Superintendent of Schools

Job Title: School Police Officer	Location: Elementary and High School
Salary Grade: As per Act 93- Non-Supervisory	Classification: Act 93- Non-Supervisory
Date: 12/5/22	Direct Supervisor: Superintendent of Schools

Job Summary:

- As a court appointed Law Enforcement Officer for the Wyalusing Area School District, the School Police Officer (SPO) will provide patrol of the school district property to deter crimes against students, staff, or property. As the Act 44 (2018) District Safety Coordinator and District Emergency Operations Manager, the SPO will monitor and patrol both the exterior and interior of the buildings to ensure a safe learning and teaching environment for the students and staff. The Officer will serve as a first responder in crisis situations and assist the administration, local law enforcement, and emergency management services as requested and deter violent behavior by creating positive relationships.

Essential Functions:

- Assist with the administration and instructional functions and programs to meet the educational and safety needs of students and staff.
- Serve as a positive role model through interaction and accessibility to students, parents, staff, and community as a uniformed police officer.
- Promote school-wide positive behavior support programs to help shape pro-social behaviors in students and staff.
- Be present at the schools at prescribed times and hours during the school day as established by the Superintendent.
- Serve as the Safety and Security Coordinator as required by the PDE, PCCD, etc.
- Monitor the perimeter, parking lots, and nearby surroundings of the schools.
- Respond to emergencies at district buildings or on school buses.
- Enforce school district attendance, rules, and policies.
- Monitor the school surveillance system.
- Serve as an additional district truancy officer along with the administration and possess the authority to issue truant citations as authorized by law.
- Assist building principals during investigations per district and police department policies and procedures.
- Prepare necessary disciplinary referrals, reports, and logs.
- Confer with the Superintendent, building principals, or supervisors prior to taking any action unless there is an emergency that relates to the immediate safety or welfare of the students and staff.
- Lead in-service trainings, educate staff relative to crime and justice issues, and provide training on crisis prevention and intervention.
- Review and assist in the implementation of the district's All-Hazards Plan and edit/revise plans, as needed.
- Serve on the district's safety committee and other committees as requested.
- Conduct periodic safety and security inspections and make recommendations for improvements as necessary.
- Process summary offenses pursued by the district in relation to offenses of drugs, alcohol, violence, and school attendance.
- Coordinate and schedule event security for school-sponsored events, as appropriate.
- Attend school activities and events at the request of administration to provide and enhance security.
- Act as liaison between the District, local communities, and local law enforcement agencies.
- Assist with Title IX Investigations, as appropriate.

- SPO- Act 44 (2018) School Safety and Security Coordinator
  - Compile and present annual school safety report.
  - Maintain annual school safety training for school employees and students.
  - Coordinate district safety committee.
  - Maintain Memorandum of Understanding with PA State Police.
  - Serve on district threat assessment team and lead team, as appropriate.
- SPO- Emergency Operations Manager
  - Review and recommend revisions to the district approved Emergency Operations Procedures / All-Hazards Plan.
  - Provide trainings to district administration, staff, and students as needed including table-top exercises, etc.
  - Maintain Memorandum of Understanding with evacuation locations and state / county emergency services.
- Perform other duties as assigned.

Competencies:

- Knowledge of PA Laws & District Policies.
- Demonstrate an understanding of the Individuals with Disabilities Education Act (IDEA), 504 Protected Handicapped, FERPA, and Article XIII-A of the Public School Code pertaining to students with disabilities and school safety.
- Excellent organization and communication skills.
- Maintain current certification in First Aid/CPR/AED and Safety-Care training.
- Strong verbal, interpersonal, and written expression skills.
- Effective colleague, parent, and student communication skills.
- Problem-solving skills.
- Technology proficiency.

Education and Experience:

- Successfully complete basic training as required by the Municipal Police Officers Education and Training Commission under 53 Pa.C.S. Ch. 21 Subch. D (relating to municipal police education and training) or have graduated from the Pennsylvania State Police Academy, been employed as a State trooper with the Pennsylvania State Police, and separated from that service in good standing; and
- Successfully complete the Basic School Resource Officer Course of Instruction offered by the National Association of School Resource Officers (NASRO) or an equivalent course of instruction approved by PCCD.
- Attend annual in-service training approved by the Municipal Police Officers' Education and Training Commission under 53 Pa.C.S. Ch. 21 Subch. D.
- PA Act 120 Certification.
- Appropriate Weapons Qualification.
- Maintain minimum Pennsylvania Police Officer requirements as set forth in PA Code Section 203.
- Maintain minimum requirements for School Police Officer as set forth in Act 67.
- Other education/experience as accepted by the school board and administration.

Additional Requirements:

- Satisfactorily complete all required trainings for a SRO/SPO such as, but not limited to National Association of School Resource Officers.
- Must demonstrate extreme flexibility, provide excellent communication, and follow directives issued by supervisors.
- Valid PA license to operate a motor vehicle at the time of appointment and during tenure of employment.

- Physical Demands:
    a. Ability to walk, run, climb, crawl, and sit for extended periods of time.
    b. Ability to perform all essential duties of an on-duty police officer including handling violent and armed confrontations.
    c. Significant fine finger dexterity.
    d. Work in inclement weather.

Approvals / Additional Supervisors: Superintendent of Schools