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Union: **South Orangetown Educational Aides Association**

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AID
6231

AGREEMENT MADE BY AND BETWEEN
SOUTH ORANGETOWN CENTRAL SCHOOL DISTRICT
AND
SOUTH ORANGETOWN EDUCATIONAL AIDES ASSOCIATION
July 1, 2002 - June 30, 2006

RECEIVED

JAN 24 2005

NYS PUBLIC EMPLOYMENT
RELATIONS BOARD


AMENDMENT TO CONTRACT
BETWEEN SOUTH ORANGETOWN EDUCATIONAL AIDES ASSOCIATION AND
THE SOUTH ORANGETOWN CENTRAL SCHOOL DISTRICT FOR THE PERIOD
JULY 1, 2002 THROUGH JUNE 30, 2006

With regard to the workday clauses in Article II A, Article IV H and Article IV I, we agree to the following clarification:

The number of work days will equal 186 during the 2004-2005 school year. These work days shall include all student instructional days, as well as all days scheduled by the District as make-up days for emergency closings (for example, snow days and up to two days during the summer months immediately following or preceding the school year, such summer days to be determined by mutual agreement between the unit member and the unit member's immediate supervisor). In addition, the members of the Unit will work on the Superintendent's Conference Days in September, March, and June. Members of the Unit will not work on the October 12th Superintendent's Conference Day and the November 2nd Superintendent's Conference Day.

This amendment should resolve the issue related to the workday schedules in the Memorandum of Agreement and subsequent contract.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals this
7 day of September, 2004.

By 
Joseph Zambito
Superintendent
South Orangetown C.S.D.


By 
Kathleen De Stefano, President
So. Orangetown Educational Aides Assn.

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PREAMBLE

This agreement is made and entered into as of the 1st day of July, 2002, by and between South Orangetown Central School District of the Town of Orangetown, New York, hereinafter referred to as the "District," and the South Orangetown Educational Aides Association, hereinafter referred to as the "Association."

Whereas the parties hereto recognize the duties and responsibilities imposed upon them by the Public Employees Fair Employment Act (Chapter 392 of the Laws of 1967) to negotiate in good faith with respect to wages, hours, and other terms and conditions of employment, and

Whereas both parties have negotiated in good faith and reached a mutual understanding, NOW THEREFORE it is agreed as follows:

**ARTICLE I
RECOGNITION**

The District recognizes the South Orangetown Educational Aides Association as the sole and exclusive representative for the purpose of collective bargaining of all teacher aides, monitors, less than full time clerks, less than full time clerk typists, and audio-visual aides pursuant to Article XIV of the New York State Civil Service Law.

**ARTICLE II
WAGES AND BENEFITS**

A. WAGES AND BENEFITS.

Unit members will receive compensation as set forth in Attachment I hereto annexed. This agreement will be in effect from July 1, 2002 to June 30, 2006.

The compensation set forth in Appendix I shall be increased as follows:

- 2002-03 - 1.75%, plus 1% performance; total possible increase 2.75
- 2003-04 - 1.75%, plus 1% performance; total possible increase 2.75
- 2004-05 - 1.95%, plus 1% performance; total possible increase 2.95
- 2005-06 - 1.95%, plus 1% performance; total possible increase 2.95

Unit members shall be entitled to the additional 1% for performance if the unit member receives an overall satisfactory rating for the school year at issue. Said performance increase shall be considered part of the base salary for further computations. Each unit member each year shall receive a "job expectations" conference with the

supervisor/building administrator within sixty (60) days of the start of the instructional year. Thereafter, each unit member shall be evaluated for formative purposes at a mid year evaluation conference and for summative purposes at an end of year evaluation conference upon the completion of and review of the evaluation form by the immediate supervisor and the unit member. Evaluation shall be a responsibility of the supervisor/building administrator (where appropriate) only and will be a continuous process throughout each working year. The unit member will sign the evaluation form indicating that it has been reviewed, but such signature shall not indicate agreement with the evaluation. A copy of both the formative and the summative evaluations shall be given to the unit member and a copy placed in the personnel file. An overall "satisfactory" rating on the end of year summative evaluation will result in an employee receiving an additional 1% for performance in the following school year. An overall "unsatisfactory" rating for the end of year summative evaluation will result in the contractual percentage only and not the additional percentage. Employees who receive an "unsatisfactory" rating for the end of year summative evaluation may request and shall receive a summative evaluation at mid year in the ensuing year. If the employee receives a "satisfactory" rating on this mid year summative evaluation, the employee shall receive the 1% performance increase effective February 1 of that school year. The evaluation process is subject to an appeal pursuant to Article V of this agreement. Category movement will be based upon satisfactory evaluation as defined in Article III-G.

The District shall annualize the salaries of unit members, starting with the 2003-2004 school year, by multiplying the hourly rate times the number of hours of work for the unit member times the number of work days and holidays per school year, as those days are set forth below:

Work Days: 186 – Work days shall include all student instructional days, superintendent's conference days, all days scheduled by the District as make-up days for emergency closings (e.g., snow days, etc.), any days the District devotes to in-service training during the school year, and up to two days during the summer months immediately following or preceding the school year, such summer days to be determined by mutual agreement between the unit member and the unit member's immediate supervisor. The District shall have the right to schedule additional days and any number of days worked in excess of the number of days set forth herein shall be compensated on an hourly basis, using time sheets.

Holidays: For employees with up to eight (8) years of service, the number of days specified in Article IV (C) for such employees and for employees with (8) or more years of service, the number of holidays specified in Article IV (C) for such employees set forth in the particular work year.

B. Health Insurance

For the life of this agreement, the District shall continue to provide health insurance benefits to all unit members covered under this agreement and who were covered under the hospitalization plan prior to July 1, 1993. Ninety-five

(95%) percent of the premium cost shall be paid by the District and five (5%) percent shall be paid by the participating unit member through a payroll deduction.

The District shall make available to members of the unit who have completed one (1) year of service with the District and who do not have available group health insurance from a spouse or member of the family, the same individual or family-type hospitalization plan provided other bargaining units in the District. Ninety (90%) percent of the premium cost shall be paid by the District and ten (10%) percent shall be paid the participating unit member through a payroll deduction.

The District shall make available to unit members access to the District's group dental plan, upon payment of the full cost of the premium by the unit member through a payroll deduction. The District shall make available an IRC 125 Plan for all payroll deductions applicable to unit member payments for health insurance or dental insurance.

ARTICLE III ASSOCIATION RIGHTS

A. Association Days

1. Unit members may also submit to the Superintendent requests to attend conferences, meetings, and workshops dealing with professional growth. Such requests are to be submitted in advance on the standard Conference Request Form indicating Association approval and are subject to the Superintendent's approval. If such requests are granted, unit members will be paid in accordance with the salary schedule in Attachment I.

2. Parties agree that negotiations and the processing of grievances shall be conducted after working hours. However, should it become necessary for unit members to become actively engaged in negotiations or other labor relations matters with the District during working hours, the unit member shall not suffer any loss of pay or benefits, provided they have the Superintendent's approval.

B. Use of Buildings

The Association will have the right to use school buildings at reasonable times for meetings without cost, after obtaining written approval from the Superintendent in advance.

C. Exchange of Information

Both parties and/or the Superintendent shall furnish the negotiating team, upon reasonable request, available information pertinent to the issue(s) under consideration.

D. Openings, Promotions, Transfers, Dismissal Notice

The District will post written notice of all employment openings that may be filled by members of this bargaining unit at least ten (10) days in advance of filling said positions. The District will provide appropriate bulletin board space in each building where employment-opening notices may be posted. Seniority and work record will govern preference for unit members. Seniority for the purpose of this section shall be the original date of employment with the South Orangetown Central School District. Personnel who are promoted or reassigned pursuant to this paragraph and fail to gain permanent classification in the new position shall be allowed to return to the position held prior to promotion or reclassification with time credit. The District will publish seniority lists for all non-competitive and competitive positions in this bargaining unit and will give a copy to the Association president by October 15th of each school year.

The provisions of this section shall apply to the temporary positions in the District. The District will make every effort to assign summer work in a fair and equitable manner. Prior to the end of the school year, the District will solicit the names of all unit members who wish to be offered employment during the summer. The District shall create lists by job title of such applicants in each building by seniority. Civil service job descriptions for each job title in the unit will be attached as appendices to this agreement. Routine summer work requiring no special skills or knowledge will be offered to the most senior unit member on the appropriate building list. Work requiring special skills or knowledge that is normally performed by a particular office or department shall be assigned to the most senior unit member in that office or department who applied for summer employment. Building principals, in collaboration with the Association Building Representative, shall develop the method of fair and equitable distribution of summer work assignments among all applicants for summer employment, using seniority as the primary factor in said determinations.

E. Teaching Assistant Openings

Teacher's Aides shall receive full consideration for all posted Teaching Assistant positions, if no current Teaching Assistant applies for the position. Appointment of applicants, otherwise qualified pursuant to the District's standards, shall be determined by seniority and work record.

F. Tuition Free Courses

Teacher Aides shall have tuition-free access to courses offered in the Teaching Assistant Professional Development Program on a space available basis.

G. Evaluation

Evaluation is a responsibility of the administration only and will be a continuous process throughout each working year. A mutually agreed upon evaluation process for members of the unit will be developed and utilized to evaluate each member. There will be at minimum, a mid-year evaluation conference, and an end-of-year summary evaluation conference with the completion and review of the evaluation form by the immediate supervisor with the unit member. The unit member will sign the evaluation indicating that it has been reviewed. Copy of the evaluation will be given to the member and the original placed in the personnel file.

H. Notice of Transfer

The immediate supervisor shall inform the unit member and the Association of any involuntary transfer at least two weeks in advance of said transfer. Seniority of unit members shall be given full consideration in determining transfers. Unit member's notification shall be via personal conference. Following said conference, the unit member shall receive on request a written statement from his/her immediate supervisor containing the reason for such transfer.

I. Notice of Termination

The immediate supervisor shall inform any unit member and the Association covered under this Agreement of his/her termination of service in the District at least two (2) weeks in advance of such termination. The unit member may ask and employer shall give reasons, in writing, for such termination within ten (10) days of receipt of notice of termination.

J. Distribution of Contract.

The District will provide all unit members with a copy of this Agreement. The District will provide each new member of the bargaining unit with a copy of this Agreement at the time of employment commences.

K. Job Description

Any unit member covered under this Agreement shall have the right to receive a copy of his/her job description as filed with any department, be it national, state, county, or local. Copies of the job descriptions shall be attached as appendices to this Agreement.

L. Payroll Deduction

Upon presentation of the New York State United Teachers dues deduction authorization forms, signed by individual members of the bargaining unit, dues of such members of the Association, the New York State United Teachers and its affiliates shall be deducted in equal consecutive installments beginning with the first pay period in October and forwarded to the Association.

M. Seniority

A seniority list with appropriate tie-breakers will be developed for each job title in the bargaining unit. Said seniority list shall be the sole criteria for determining layoffs, promotions, and summer work. Seniority of unit members will be given full consideration in determining transfers.

**ARTICLE IV
TERMS AND CONDITIONS OF EMPLOYMENT**

A. Work Break

Any unit member employed for four (4) consecutive hours during the same day shall be entitled to a fifteen (15) minute "break" with pay. The time of the fifteen (15) minute "break" shall be mutually agreed upon between the unit member and his/her immediate supervisor.

B. Use of Personal Automobile for School Business

Unit members who use their own cars on approved official school business shall be reimbursed at the District's prevailing mileage rate.

C. Holidays

Effective with the 2003-2004 school year, all unit members covered under this Agreement shall receive seven (7) extra day's pay: Columbus Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day, New Year's Day, Veteran's Day and Memorial Day. Each unit member with eight (8) or more years of service shall receive two (2) additional day's pay for Martin Luther King's Day, and Presidents' Day, for a total of nine (9) days.

D. Leaves

1. Bereavement Leave

A maximum of four (4) days will be available for each death in member's immediate family spouse, child, father, mother, sister, brother, father-in-law, mother-in-law, sister-in-law, brother-in-law, grandparents, grandchildren or other person permanently residing in the member's household.

2. Personal Leave

- a. Two (2) days per year will be allotted for personal leave with full pay. Effective with the 2003 – 2004 school year, three (3) days per year will be allotted for personal leave with full pay.
- b. Notice of intention to use personal leave should be at least forty-eight (48) hours in advance except in emergencies. A unit member need only indicate which of the categories below necessitate the personal leave.

Personal leave may be used for:

- 1) Death in the family and/or attendance at funerals.
- 2) Religious holidays.
- 3) Attendance at graduation exercises of self, spouse, or children.
- 4) Attendance in court.
- 5) Closing of title or mortgage.
- 6) Personal items that cannot reasonably be performed outside of school hours and/or on weekends.
- 7) Birth of a child.

- c. No personal leave days will be available on the day before or after a holiday or vacation except on approval after an explanation is given. Under no circumstances are personal days to be used for vacation or recreation.
- d. If personal days are not used by the end of the year, the unit member shall be paid for unused days at the member's daily rate. Payment will be made at the completion of the school year.

3. Sick Leave

All unit members covered by this agreement shall be entitled to ten (10) days sick leave with full pay in each school year. Sick leave shall be used exclusively for personal illness of the unit member or member of the immediate family residing in the unit member's household. When a unit member does not report to school because of personal illness, the unit member shall notify the building administrator or his/her designee with as much advance notice as possible. Sick days may be accumulated to a maximum of one hundred sixty (160) days. Under no circumstances shall anyone be credited with more than one hundred sixty (160) days.

4. Jury Duty Leave

Unit members who are called for jury duty shall, upon notification of such service, contact the District and cooperate in an effort to have such service rendered during the summer months or other times when school is

not in session. If such efforts are unsuccessful, the unit member shall participate in the "on-call" jury notification process and shall attend work when not summoned to jury service by the "on-call" system. Any unit member who cooperates in such efforts and who serves on jury duty shall receive full salary during the period of such service less any amount paid for compensation for such services.

5. Leave Conservation Program

Unit members shall have the option of carrying over unused sick leave (to be credited to the accumulated total) or of receiving payment for unused sick leave as follows:

- a. Any unit member who uses two (2) days or less in any given school year shall be entitled to a total payment of Two Hundred Dollars (\$200) for the remaining eight or nine days, payable on July 1, or as soon thereafter as possible or may accumulate the remaining days for future use. Unit members may not receive payment for such accumulated days except as set forth in section "c" below:
- b. Any unit member who uses five (5) or less days in any given school year shall be entitled to a total payment of One Hundred Twenty Five Dollars (\$125) for the remaining days, payable on July 1, or as soon thereafter as possible, or may accumulate the remaining days for future use. Unit members may not receive payment for such accumulated days except as set forth in section "c" below:
- c. Any unit member who has twelve (12) or more years of service with the District upon separation from employment shall be entitled to a payment of Thirty Five Dollars (\$35) per day for all accumulated sick leave but no payment shall be made for any day which has been the subject of a payment pursuant to sections "a" and "b" above.
- d. Any unit member may utilize accumulated sick leave for the purpose of extending service credit pursuant to the provisions of Section 41j of the Retirement and Social Security Law, in which event no payment shall be made.

E. Substitutes

If a unit member substitutes for more than four (4) continuous weeks in a higher-level position, such member shall be paid at Step 1 of such higher-level position, beginning with the first workday after four (4) weeks continuous service.

F. Leave of Absence

Effective 8/5/93, leave of absence without pay will be granted by the Board under specified conditions as defined under the Family and Medical Leave Act of 1993 and its rules.

G. Call in Pay

All unit members who are not scheduled to work and are "called in" to work shall be paid the unit member's regular scheduled daily hours or workday.

H. Emergency Closing

All unit members working on a regularly scheduled workday shall be paid all daily scheduled hours during school emergency closings, e.g., bomb scare, weather. If no snow days are used, unit members are entitled to be paid for the days school is closed in lieu of snow days.

I. Work Days

186 – Work days shall include all student instructional days, superintendent's conference days, all days scheduled by the District as make-up days for emergency closings (e.g., snow days, etc.), any days the District devotes to in-service training during the school year, and up to two days during the summer months immediately following or preceding the school year, such summer days to be determined by mutual agreement between the unit member and the unit member's immediate supervisor. The District shall have the right to schedule additional days and any number of days worked in excess of the number of days set forth herein shall be compensated on an hourly basis, using time sheets.

J. Assignment

All unit members shall be notified as soon as possible after the budget vote, but no later than June 30, of their return to work in September, and, when possible, assignment and school building.

K. School Closings

In the event of school closings, members of this unit will be considered for similar available positions in order of seniority. If offered a monitor position, an excessed unit member may exercise the option to accept or refuse the position.

L. Workers' Compensation

In the event a member of this unit is injured while at work and workers' compensation covers the injury, the member shall receive, for the first seven (7) days of time lost from work due to such injury, the difference

between the amount paid by workers' compensation and his/her regular salary. If a unit member is absent from work because of approved disability as defined by workers' compensation, unit member cannot be replaced except by a reduction of force. Work days lost as a result of on-the-job injury or illness will not be charged against the unit member's sick leave.

M. Lunch Period

Unit members who work at least four (4) consecutive hours per day shall have a thirty (30) minute, duty-free lunch period without pay. No unit member's duty-free lunch period shall be increased beyond thirty minutes in order to extend the paid work hours of the unit member.

**ARTICLE V
GRIEVANCE PROCEDURE**

A. Purpose. It is the policy of the District and the Association that all grievances be resolved informally or at the earliest possible stage of this grievance procedure, and with this in mind, both parties agree that the other will respond to any reasonable request by the other side to meet to attempt to resolve the matter informally; however, both parties recognize that this procedure must be available to unit members free from coercion, interference, restraint, discrimination, or reprisal. Informal settlement at any stage shall bind the immediate parties to the settlement. Such settlement should be within fifteen (15) work days from the time the grievance first started.

B. For purposes of this procedure, a grievance shall mean any claimed violation, misinterpretation or inequitable application of this Agreement, any dispute with respect to its meaning or application and any dispute with respect to terms and conditions of employment. Any unit member(s) covered by this Agreement may submit a grievance.

C. Every grievance submitted hereunder shall be in writing within twenty (20) days of the event, and, where appropriate, shall be submitted to the immediate supervisor who shall immediately notify the Superintendent of Schools or designee of the submission of such grievance. A grievance may also be submitted, where appropriate, directly to the Superintendent of Schools or designee. The grievance shall identify the aggrieved party or parties and contain a concise but comprehensive explanation of the events or conditions giving rise to the grievance.

D. The Superintendent of Schools or the designated representative shall deliver to the aggrieved parties a written statement of the position of the Administration with respect to the grievance within ten (10) days after its receipt. If it be so advised, the Association or the unit member(s) involved shall within thirty (30) days thereafter submit the matter to the American Arbitration Association for arbitration. The fee and expenses of such arbitrator, if any, shall be shared equally by the District and the Association and his/her decision shall be binding upon the parties.

**ARTICLE VI
MISCELLANEOUS PROVISIONS**

A. Forms for filing and processing grievances shall be developed jointly by the District and the Association and printed by the District.

B. All papers dealing with the processing of a grievance shall be filed separately from the personnel files. Such files shall be maintained by the District and, together with such other records as may be necessary for the processing of the grievance, shall be available for inspection and copying by an aggrieved party and the Association.

C. **Mutual Agreement**

This agreement shall constitute a full and complete commitment between both parties and may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of the parties in a written and signed Amendment to this Agreement. Before the District adopts a change in policy which affects wages, hours, or any other condition of employment proposed by the Association, the District will notify the Association, in writing, that it is considering such a change. The Association will have the right to negotiate such items with the District.

D. **Scope**

This Agreement shall supersede any rules, regulations or practices of the District which shall be contrary to or inconsistent with its terms.

**ARTICLE VII
NO STRIKE PLEDGE**

The Association and the District recognize that strikes by public employees are contrary to law and public policy. The Association, therefore, agrees that it will not cause, instigate, encourage or condone, and that members of the bargaining unit shall not engage or participate in, any strike, work stoppage, slow down, or other concerted refusal to work at any time during the life of this agreement.


**ARTICLE VIII
SALARY PROVISIONS**

Unit members will receive compensation as set forth in Attachment I hereto annexed. Compensation shall be retroactive to July 1, 2002 for unit members in the employ of the District as of the date of execution of this agreement only, except that unit members who retired by filing with the New York State Employees Retirement System prior to the execution date shall receive retroactive compensation. This agreement will be in effect from July 1, 2002, and continue in full force and effect to June 30, 2006.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals this


7th day of September, 2004.

By



Joseph Zambito
Superintendent
South Orangetown C.S.D.

By



Kathleen De Stefano, President
So. Orangetown Educational Aides Association

**ATTACHMENT I
SOUTH ORANGETOWN EDUCATIONAL AIDES ASSOCIATION
SALARY SCHEDULE**

Monitors & Aides

<u>Category</u>	SY 01-02	SY 02-03	SY 03-04	SY 04-05	SY 05-06
A (Year 1 – 2)	11.64	11.96	12.29	12.65	13.02
B (Year 3 – 5)	12.72	13.07	13.43	13.83	14.23
C (Year 6 – 8)	13.80	14.18	14.57	15.00	15.44
D (Year 9 – 11)	14.89	15.30	15.72	16.18	16.66
E (Year 12+)	15.97	16.41	16.86 (*17.01) (**17.21)	17.36 (*17.51) (**17.72)	17.87 (*18.03) (**18.24)

Clerks

<u>Category</u>	SY 01-02	SY 02-03	SY 03-04	SY 04-05	SY 05-06
A (Year 1 – 2)	12.00	12.33	12.67	13.04	13.43
B (Year 3 – 5)	13.10	13.46	13.83	14.24	14.66
C (Year 6 – 8)	14.19	14.58	14.98	15.42	15.88
D (Year 9 – 11)	15.29	15.71	16.14	16.62	17.11
E (Year 12+)	16.37	16.82	17.28	17.79	18.32

Clerk Typists

<u>Category</u>	SY 01-02	SY 02-03	SY 03-04	SY 04-05	SY 05-06
A (Year 1 – 2)	12.52	12.86	13.22	13.61	14.01
B (Year 3 – 5)	13.67	14.05	14.43	14.86	15.30
C (Year 6 – 8)	14.70	15.10	15.52	15.98	16.45
D (Year 9 – 11)	15.81	16.24	16.69	17.18	17.69
E (Year 12+)	16.90	17.36	17.84	18.37	18.91

APPENDIX I

AUDIO VISUAL AIDE

DISTINGUISHING FEATURES OF THE CLASS: This is a beginning level record keeping work of a routine nature performed in accordance with prescribed procedures, involving specialized responsibility in the scheduling of audio-visual equipment and films and the keeping of records concerning their use, inventory and contract repairs. The work also involves routine maintenance of audio-visual equipment and routine film inspection and repair. Related work may be performed as required. Supervision is received from higher-level audio visual personnel or administrative personnel.

TYPICAL WORK ACTIVITIES:

Schedules and keeps records of use of audio-visual equipment and films;
Sends out film catalogs and overdue notices;
Maintains inventory of films, And equipment and basic replacement parts;
Receives, inspects for condition, and approves for acceptance all purchases of audio-visual equipment and films;
Performs minor maintenance and cleaning of audio-visual equipment and arranges maintenance for those items that are difficult to repair or are on service contract;
Performs minor film repairs such as splicing;
Trains student assistants in the use of audio-visual equipment and film repair machines;
May deliver films and/or audio-visual equipment within the school district.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS

Working knowledge of arithmetic and English; ability to maintain records; ability to understand and carry out oral and written directions; ability to write legibly; Ability to make minor film repair and to maintain audio-visual equipment; clerical and mechanical aptitude; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from High School or possession of high school equivalency diploma.

NOTE: Academic, technical or vocational training or clerical experience may be substituted for schooling on a year-for-year basis. Possession of a valid motor vehicle license may be required.

SPECIAL NOTE: There are no formal training and/or experience requirement for admission to examination or appointment from an eligible list.

R.C.P.O. (9.5.79) 12.3.80

APPENDIX II

CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is general clerical work which involves the ordering, recording tabulating or otherwise processing of materials which is either repetitive, routine or require a number of relatively short sequential operations. The work is performed under general supervision in accordance with prescribed procedure. Does related work as required.

TYPICAL WORK ACTIVITIES:

Types from copy, rough notes, etc.;

Opens, sorts and distributes mail;

Sorts, indexes and files correspondence and other materials alphabetically and numerically;

Fills requests for applications, forms, cards, etc., and answers routine questions for completing them;

Issues permits and licenses and collects money;

Issues, receives and renews library materials;

Issues form letters and notices;

Checks, matches and assembles forms, documents and related data for further processing;

Maintains and balances simple account or record keeping entries;

Posts data to control records;

Makes simple arithmetical computations;

Prepares simple statistical reports from assembled data;

Maintains and distributes office supplies;

Prepares and maintains library materials, labels, letters, reinforces, covers, shellacs, pastes, etc.;

Places telephone calls to request and give routine information;

Answers telephone and personal inquires and directs callers;

Operates duplicating, adding or other office machines;

May, in a school setting, perform Teacher's Aide and/or Monitor duties.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of business arithmetic and English; ability to understand and carry out simple oral and written directions; ability to process documents; ability to file alphabetically and numerically; ability to communicate; ability to maintain records; ability to write legibly; clerical aptitude; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma. Academic technical or vocational training or clerical experience may be substituted for schooling on a year-for-year basis.

NOTE: There are no formal training and/or experience requirements for admission to the examination or appointment from an eligible list.

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APPENDIX III

CLERK TYPIST

DISTINGUISHING FEATURES OF THE CLASS: This is primary level general clerical work which involves the ordering, recording, tabulating or otherwise processing of materials which is either repetitive, routine or requires a number of relatively short sequential operations. Typing must consume a minimum of 10% of total work time and may be done independent of or as an integral part of the clerical processing. The work is performed under general supervision in accordance with prescribed procedure. Does related works as required.

TYPICAL WORK ACTIVITIES:

Types from copy, rough notes; etc.;

Opens, sorts and distributes mail;

Sorts, indexes and files correspondence and other materials alphabetically and numerically;

Fills requests for applications, forms, cards, etc., and answers routine questions for completing them;

Issues permits and licenses and collects money;

Issues, receives and renews library materials;

Issues form letters and notices;

Checks, matches and assembles forms, documents and related data for further processing;

Maintains and balances simple account or record keeping entries;

Posts data to control records;

Makes simple arithmetical computations;

Prepares simple statistical reports from assembled data;

Maintains and distributes office supplies;

Prepares and maintains library materials, labels, letters, reinforces covers, shellacs, pastes, etc.;

Places telephone calls to request and give routine information:

Answers telephone and personal inquiries and directs callers;

Operates duplicating, adding or other office machines;

May, in a school setting, perform Teachers' Aide and/or Monitor duties;

May operate a variety of Office machines in the performance of clerical work, such as photocopy, calculator, data entry, word processing, micro computer, etc.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Working knowledge of business arithmetic and English ability to type at a rate of thirty-five (35) words per minute; ability to understand and carry out simple oral and written directions; ability to process documents; ability to communicate ability to maintain records; ability to file alphabetically and numerically; ability to write legibly; clerical aptitude; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma. Academic technical or vocational training or clerical experience may be substituted for schooling on a year-for-year basis.

NOTE: There are no formal training and/or experience requirements for admission to the examination or appointment from an eligible list.

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APPENDIX IV

MONITOR

DISTINGUISHING FEATURES OF THE CLASS: This is routine interpersonal work involving the custodial care of pupils in the school buildings, on playgrounds and on class trips. (Such work performed within a school bus is titled School Bus Attendant). The work may require an ability to speak a language other than English in order to deal with a particular pupil population. Related work may be performed as required. The work requires independent judgment and is performed under the supervision of a teacher or administrator.

TYPICAL WORK ACTIVITIES: Maintains order and prevents or intercedes in arguments or scuffles; Directs pupils in hallways between classrooms; In a school lunchroom assigns tables and encourages pupils to eat and behave in an orderly fashion; On playground maintains order and encourages participation in games or planned use of time; Provides assistance to pupils with special needs; Helps to maintain cleanliness of lunchrooms and play areas, May administer first aid for minor cuts and bruises; May perform a variety of other duties incidental of the prime duty of Monitor.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS. Ability to understand and direct children courteously and firmly but tactfully; ability to speak well and clearly; ability to speak a language other than English if required; * physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None required.

*To be demonstrated during the probationary period.

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APPENDIX V

TEACHER'S AIDE

DISTINGUISHING FEATURES OF THE CLASS: This is work performed in direct support of teaching personnel which involves a variety of clerical and physical non-teaching (non-instructional~ duties. This position differs from the certificated position of Teaching Assistant in that incumbents of the Teacher Aide position shall not perform duties which are instructional or instructionally related. Instructionally-related duties include, but are not limited to, remediation and reinforcement of work already presented, such as one-to-one or group drill, interpretation of materials presented, demonstrating or explaining arts and crafts or manual skills, providing corrective feedback to students or feedback concerning students' learning to teachers, etc. Supervision and/or work direction is received from teaching personnel, not administrative or clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Provides direct support to teaching personnel by performing any combination of the following: grading papers when a scoring grid is provided, averaging grades, recording attendance, collecting money, preparing charts, making up lists, maintaining classroom files, preparing dittos, operating duplicating and other office equipment, maintaining bulletin boards, making posters, obtaining and returning reference materials, distributing materials and supplies, setting up audio-visual and laboratory presentations, etc.;

Provides physical aid to students by helping them with their clothing, personal cleanliness, lavatory visits, etc.: Supervises students by maintaining order in classroom, libraries, halls, lunchrooms, and on school grounds.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Ability to get along with and understand children as well as adults: ability to follow oral and written instructions patience and stamina physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

a. Graduation from high school or possession of an equivalency diploma: or

b. One (1) full year of paid work experience in teaching, counseling or supervising youth activities or directly assisting therein: or

c. The equivalent of two (2) full years of verifiable volunteer experience with a recognized agency or institution which involved instruction or care of children or youth: or

d. Four (4) full years of paid and/or volunteer experience in an educational institution where duties involved daily contact with pupils: or

e. Any equivalent combination of the foregoing.

NOTE: Academic, technical or vocational training or paid work experience may be substituted for schooling on a year-for-year basis.

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