



BID #24-013

Non-Instructional Staffing Services

BIDDERS ARE REQUESTED TO RETAIN THESE INSTRUCTIONS, CONDITIONS, AND SPECIFICATIONS FOR FUTURE REFERENCE. ONCE AWARDED THIS IS YOUR CONTRACT DOCUMENT.

Bid Opening Date: **June 18, 2024**

Bid Opening Time: **10:00 a.m.**

Bid must be delivered to: Elmore County Board of Education
Attn: BID #24-013
100 H. H Robison Drive
Wetumpka, AL 36092

Late bids will not be opened.

Delivering bids to other locations within the Elmore County School system for forwarding to the Central Office is not acceptable.

Check online for modifications to bid. Notices will be posted, not mailed. It is your responsibility to check this site daily until the deadline for changes 48 hours prior to bid opening. <https://www.elmoreco.com/RFP>

I. GENERAL INFORMATION

- A. All bidders must use our form for submitting their bid.
- B. All bids must be sealed and marked in the lower left-hand corner **“Non-Instructional Staffing Services”** with bid number **24-013**, opening time and date. Late bids will not be opened.
- C. The Elmore County Board of Education is tax exempt under State and Federal law. Bids will not include State Sales Tax, Federal Excise Taxes or any other fee.
- D. Records showing successful bidder(s) and prices quoted will be placed on file and may be examined upon request. If the contract is awarded to someone other than lowest bidder, a note of explanation will appear in the bid file.
- E. Although the System is seeking bids on specific services, the use of trade names should be interpreted as establishing a standard of quality and shall not be construed as limiting competition.

II. DISQUALIFICATION OF BIDS

Bids may be disqualified before the awarding of the contract for any of the following:

- A. Failure to mark envelope as required.
- B. Failure to sign or notarize the bid document.
- C. Failure to include requested information or other details of the bid.
- D. Excessive errors.
- E. Failure to have an original signature on the bid form, a faxed copy is not acceptable.



III. SPECIAL TERMS AND CONDITIONS

PURPOSE: The purpose of this bid is to contract with qualified firm(s) or individual(s) to perform in accordance with bid requirements and specifications to provide the Elmore County Schools Temporary Non-Instructional Staffing Services as indicated and specified below.

- A. EVALUATION SCHEDULE: The bids will be initially evaluated for conforming to the requirements of the Bid.
- B. TERMS OF AWARD(S): It is the intent of the school district to issue a contract for the period as indicated in the scope of services. Awards will not be made based on price alone.
- C. Any deviations from the general terms and conditions or exceptions taken shall be described fully and appended to the bid form on the vendor's letterhead over the signature of the person signing the bid form. Such appendages shall be considered part of the vendor's formal bid. For the absence of any statements of deviation or exception, the bid shall be accepted as in strict compliance with all terms and conditions.
- D. If a vendor receives a bid award, an order is placed and vendor is unable to meet the delivery requirements, meet service requirements, or material that meets the District's needs as outlined in the Request for Bids, or is unable to hold bid price, or fails to provide product or service within a reasonable period of time, AND/OR fails to provide product complying with bid specifications, as determined by the District, the District reserves the right to go to the next responsible bidder that meets bid specifications. If the bid item delivered does not meet specifications or is received in an unsatisfactory condition and is in a damaged or unusable condition, or if service is unsatisfactory, vendor must pick up item immediately, and replace to each district's satisfaction at no additional charge, or issue full credit, for service a return visit must be rescheduled within 24 hours. Rejected items must be removed from the District's premises by the vendor upon verbal notification.
- E. PRICE CLAUSES: Prices shall be firm for the initial term of the contract. Prices as stated must be complete for the services offered and shall include all associated costs. DO NOT include sales tax on any item in the bid. Your firm is to indicate the cost of each service.
- F. EVALUATION: Award(s) will be made to the responsive and responsible bidder(s) whose bid(s) is (are) determined in writing to be most advantageous to the Elmore County Schools.

Evaluation criteria is listed below in the relative order of importance:

- Qualifications of the Bidder, financial and otherwise, to provide the District with these services for the required period of time, provide appropriate staffing, provide necessary resources and show a history of demonstrated competence.
- Assessment of the Bidder's abilities to meet and satisfy the needs of the District, taking into consideration additional services, or expertise offered, that exceed the requirements, or the bidder's inability to meet some of the requirements of the specifications.
- Cost – While cost is a significant factor in considering the placement of the awards, it is not the only factor. The award will not be based on price alone, nor will it be based solely upon the lowest fees submitted.
- Past performance of work with Elmore County Schools and other school districts within the state of Alabama.



- Information obtained by the District from Bidder's references or other clients.
- Responsiveness of the bid in clearly stating and understanding the scope of work, and in meeting the requirements of the RFP.
- Dedicated person on site.
- Number of subs you have available in our area.

G. **BILLING:** The successful bidder is to provide a weekly statement of the services provided and be able to incorporate the Elmore County Board of Education General Ledger numbers into invoices and software.

IV. **TERM; TERMINATION**

It is the intent of the Board to award a multi-term contract, beginning from the time of award through 60 (sixty) months.

The term of this Agreement begins as of the date first shown above and will continue in effect until cancelled by either party upon not less than thirty (30) days prior written notice to the other. In the event of termination, this Agreement will continue to govern the parties' rights and obligations with respect to services performed prior to termination.

V. **PROPRIETARY/ CONFIDENTIAL INFORMATION**

Each bidder is to indicate in his or her bid if anything is proprietary or confidential in nature.

VI. **INFORMATION ABOUT OUR DISTRICT**

The Elmore County School District consists of 16 schools, PreK-12 and 7 alternative program sites. Enrollment is currently 11,250 students with moderate growth predicted for the next several years.

VII. **INCLUDE WITH YOUR BID THE FOLLOWING INFORMATION AS "EXHIBIT B":**

- A. Length of time your firm has been in business under their current name.
- B. Length of time your firm has been doing business in Alabama.
- C. Length of time your firm has been providing services offered to schools.
- D. All bidders must demonstrate the willingness and capability of services as specified within this RFP.
- E. All bidders must include a list of five (5) Alabama school systems for references that have used this vendor's services and the time period they were used. Any customer listed for reference must be currently operating under an identical or substantially similar service to the proposed. For each reference indicate name of the district, address, contact person, telephone number and date the service began.



VIII. REGISTERED SEX OFFENDER RESTRICTION

Pursuant to this Bid, the successful bidder by acceptance of award and a purchase order, agrees by acceptance, that no employee of the successful bidder or a sub-contractor of the successful bidder, who has been adjudicated to be a registered sex offender, will perform work on District premises or equipment at any time when District students are, or are reasonably expected to be, present. The successful bidder further agrees by acceptance of this order that a violation of this condition shall be considered a material breach and may result in a cancellation of the contract at the District's discretion.

IX. OVERVIEW OF SERVICE EXPECTATIONS

Successful Bidder must be able to manage non-instructional staff such as custodians, cafeteria workers, administrative assistants, and school nurses. Such a program should contain automated scheduling as well as absentee fills.

Successful bidder will be the employer of Assigned Employees and will be responsible for the staffing services listed below.

1. Recruit, select, train and hire assigned employees.
2. Place assigned employees according to Customer's Requirements in any one or more of the Elmore County schools or administrative offices.
3. Pay assigned per employees' wages and provides optional benefits.
4. Pay or withhold payroll taxes (e.g., FICA) and insurance premiums (e.g., Medicare) and fulfill its obligations for unemployment compensation (e.g., FUTA, SUTA).
5. Provide workers' compensation benefits and coverage for assigned employees.
6. Maintain assigned employees' personnel and payroll records related to their employment.
7. Comply with laws, rules, or regulations applicable to providers.
8. Require employees to agree when writing to protect the confidentiality of district's proprietary information.
9. Require assigned employees to execute agreements that customer requests regarding intellectual property developed by them in performance of their work for customer.
10. Require assigned employees to acknowledge in writing that they have no right to participate in customers employee benefit plans.
11. Require assigned employees to comply with all rules and policies of Customer (e.g., those relating to premises access and security); and
12. Make legally required employment law disclosures to assigned employees.
13. Must use Frontline Absence, Management, and substitute placement.
14. Finger printing and drug testing will be responsibility of the service provider.
15. Successful bidder will train assigned employees on ECBOE policies and procedures, as well as classroom management.
16. Successful bidder will provide MCS (Managing Crisis Safely) training to Paraeducators.
17. Successful bidder will provide id badges for assigned employees.
18. Successful bidder will be sure that assigned employees have: a state sub license (or complete any other responsibilities for state sub licensure), background check, aptitude test/basic skills assessment, 48 hours of college credit (or take "Work Keys" test) if the employee works at a Title I school or becomes a long term sub.



19. Successful bidder must have assigned employees in place locally, and a 92% fill rate must be guaranteed.
20. Successful bidder must provide an on-site liaison with recruiting experience and background, who will be housed at the ECBOE office.
21. Successful bidder must have an employee discipline process and provide discipline to assigned employees.
22. Successful bidder must orient teachers on how to use their system.
23. Successful bidder must host job specific recruitment fairs locally.
24. Successful bidder will participate in a yearly partnership review.

X. SCREENING REQUIREMENTS*

- A. Bidder will provide screening requirements for substitute non-instructional personnel to comply with all Alabama state requirements and local school district screening requirements. (See Alabama Administrative Code 290-3-2 and 290-3-2.03.)
- B. All applicants for substitute non-instructional positions in public or private schools in Alabama must submit to a fingerprint background check through the Alabama Bureau of Investigation and the Federal Bureau of Investigation.
- C. Bidder will comply with the school district's local screening requirements for non-instructional personnel including criminal background check requirements.
- D. Employee Eligibility Verification
- E. Each contractor shall warrant compliance with all federal immigration laws and regulations that relate to their employees and that they have verified employment eligibility of each employee through the E-Verify program. The contractor shall acknowledge that a breach of the warranty shall be deemed a material breach of the contract subject to penalties up to and including termination of the contract.

*Additional information regarding Alabama non-instructional personnel screening requirements, visit the Alabama Department of Education's website at www.alsde.edu, or call 334-694-4557.

XI. JOB DESCRIPTION SPECIFICATIONS

Non-Instructional Personnel Anticipated as Follows:

SEE ATTACHED ADDENDUM

XII. ALABAMA IMMIGRATION LAW

- A. The Beason-Hammon Alabama Taxpayer and Citizen Protection Act includes several sections that affect the financial operations of Alabama School boards.
- B. Effective April 1, 2012, every business entity or employer doing business in Alabama is required to enroll in E-Verify* and follow the related federal law and regulations for verifying the employment eligibility of newly hired employees using the E-Verify program. {See Section 31-13-15(b)}. **A copy of your companies E-Verify must be included in the bid packet.**

**If you are an out-of-state employer with NO EMPLOYEES located in the State, then registration in E-Verify is not required, but a statement to such is required.*

- C. Two other sections of the law require business entities and employers with one or more



employees working in Alabama to utilize the E-Verify program for newly hired employees as a condition of a contract, grant, or incentive awarded by a public entity on or after January 1, 2012 through the competitive bidding process. {See Section 31-13-9(a) & (b) and Section 31-13-25(b)}.

- D. Alabama laws (see Title 31, Chapter 13 of the Code of Alabama 1975) require that, as a condition for the award of a contract* by a school board to a business entity or employer with one or more employees working in Alabama; the business entity or employer must provide documentation of enrollment in the E-Verify program. During the performance of the contract, the business entity or employer shall participate in the E-Verify program and shall verify every employee that is required to be verified according to the applicable federal rules and regulations. The contractor's E-Verify Memorandum of understanding must be included with the bid. If you do not believe these requirements are applicable to your entity, include an explanation justifying such exemption. An entity can obtain the E-Verify Memorandum of understanding upon completion in the E-Verify enrollment process located at the federal web site www.uscis.gov/everify. The Alabama Department of Homeland Security (<http://immigration.alabama.gov>) has also established an E-Verify employer agent account for any business entity or employer with 25 or fewer employees that will provide a participating business entity or employer with the required documentation of enrollment in the

E-Verify program. An Employer Identification Number (EIN), also known as a Federal Tax Identification Number, is required to enroll in E-Verify or to establish an E-Verify employer agent account.

**Act 2012-491 defines the term contract as, "...a contract awarded by the state, any political subdivision thereof, or any state-funded entity that was competitively bid..."*

- E. If you have not previously supplied evidence of compliance with the Alabama Immigration Law to the Elmore County Schools, you will need to submit evidence with your bid response through the completion of Exhibit A and any necessary attachments.



Submission

Be sure you have read this bid carefully. Be sure to provide all additional information requested.

Failure to include information in your package may result in your proposal being rejected.

If you have any questions regarding any requirement, including the Alabama Immigration Law requirement, you must contact us for clarification. If you notice errors in the bid, you must contact us 72 hours prior to bid opening so that corrections can be posted for all bidders.

Exhibits A & B **must** be included in your bid package.

Use the Following Method of Delivery

Address

ELMORE COUNTY BOARD OF EDUCATION
ATTN: BID #24-013 "SUBSTITUTE STAFFING SERVICES"
100 H. H. Robison Drive
Wetumpka, AL 36092

Note: Late bids will not be opened and will be disqualified.
Please put Bid Number 24-013 on outside of mailing envelope.



**ELMORE COUNTY BOARD OF EDUCATION
BID #24-013
INSTRUCTIONAL & NON-INSTRUCTIONAL**

THE UNDERSIGNED OFFERS THESE PRICES AND TERMS AS PER BID SPECIFICATIONS. BY SIGNING THIS FORM, HE/SHE SWEARS/AFFIRMS THAT HE/SHE HAS NOT BEEN A PARTY TO AGREEMENTS OR COLLUSION THAT WOULD RESTRAIN COMPETITION.

STAFFING SERVICES

**THE PRICING REFLECTED BELOW SHALL BE WITHOUT
FINGERPRINTING, BACKGROUND CHECKS OR DRUG SCREENING.**

ITEM NUMBER	DESCRIPTION	HOURLY RATE	DAILY RATE
1	Clerical/School Secretary	\$15.00	
2	Maintenance Worker	\$15.00	
3	Child Nutrition Worker (Perm Placement)	\$16.50	
4	Child Nutrition Worker (Sub)	\$15.00	
5	Custodian	\$15.00	
6	HQ Para-Professional/Instructional Aide (Sub) -Reg Ed/SPED/Pre-K/Child Development	\$15.00	
7	HQ Para-Professional/Instr. Aide (Perm Placement) – Reg Ed/SPED	\$16.50	
8	Substitute Teacher – SPED/ECD/Librarian/Media Specialist *BOE approved effective 21 st day of assignment-Retro back to day 1	\$140.00	
9	Substitute Teacher (Certified) - SPED/ECD/Librarian/Teacher	\$125.00	

INDICATE ADDITIONAL COSTS TO BE ADDED FOR:

1. **Fingerprinting and background checks:**

2. **Drug Screening:**



OFFER AND ACCEPTANCE

The undersigned hereby offers and agrees to furnish the services in compliance with all terms, conditions, specifications, and amendments in the Bid.

Company: _____

Federal Employee Identification #: _____

Address: _____

This ____ day of _____ 2024

Telephone Number: _____

Name (Print or type): _____

Notary Public

Title: _____

Signature: _____

Email: _____

THIS BID MUST BE NOTARIZED.



**THIS IS YOUR CONTRACT WITH THE
ELMORE BOARD OF EDUCATION.**

The contractor has been cautioned not to commence any billable work or to provide any service under this contract until Contractor receives a purchase order or written notice to proceed.

The Superintendent hereby executes this bid: _____
Richard Dennis, Superintendent Date

Elmore County Board of Education Minutes:



EXHIBIT A
ALABAMA IMMIGRATION LAW COMPLIANCE NOTIFICATION

All Vendors wishing to submit bids must be able to provide The Elmore County School System with evidence of their compliance with the Alabama Immigration Law as described in Section XII of this bid.

Please respond to the following and submit this form with your bid.

Failure to properly execute this exhibit must be considered grounds for rejecting this bid.

_____ I have read and understand the expectations for materials which will demonstrate compliance with the Alabama Immigration Law.

_____ I understand that any award is contingent upon receipt of all materials necessary that demonstrate compliance.

_____ This company has no operations or employees within the state of Alabama, therefore the Alabama Immigration Law requirements do not apply. However, should this company be awarded this contract, and should this company later employ individuals in the state of Alabama, this company will comply with and submit all necessary documentation for compliance with this law.

Or

_____ This company has already submitted all necessary documents to The Elmore County School System Accounting Department which verify compliance with the Alabama Immigration Law.

Or

_____ This company meets the requirements for compliance with the Alabama Immigration Law and has included the necessary materials within this bid response.

Company: _____

Address: _____

Telephone Number: _____

Fax Number: _____

Name (Print or type): _____

Title: _____

Signature: _____



EXHIBIT B
COMPANY BACKGROUND, BILLING POLICY, WARRANTY OR GUARANTEE, AND
REFERENCES

As is outlined in Section V of the Bid Specifications, please address the following questions.

- 1. The length of time your company has been doing business under its current name.**
- 2. The length of time your company has been doing business in the State of Alabama.**
- 3. The length of time your company has been conducting business with school systems.**
- 4. In the space below, please indicate your company's warranty or guarantee as it relates to the services under this bid.**
- 5. In the space below, please indicate your company's billing policy.**



EXHIBIT B (Continued)

COMPANY BACKGROUND, BILLING POLICY, WARRANTY OR GUARANTEE, AND REFERENCES

- 6. Please provide five (5) current Alabama references that we may contact.
All fields must be complete.**

1. Company: _____

Address: _____

Contact Person: _____ Phone #: _____

Email: _____ Date service began: _____

2. Company: _____

Address: _____

Contact Person: _____ Phone #: _____

Email: _____ Date service began: _____

3. Company: _____

Address: _____

Contact Person: _____ Phone #: _____

Email: _____ Date service began: _____

4. Company: _____

Address: _____

Contact Person: _____ Phone #: _____

Email: _____ Date service began: _____

5. Company: _____

Address: _____

Contact Person: _____ Phone #: _____

Email: _____ Date service began: _____



LIST ADDITIONAL COMMENTS/CONCERNS HERE:



Addendum

ROLE DESCRIPTION OF SUPPORT PERSONNEL

POSITION TITLE: Local School Office Clerical (9 mo., 10 mo., 11 mo., 12 mo.)

RESPONSIBLE TO: Superintendent of Education

REPORTS TO: School Administrator

QUALIFICATIONS

- Minimum of a high school diploma or equivalent (GED).
- Must have experience in preparing reports, computer operation, working with the public.
- Must be able to type, to operate office machines, and to be able to work with school staff.

PERFORMANCE RESPONSIBILITIES/ESSENTIAL FUNCTIONS

1. Type with speed and accuracy a variety of routine and complex documents, reports, forms, and correspondence.
2. Maintain filing system.
3. Handle disposition of permanent records and transcripts when necessary.
4. Operate office equipment necessary for job performance.
5. Answer telephone and serve as receptionist.
6. Assist with student registration, calling absentees, preparing reports, contacting parent, checking out students, etc.
7. Maintains a daily teacher attendance log and prepares payroll.
8. Keep daily attendance and prepare all required attendance reports.
9. Maintain up-to-date knowledge of school system's data automation system.
10. Train school personnel as needed as to use of data automation system.
11. Prepare absentee list daily.
12. Verify deposits for bookkeeper.
13. Performs other such job-related duties as may reasonably be assigned by Administrator.

JOB GOAL

To provide clerical help to the school in a manner which ensures efficient support for the operation of the school and to work with the Administrator in carrying out designated functions of the school while maintaining accurate attendance information.

EVALUATION

The School Secretary will be evaluated a minimum of once each semester by the Administrator.

ROLE DESCRIPTION OF SUPPORT PERSONNEL

POSITION TITLE: Maintenance Worker

RESPONSIBLE TO: Superintendent of Education

REPORTS TO: Maintenance Coordinator

QUALIFICATIONS:

- Minimum of a high school diploma or equivalent (GED) with general knowledge of plumbing, carpentry, painting, and general maintenance.
- Be able to assist in performing cleaning, preventive maintenance and repairs to the child development facilities necessary for the safety and comfort of all pupils and employees assigned to the Child Development Program.

PERFORMANCE RESPONSIBILITIES/ESSENTIAL FUNCTION:

1. Assist in maintaining the school sites, equipment, and facilities of the Elmore County School System.
2. Assume and carry out certain job tasks as assigned by the school System's Maintenance Coordinator.
3. Practice safety to self and others in the performance of all work assignments.
4. Accept supervision of the school's Maintenance Coordinator and follow his/her instructions.
5. Subject to be called seven (7) days a week, 24 hours per day in case of emergencies that may threaten the school system's property and/or equipment.
6. Perform other such job-related duties as may reasonably be assigned by the Maintenance Coordinator.

JOB GOAL

To serve as Maintenance Worker in a manner which ensures that the school system facilities of the Elmore County School System are maintained properly for the health and safety of students and employees.

EVALUATION

The maintenance worker will be evaluated a minimum of once each semester by the Maintenance Coordinator and/or his/her designee.

ROLE DESCRIPTION OF SUPPORT PERSONNEL

POSITION TITLE: Cafeteria Worker

RESPONSIBLE TO: Superintendent of Education

REPORTS TO: School Administrator/Director of Child Nutrition Program/Cafeteria Manager

QUALIFICATIONS

- Minimum of a high school diploma or equivalent (GED).
- Aptitude for successful performance of the tasks listed.

PERFORMANCE RESPONSIBILITIES ESSENTIAL FUNCTIONS

1. Prepare all types of foods according to approved standardized recipes and established guidelines.
2. Be able to portion and serve foods and beverages according to established guidelines; assist in all areas of the serving process.
3. Assist in all phases of the cleaning and maintaining of all utensils, food handling and preparation equipment, food storage areas, serving and dining areas, and all other cafeteria related areas and equipment according to standards established by the cafeteria manager and other regulatory agencies.
4. Follow all standards and guidelines set forth by the cafeteria manager, the school Administrator, the Elmore County Board of Education Child Nutrition Program, the Elmore County Board of Education, Alabama State Department of Education, the USDA, and all other governing agencies of Child Nutrition Programs.
5. Assist in the care and maintenance of cafeteria inventories including but not limited to proper storage, correct documentation of inventories used, and any other assigned inventory duties.
6. Assist in the operation of the cafeteria in a manner that increases and maintains a high level of program participation. At the request of the manager, assist with any cashiering duties and any required bookkeeping.
7. Attend all training sessions and workshops required of the Child Nutrition Program worker.
8. Serve on committees for the benefit of the Child Nutrition Program and any other committees involving school and board functions where attendance is requested.
9. Performs other such job related duties as may reasonably be assigned by Administrator.
10. Possess ability to lift up to 30 lbs.

JOB GOAL

To serve as Cafeteria Worker in a manner which ensures that students are served attractive and nutritious meals in an atmosphere of efficiency, cleanliness and friendliness.

EVALUATION

The Cafeteria Worker will be evaluated a minimum of once each semester by the Director of the Child Nutrition Program/Cafeteria Manager.

ROLE DESCRIPTION OF SUPPORT PERSONNEL

POSITION TITLE: Custodian

RESPONSIBLE TO: Superintendent of Education

REPORTS TO: Administrator

QUALIFICATIONS:

- High school education or equivalent (GED).
- Must be able to read written directions.

PERFORMANCE RESPONSIBILITIES/ESSENTIAL FUNCTIONS

1. Keep building and premises, including hallways, porches, sidewalks, and play areas neat and clean.
2. Perform such duties as: vacuuming, sweeping, mopping, waxing floors, washing windows, cleaning restrooms, etc.
3. Assist in the performance of minor maintenance and repair of plumbing, electrical equipment, and fixtures.
4. Report any repair or maintenance needs to Administrator.
5. Keep restrooms clean and empty trash receptacles.
6. Ensure proper placement of desks, chairs, and furniture after cleaning rooms.
7. Maintain supply of cleaning materials and inventory of assigned equipment.
8. Clean and maintain all custodial equipment daily.
9. Possess ability to lift up to 30 pounds.
10. Performs other such job-related duties as may reasonably be assigned by Administrator.

JOB GOAL

To serve as Custodian in a manner which ensures efficient support for the operation of the school and work with the Administrator in carrying out designated functions to maintain cleanliness and safety necessary for a good school environment.

EVALUATION

The custodian will be evaluated a minimum of once each semester by the Administrator.

ROLE DESCRIPTION OF SUPPORT PERSONNEL

POSITION TITLE: Instructional Aide/Paraprofessional 1894-0283

RESPONSIBLE TO: Superintendent of Education

REPORTS TO: Supervising Teacher/School Administrator

IMMEDIATE SUPERVISOR: Teacher(s) to whom assigned

QUALIFICATIONS

- Minimum of a high school diploma or equivalent (GED).
- Academic competency in written and spoken language and mathematical skills.
- Aptitude for work to be performed.
- 48 semester hours of college credit, or an associate degree from an accredited institution or Level 3 or higher on the Work Keys assessment.
- Be cleared by a formal background check.

PERFORMANCE RESPONSIBILITIES/ESSENTIAL FUNCTIONS

1. Perform tasks related to classroom activities under the supervision of a certified teacher(s).
2. Work with small groups of students to reinforce material initially introduced by the teacher(s).
3. Work with individual students who need special attention under the supervision of a certified teacher.
4. Guide independent study, enrichment work, remedial help, and follow-up work as specified by the teacher(s).
5. Assist the teacher(s) with drill work, reading and storytelling when applicable.
6. Supervise monitor/testing.
7. Assist teacher(s) with the routine clerical duties and routine housekeeping activities.
8. Assist the teacher(s) with the preparation of instructional aids for classroom use, with bulletin boards and other learning displays.
9. Set up equipment for classroom use.
10. Assist the teacher(s) with non-instructional classroom duties, such as snack, break, toilet, and clothing routines (may include lifting students).
11. Help with duties related to the supervision of students during such times as lunch periods, assemblies, and field trips (may include lifting/restraining students as necessary).
12. Respect and maintain the confidentiality of information as required by school system policy.
13. Maintain the same high level of ethical and professional standards as is expected of all personnel.
14. Serve as facilitator in a distance learning lab, if assigned.
15. Participate in in-service activities and paraprofessional training as mandated by the State Department of Education.
16. Monitor all students assigned to you during instructional time by walking the classroom.
17. Performs other such job-related duties as may reasonably be assigned by the Administrator.

JOB GOAL

ROLE DESCRIPTION OF SUPPORT PERSONNEL

To serve as an instructional aide to the classroom teacher helping with the instruction in the classroom setting.

EVALUATION

The Instructional Aide will be evaluated a minimum of once each semester by the Administrator with input from assigned teacher(s).

ROLE DESCRIPTION OF SUPPORT PERSONNEL

POSITION TITLE: Preschool Teacher Aide/After School Care Worker

RESPONSIBLE TO: Superintendent of Education

REPORTS TO: Community Education Coordinator

IMMEDIATE SUPERVISOR: Director of Child Development Program

QUALIFICATIONS

- Minimum of a high school diploma or equivalent (GED).
- Academic competency in written and spoken language and mathematical skills.
- Aptitude for work to be performed.
- Have or be eligible to obtain (and maintain) a valid Alabama Substitute Teacher's Certificate.
- Be cleared by a formal background check.

PERFORMANCE RESPONSIBILITIES/ESSENTIAL FUNCTIONS

1. Perform tasks related to classroom activities under the supervision of a preschool teacher(s).
2. Work with individual students who need special attention under the supervision of a certified teacher.
3. Assist the teacher(s) with drill work, reading and storytelling when applicable.
4. Assist teacher(s) with the routine clerical duties and routine housekeeping activities.
5. Assist the teacher(s) with the preparation of instructional aids for classroom use, with bulletin boards and other learning displays.
6. Assist the teacher(s) with non-instructional classroom duties, such as snack, break, toilet, and clothing routines.
7. Help with duties related to the supervision of students during such times as lunch periods, assemblies, and field trips.
8. Maintain the same high level of ethical and professional standards as is expected of all personnel.
9. Participate in in-service activities and paraprofessional training as mandated by the State Department of Education.
10. Prepares activities for after school care children.

JOB GOAL:

To assist the teacher in the preschool environment.

EVALUATION

The Preschool Teacher Aide/After School Care Worker will be evaluated a minimum of once each semester by the Child Development Program Director and/or Community Education Coordinator.

ROLE DESCRIPTION OF PROFESSIONAL PERSONNEL

POSITION TITLE: Teacher

RESPONSIBLE TO: Superintendent

REPORTS TO: School Administrators

QUALIFICATIONS: Current Alabama Teacher's Certification

PERFORMANCE RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

1. Determines individual and class needs.
2. Establishes objectives and plans learning experiences.
3. Implements activities using a variety of techniques that utilize instructional time to meet objectives.
4. Establishes and maintains standards of student behavior to achieve a functional learning atmosphere.
5. Supervise students in the classroom/school setting.
6. Communicates with parents/guardians, colleagues, and community.
7. Maintains and submits records and reports.
8. Participates in curricula development when requested.
9. Works with individuals and groups to accomplish school program objectives.
10. Leads school teams as designated by the school Principal.
11. Demonstrates effective interpersonal skills.
12. Demonstrates proficiency in written and oral communication.
13. Complies with federal and state laws and state and local board policies affecting area(s) of responsibility.
14. Engages in personal professional growth and demonstrates professional ethics and leadership.
15. Follows the Alabama Teacher Code of Ethics.
16. Demonstrates professionalism in all interactions with students, parents, colleagues and supervisors.
17. Attend work.
18. Performs any other duties as assigned by the school administration.

JOB GOAL:

To help students learn subject matter and skills that will contribute to their development as mature, able, responsible members of society.

EVALUATION:

Performance of this job shall be evaluated a minimum of once annually by the Superintendent of Education or his/her designee.