

**SOUTHERN LOCAL BOARD OF EDUCATION**

**November 11, 2025 @ 6:00 pm / Williams Building**

**I. Call to Order**

**II. Roll Call:**

Pastore\_\_\_\_, Sawyer\_\_\_\_, Shagnot\_\_\_\_, Dowling\_\_\_\_, Hart\_\_\_\_

**III. Adoption of Minutes: Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Waive the reading of the minutes**

Vote: Sawyer\_\_\_\_, Shagnot\_\_\_\_, Dowling\_\_\_\_, Pastore\_\_\_\_, Hart\_\_\_\_

**IV. Reception of Visitors**

During the Reception of Visitors or in the meeting, anyone addressing the board must refrain from using specific names other than that of the person speaking. If used, the President will ask you to continue in an executive session to be held at the board's determination. This is in line with Board of Education Policy 0169.1. There is a time limit of five minutes to speak per person and a total of thirty minutes. To go beyond thirty minutes board vote is needed.

**V. Treasurer's Report**

Financial Report: (Approval of the payment of bills and the transfers and /or advances as presented by the treasurer).

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Vote: Shagnot\_\_\_\_, Dowling\_\_\_\_, Pastore\_\_\_\_, Sawyer\_\_\_\_, Hart\_\_\_\_

**VI. Career Center Report**

**VII. Building Reports**

**VII. Superintendent's Report**

**25-215**      **Recommend approval of accepting the Best Practice Grants as presented by Ron Sismondo from the Jefferson County Educational Center for the following teachers: Jessica Coleman, Tracey Richards, and Tiffany Scheel.**

Moved by \_\_\_\_\_      Seconded by \_\_\_\_\_

Vote: Shagnot \_\_\_\_\_, Dowling \_\_\_\_\_, Pastore \_\_\_\_\_, Sawyer \_\_\_\_\_, Hart \_\_\_\_\_

**25-216**      **Recommend the Board to approve then and now purchase orders as approved by the Treasurer. (Attachment A)**

Moved by \_\_\_\_\_      Seconded by \_\_\_\_\_

Vote: Dowling \_\_\_\_\_, Pastore \_\_\_\_\_, Sawyer \_\_\_\_\_, Shagnot \_\_\_\_\_, Hart \_\_\_\_\_

**25-217**      **Recommend approval of the following substitutes for the 2025-2026 school year.**

**Elizabeth McKinnon – paraprofessional**

**Josephine Lee – teacher, paraprofessional, and secretary**

**Melody Felton – cafeteria, custodian, and secretary**

**Trista Furbee – cafeteria**

**Errin Smyth Furbee – paraprofessional and teacher**

**Natalie Champion – cafeteria, paraprofessional, secretary**

**Brooke Hohlbaugh - teacher**

Moved by \_\_\_\_\_      Seconded by \_\_\_\_\_

Vote: Pastore \_\_\_\_\_, Sawyer \_\_\_\_\_, Shagnot \_\_\_\_\_, Dowling \_\_\_\_\_, Hart \_\_\_\_\_

**25-218**      **Recommend approval of rescinding the afternoon duty contract in the high school for Dr. Lisa Houck for the 2025-2026 school year.**

Moved by \_\_\_\_\_      Seconded by \_\_\_\_\_

Vote: Sawyer \_\_\_\_\_, Shagnot \_\_\_\_\_, Dowling \_\_\_\_\_, Pastore \_\_\_\_\_, Hart \_\_\_\_\_

**25-219**      **Recommend approval of a morning and afternoon duty contracts for Tiffany McDevitt for the 2024-2025 school year and for the 2025-2026 school year.**

Moved by \_\_\_\_\_      Seconded by \_\_\_\_\_

Vote: Shagnot \_\_\_\_\_, Dowling \_\_\_\_\_, Pastore \_\_\_\_\_, Sawyer \_\_\_\_\_, Hart \_\_\_\_\_

**25-220**      **Recommend approval to transfer \$767.00 from Varsity boys' basketball to Junior High boys' basketball.**

Moved by \_\_\_\_\_      Seconded by \_\_\_\_\_

Vote: Dowling \_\_\_\_\_, Pastore \_\_\_\_\_, Sawyer \_\_\_\_\_, Shagnot \_\_\_\_\_, Hart \_\_\_\_\_

**25-221**      **Recommend approval of the Memorandum of Understanding with SLTA adding an Elementary Yearbook Advisor to the list of non-athletic supplemental positions contained with Appendix D, Section B of the Agreement.  
(Attachment B)**

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

Vote: Pastore \_\_\_\_\_, Sawyer \_\_\_\_\_, Shagnot \_\_\_\_\_, Dowling \_\_\_\_\_, Hart \_\_\_\_\_

**25-222        Recommend approval of the Memorandum of Understanding with SLTA for provisions with SLTA and Utica Shale Academy members. (Attachment C)**

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

Vote: Sawyer \_\_\_\_\_, Shagnot \_\_\_\_\_, Dowling \_\_\_\_\_, Pastore \_\_\_\_\_, Hart \_\_\_\_\_

**25-223        Recommend approval of a supplemental contract for Amanda Vernon for Robotics for the 2025-2026 school year.**

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

Vote: Pastore \_\_\_\_\_, Sawyer \_\_\_\_\_, Shagnot \_\_\_\_\_, Dowling \_\_\_\_\_, Hart \_\_\_\_\_

**25-224        Recommend approval of a morning duty stipend for Regina Utt for the 2025-2026 school year.**

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

Vote: Sawyer \_\_\_\_\_, Shagnot \_\_\_\_\_, Dowling \_\_\_\_\_, Pastore \_\_\_\_\_, Hart \_\_\_\_\_

**25-225        Recommend approval of the revised job description for Teacher's Aide.  
(Attachment D)**

Moved by \_\_\_\_\_                      Seconded by \_\_\_\_\_

Vote: Shagnot \_\_\_\_\_, Dowling \_\_\_\_\_, Pastore \_\_\_\_\_, Sawyer \_\_\_\_\_, Hart \_\_\_\_\_

**25-226        Recommend approval of the job description for Classroom Behavior Specialist.  
(Attachment E)**

Moved by \_\_\_\_\_                      Seconded by \_\_\_\_\_

Vote: Dowling \_\_\_\_\_, Pastore \_\_\_\_\_, Sawyer \_\_\_\_\_, Shagnot \_\_\_\_\_, Hart \_\_\_\_\_

**25-227        Recommend approval of the job description for bus driver. (Attachment F)**

Moved by \_\_\_\_\_                      Seconded by \_\_\_\_\_

Vote: Pastore \_\_\_\_\_, Sawyer \_\_\_\_\_, Shagnot \_\_\_\_\_, Dowling \_\_\_\_\_, Hart \_\_\_\_\_

**25-228        Recommend approval of the following policies: (Second Reading)**  
  
2266, 2430.02, 2431, 3130, 5130, 5136, 5200, 5223, 5410, 6109, 6152, 6830,  
7540.02, 7541, 8300, 8305, 8400, 8462, 8640, 9270, 1422.02/3122.02/4122.02,  
1662/3362/4362, 2260, 2260.01, 1623/3123/4123

Moved by \_\_\_\_\_                      Seconded by \_\_\_\_\_

Vote: Shagnot \_\_\_\_\_, Dowling \_\_\_\_\_, Pastore \_\_\_\_\_, Sawyer \_\_\_\_\_, Hart \_\_\_\_\_

**25-229          Recommend approval of the policy 6220. (First Reading)**

Moved by \_\_\_\_\_                      Seconded by \_\_\_\_\_

Vote: Dowling \_\_\_\_\_, Pastore \_\_\_\_\_, Sawyer \_\_\_\_\_, Shagnot \_\_\_\_\_, Hart \_\_\_\_\_

**25-230          Recommend approval of a one-year contract for Ernanie Black as a five-hour cafeteria worker in the high school.**

Moved by \_\_\_\_\_                      Seconded by \_\_\_\_\_

Vote: Pastore \_\_\_\_\_, Sawyer \_\_\_\_\_, Shagnot \_\_\_\_\_, Dowling \_\_\_\_\_, Hart \_\_\_\_\_

**25-231          Recommend approval of a one-year contract for Elizabeth Roberts as a six-hour cafeteria worker in the elementary.**

Moved by \_\_\_\_\_                      Seconded by \_\_\_\_\_

Vote: Sawyer \_\_\_\_\_, Shagnot \_\_\_\_\_, Dowling \_\_\_\_\_, Pastore \_\_\_\_\_, Hart \_\_\_\_\_

**25-232          Recommend approval of a one-year contract for Lonnie Fields as a paraprofessional.**

Moved by \_\_\_\_\_                      Seconded by \_\_\_\_\_

Vote: Shagnot \_\_\_\_\_, Dowling \_\_\_\_\_, Pastore \_\_\_\_\_, Sawyer \_\_\_\_\_, Hart \_\_\_\_\_

**25-233      Recommend approval of a one-year contract for Angela Martin as a Classroom Behavior Specialist.**

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Vote: Dowling \_\_\_\_\_, Pastore \_\_\_\_\_, Sawyer \_\_\_\_\_, Shagnot \_\_\_\_\_, Hart \_\_\_\_\_

**25-234      Recommend approval of a continuing contract for Whitney Tsesmilles as EMIS Coordinator/Fiscal Consultant.**

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Vote: Pastore \_\_\_\_\_, Sawyer \_\_\_\_\_, Shagnot \_\_\_\_\_, Dowling \_\_\_\_\_, Hart \_\_\_\_\_

**25-235      Recommend approval of Andy Plunkett as the Junior High Boys Basketball Coach for the 2025-2026 school year.**

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Vote: Sawyer \_\_\_\_\_, Shagnot \_\_\_\_\_, Dowling \_\_\_\_\_, Pastore \_\_\_\_\_, Hart \_\_\_\_\_

**25-236      Recommend approval of Rich Sloan as the Junior High Girls Basketball Coach for the 2025-2026 school year.**

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Vote: Shagnot \_\_\_\_\_, Dowling \_\_\_\_\_, Pastore \_\_\_\_\_, Sawyer \_\_\_\_\_, Hart \_\_\_\_\_

**25-237      Recommend approval of Chastity Sloan as the Junior High Girls Basketball Coach for the 2025-2026 school year.**

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Vote: Dowling \_\_\_\_\_, Pastore \_\_\_\_\_, Sawyer \_\_\_\_\_, Shagnot \_\_\_\_\_, Hart \_\_\_\_\_

**25-238      Recommend approval of Skyler Lasure as the Junior High Wrestling Coach for the 2025-2026 school year.**

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Vote: Pastore \_\_\_\_\_, Sawyer \_\_\_\_\_, Shagnot \_\_\_\_\_, Dowling \_\_\_\_\_, Hart \_\_\_\_\_

**25-239      Recommend approval of Stephen Grimm as the Varsity Assistant Boys Basketball Coach for the 2025-2026 school year.**

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Vote: Sawyer \_\_\_\_\_, Shagnot \_\_\_\_\_, Dowling \_\_\_\_\_, Pastore \_\_\_\_\_, Hart \_\_\_\_\_

**25-240      Recommend approval of Nikki Kellogg as a volunteer for girls' basketball for the 2025-2026 school year.**

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Vote: Shagnot \_\_\_\_\_, Dowling \_\_\_\_\_, Pastore \_\_\_\_\_, Sawyer \_\_\_\_\_, Hart \_\_\_\_\_

**25-241      Recommend approval of Brian Spahlinger as a volunteer for girls' basketball for the 2025-2026 school year.**

Moved by \_\_\_\_\_      Seconded by \_\_\_\_\_

Vote: Dowling \_\_\_\_\_, Pastore \_\_\_\_\_, Sawyer \_\_\_\_\_, Shagnot \_\_\_\_\_, Hart \_\_\_\_\_

**25-242      Recommend approval of Cory Boyle as a volunteer for girls' basketball for the 2025-2026 school year.**

Moved by \_\_\_\_\_      Seconded by \_\_\_\_\_

Vote: Pastore \_\_\_\_\_, Sawyer \_\_\_\_\_, Shagnot \_\_\_\_\_, Dowling \_\_\_\_\_, Hart \_\_\_\_\_

**25-243      Recommend approval of Lance Weston as a Junior High Boys Basketball Coach for the 2025-2026 school year.**

Moved by \_\_\_\_\_      Seconded by \_\_\_\_\_

Vote: Sawyer \_\_\_\_\_, Shagnot \_\_\_\_\_, Dowling \_\_\_\_\_, Pastore \_\_\_\_\_, Hart \_\_\_\_\_

**25-244      Recommend approval of an afternoon duty stipend for Kristen Walter for the 2025-2026 school year.**

Moved by \_\_\_\_\_      Seconded by \_\_\_\_\_

Vote: Shagnot \_\_\_\_\_, Dowling \_\_\_\_\_, Pastore \_\_\_\_\_, Sawyer \_\_\_\_\_, Hart \_\_\_\_\_

25-245      Recommend approval of Toby Warner as a Classroom Behavior Specialist effective November 12, 2025.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Vote: Dowling \_\_\_\_\_, Pastore \_\_\_\_\_, Sawyer \_\_\_\_\_, Shagnot \_\_\_\_\_, Hart \_\_\_\_\_

25-246      Recommend approval of James Ryan Smith for a VLA grading position, elementary music, for the on-line Indian Academy.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Vote: Pastore \_\_\_\_\_, Sawyer \_\_\_\_\_, Shagnot \_\_\_\_\_, Dowling \_\_\_\_\_, Hart \_\_\_\_\_

25-247      Recommendation to go into executive session for matters required to be kept confidential by federal law of rules or state statutes. WHEREAS, as a public board of education may hold an executive session only after a majority of a quorum of this board determines by a roll call vote to hold such a session and only at a regular or special meeting for the sole purpose of the consideration of any of the following matters: To consider one or more, as applicable, of the check-marked items with respect to a public employee or official:

- \_\_\_\_\_ 1. Appointment
- \_\_\_\_\_ 2. Employment
- \_\_\_\_\_ 3. Dismissal
- \_\_\_\_\_ 4. Discipline
- \_\_\_\_\_ 5. Promotion
- \_\_\_\_\_ 6. Demotion
- \_\_\_\_\_ 7. Compensation
- \_\_\_\_\_ 8. Personnel

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

Vote: Sawyer \_\_\_\_\_, Shagnot \_\_\_\_\_, Dowling \_\_\_\_\_, Pastore \_\_\_\_\_, Hart \_\_\_\_\_

Returned from Executive Session: \_\_\_\_\_

Roll Call: Shagnot \_\_\_\_\_, Dowling \_\_\_\_\_, Pastore \_\_\_\_\_, Sawyer \_\_\_\_\_, Hart \_\_\_\_\_

Next Regular Meeting: \_\_\_\_\_

Adjournment: \_\_\_\_\_

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

Vote: Dowling \_\_\_\_\_, Pastore \_\_\_\_\_, Sawyer \_\_\_\_\_, Shagnot \_\_\_\_\_, Hart \_\_\_\_\_

**Addendum**

**November 11, 2025**

**25-247      Recommend approval of a supplemental contract for Jody Lockhart as a testing administrator for the first semester of the 2025-2026 school year.**

**Moved by \_\_\_\_\_      Seconded by \_\_\_\_\_**

**Vote: Pastore \_\_\_\_\_, Sawyer \_\_\_\_\_, Shagnot \_\_\_\_\_, Dowling \_\_\_\_\_, Hart \_\_\_\_\_**

**25-248      Recommend approval of the Shale staffing agreement for Nick Woods.**

**Moved by \_\_\_\_\_      Seconded by \_\_\_\_\_**

**Vote: Sawyer \_\_\_\_\_, Shagnot \_\_\_\_\_, Dowling \_\_\_\_\_, Pastore \_\_\_\_\_, Hart \_\_\_\_\_**

**25-249      Recommend approval of a contract for Nick Woods for pest and vegetation control remediation at Shale buildings.**

**Moved by \_\_\_\_\_      Seconded by \_\_\_\_\_**

**Vote: Shagnot \_\_\_\_\_, Dowling \_\_\_\_\_, Pastore \_\_\_\_\_, Sawyer \_\_\_\_\_, Hart \_\_\_\_\_**

**25-250      Recommend approval of a morning duty stipend for Tiffany Scheel for the 2025-2026 school year.**

**Moved by \_\_\_\_\_      Seconded by \_\_\_\_\_**

**Vote: Dowling \_\_\_\_\_, Pastore \_\_\_\_\_, Sawyer \_\_\_\_\_, Shagnot \_\_\_\_\_, Hart \_\_\_\_\_**

**25-251**      **Recommend approval of the retirement of Holly Keller effective January 1, 2026. Holly has been an elementary teacher for 30 years. We wish her well in her retirement.**

Moved by \_\_\_\_\_      Seconded by \_\_\_\_\_

Vote: Pastore \_\_\_\_\_, Sawyer \_\_\_\_\_, Shagnot \_\_\_\_\_, Dowling \_\_\_\_\_, Hart \_\_\_\_\_

**25-252**      **Recommend approval of Mark Witherow as the JV Girls Basketball Coach for the 2025-2026 school year.**

Moved by \_\_\_\_\_      Seconded by \_\_\_\_\_

Vote: Sawyer \_\_\_\_\_, Shagnot \_\_\_\_\_, Dowling \_\_\_\_\_, Pastore \_\_\_\_\_, Hart \_\_\_\_\_

**25-253**      **Recommend approval of Justin Gerren as the Varsity Assistant Girls Basketball Coach for the 2025-2026 school year.**

Moved by \_\_\_\_\_      Seconded by \_\_\_\_\_

Vote: Shagnot \_\_\_\_\_, Dowling \_\_\_\_\_, Pastore \_\_\_\_\_, Sawyer \_\_\_\_\_, Hart \_\_\_\_\_

**25-254**      **Recommend approval of Thomas Terdina as a volunteer Girls Basketball Coach for the 2025-2026 school year.**

Moved by \_\_\_\_\_      Seconded by \_\_\_\_\_

Vote: Dowling \_\_\_\_\_, Pastore \_\_\_\_\_, Sawyer \_\_\_\_\_, Shagnot \_\_\_\_\_, Hart \_\_\_\_\_

## Then and Now October 2025

| Vendor                       | PO Date    | Invoice Date | Requestor                   | PO Amount  |
|------------------------------|------------|--------------|-----------------------------|------------|
| K Raffle                     | 09/30/2025 | 10/08/2025   | julie.dowling@slindians.org | \$140.00   |
| Jackline Donovan             | 09/30/2025 | 10/08/2025   | julie.dowling@slindians.org | \$68.28    |
| JANICE PIERCE                | 10/03/2025 | 10/08/2025   | julie.dowling@slindians.org | \$117.92   |
| JEFFERSON COUNTY EDUCATIONAL | 10/03/2025 | 10/08/2025   | julie.dowling@slindians.org | \$600.00   |
| Michael Helman               | 10/06/2025 | 10/08/2025   | julie.dowling@slindians.org | \$140.00   |
| Jordin Campbell              | 10/06/2025 | 10/08/2025   | julie.dowling@slindians.org | \$280.00   |
| PATTERSON, DANA              | 10/06/2025 | 10/08/2025   | julie.dowling@slindians.org | \$90.00    |
| Robert Westover              | 10/06/2025 | 10/08/2025   | julie.dowling@slindians.org | \$2,651.74 |
| BRANDON HOPPEL               | 10/13/2025 | 10/24/2025   | julie.dowling@slindians.org | \$140.00   |
| Jordin Campbell              | 10/13/2025 | 10/24/2025   | julie.dowling@slindians.org | \$140.00   |
| GERARD GRIMM                 | 10/15/2025 | 10/24/2025   | julie.dowling@slindians.org | \$405.00   |
| GERARD GRIMM                 | 10/15/2025 | 10/24/2025   | julie.dowling@slindians.org | \$600.00   |
| Jessica Coleman              | 10/27/2025 | 10/28/2025   | julie.dowling@slindians.org | \$200.00   |
| Chastity Sloan               | 10/27/2025 | 10/28/2025   | julie.dowling@slindians.org | \$42.00    |
| Ernanie Black                | 10/27/2025 | 10/28/2025   | julie.dowling@slindians.org | \$42.00    |
| Lindsay Ingledue             | 10/27/2025 | 10/28/2025   | julie.dowling@slindians.org | \$42.00    |
| Mary Craig                   | 10/27/2025 | 10/28/2025   | julie.dowling@slindians.org | \$42.00    |
| Terri Jarvis                 | 10/27/2025 | 10/28/2025   | julie.dowling@slindians.org | \$42.00    |
| Elizabeth Roberts            | 10/27/2025 | 10/28/2025   | julie.dowling@slindians.org | \$42.00    |
| Jackline Donovan             | 10/29/2025 | 11/03/2025   | julie.dowling@slindians.org | \$48.43    |

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is entered into by and between the Southern Local School District Board of Education ("Board") and the Southern Local Teachers Association OEA/NEA ("Association") (collectively "the Parties").

WHEREAS, the Board and the Association are parties to a Collective Bargaining Agreement effective from September 1, 2025, through August 31, 2028 ("Agreement"); and

WHEREAS, the Board and the Association are desirous of adding a new non-athletic supplemental entitled "Yearbook Advisor (Elementary)."

NOW, THEREFORE, the Parties agree as follows:

1. "Yearbook Advisor (Elementary)" will be added to the list of non-athletic supplemental positions contained within Appendix D, Section B of the Agreement.
2. "Yearbook Advisor (Elementary)" shall receive a stipend equal to that of "Yearbook Advisor (Jr/Sr High)."
3. This MOU will remain in effect for the duration of the Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this MOU on this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

SOUTHERN LOCAL SCHOOL DISTRICT  
BOARD OF EDUCATION

SOUTHERN LOCAL TEACHERS  
ASSOCIATION

\_\_\_\_\_  
Board President

\_\_\_\_\_  
President

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Treasurer

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is entered into by and between the Southern Local School District Board of Education ("Board") and the Southern Local Teachers Association OEA/NEA ("Association") (collectively "the Parties").

WHEREAS, the Board and the Association are parties to a Collective Bargaining Agreement effective from September 1, 2025, through August 31, 2028 ("Agreement"); and

WHEREAS, the Parties desire to modify Article 41, Section B.

NOW, THEREFORE, the Parties agree Article 41, Section B shall read:

B. Individuals hired by the Southern Local Board of Education prior to December 31, 2024, to perform work of a nature described in Article 1, Section A of this agreement for Utica Shale Academy shall be entitled to the following provisions of this agreement:

1. Article 3 (Compensation).
2. Article 4 (Insurance Provisions).
3. Article 5 (Leave Provisions). Excluding Sabbatical Leave, Leave of Absence for Other Purposes, and Association Leave.
4. Article 7 (Nonrenewal). Furthermore, individuals subject to nonrenewal shall be considered as if their position was reduced and shall have displacement rights in accordance with Article 9 (Reduction in Force).
5. Article 9 (Reduction in Force).
6. Individuals holding supplementals positions shall remain in said position until the individual resigns the position or is nonrenewed in accordance with Article 18, Section E(3).
7. Membership in the Southern Local Teachers Association.
8. No other provisions of this Agreement shall apply.

IN WITNESS WHEREOF, the parties hereto have executed this MOU on this \_\_\_\_ day of \_\_\_\_\_, 2025.

SOUTHERN LOCAL SCHOOL DISTRICT  
BOARD OF EDUCATION

SOUTHERN LOCAL TEACHERS  
ASSOCIATION

\_\_\_\_\_  
Board President

\_\_\_\_\_  
President

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Treasurer

**Southern Local School District Board of Education  
Job Description**

**Teacher's Aide**

|                                  |                                                                                                                                  |
|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| <b><u>Department:</u></b>        | Building                                                                                                                         |
| <b><u>Building/Facility:</u></b> | Individual Building                                                                                                              |
| <b><u>Reports to:</u></b>        | Building Principal and assigned classroom teacher                                                                                |
| <b><u>Employment Status:</u></b> | Regular/Full-time                                                                                                                |
| <b><u>FLSA Status:</u></b>       | Non-Exempt                                                                                                                       |
| <b><u>Description:</u></b>       | Assist teachers by working with individual students as well as small groups of students. Supervise students at lunch and recess. |

**Note:** The below lists are not ranked in order of importance

**Essential Functions:**

- Ensure safety of students
- Assist with recess supervision, restroom breaks, etc.
- Distribute communiques to be sent home with children
- Make contacts with the public with tact and diplomacy
- Interact in a positive manner with staff, students, and parents
- Attend meetings and in-services as required
- Assist students with make-up work if absent
- Serve as a role model for students in how to conduct themselves as responsible citizens
- Instill in students the belief in and practice of ethical principles and democratic values
- Administer first-aid to children as necessary
- Perform other duties as assigned by the teachers and/or principal
- To work with students who have been tested and found to be below grade level. This may be done in an individual basis or in groups of not more than five (5) students.
- Will provide remedial and enrichment instruction to students on programs initiated by the classroom teacher
- Follow-up remedial work initiated by the teacher in coordination with classroom teachers

- Assists in the preparation of materials used for instruction of designated students
- The duties and responsibilities of the Teacher's Aide shall include those outlined above and other which may be assigned by the Building Administrator.

**Qualifications:**

- Such alternative to the above qualifications as superintendent and/or board of education may find appropriate
- High School diploma or general education degree (GED)
- Appropriate State of Ohio certification/license with ESEA qualification
- Takes directions well
- Maintains confidentiality

**Required Knowledge, Skills, and Abilities:**

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Ability to be flexible and adaptable to changing situations
- Basic first aid

**Additional Working Conditions:**

- Frequent exposure to blood, bodily fluids, and tissue
- Interaction among unruly children
- Requirement to stand, walk, climb, read, and hear
- Occasional requirement to sit, stoop, kneel, crouch, lift, carry, push, and pull
- Occasional operation of a vehicle under inclement road conditions i.e., being prepared to work on all scheduled days, except calamity days

**Equipment Operated:**

- Copy machine
- Printer
- Telephone
- Calculator
- Laminator
- IPAD/Computer

**Footwear Restrictions:**

No flip flops, crocs, clogs, mules, or anything similar in nature.

This job description is subject to change and in no matter states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

\_\_\_\_\_  
Superintendent or Designee

\_\_\_\_\_  
Date

My signature below signifies that I have reviewed the content of my job description and that I am aware of the requirements of my position.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Southern Local School District Board of Education  
Job Description**

**Classroom Behavior Specialist**

|                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>Department:</u></b>        | Building                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>Building/Facility:</u></b> | Individual Building                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>Reports to:</u></b>        | Director of Special Services, Building Principal, and assigned classroom teachers                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>Employment status:</u></b> | Regular/Full-time                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>FLSA Status:</u></b>       | Non-Exempt                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>Description:</u></b>       | The Classroom Behavior Specialist (CBS) staff member provides direct support to identified students with Individualized Education Programs (IEPs) and students who have other identified need to help them achieve academic and behavioral success. This position involves working collaboratively with teachers and intervention specialists to implement specially designed instruction, accommodations, and behavior supports that foster positive learning outcomes. |

**Note:** The below lists are not ranked in order of importance

**Essential Duties and Responsibilities:**

- Support identified students with IEPs across a variety of settings as directed by classroom teachers and intervention specialists.
- Support identified students who have other identified needs.
- Redirect identified students who are off task and encourage engagement in classroom activities.
- Implement accommodations and modifications as outlined by the intervention specialist and classroom teacher.
- Remind identified students of upcoming homework, assignments, and responsibilities.
- Promote and reinforce positive student behavior.

- Administer student assessments under the direction of the general education teacher and intervention specialist.
- Monitor and document student behavior, providing feedback to the intervention specialist and classroom teacher.
- Assist students with daily classroom routines and organization.
- Collect academic and behavioral data for teachers and intervention specialists.
- Provide instructional and non-instructional assistance to students as needed.
- Support classroom teachers in maintaining a structured and positive learning environment.
- Perform other duties as assigned by administration, teachers, or intervention specialists.
- Ensure safety of students
- Interact with staff, teachers, and students professionally and in a positive manner.
- Uphold the privacy of student information.
- Attend meetings, professional development as required.
- Attend parent-teacher conferences at the request of assigned teachers/supervisors.

#### **Qualifications:**

- Such alternative to the above qualifications as superintendent and/or board of education may find appropriate
- High School diploma or general education degree (GED)
- Appropriate State of Ohio certification/license with ESEA qualification (Preferred)
- Takes directions well
- Maintains confidentiality

#### **Required Knowledge, Skills, and Abilities:**

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Ability to be flexible and adaptable to changing situations
- Basic first aid

#### **Additional Working Conditions:**

- Frequent exposure to blood, bodily fluids, and tissue
- Interaction among unruly children
- Requirement to stand, walk, climb, read, and hear
- Occasional requirement to sit, stoop, kneel, crouch, lift, carry, push, and pull

- Occasional operation of a vehicle under inclement road conditions i.e., being prepared to work on all scheduled days, except calamity days

**Equipment Operated:**

- Copy machine
- Printer
- Telephone
- Calculator
- Laminator
- IPAD/Computer

**Footwear Restrictions:**

No flip flops, crocs, clogs, mules, or anything similar in nature.

This job description is subject to change and in no matter states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

\_\_\_\_\_  
Superintendent or Designee

\_\_\_\_\_  
Date

My signature below signifies that I have reviewed the content of my job description and that I am aware of the requirements of my position.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **Southern Local School District**

### **Job Description**

#### **Bus Driver**

Department: Transportation  
Building/Facility: Bus Garage  
Reports To: Transportation Supervisor  
Employment Status: Regular / Full-Time  
FLSA Status: Non-Exempt

#### **Job Summary**

The Bus Driver is responsible for the safe and efficient transportation of students to and from school and other assigned locations, ensuring the highest standards of safety, courtesy, and compliance with district, state, and federal transportation regulations.

#### **Essential Duties and Responsibilities**

- Ensure the safe and efficient transport of students to and from school or school-related events.
- Warm up the engine gradually in cold weather.
- Maintain pupil control and report violations or incidents to the appropriate authorities.
- Notify the Transportation Supervisor in case of lateness or illness to allow time to secure a substitute driver.
- Discharge students only at authorized stops and transport only authorized students.
- Report all accidents and complete required documentation promptly.
- Enforce applicable Southern Local Board of Education policies and transportation rules.
- Conduct pre-trip and post-trip inspections of the vehicle to ensure safe operating condition.
- Report any defects, malfunctions, or safety concerns to the Head Bus Mechanic immediately.
- Drive prescribed routes safely, following all traffic, district, and federal regulations.
- Maintain discipline and appropriate student behavior on the bus at all times.

- Keep the interior of the bus, windows, and windshield clean and clear at all times.
- Refuel the bus as needed and accurately record fuel usage and mileage on monthly reports.
- Observe and comply with all district, State of Ohio, and federal transportation regulations.
- Conduct all emergency evacuation drills.
- Drive school-sponsored or extracurricular trips as assigned.
- Interact positively and professionally with staff, students, and parents.
- Attend meetings and in-service training sessions as required.
- Serve as a role model for students by demonstrating responsibility, ethics, and citizenship.
- Perform additional duties as assigned by the Transportation Supervisor.

#### **Other Duties and Responsibilities**

- Serve as a positive role model for students in behavior and citizenship.
- Promote ethical principles and responsible conduct among students.
- Respond to routine questions and requests appropriately.
- Perform other related duties as assigned by the Transportation Supervisor.

#### **Qualifications**

- High school diploma or GED.
- Valid Ohio driver's license with appropriate CDL and proper endorsements.
- Successful completion of required state and district pre-employment procedures for bus drivers.
- Pass a state-approved school bus driver physical examination.
- Neat and professional personal appearance.
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate.

#### **Required Knowledge, Skills, and Abilities**

- Basic first aid skills.
- Knowledge of relevant Ohio and federal transportation laws and safety regulations.
- Ability to recognize warning indicators and distinguish color-coded signals.
- Ability to read and understand written and verbal instructions, warnings, and labels.
- Strong interpersonal skills and ability to work with students, parents, and staff effectively.
- Ability to remain calm and make sound decisions in emergency situations.

**Equipment Operated**

- School bus
- Broom
- Pressure washer
- Fuel pumps

**Working Conditions**

- Occasional exposure to blood, bodily fluids, and tissue.
- Frequent operation of a bus under various and sometimes inclement weather conditions.
- Frequent climbing of bus steps to check fluids and perform inspections.
- Frequent stooping, kneeling, and crouching during maintenance checks.
- Frequent extended sitting (up to 2 hours at a time).
- Frequent exposure to high noise levels from engines and students.
- Frequent repetitive hand motions such as opening doors and steering.
- Frequent physical activity including standing, walking, climbing, balancing, lifting, and pushing.
- Must be prepared to report to work on all scheduled days except calamity days.

**Footwear Requirements**

For safety, all transportation staff must wear closed-toe, non-slip footwear.

Not permitted: flip-flops, crocs, clogs, mules, or similar footwear.

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\_\_\_\_\_  
Superintendent or Designee

\_\_\_\_\_  
Date

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