

**SOUTHERN LOCAL BOARD OF EDUCATION**

**May 12, 2026 @ 6:00 pm / High School Media Center**

**I. Call to Order**

**II. Roll Call:**

Cole \_\_\_\_\_, Pastore \_\_\_\_\_, Shagnot \_\_\_\_\_, Weston \_\_\_\_\_, Hart \_\_\_\_\_

**III. Adoption of Minutes: Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_**

**Waive the reading of the minutes**

**Vote: Pastore \_\_\_\_\_, Shagnot \_\_\_\_\_, Weston \_\_\_\_\_, Cole \_\_\_\_\_, 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 \_\_\_\_\_, Weston \_\_\_\_\_, Cole \_\_\_\_\_, Pastore \_\_\_\_\_, Hart \_\_\_\_\_**

**VI. Career Center Report**

**VII. Building Reports**

**VIII. Superintendent's Report**



**26-088**      **Recommend approval of the field trip for the MH Unit to Living Treasure Wild Animal Park. The date of the trip is May 13<sup>th</sup>. Time of departure is 9:00 am and time of return is 2:00 pm.**

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

Vote: Weston \_\_\_\_\_, Cole \_\_\_\_\_, Pastore \_\_\_\_\_, Shagnot \_\_\_\_\_, Hart \_\_\_\_\_

**26-089**      **Recommend approval of the field trip for the Spanish Club to Kennywood Amusement Park. The date of the trip is May 23<sup>rd</sup>. Time of departure is 10:00 am and time of return is 6:00 pm.**

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

Vote: Cole \_\_\_\_\_, Pastore \_\_\_\_\_, Shagnot \_\_\_\_\_, Weston \_\_\_\_\_, Hart \_\_\_\_\_

**26-090**      **Recommend approval of the staffing agreement with Utica Shale for maintenance stipends.**

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

Vote: Pastore \_\_\_\_\_, Shagnot \_\_\_\_\_, Weston \_\_\_\_\_, Cole \_\_\_\_\_, Hart \_\_\_\_\_

**26-091**      **Recommend approval of a maintenance stipend for the following Utica Shale employees: Matt Gates, John Wright and Nick Woods**

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

Vote: Shagnot \_\_\_\_\_, Weston \_\_\_\_\_, Cole \_\_\_\_\_, Pastore \_\_\_\_\_, Hart \_\_\_\_\_

**26-092 Recommend approval of the following contracts for Utica Shale:**

- Laura Krulik 5- year contract**
- Carter Hill 5-year contract**
- Ashley Cannan 1-year contract**
- Mariah Hart 1-year contract**
- Jesse Mahan 3-year contract**
- George Whittaker 1-year contract**
- Nick Woods 3- year contract**

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

Vote: Weston \_\_\_\_\_, Cole \_\_\_\_\_, Pastore \_\_\_\_\_, Shagnot \_\_\_\_\_, Hart \_\_\_\_\_

**26-093 Recommend approval of a one-year contract for Marjorie Hiller as Central Administrative Technology's Specialist.**

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

Vote: Cole \_\_\_\_\_, Pastore \_\_\_\_\_, Shagnot \_\_\_\_\_, Weston \_\_\_\_\_, Hart \_\_\_\_\_

**26-094 Recommend approval of Elizabeth Sevek as a volunteer volleyball coach for the 2026-2027 school year.**

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

Cole \_\_\_\_\_, Pastore \_\_\_\_\_, Shagnot \_\_\_\_\_, Weston \_\_\_\_\_, Hart \_\_\_\_\_

**26-095 Recommend approval of Joseph Lucas as a Junior High Football coach for the 2026-2027 school year.**

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

Vote: Pastore \_\_\_\_\_, Shagnot \_\_\_\_\_, Weston \_\_\_\_\_, Cole \_\_\_\_\_, Hart \_\_\_\_\_













\_\_\_\_\_ 6. Demotion

\_\_\_\_\_ 7. Compensation

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

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

Vote: Cole \_\_\_\_\_, Pastore \_\_\_\_\_, Shagnot \_\_\_\_\_, Weston \_\_\_\_\_, Hart \_\_\_\_\_

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

Roll Call: Shagnot \_\_\_\_\_, Weston \_\_\_\_\_, Cole \_\_\_\_\_, Pastore \_\_\_\_\_, Hart \_\_\_\_\_

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

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

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

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

Vote: Weston \_\_\_\_\_, Cole \_\_\_\_\_, Pastore \_\_\_\_\_, Shagnot \_\_\_\_\_, Hart \_\_\_\_\_

**THEN and Now April 2026**

<b>PO No</b>	<b>Vendor</b>	<b>PO Date</b>	<b>Invoice Date</b>	<b>Requestor</b>	<b>PO Amount</b>
220833	CHRIS LEWIS	04/29/2026	04/30/2026	julie.dowling@slindians.org	\$115.82
220835	DENNIS BOWERS	04/29/2026	04/30/2026	julie.dowling@slindians.org	\$1,313.90
220836	John Wright	04/29/2026	04/30/2026	julie.dowling@slindians.org	\$1,313.90
220807	DONNA HART	04/20/2026	04/23/2026	julie.dowling@slindians.org	\$100.00
220806	SANDY LEWIS	04/20/2026	04/23/2026	julie.dowling@slindians.org	\$200.00
220789	Karla Calderon Hurtado	04/10/2026	04/20/2026	julie.dowling@slindians.org	\$136.60

**Madalyne Faith Jones**

**Brooke Allison Boyle**

**Breana Elizabeth Sky Frischkorn**

**Mara Isabel Miller**

**Haylee Nicole Kellogg**

**Jacob Isaac McCurdy**

**Allyssa Marie Shroadess**

**Alyssa Jean Deeley**

**Cole Michael Forbes**

**Makenna Grace Jones**

**Michaela Taylor Atkinson**

**Kayla Marie Avis**

**Olivea Margaret Rain Austin**

**Nicholas Jacob Barker**

**Hayleigh Renee Barnes**

**Leah Grace Batcha**

**Shane Andrew Batcha**

**Dakota Lee Bennett**

**Lyndsay Kaye Boyer**

**Catherine Elizabeth Brewer**

**Aubrey Leeann Brookes**

**Cheyenne Alivia Buzzard**

**Rowan Marshall Wiley**

**Braxton Owen Willis**

**Serenity Burkett**

**Kenneth Farnsworth**

**Robert Knox**

**Giovanni Vescovi**

**Cole Matthew Deane Clemens**

**Brock Alexander Corbin**

**Kaleb Justin Cremeans**

**Kaiden David Crooms**

**Aiden John Davis**

**Alayna Marie DesJardins**

**Connor James Dickey**

**Chase Garrett Forbes**

**Jeremy Brooks Freeman**

**Cynthia Renee Goodrich**

**Trevor Anthony Groff**

**Harmonie Renye Hickman**

**Landen Michael Heffner**

**Zachary Zavier Heines**

**Steven William Homan**

**Evan William Householder**

**Shane Logan Howell**

**Destiny Lashai Huffman**

**Casey Lynn Irwin**

**Hope Rae Rose Leek**

**Autumn Rose Locke**

**Zacary Michael Mayfield**

**Aubree Marie McDole**

**Tucker George Dennis Mechling**

**Colton Richard Mitchell**

**Drake Alan Mitchell**

**Logan Xavier Moore**

**Alliandra Marie Myers**

**Skilar Jolee Parrish**

**Angel Mae Parsons**

**Sarinah Dawn Patrick**

**Patrick Christopher Pearson**

**Lola Starr Perfetto**

**Mason Michael Pitts**

**Jaelynn Marie Potts**

**Cole Taylor Reed Milsom**

**Autumn Lee Rodgers**

**Maleah Jaylynn Rose**

**Anastasia Rain Shew**

**Chance Ryan Smith**

**Jordyn Lynn Smith**

**Nevaeh Joan Marie Grim**

**Wyatt Osborne Whaley**

**Alaska Mina Wieland**

**Southern Local School District Board of Education**

**Job Description**

**Title:** Building / Attendance Secretary / Elementary

**Department:** Individual Building

**Building Facility:** Southern Local School District

**Reports to:** Building Principal

**Employment Status:** Regular / Full Time

**FLSA Status:** Non-Exempt

**Description:** Assist the building principal as necessary. Assist in meeting the needs of parents, staff, and students and assuring that they are directed to the appropriate district personnel. To keep complete and accurate attendance records of students. Send home all correspondence regarding student disciplinary matters in a timely fashion.

**Essential Duties and Responsibilities**

- Monitor students sent to office
- Maintain respect at all times for confidential information, e.g., custodial papers, IEP's, birth certificates, grades, medications and health restrictions, court documents and papers
- Interact in a positive manner with staff, students, and parents
- Attend meetings and in-services as required
- Take excuses – write class admission slip and check for valid excuse and if Dr. slip is needed
- Write early dismissal slips
- Write tardy slips noting whether excused or unexcused
- Enter attendance into SIS program
- Answer phone and deliver messages
- Type daily bulletin with previous days corrections
- Make attendance corrections to SIS
- Make copies of attendance and bulletin and distribute via email except cafeteria
- Find AWOL students from class and report to principal
- Find out if student is absent from building when parent calls
- File all letters, excuses, etc
- In charge of sign in/out sheet

- Notify assistant principal when detention student is absent
- Print out attendance of every student
- Highlight students who have missed a specific number of days
- Send attendance letter to parents with copies
- Make new attendance scan sheets for teachers
- Meetings with principal and Juvenile Court officials
- Meetings with principal and students
- Help high school secretary with grade cards, schedules, etc
- Any typing from principal or guidance counselors
- Collect computer sheets, compile a list of all absent students and distribute list to staff (except hs)
- Records student absences on computer (except hs)
- Record suspended, absent, in-school suspension, home instructed students (except hs)
- Ensure parents of absent students are notified and make letters if necessary to these parents (except hs)
- Set up homeroom attendance (except hs)
- Report forms as required
- Prepare orders and requisitions as directed
- Prepare necessary payroll forms
- Input data for SIS (except hs)
- Grade verifications, interims, and report cards
- Order supplies (hs only)
- Records request (hs only)

**Other Duties and Responsibilities:**

- 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
- The duties and responsibilities of the Building/Attendance Secretary shall include those outlined above and other which may be assigned by the building administrator

**Qualifications:**

- High School Diploma or general education degree (GED)
- One or two years related experience

**Required Knowledge, Skills and Abilities:**

- Ability to type at least 50 words per minute is preferred
- Ability to access appropriate computer software

**Equipment Operated:**

- Various office machines
- Copier
- Laminator
- Calculator
- Computer/printer
- Fax machine
- Telephone
- Typewriter
- Postage machine

**Additional Working Conditions:**

- Occasional operation of a vehicle under inclement weather conditions, i.e., being prepared to come to school on all scheduled school days, except calamity days
- Occasional requirements to kneel, crouch, lift, carry, push, and pull
- Occasional exposure to blood, bodily fluids and tissue
- Frequent interactions among unruly children
- Occasional requirements to work overtime
- Occasional repetitive hand motion
- Frequent interruption of duties by students, visitors, staff and/or telephone
- Frequent requirements to sit, stand, walk, read, and hear

**Footwear Restrictions:**

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

## Southern Local School District Board of Education

### Job Description

**Title:** Building Secretary / Elementary

**Department:** Individual Building

**Building Facility:** Southern Local School District

**Reports to:** Building Principal

**Employment Status:** Regular / Full Time

**FLSA Status:** Non-Exempt

**Description:** Assist the building principal as necessary. Assist in meeting the needs of parents, staff, and students and assuring that they are directed to the appropriate district personnel. To keep complete and accurate attendance records of students. Send home all correspondence regarding student disciplinary matters in a timely fashion.

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

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

- Issue appropriate passes to students
- Assist in the supervision and training of office aides
- Operate and maintain all office equipment including copier, fax machine, and computer
- Distribute lunch tickets and bus passes
- Monitor students sent to office
- Attend meetings and in-services as required
- Prepare announcements
- Receive and record telephone calls regarding absent students
- Sort mail and place in teacher's mailbox
- Record students with permits to leave the building; write leave permits for students (except hs)
- Collect and distribute forms and materials related to homeroom
- Cooperative, tactful, and courteous in dealing with the public
- Filing
- Telephone
- Receptionist

- Computer operation
- Correspondence
- Duplicating
- Clerical services
- Basic accounting and bookkeeping activities
- Assist students and staff as required
- Initialization (dates & data) for progress book (hs only)
- Update records in progress book (hs only)
- Transcripts (hs only)
- Assign homeroom, flex and lockers (hs only)
- The duties and responsibilities of the secretary shall include those outlined above and any other which may be assigned by the building administrator

**Other Duties and Responsibilities:**

- 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
- The duties and responsibilities of the Building Secretary shall include those outlined above and other which may be assigned by the building administrator

**Qualifications:**

- High School Diploma or general education degree (GED)
- Thorough knowledge of and experience in common business skills, advanced proficiency in typing and computer skills
- Thorough knowledge of office machines associated with the specific assignment
- Must be able to establish and maintain good working relationships with faculty, students, other support staff, and the public
- Must be able to maintain confidentiality
- Prior experience as a secretary in a school setting preferred

**Required Knowledge, Skills and Abilities:**

- Ability to type at least 50 words per minute is preferred
- Ability to access appropriate computer software

**Equipment Operated:**

- Various office machines
- Grade scanner
- Copier

- Laminator
- Calculator
- Computer/printer
- Fax machine
- Telephone
- Typewriter
- Postage machine

**Additional Working Conditions:**

- Occasional operation of a vehicle under inclement weather conditions, i.e., being prepared to come to school on all scheduled school days, except calamity days
- Occasional requirements to kneel, crouch, lift, carry, push, and pull
- Occasional exposure to blood, bodily fluids and tissue
- Frequent interactions among unruly children
- Occasional requirements to work overtime
- Occasional repetitive hand motion
- Frequent interruption of duties by students, visitors, staff and/or telephone
- Frequent requirements to sit, stand, walk, read, and hear

**Footwear Restrictions:**

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

## Southern Local School District Board of Education Job Description

**Title:** Building Secretary / High School

**Department:** Individual Building

**Building Facility:** Southern Local School District

**Reports to:** Building Principal

**Employment Status:** Regular / Full Time

**FLSA Status:** Non-Exempt

**Description:** Assist the building principal as necessary. Assist in meeting the needs of parents, staff, and students and assuring that they are directed to the appropriate district personnel. To keep complete and accurate attendance records of students. Send home all correspondence regarding student disciplinary matters in a timely fashion.

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

### **Essential Duties and Responsibilities**

- Issue appropriate passes to students
- Assist in the supervision and training of office aides
- Operate and maintain all office equipment including copier, fax machine, and computer
- Distribute lunch tickets and bus passes
- Monitor students sent to office
- Attend meetings and in-services as required
- Collect computer sheets, compile a list of all absent students and distribute list to staff (except hs)
- Records student absences on computer (except hs)
- Prepare announcements
- Receive and record telephone calls regarding absent students
- Record suspended, absent, in-school suspension, home instructed students (except hs)
- Ensure parents of absent students are notified and make letters if necessary to these parents (except hs)
- Sort mail and place in teacher's mailbox
- Set up homeroom attendance (except hs)

- Record students with permits to leave the building; write leave permits for students (except hs)
- Collect and distribute forms and materials related to homeroom
- Notify assistant principal of students with excessive absence, tardiness, or detentions (except hs)
- Cooperative, tactful, and courteous in dealing with the public
- Filing
- Telephone
- Receptionist
- Computer operation
- Correspondence
- Duplicating
- Clerical services
- Report forms as required
- Basic accounting and bookkeeping activities
- Prepare orders and requisitions as directed
- Assist students and staff as required
- Prepare necessary payroll forms
- Input data for SIS (except hs)
- Initialization (dates & data) for progress book (hs only)
- Update records in progress book (hs only)
- Grade verifications, interims, and report cards
- Order supplies (hs only)
- Transcripts (hs only)
- Records request (hs only)
- Assign homeroom, flex and lockers (hs only)
- The duties and responsibilities of the secretary shall include those outlined above and any other which may be assigned by the building administrator
- Any typing from principal or guidance counselors

**Other Duties and Responsibilities:**

- 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
- The duties and responsibilities of the Building Secretary shall include those outlined above and other which may be assigned by the building administrator

**Qualifications:**

- High School Diploma or general education degree (GED)
- Thorough knowledge of and experience in common business skills, advanced proficiency in typing and computer skills
- Thorough knowledge of office machines associated with the specific assignment
- Must be able to establish and maintain good working relationships with faculty, students, other support staff, and the public
- Must be able to maintain confidentiality
- Prior experience as a secretary in a school setting preferred

**Required Knowledge, Skills and Abilities:**

- Ability to type at least 50 words per minute is preferred
- Ability to access appropriate computer software

**Equipment Operated:**

- Various office machines
- Grade scanner
- Copier
- Laminator
- Calculator
- Computer/printer
- Fax machine
- Telephone
- Typewriter
- Postage machine

**Additional Working Conditions:**

- Occasional operation of a vehicle under inclement weather conditions, i.e., being prepared to come to school on all scheduled school days, except calamity days
- Occasional requirements to kneel, crouch, lift, carry, push, and pull
- Occasional exposure to blood, bodily fluids and tissue
- Frequent interactions among unruly children
- Occasional requirements to work overtime
- Occasional repetitive hand motion
- Frequent interruption of duties by students, visitors, staff and/or telephone
- Frequent requirements to sit, stand, walk, read, and hear

## **Southern Local School District Board of Education**

### **Job Description**

<b><u>Title:</u></b>	Building / Attendance Secretary / High School
<b><u>Department:</u></b>	Individual Building
<b><u>Building Facility:</u></b>	Southern Local School District
<b><u>Reports to:</u></b>	Building Principal
<b><u>Employment Status:</u></b>	Regular / Full Time
<b><u>FLSA Status:</u></b>	Non-Exempt
<b><u>Description:</u></b>	Assist the building principal as necessary. Assist in meeting the needs of parents, staff, and students and assuring that they are directed to the appropriate district personnel. To keep complete and accurate attendance records of students. Send home all correspondence regarding student disciplinary matters in a timely fashion.

### **Essential Duties and Responsibilities**

- Monitor students sent to office
- Maintain respect at all times for confidential information, e.g., custodial papers, IEP's, birth certificates, grades, medications and health restrictions, court documents and papers
- Interact in a positive manner with staff, students, and parents
- Attend meetings and in-services as required
- Take excuses – write class admission slip and check for valid excuse and if Dr. slip is needed
- Write early dismissal slips
- Write tardy slips noting whether excused or unexcused
- Enter attendance into SIS program
- Answer phone and deliver messages
- Type daily bulletin with previous days corrections
- Make attendance corrections to SIS
- Make copies of attendance and bulletin and distribute via email except cafeteria
- Type bus suspension with copies
- Type out of school suspensions with copies
- Type out of class suspensions with copies
- Type in school suspensions with copies

- Find AWOL students from class and report to principal
- Find out if student is absent from building when parent calls
- File all letters, excuses, etc
- In charge of sign in/out sheet
- Notify assistant principal when detention student is absent
- Print out attendance of every student
- Highlight students who have missed a specific number of days
- Send attendance letter to parents with copies
- Make new attendance scan sheets for teachers
- Type proficiency test results letters with copies
- Meetings with principal and Juvenile Court officials
- Meetings with principal and students
- Help high school secretary with grade cards, schedules, etc
- Any typing from principal or guidance counselors
- Fill in for high school secretary

**Other Duties and Responsibilities:**

- 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
- The duties and responsibilities of the Building/Attendance Secretary shall include those outlined above and other which may be assigned by the building administrator

**Qualifications:**

- High School Diploma or general education degree (GED)
- One or two years related experience

**Required Knowledge, Skills and Abilities:**

- Ability to type at least 50 words per minute is preferred
- Ability to access appropriate computer software

**Equipment Operated:**

- Various office machines
- Grade scanner
- Copier
- Laminator
- Calculator
- Computer/printer

- Fax machine
- Telephone
- Typewriter
- Postage machine

**Additional Working Conditions:**

- Occasional operation of a vehicle under inclement weather conditions, i.e., being prepared to come to school on all scheduled school days, except calamity days
- Occasional requirements to kneel, crouch, lift, carry, push, and pull
- Occasional exposure to blood, bodily fluids and tissue
- Frequent interactions among unruly children
- Occasional requirements to work overtime
- Occasional repetitive hand motion
- Frequent interruption of duties by students, visitors, staff and/or telephone
- Frequent requirements to sit, stand, walk, read, and hear

**Footwear Restrictions:**

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

## Southern Local School District

### Job Description

<b><u>Title:</u></b>	Bus Driver
<b><u>Department:</u></b>	Transportation
<b><u>Building/Facility:</u></b>	Bus Garage
<b><u>Reports To:</u></b>	Transportation Supervisor
<b><u>Employment Status:</u></b>	Regular / Full-Time
<b><u>FLSA Status:</u></b>	Non-Exempt
<b><u>Description:</u></b>	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.

## **Cafeteria Worker**

Williams Building - Utica Shale Academy

### **Performance Responsibilities**

- Prepares 55-60 bagged breakfasts for anticipated students. If not used, for that day, the items are unpacked and repacked for another day.
- Collects lunch numbers each day to inform SL head cook.
- Picks up and loads meals in the transport van from SL cafeteria.
- Serves and distributes meals to students according to established procedures in the Williams cafeteria.
- Clean serving trays/platters before returning them to SL cafeteria.
- Clean serving utensils that stay at USA.
- Drops off appropriate leftovers and materials at the SL cafeteria using the transport van.
- Disposes of food that is not used and cannot be saved.
- Follows all food safety, sanitation, and health requirements.
- Meets with the health inspector as needed. Ensures proper forms are visible.
- Maintains a clean, safe, and orderly kitchen, serving, and dining area.
- Maintains a clean, safe, and orderly transport van.
- Uses time productively and demonstrates regular attendance and punctuality.
- Checks expiration dates on items. Collects any items that are not up to par and informs Nutrition Inc coordinator.
- Properly uses and cares for cafeteria equipment and materials.
- Practices safe work habits and reports safety concerns.
- Helps to provide items to students according to information provided by the school nurse.
- Participates in required training and staff meetings as assigned by Nutrition Inc. and by the USA Superintendent or designee.
- Performs other duties as assigned by the USA Superintendent or designee.

## Southern Local School District Board of Education

### Job Description

**Title:** Cafeteria Worker / Cashier

**Department:** Food Service

**Building/Facility:** Individual Building

**Reports to:** Food Service Director and Head Cafeteria Worker

**Employment Status:** Regular/Full-time

**FLSA Status:** Non-Exempt

**Description:** The Cashier assists in the preparation and service of nutritious meals for students and staff in accordance with federal, state and district guidelines. This position supports the efficient, sanitary, and safe operation of the school kitchen and dining areas and may operate the kitchen in the absence of the Head Cafeteria Worker.

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

- Assist in preparing, cooking, and serving meals in an attractive and timely manner with proper portion control
- Maintain knowledge of and ensure compliance with all school lunch program rules, regulations, and policies
- Clean and sanitize kitchen areas, serving lines, and equipment daily
- Wash trays, utensils, and cookware as needed
- Stock milk, condiments, snacks, and drinks; refill coolers and racks as necessary
- Straighten and store stock in designated storage, cooler, and freezer areas
- Assist with preparation and clean-up as directed by the Head Cafeteria Worker or Food Service Director
- Follow daily schedules and task assignments provided by the Head Cafeteria Worker or Food Service Director
- Assist in training substitutes or new cafeteria staff members as needed
- Participate in meetings and professional in-service training sessions as required
- Operate cash registers or computers to record transactions accurately

- Draw and balance daily reports from cash registers/computers; turn in reports and funds to the Food Service Director each day
- Serve as a positive role model for students and demonstrate responsible, respectful citizenship
- Perform other duties as assigned by the Food Service Director or Head Cafeteria Worker
- Perform additional duties as assigned by the Food Service Director or Building Principal

**Other Duties and Responsibilities:**

- Help maintain and restock snack and beverage inventories daily
- Support an efficient and sanitary kitchen environment that complies with health and safety standards
- Record the number of milk units and meals sold daily
- Occasional interaction with students who may be loud or disruptive

**Qualifications:**

- High School diploma or general education degree (GED) or ability to obtain
- Ability to follow written and verbal instructions
- Ability to learn and operate point-of-sale systems and kitchen equipment
- Some food preparation experience preferred
- Reliable work record and attendance
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

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

- Ability to work cooperatively with others in a team environment
- Strong communication skills, both oral and written
- Knowledge of safe operation of kitchen equipment and appliances
- Basic understanding of nutritional guidelines for school meal programs
- Ability to read and comprehend written instructions, warnings, and labels
- Training in proper handling and storage of cleaning chemicals (OSHA/PERRAC)
- Basic first aid skills

**Equipment Operated:**

- Cash register / computer
- Calculator
- Convection and microwave ovens

- Food slicer and food processor, mixers (large and handheld)
- Dishwasher
- Walk-in cooler and freezer
- Steamers and kettles
- Knives and other kitchen utensils

**Working Conditions:**

- Frequent standing, walking, and reaching throughout the workday
- Occasional lifting, bending, crouching, and carrying
- Occasional exposure to blood, bodily fluids, and tissue
- Frequent exposure to heat, cold, and cleaning chemicals
- Frequent use of ovens, freezers, and microwaves
- Occasional interaction with students who may be loud or disruptive
- Occasional vehicle operation under inclement weather conditions
- Must be prepared to work on all scheduled work days, except calamity days

**Footwear Restrictions:**

For safety, all cafeteria workers must wear closed-toe, non-slip footwear.

Not permitted: flip flops, crocs, clogs, mules, or anything similar in nature.

## Southern Local School District Board of Education

### Job Description

**Title:** Cafeteria Worker

**Department:** Food Service

**Building/Facility:** Individual Building

**Reports to:** Food Service Director and Head Cafeteria Worker

**Employment Status:** Regular/Full-time

**FLSA Status:** Non-Exempt

**Description:** The Cafeteria Worker assists in the preparation and service of nutritious meals for students and staff in accordance with federal, state and district guidelines. This position supports the efficient, sanitary, and safe operation of the school kitchen and dining areas and may operate the kitchen in the absence of the Head Cafeteria Worker.

**Essential Duties and Responsibilities:**

- Assist in preparing, cooking, and serving meals in an attractive and timely manner with proper portion control
- Maintain knowledge of and ensure compliance with all school lunch program rules, regulations, and policies
- Clean and sanitize kitchen areas, serving lines, and equipment daily
- Wash trays, utensils, and cookware as needed
- Stock milk, condiments, snacks, and drinks; refill coolers and racks as necessary
- Straighten and store stock in designated storage, cooler, and freezer areas
- Assist with preparation and clean-up as directed by the Head Cafeteria Worker or Food Service Director
- Follow daily schedules and task assignments provided by the Head Cafeteria Worker or Food Service Director
- Assist in training substitutes or new cafeteria staff members as needed
- Participate in meetings and professional in-service training sessions as required

- Serve as a positive role model for students and demonstrate responsible, respectful citizenship
- Perform other duties as assigned by the Food Service Director or Head Cafeteria Worker
- Perform additional duties as assigned by the Food Service Director or Building Principal

**Other Duties and Responsibilities:**

- Help maintain and restock snack and beverage inventories daily
- Support an efficient and sanitary kitchen environment that complies with health and safety standards
- Record the number of milk units and meals sold daily
- Occasional interaction with students who may be loud or disruptive

**Qualifications:**

- High School diploma or general education degree (GED) or ability to obtain
- Ability to follow written and verbal instructions
- Ability to learn and operate point-of-sale systems and kitchen equipment
- Some food preparation experience preferred
- Reliable work record and attendance
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

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

- Ability to work cooperatively with others in a team environment
- Strong communication skills, both oral and written
- Knowledge of safe operation of kitchen equipment and appliances
- Basic understanding of nutritional guidelines for school meal programs
- Ability to read and comprehend written instructions, warnings, and labels
- Training in proper handling and storage of cleaning chemicals (OSHA/PERRAC)

**Equipment Operated:**

- Cash register / computer
- Calculator
- Convection and microwave ovens
- Food slicer and food processor, mixers (large and handheld)
- Dishwasher
- Walk-in cooler and freezer

- Steamers and kettles
- Knives and other kitchen utensils

**Working Conditions:**

- Frequent standing, walking, and reaching throughout the workday
- Occasional lifting, bending, crouching, and carrying
- Occasional exposure to blood, bodily fluids, and tissue
- Frequent exposure to heat, cold, and cleaning chemicals
- Frequent use of ovens, freezers, and microwaves
- Occasional interaction with students who may be loud or disruptive
- Occasional vehicle operation under inclement weather conditions
- Must be prepared to work on all scheduled work days, except calamity days

**Footwear Restrictions:**

For safety, all cafeteria workers must wear closed-toe, non-slip footwear.

Not permitted: flip flops, crocs, clogs, mules, or anything similar in nature.

## Southern Local School District Board of Education

### Job Description

**Title:** Head Cafeteria Worker

**Department:** Food Service

**Building/Facility:** Individual Building

**Reports to:** Food Service Director and Building Principal

**Employment Status:** Regular/Full-time

**FLSA Status:** Non-Exempt

**Description:** The head cafeteria worker oversees daily kitchen operations and ensures that nutritious meals are prepared and served safely, efficiently, and in compliance with district, state, and federal regulations. This position oversees cafeteria staff, recommends food and supply inventories, and promotes high standards of cleanliness, organization, and customer service.

**Essential Duties and Responsibilities:**

- Will be permitted to offer suggestions regarding menu items
- Oversee the general operation of food preparation and meal service
- Ensure all rules, regulations, and policies of the school lunch program are followed
- Follow the district-approved menu
- Notify the Food Service Director of food, cleaning and paper supplies needed for the upcoming week
- Turn in production records and bills
- Assist with regular inventories of food, materials, and equipment
- Maintain orderly and sanitary work areas, refrigeration units, and storage areas
- Prepare and serve food following standardized recipes, ensuring proper portion sizes and presentation
- Report substandard food quality or faulty equipment to the Food Service Director
- Serve food to students and staff courteously and efficiently
- Scrape and wash trays during lunch periods when necessary

- Assist with preparing and submitting annual equipment inventories, including condition reports
- Train new substitutes or new cafeteria staff members
- Open and prepare the cafeteria for daily operations
- Notify authorities of any emergency or suspected foodborne illness
- Maintain confidentiality regarding free and reduced lunch applications and other sensitive information
- Promote positive public relations through professional appearance and courteous communication with staff, students, and parents
- Unload truck delivery
- Occasional interaction with students who may be loud or disruptive
- Attend required meetings and training sessions
- Serve as a role model for students in citizenship and responsibility
- Operate the cash register/computer to record daily transactions and deposit receipts as designated
- Develop and coordinate work schedules for cafeteria staff
- Supervise and support other cafeteria workers to ensure teamwork and efficiency
- Maintain a clean and sanitary kitchen at all times
- Oversee the efficient serving of meals to staff and students
- Record the number of milk units and meals sold daily
- Perform additional duties as assigned by the Food Service Director or Building Principal

**Qualifications:**

- High School diploma or general education degree (GED) required
- Two or more years of related food service experience preferred
- Experience in meal preparation for large groups
- Knowledge of proper sanitation and food safety procedures
- Ability to supervise and coordinate the work of other support staff
- Possession of a valid food handler's permit or Serv-Safe certification preferred
- Strong organizational and problem-solving skills
- Ability to communicate effectively both orally and in writing
- Knowledge of kitchen equipment operation and maintenance
- Basic understanding of nutritional guidelines for school meals
- Ability to read and follow verbal and written instructions
- Training in safe handling and storage of chemicals (OSHA/PERRAC)
- Basic first aid training
- Reliable attendance and the ability to work independently and as part of a team

- Such alternatives to the above qualifications as the Superintendent and/or Board Education may find appropriate

**Equipment Operated:**

- Cash register / computer
- Calculator
- Convection and microwave ovens
- Food slicer and food processor
- Dishwasher
- Walk-in cooler and freezer
- Knives and other kitchen utensils
- Large mixer and other kitchen appliances

**Working Conditions:**

- Occasional exposure to blood, bodily fluids, and tissue
- Occasional vehicle operation in inclement weather; must be prepared to report to work on all scheduled days except calamity days
- Frequent standing and walking throughout the workday
- Occasional exposure to heat and cold from ovens, freezers, and microwaves
- Frequent exposure to cleaning chemicals
- Frequent bending, stooping, kneeling, and reaching
- Occasional sitting, crouching, lifting and carrying

**Footwear Restrictions:**

For safety, all cafeteria workers must wear closed-toe, non-slip footwear.

Not permitted: flip flops, crocs, clogs, mules, or anything similar in nature.

**Southern Local School District Board of Education**

**Job Description**

**Title:** Mechanic Helper / Sub Bus Driver

**Department:** Transportation

**Building / Facility:** Bus Garage / School

**Reports to:** Transportation Supervisor

**Employment Status:** Regular / Full-Time

**FLSA Status:** Non-Exempt

**Description:** Perform daily and as needed maintenance and upkeep of all buses in school fleet, maintenance to lawn tractor and other district vehicles.

**Essential Functions:**

- Assisting with maintaining maintenance records
- Ensure safety of students and staff
- Perform routine/preventive maintenance on all board owned vehicles according to maintenance schedules
- Repair, change, and rotate school bus tires
- Maintain a record of service maintenance for each board owned vehicle
- Participate in the summer bus maintenance program to have all buses ready for the annual inspection by the Ohio Highway Patrol
- Follow-up on drivers' reports of problems with buses or other district-owned vehicles
- Assist in keeping inventory on stock replacement needs
- Attend meetings and in-services as required
- Perform other duties as assigned by the transportation supervisor
- Operate / drive buses

**Duties only necessary when supervisor is unavailable:**

- Award trips to drivers per contract when necessary
- Update student information as required
- Receive and record telephone calls regarding students and bus issues

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

- Assist with maintaining and accurate inventory of all supplies on hand
- Provide proper care of the garage facility, tools and equipment
- Perform emergency road service during and after regularly scheduled work hours
- Assist in locating and securing needed parts and supplies
- Available for over-time, whether a.m. or p.m., as requested
- Interact in a positive manner with staff, students and parents
- 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
- Knowledge and capability of entering data into computer
- The duties and responsibilities of the Mechanic helper / sub bus driver shall include those outlined above and other which may be assigned by the Transportation Supervisor

### **Qualifications:**

- Such alternative to the above qualifications as superintendent and/ or board of education may find appropriate
- Less than five years related experience
- Valid Ohio driver's license
- Appropriate State of Ohio certification/license
- If CDL license is not in hand, applicant must be able to become CDL certified.

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

- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Experience working with diesel engines
- Knowledge of electrical, air brake systems, welding, cutting torches, painting and body work
- Ability to read and understand verbal and written instructions, written warnings and labels
- Training in the proper care and storage of chemicals, e.g., OSHA/PERRAC training

### **Equipment Operated:**

- Hand tools
- Power tools
- Pick-up truck
- Buses
- Torch

- Welder
- Ohm meter
- Computers

#### **Additional Working Conditions**

- Occasional exposure to blood, bodily fluids and tissue
- Occasional operation of vehicle under inclement weather conditions i.e., being prepared to come to works on all scheduled work days
- Occasional travel throughout the area in search of needed parts and/or bus break downs
- Frequent excessive standing, e.g., working on school vehicles
- Frequent balancing, stooping, kneeling and crouching much of the time
- Frequent some repetitive hand movement, e.g., using hand tools and driving bus
- Frequent climbing, e.g., in bus, on bus, on engine area and on ladder
- Occasional exposure to high levels of noise, e.g. bus and bus engine
- Occasional working on vehicles outside in inclement weather conditions, e.g., bus
- Frequent requirements to sit, stand, walk, kneel, crouch, balance, climb, stoop, lift, carry, push and pull
- Occasional requirements to read, hear and see colors
- Occasional requirements to lift and carry to maximum of 100 lbs.

#### **Footwear Restrictions**

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

**Southern Local School District Board of Education**

**Job Description**

**Title:** Mechanic / Sub Bus Driver

**Department:** Transportation

**Building / Facility:** Bus Garage / School

**Reports to:** Transportation Supervisor

**Employment Status:** Regular / Full-Time

**FLSA Status:** Non-Exempt

**Description:** Perform daily and as needed maintenance and upkeep of all buses in school fleet, maintenance to lawn tractor and other district vehicles.

**Essential Functions:**

- Assisting with maintaining maintenance records
- Ensure safety of students and staff
- Perform routine/preventive maintenance on all board owned vehicles according to maintenance schedules
- Repair, change, and rotate school bus tires
- Maintain a record of service maintenance for each board owned vehicle
- Participate in the summer bus maintenance program to have all buses ready for the annual inspection by the Ohio Highway Patrol
- Follow-up on drivers' reports of problems with buses or other district-owned vehicles
- Assist in keeping inventory on stock replacement needs
- Attend meetings and in-services as required
- Perform other duties as assigned by the transportation supervisor
- Operate / drive buses

**Duties only necessary when supervisor is unavailable:**

- Award trips to drivers per contract when necessary
- Update student information as required
- Receive and record telephone calls regarding students and bus issues
- Oversee and support mechanic helper

**Other Duties and Responsibilities:**

- Assist with maintaining and accurate inventory of all supplies on hand
- Provide proper care of the garage facility, tools and equipment
- Perform emergency road service during and after regularly scheduled work hours

- Assist in locating and securing needed parts and supplies
- Available for over-time, whether a.m. or p.m., as requested
- Interact in a positive manner with staff, students and parents
- 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
- Knowledge and capability of entering data into computer
- The duties and responsibilities of the Mechanic / Bus Driver shall include those outlined above and other which may be assigned by the Transportation Supervisor

**Qualifications:**

- Such alternative to the above qualifications as superintendent and/ or board of education may find appropriate
- Less than five years related experience
- Valid Ohio driver's license
- Appropriate State of Ohio certification/license
- If CDL license is not in hand, applicant must be able to become CDL certified.

**Required Knowledge, Skills and Abilities:**

- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Experience working with diesel engines
- Knowledge of electrical, air brake systems, welding, cutting torches, painting and body work
- Ability to read and understand verbal and written instructions, written warnings and labels
- Training in the proper care and storage of chemicals, e.g., OSHA/PERRAC training

**Equipment Operated:**

- Hand tools
- Power tools
- Pick-up truck
- Buses
- Torch
- Welder
- Ohm meter
- Computers

**Additional Working Conditions**

- Occasional exposure to blood, bodily fluids and tissue
- Occasional operation of vehicle under inclement weather conditions i.e., being prepared to come to works on all scheduled work days
- Occasional travel throughout the area in search of needed parts and/or bus break downs
- Frequent excessive standing, e.g., working on school vehicles
- Frequent balancing, stooping, kneeling and crouching much of the time
- Frequent some repetitive hand movement, e.g., using hand tools and driving bus
- Frequent climbing, e.g., in bus, on bus, on engine area and on ladder

- Occasional exposure to high levels of noise, e.g. bus and bus engine
- Occasional working on vehicles outside in inclement weather conditions, e.g., bus
- Frequent requirements to sit, stand, walk, kneel, crouch, balance, climb, stoop, lift, carry, push and pull
- Occasional requirements to read, hear and see colors
- Occasional requirements to lift and carry to maximum of 100 lbs.

**Footwear Restrictions**

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

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

<b><u>Title:</u></b>	Paraprofessional
<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.

**Essential Duties 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

- Shall not be regularly assigned to have responsibility for more than two (2) classrooms at the same time.
- Assists in the preparation of materials used for instruction of designated students
- Preschool paraprofessionals Friday duties include sanitizing room, toys and equipment.
- The duties and responsibilities of the Paraprofessional 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, mules, or anything similar in nature.

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

<b><u>Title:</u></b>	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 their identified students with Individualized Education Programs (IEPs) and students who have other identified needs, that they are assigned to, 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.

**Essential Duties and Responsibilities:**

- Support their identified students with IEPs across a variety of settings as directed by classroom teachers and intervention specialists.
- Support their identified students who have other identified needs.
- Redirect their 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 their identified students of upcoming homework, assignments, and responsibilities.
- Stay with their identified students during lunch, recess, specials, and restroom breaks unless not needed or alternatively assigned by principal.

- Promote and reinforce positive student behavior.
- Administer their identified student assessments under the direction of the general education teacher and intervention specialist.
- Monitor and document their identified student behavior, providing feedback to the intervention specialist and classroom teacher.
- Assist their identified students with daily classroom routines and organization.
- Collect academic and behavioral data for teachers and intervention specialists for their identified student.
- Provide instructional and non-instructional assistance to their identified students as needed.
- Perform duties as assigned by administration, teachers, or intervention specialists for IEP students and other students with other identified needs.
- Ensure safety of students
- Interact with staff, teachers, and students professionally and in a positive manner.
- Uphold the privacy of student information.
- Attend meetings and professional development as required for their identified student.
- Attend parent-teacher conferences at the request of assigned teachers/supervisors for their identified student.
- Preschool Class Behavior Specialist Friday duties include sanitizing room, toys, and equipment.

**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: (for their identified students only)**

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

**Footwear Restrictions:**

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

## **Southern Local School District Board of Education**

### **Job Description**

<b><u>Title:</u></b>	Custodian
<b><u>Department:</u></b>	Individual Building
<b><u>Building Facility:</u></b>	Southern Local School District
<b><u>Reports to:</u></b>	Maintenance Supervisor and Head Custodian
<b><u>Employment Status:</u></b>	Regular / Full Time
<b><u>FLSA Status:</u></b>	Non-Exempt
<b><u>Description:</u></b>	The custodian provides for the total cleaning and upkeep for a safe and functional environment for students, staff, and community members.

### **Essential Duties and Responsibilities**

- Sweep, vacuum, mop, and wax floors
- Clean classrooms, offices, restrooms, hallways, and lounges
- Sanitize restrooms, locker rooms, and water fountains
- Refill towel, soap, and toilet paper dispensers
- Clean cafeteria tables during and after lunch periods
- Empty trash and recycling containers daily
- Report major repair needs to the Maintenance Supervisor through work orders
- Receive and sign for deliveries
- Secure classrooms and facilities at the end of each shift; ensure exits are clear and locked
- Raise and lower the United States flag as assigned
- Follow established cleaning schedules and procedures developed by the Maintenance Supervisor
- Assist supervisor in preparing summer maintenance and painting lists
- Attend meetings and required training sessions
- Maintain confidentiality and demonstrate professionalism at all times
- Serves as a positive role model for students in citizenship, responsibility, and work ethic
- Perform additional duties as assigned by the Maintenance Supervisor or Building Administrator
- After school functions, the custodian on duty will keep the entrances of operation clean of snow and ice

- Assist with snow and ice removal, as needed, from sidewalks, entryways, and building access points to help maintain safe conditions for students, staff, and visitors.

### **Qualifications / Requirements**

- High School Diploma or ability to obtain a GED
- Reliable work record and attendance
- Prior custodial or maintenance experience preferred (on-the-job-training available)
- Ability to follow written and verbal instructions
- Strong interpersonal and communication skills
- Ability to establish and maintain good relationships with staff, students, and the public
- Knowledge of safe handling and storage of cleaning chemicals (OSHA/PERRAC training preferred)
- Training in handling and disposal of bloodborne pathogens
- Ability to work independently and take direction from supervisors
- Physical ability to lift, carry, bend, climb, and perform manual labor as required
- Ability to lift up to district-required limits (commonly up to 50 pounds) with or without reasonable accommodation

### **Equipment Operated**

- Telephone
- Hand tools and carts
- Vacuum cleaners and wet/dry vacs
- Floor buffers and stripping machines
- Other equipment as assigned

### **Working Conditions**

- Frequent exposure to blood, bodily fluids, and cleaning chemicals
- Frequent standing, walking, bending, lifting, and carrying
- Occasional climbing, balancing, and working at heights
- Exposure to outdoor weather conditions year-round
- Occasional work beyond regular hours and in inclement weather
- Frequent contact with students and staff; occasional exposure to loud noise or unruly behavior

### **Footwear Requirements**

For safety, custodians must wear closed-toe, non-slip footwear

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

## **Southern Local School District Board of Education**

### **Job Description**

- Title:** Flex Custodian
- Employment Status:** Part-Time (4 hours per day)
- Reports to:** Head Custodian / Facilities Supervisor / Maintenance & Operations
- Work Location(s):** District Bus Garage and designated Athletic Facilities
- Description:** The flex custodian is responsible for maintaining a clean, sanitary, and safe environment in assigned district facilities. This position focuses on custodial services in the bus garage and various athletic areas, including locker rooms, restrooms, training spaces, and field dugouts. Work includes routine daily cleaning as well as periodic deep cleaning and restocking of supplies as needed.

### **Essential Duties and Responsibilities**

This job includes, but is not limited to, the following responsibilities:

#### **Bus Garage Cleaning**

- Sweep, mop, and/or scrub floors as needed
- Remove trash and debris; replace liners
- Clean and disinfect commonly touched surfaces (door handles, switches, railings, counters, etc.)
- Maintain cleanliness of assigned areas within the garage facility (as directed)

#### **Athletic Facilities Cleaning**

- Football locker room: clean/disinfect benches, floors, lockers (as applicable), and touchpoints
- Stadium restrooms: clean, sanitize, and disinfect toilets/urinals/sinks; restock supplies; empty trash
- Wrestling room: clean and disinfect floors and surfaces; ensure sanitary conditions
- Weight room: clean/disinfect equipment surfaces, floors, mats,(as applicable), and touchpoints

#### **Field Support Areas**

- Softball and baseball field dugout cleaning: remove trash/debris

### **General Custodial Duties**

- Restock paper products, soap, and other consumable supplies in assigned areas
- Spot clean glass, doors and entry areas as needed
- Report building/equipment concerns, damage, vandalism, safety issues, or supply needs to the supervisor
- Follow all district safety procedures, chemical handling requirements, and custodial protocols
- Perform other related duties as assigned by the supervisor

### **Work Schedule**

- Four (4) hours per day
- Hours/days to be assigned by the District based on operational needs and facility use schedules

### **Qualifications / Requirements**

- Ability to work independently and complete tasks thoroughly within the assigned time
- Ability to safely use custodial equipment and cleaning chemicals (training provided as applicable)
- Dependable attendance and punctuality
- Ability to follow written and verbal instructions and maintain district standards for cleanliness and safety

### **Physical Requirements (Typical for Custodial Work)**

- Ability to stand/walk for extended periods
- Ability to bend, reach, kneel, and lift/carry custodial supplies and equipment
- Ability to perform repetitive motions related to cleaning tasks
- Ability to lift up to district-required limits (commonly up to 50 pounds) with or without reasonable accommodation

### **Posting, Bidding, and Selection Process (Contract/Procedure Language)**

- This position will be put out to bid every nine (9) weeks
- This position will be awarded to the highest district seniority employee who:
  - Works six (6) hours per day or less, and
  - Is covered by health insurance
  - If the position is not taken by OAPSE personnel, the District may post the position to outside personnel in accordance with District procedures.

## Southern Local School District Board of Education

### Job Description

<b><u>Title:</u></b>	Head Custodian
<b><u>Department:</u></b>	Individual Building
<b><u>Building Facility:</u></b>	Southern Local School District
<b><u>Reports to:</u></b>	Maintenance Supervisor
<b><u>Employment Status:</u></b>	Regular / Full Time
<b><u>FLSA Status:</u></b>	Non-Exempt
<b><u>Description:</u></b>	The head custodian oversees school upkeep and cleaning to ensure a clean, safe, and functional environment for students, staff and community. This position oversees custodial staff and promotes high standards of cleanliness, organization and training.

### **Essential Duties and Responsibilities**

- Sweep, vacuum, mop, and wax floors
- Clean classrooms, offices, restrooms, hallways, and lounges
- Sanitize restrooms, locker rooms, and water fountains
- Refill towel, soap, and toilet paper dispensers
- Clean cafeteria tables during and after lunch periods
- Empty trash and recycling containers daily
- Report major repair needs to the Maintenance Supervisor through work orders
- Receive and sign for deliveries
- Secure classrooms and facilities at the end of each shift; ensure exits are clear and locked
- Raise and lower the United States flag as assigned
- Follow established cleaning schedules and procedures developed by the Maintenance Supervisor
- Assist supervisor in preparing summer maintenance and painting lists
- Attend meetings and required training sessions
- Maintain confidentiality and demonstrate professionalism at all times
- Serves as a positive role model for students in citizenship, responsibility, and work ethic
- Perform additional duties as assigned by the Maintenance Supervisor or Building Administrator

- After school functions, the custodian on duty will keep the entrances of operation clean of snow and ice
- Ability to lift up to district-required limits (commonly up to 50 pounds) with or without reasonable accommodation
- Assist with snow and ice removal, as needed, from sidewalks, entryways, and building access points to help maintain safe conditions for students, staff, and visitors.

#### **Qualifications / Requirements**

- High School Diploma or ability to obtain a GED
- Reliable work record and attendance
- Prior custodial or maintenance experience preferred (on-the-job-training available)
- Ability to follow written and verbal instructions
- Strong interpersonal and communication skills
- Ability to establish and maintain good relationships with staff, students, and the public
- Knowledge of safe handling and storage of cleaning chemicals (OSHA/PERRAC training preferred)
- Training in handling and disposal of bloodborne pathogens
- Ability to work independently and take direction from supervisors
- Physical ability to lift, carry, bend, climb, and perform manual labor as required

#### **Equipment Operated**

- Telephone
- Hand tools and carts
- Vacuum cleaners and wet/dry vacs
- Floor buffers and stripping machines
- Other equipment as assigned

#### **Working Conditions**

- Frequent exposure to blood, bodily fluids, and cleaning chemicals
- Frequent standing, walking, bending, lifting, and carrying
- Occasional climbing, balancing, and working at heights
- Exposure to outdoor weather conditions year-round
- Occasional work beyond regular hours and in inclement weather
- Frequent contact with students and staff; occasional exposure to loud noise or unruly behavior

#### **Footwear Requirements**

For safety, custodians must wear closed-toe, non-slip footwear.

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

## Southern Local School District Board of Education

### Job Description

**Title:** Maintenance Assistant

**Department:** Facilities / Maintenance

**Building Facility:** Individual Building

**Reports to:** Maintenance Supervisor

**Employment Status:** Regular / Full-Time

**FLSA Status:** Non-Exempt

**Description:** The school maintenance assistant assists the maintenance supervisor in maintaining safe, clean, and functional school facilities. This position supports daily maintenance operations, performs routine repairs and helps coordinate maintenance tasks to ensure buildings and grounds meet safety and operational standards.

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

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

- Assist the maintenance supervisor with daily work assignments and maintenance schedules
- Perform routine maintenance and minor repairs (plumbing, electrical, carpentry, HVAC, and painting)
- Help inspect school buildings, equipment, and play grounds for needed repairs or safety concerns
- Respond to maintenance requests daily, in a timely manner, from school staff.
- Assist with preventive maintenance programs
- Help supervise and support maintenance staff or contractors as assigned
- Set up and break down rooms for events, meetings, and school functions
- Maintain tools, equipment, and work areas in safe working condition
- Assist with inventory, materials, and supply management
- Follow all safety regulations, school policies, and procedures
- Removal of snow and ice before hours and during school hours and until the end of shift
- Help with delivery orders and putting orders away
- Ability to lift up to district-required limits (commonly up to 50 pounds) with or without reasonable accommodation

### **Qualifications**

- High school diploma or GED required or ability to obtain
- Basic knowledge of building maintenance trades
- Ability to use common hand and power tools safely
- Good communication and teamwork skills
- Ability to follow instructions and work independently when needed
- Valid driver's license may be required

### **Preferred Qualifications**

- Prior experience in school, commercial, or institutional maintenance
- Knowledge of safety procedures, OSHA standards, and building codes
- Basic computer or work-order system experience

### **Physical Requirements**

- Ability to lift 50 pounds
- Ability to stand, walk, climb ladders, and work in various weather conditions
- Ability to perform physical labor for extended periods

### **Work Environment**

- Indoor and outdoor school facilities
- Exposure to noise, dust, cleaning chemicals, and mechanical equipment

**Southern Local Board of Education FY27  
Administrative Salary Schedule**

**Base: 77,631** Based on Teachers Masters 20 and appropriate Masters Degree

MASTERS DEGREE ADMINISTRATORS	STEPS										
	0	1	2	3	4	5	6	7	8	9	10
Index	1.3922	1.4122	1.4322	1.4522	1.4722	1.4922	1.5122	1.5322	1.5522	1.5722	1.6147
<b>Superintendent</b>	<b>108,078</b>	<b>109,630</b>	<b>111,183</b>	<b>112,736</b>	<b>114,288</b>	<b>115,841</b>	<b>117,394</b>	<b>118,946</b>	<b>120,499</b>	<b>122,051</b>	<b>125,351</b>
(260 days Includes 11 Holidays)	415.68	421.66	427.63	433.60	439.57	445.54	451.51	457.49	463.46	469.43	482.12
Index	1.1688	1.1888	1.2088	1.2288	1.2488	1.2688	1.2888	1.3088	1.3288	1.3488	1.3913
<b>H S/JR HS Principal</b>	<b>90,735</b>	<b>92,286</b>	<b>93,840</b>	<b>95,393</b>	<b>96,946</b>	<b>98,498</b>	<b>100,051</b>	<b>101,603</b>	<b>103,156</b>	<b>104,709</b>	<b>108,008</b>
(240 days Includes 11 Holidays)	378.06	384.52	391.00	397.47	403.94	410.41	416.88	423.35	429.82	436.29	450.03
Index	1.0575	1.0775	1.0975	1.1175	1.1375	1.1575	1.1775	1.1975	1.2175	1.2375	1.2800
<b>Assistant Principal</b>	<b>82,096</b>	<b>83,648</b>	<b>85,200</b>	<b>86,753</b>	<b>88,305</b>	<b>89,858</b>	<b>91,411</b>	<b>92,963</b>	<b>94,516</b>	<b>96,068</b>	<b>99,368</b>
(230 days Includes 11 Holidays)	356.94	363.69	370.43	377.19	383.94	390.69	397.44	404.19	410.94	417.69	432.03
Index	1.1023	1.1223	1.1423	1.1623	1.1823	1.2023	1.2223	1.2423	1.2623	1.2823	1.3248
<b>Elementary Principal</b>	<b>85,573</b>	<b>87,125</b>	<b>88,678</b>	<b>90,231</b>	<b>91,783</b>	<b>93,336</b>	<b>94,888</b>	<b>96,441</b>	<b>97,994</b>	<b>99,546</b>	<b>102,846</b>
(230 days Includes 11 Holidays)	372.06	378.81	385.56	392.31	399.06	405.81	412.56	419.31	426.06	432.81	447.15
Index	1.0275	1.0450	1.0625	1.0800	1.0975	1.1150	1.1325	1.1500	1.1675	1.1850	1.2025
<b>Special Education Coordin</b>	<b>77,631</b>	<b>81,124</b>	<b>82,483</b>	<b>83,841</b>	<b>85,200</b>	<b>86,559</b>	<b>87,917</b>	<b>89,276</b>	<b>90,634</b>	<b>91,993</b>	<b>93,351</b>
(220 days Includes 10 Holidays)	352.87	368.75	374.92	381.10	387.27	393.45	399.62	405.80	411.97	418.15	424.32
Index	1.2588	1.2788	1.2988	1.3188	1.3388	1.3588	1.3788	1.3988	1.4188	1.4388	1.4813
<b>Treasurer</b>	<b>97,723</b>	<b>99,275</b>	<b>100,827</b>	<b>102,380</b>	<b>103,932</b>	<b>105,485</b>	<b>107,038</b>	<b>108,590</b>	<b>110,143</b>	<b>111,695</b>	<b>114,995</b>
(260 days Includes 11 Holidays)	375.86	381.83	387.80	393.77	399.74	405.71	411.68	417.65	423.63	429.60	442.29
Index	1.0000	1.0200	1.0400	1.0600	1.0800	1.1000	1.1200	1.1400	1.1600	1.1800	1.2225
<b>IT Coordinator</b>	<b>77,632</b>	<b>79,184</b>	<b>80,736</b>	<b>82,289</b>	<b>83,841</b>	<b>85,394</b>	<b>86,947</b>	<b>88,499</b>	<b>90,052</b>	<b>91,605</b>	<b>94,904</b>
(260 days Includes 11 Holidays)	298.58	304.55	310.52	316.50	322.47	328.44	334.41	340.38	346.35	352.33	365.01

**Base: 37,503** Based on Starting B0

NON-MASTERS DEGREE ADMINISTRATORS	STEPS										
	0	1	2	3	4	5	6	7	8	9	10
Index	2.3115	2.3315	2.3515	2.3715	2.3915	2.4115	2.4315	2.4515	2.4715	2.4915	2.5115
<b>Treasurer (260)</b>	<b>86,688</b>	<b>87,438</b>	<b>88,188</b>	<b>88,938</b>	<b>89,688</b>	<b>90,438</b>	<b>91,189</b>	<b>91,939</b>	<b>92,689</b>	<b>93,439</b>	<b>94,189</b>
Bachelors Degree	333.42	336.30	339.19	342.07	344.96	347.84	350.73	353.61	356.49	359.38	362.26
Index	1.5622	1.5822	1.6022	1.6222	1.6422	1.6622	1.6822	1.7022	1.7222	1.7422	1.7847
<b>Assistant Treasurer</b>	<b>58,588</b>	<b>59,338</b>	<b>60,088</b>	<b>60,838</b>	<b>61,588</b>	<b>62,338</b>	<b>63,088</b>	<b>63,838</b>	<b>64,588</b>	<b>65,338</b>	<b>67,639</b>
(260 days Includes 11 Holidays)	225.34	228.22	231.11	233.99	236.88	239.76	242.65	245.53	248.42	251.30	
Index	1.0552	1.0752	1.0952	1.1152	1.1352	1.1552	1.1752	1.1952	1.2152	1.2352	1.2777
<b>Fiscal Assistant</b>	<b>39,573</b>	<b>40,323</b>	<b>41,073</b>	<b>41,823</b>	<b>42,573</b>	<b>43,323</b>	<b>44,074</b>	<b>44,824</b>	<b>45,574</b>	<b>46,324</b>	<b>47,918</b>
(260 days Includes 11 Holidays)	19.79	20.16	20.54	20.91	21.29	21.66	22.04	22.41	22.79	23.16	23.96
Index	1.5111	1.5311	1.5511	1.5711	1.5911	1.6111	1.6311	1.6511	1.6711	1.6911	1.7336
<b>Maint/Transp Supervisor</b>	<b>56,671</b>	<b>57,421</b>	<b>58,171</b>	<b>58,921</b>	<b>59,671</b>	<b>60,421</b>	<b>61,171</b>	<b>61,921</b>	<b>62,671</b>	<b>63,421</b>	<b>65,015</b>
(260 days Includes 11 Holidays)	217.96	220.85	223.73	226.62	229.50	232.39	235.27	238.16	241.04	243.93	250.06
Index	1.9394	1.9594	1.9794	1.9994	2.0194	2.0394	2.0594	2.0794	2.0994	2.1194	2.1619
<b>IT Coordinator</b>	<b>72,733</b>	<b>73,483</b>	<b>74,233</b>	<b>74,983</b>	<b>75,734</b>	<b>76,484</b>	<b>77,234</b>	<b>77,984</b>	<b>78,734</b>	<b>79,484</b>	<b>81,078</b>
(260 days Includes 11 Holidays)	279.74	282.63	285.51	288.40	291.28	294.17	297.05	299.94	302.82	305.71	311.84
Index	1.2225	1.2425	1.2625	1.2825	1.3025	1.3225	1.3425	1.3625	1.3825	1.4025	1.4225
<b>EMIS</b>	<b>45,847</b>	<b>46,597</b>	<b>47,348</b>	<b>48,098</b>	<b>48,848</b>	<b>49,598</b>	<b>50,348</b>	<b>51,098</b>	<b>51,848</b>	<b>52,598</b>	<b>53,348</b>
(260 days Includes 11 Holidays)	176.34	179.22	182.11	184.99	187.88	190.76	193.65	196.53	199.41	202.30	205.18
Index	1.3525	1.3725	1.3925	1.4125	1.4325	1.4525	1.4725	1.4925	1.5125	1.5325	1.5525
<b>Administrative Secretary</b>	<b>50,723</b>	<b>51,473</b>	<b>52,223</b>	<b>52,973</b>	<b>53,723</b>	<b>54,473</b>	<b>55,223</b>	<b>55,973</b>	<b>56,723</b>	<b>57,473</b>	<b>58,223</b>
(260 days Includes 11 Holidays)	195.09	197.97	200.86	203.74	206.63	209.51	212.40	215.28	218.17	221.05	223.94