

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Support Staff Employee Compensation Minutes

The Support Staff Employee Compensation Committee meeting was held on Wednesday, May 7, 2014, at 4:37 pm in the District Board and Training Room.

Attendance

Members in attendance: Mary Beth Anderson, Eric Busse, Barb Krumwiede, Kelly Mosher, Ivy Otto, Sue Parsons, Jerry Roth, Jane Sperry, Tina Thornton, and Doreen Treuden. Absent: Linda Gard, Mindy Larson, and Tina Rossmiller. Kathi Swanson arrived at 4:48 pm.

Approve Minutes

Motion by Ms. Sperry, seconded by Ms. Krumwiede, moved to approve the April 7, 2014, minutes as presented. Motion carried, voice vote.

Review Educational Assistants and Health/Attendance Clerk Job Descriptions

All reviewed the updated Education Assistant for Students With Disabilities job description from the April 7 meeting.

All reviewed the updated Health/Attendance Clerk job descriptions from the April 7 meeting. Mr. Roth shared that he had a conversation with Ms. Larson, and she was comfortable with the job descriptions as it reads. Discussion. This job description applies to the Grove Campus clerks only. The middle and high school job description will be different and named; MS/HS Attendance/Athletic Secretary.

Review and Draft Media Clerk and Athletic Secretary Job Descriptions

All reviewed the Media Clerk job description. Changes to be made:

- Under Minimum Training and Experience Required to Perform Essential Job Functions, High school graduate or any combination of education and experience that provides equivalent knowledge, skills and abilities. The numbers will become bullets.

All reviewed the High School Health/Attendance Clerk/Athletic Director Secretary. Changes to be made:

- Bold the titles under Essential Duties and Responsibilities, Health/Attendance Clerk and Athletic Directory Secretary.
- Under Minimum Training and Experience Required to Perform Essential Job Functions, this language will match the Health/Attendance Clerk job description.
- Under Academic Ability and Interpersonal Communication, add a bullet, Use and interpret special education terminology.
- Under Environmental Adaptability, first bullet will now read, Ability to be a team member.
- This job description will now remain for the High School and not be for the Middle School as stated earlier in the meeting. The middle school Health/Attendance Clerk will be the same as for the K-5 buildings.

From further discussion, of all the job descriptions, changes to be made on Education Assistant for Students With Disabilities job description:

- Title, should be Educational Assistant...
- Add under Essential Duties and Responsibilities, Maintain confidentiality.
- Under Minimum Physical and Mental Abilities to Perform Essential Job Functions, Physical Requirements, no change of adding a weight requirement for lifting.

From further discussion, changes to be made on Health/Attendance Clerk job description:

- Under Minimum Training and Experience Required to Perform Essential Job Functions, the language will match the Educational Assistants, High school graduate or any combination of education and experience that provides equivalent knowledge, skills and abilities. The numbers will become bullets.
- Add another bullet, Technical training in basic first aid and CPR.

Under all job descriptions, under Environmental Adaptability, remove bullet, Work in a team format and replace with, Ability to be a team member.

Drafts of the above job descriptions will be shared with the Administrative Team and then come back to this Committee.

Set Next Meeting and Agenda

Next meeting is Thursday, June 12, with a start time of either 4:00 pm or 4:30 pm.

Adjourn

Motion by Ms. Parsons, seconded by Ms. Thornton, moved to adjourn. Motion carried, voice vote.

Submitted by Doreen Treuden, Business Manager

Approved: 6/12/14