

# SEVASTOPOL SCHOOL DISTRICT

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### **STEP HANDBOOK**

Welcome to the Sevastopol School District Senior Tax Exchange Program. The district is very proud of this program and hope you will enjoy your association with the Sevastopol School District.

### **RATIONALE**

It is hoped that this inter-generational program will bring seniors into the school as positive role models and valuable helpers. It is further hoped that this program will be able to return to the senior a property tax rebate for their service.

This program will be funded through monies in the district fund 80 community fund. The general education fund will not be used to support this program.

The Sevastopol School District is excited about this opportunity to involve the school district seniors in the process of education and schooling while returning to them property tax relief.

### **POLICIES AND PROCEDURES**

A variety of policies and procedures govern the work of the school district, some of which are described in this handbook. A full set of district policies and regulations are available in the district office.

### **WHO TO CALL**

The STEP coordinator can be called anytime at 920-743-6282 ext 1103.

### **SUPERVISION**

STEP workers are under the immediate supervision of the staff person assigned to work with them. The principal, or their designee, is on call to facilitate discussion or problem solve at the request of the worker or supervisor.

## **ROLE OF STEP WORKERS**

STEP workers function as support for the regular staff. If a child needs to be disciplined, the STEP person should refer the issue to the appropriate supervisor. If child abuse or neglect is suspected, the STEP person must report the suspected situation to a nurse, social worker, teacher, administrator, or counselor.

## **LOCATION OF STEP WORKERS**

All STEP workers will be placed in schools where the STEP program has been implemented.

## **VISITORS TO THE SCHOOL**

All visitors to the school buildings must first report to the high school office where they shall identify themselves and the nature of their visit. STEP workers should sign in at the school office with the appropriate staff personnel.

## **REPORTING ACCIDENTS AND INJURIES**

All workers shall immediately report any personal accident or injury occurring upon school property to her/his immediate supervisor. Also, any accident or injury to a student should be immediately reported by the STEP worker to the appropriate school staff.

## **DRILLS FOR EMERGENCIES**

Each STEP worker will be in serviced on proper emergency drill techniques for the particular building in which she/he is working.

## **EMERGENCY CLOSINGS**

Local radio/tv stations will relay announcements regarding school closings.

## **SEVASTOPOL SCHOOL DISTRICT SCHEDULE**

A current school calendar will be shared with the STEP worker at their initial meeting with their assigned school facilitator.

## **PAYMENT OF STEP WORKERS**

Pay is \$5.00 per hour. Compensation will be dispersed via a check made out to the appropriate treasurer on January 25 of each year.

70 is the maximum number of hours for which pay can be earned. If the worker exceeds that number of hours, she/he will only receive payment for the pre-established number of hours initially agreed to in the STEP contract.

## **TIME SHEETS**

Each STEP worker is responsible for seeing that her/his time sheet is completed. The STEP worker is encouraged to make a personal copy of the time sheet on the school copier prior to turning it in.

## **EVALUATION**

The STEP coordinator will periodically speak with STEP workers and job supervisors to evaluate the program, discuss job concerns, and identify means of improvement. Please feel free to bring comments and/or suggestions to the attention of your immediate supervisor, the principal, their designees, or STEP coordinator.

## **WORKER TRAINING**

The school provides periodic training sessions for the workers and an in-service class for supervisors of STEP workers. Attendance at all of these sessions is voluntary, but encouraged.

Topics covered in worker sessions might be:

1. Filling out time sheets
2. District policies
3. How schools have changed
4. Other timely subjects

Topics for supervisors could include:

1. History
2. Working w/experienced workers
3. Giving guidelines/perspective
4. Celebrating successes

## **THANK YOU**

Thanks to each STEP worker for sharing their interests and skills so that the education of the area children can be enhanced.

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## HIRING GUIDELINES

1. Applicant must be a permanent resident in the Sevastopol School District.
2. The primary method of placing applicants is to match their job goals with the staff requests. If two persons seem equally qualified, the person with the earliest application date will be given priority.
3. First priority in placing workers is to make workable matches in longer term jobs.
4. Secondary consideration will be distribution of workers throughout different grade levels and departments.
5. Work should be accomplished during school hours.
6. In order to make STEP available to everyone on the limited budget:
  - a) The practice of requesting a particular person for a STEP job is discouraged.
  - b) The practice of family requesting family to work for them is discouraged.
  - c) Hiring of previous employees will be on a limited basis.
  - d) Hiring of previous volunteers is acceptable.
7. Any questions or comments regarding these guidelines are to be directed to the STEP coordinator.

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## APPLICATION

Full Name \_\_\_\_\_ Date \_\_\_\_\_

Current Address: Street \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Social Security # \_\_\_\_\_ Driver's License # \_\_\_\_\_

REFERENCES: Please list three personal or professional references.

NAME	ADDRESS	POSITION	PHONE

EDUCATION: Name and Location of School \_\_\_\_\_ Dates of Attendance \_\_\_\_\_

HighSchool \_\_\_\_\_

Vocational \_\_\_\_\_

Other \_\_\_\_\_

Eligibility: Age 62 or over, receive Social Security, and pay property tax within the Sevastopol School District.

Have you been found guilty of a felony? If so, explain: \_\_\_\_\_

(Note: A criminal record does not constitute automatic bar from employment & will be considered only as it relates to the job in question.)

Explain why you want to work in the Sevastopol School District.

I understand that employment depends upon a suitable position being available and that a specific assignment can be made only after an interview with appropriate staff.

I also understand that misrepresentation or false statements may eliminate me from consideration for worker status or dismissal if selected.

Signature of Applicant \_\_\_\_\_

My career work experience: \_\_\_\_\_

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I am available (circle all that apply):

MONTHS:    Sept.   Oct.   Nov.   Dec.   Jan.   Feb.   Mar.   Apr.   May

DAY:        Monday      Tuesday      Wednesday    Thursday      Friday

TIMES:      AM only      PM only      Evenings only      Anytime

Look over the areas listed below and check those in which you can be of assistance:

Assist student(s) with:

- Computers
- Math
- Reading
- Spelling
- Science
- Business/marketing
- Family consumer Ed
- Keyboarding
- Writing
- Handwriting
- Music
- Art
- Phy. Ed.
- Tech. Ed.
- Foreign language
- Social Studies
- Assist with:
- Productions

Assist in the following areas:

- Library volunteer
- help students use LMC resource
- assist w/cataloging and shelving
- read stories to students
- Telephone
- Fund raising
- Duplicate papers
- File papers
- Correct papers
- Prepare bulletin boards
- Calculator or spreadsheet (circle one or both)
- Typing or word-processing (circle one or both)
- Help with school publications
- Cooking
- Cleaning
- Sewing
- Chaperoning
- Make props for plays

- Sports
  - Destination Imagination
  - Other
- Assist in Special Ed.:
- Reinforce concepts
  - Help develop motor skills
  - Other

- Construction projects
  - Groundskeeper/landscaper
  - Machine/computer repair (circle one or both)
  - Assist health services
  - Assist non-English speaking students
  - Discuss careers, training, school selection
  - Mentor (indicate area of expertise): \_\_\_\_\_
- 
- Other

Other talents, hobbies, interests or skills I would like to share: \_\_\_\_\_

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Return to: District Office  
Sevastopol School District  
4550 Highway 57  
Sturgeon Bay WI 54235  
920-743-6282

