

**SCHOOL DISTRICT OF PITTSVILLE
BOARD POLICY**

PERSONNEL

SUPPORT STAFF POLICIES

SUPPORT STAFF RECRUITING / HIRING

543

All support staff positions in the school system will be established by the Board, with the recommendation of the district administrator. They shall be under the supervision of the respective building principal, immediate supervisor, and the district administrator.

The duties and responsibilities of the teachers' aide, clerical, maintenance, and food service staff in each building shall be determined by the building principal and immediate supervisor and approved by the district administrator. The district administrator shall delegate the supervision of instructional aides and clerical aides to the building principal who shall confer with the district administrator when necessary. Custodial and maintenance shall be supervised by an immediate supervisor (Director of Buildings and Grounds) who shall confer with the building principal and district administrator when necessary. The building principal, in cooperation with the Director of Buildings and Grounds, shall require a work schedule for custodians in buildings where they are in charge and shall see that their buildings are maintained in a clean and safe condition.

The duties and responsibilities of the food service staff shall be jointly determined by the building principal and the food service director with approval by the district administrator.

In each case, the district administrator, with the assistance of the building principals and immediate supervisor, shall develop a job description. This description will set forth the qualifications of candidates and a detailed list of responsibilities and duties.

The Board will annually review and set salaries and fringe benefit programs for support staff who are not members of a recognized bargaining unit.

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