

# Work Expectations - All Prof Tech

## Work Expectations:

- Scope of work will vary based on position and will generally reflect duties and expectations performed normally;
- Maintain regularly scheduled work that requires onsite attendance if social distancing protocols can be observed; additional job-specific information on subsequent slides
- Attend scheduled in-person or online workplace meetings as directed by supervisor; social distancing must be observed when meeting in-person
- Read regularly and respond to email, voice mail
- 30-minute lunch, 4-day work week allowable with supervisor approval

## Telecommuting, if appropriate to job role:

- Maximize work from home at the direction of your supervisor.

# DOT Prof Tech Staff

- Perform all regular job duties
- Maintain regularly scheduled work that requires onsite attendance if social distancing protocols can be observed; practice social-distancing in coordination with supervisors' guidance
- Telecommute at the discretion of the supervisor
  - Update work order (FreshService) and project documentation (SmartSheet)
- Coordinate and distribute technology supports for other departments/staff as needed
- Respond to colleagues, staff, students or families during regular work hours

Paid senior interns *may* continue per same guidelines. (Their choice.)

# Bookkeepers

Telecommuting: Maximize work from home; be available by email, phone, or video meet. Windows device required for work in WESPac.

- Complete daily operational tasks as available and appropriate  
*Reallocate credit card transactions; Print credit card statements and attach receipts monthly; Monitor ASB accounts and submit transfers as needed; Submit Budget Revisions as needed; Submit requisitions for purchase orders to include Amazon purchases; Place credit card orders with online vendors – Staples, KCDA, ETC - for building supplies, ASB & Athletics*
- Complete required district procedures, reports  
*Run account reports for staff in Skyward and send in email; Reconcile fundraisers with revenue and expense reports – attaching invoice copies; Process invoices for payment and enter in WSIPC prior to each Board Meeting; Process student assistance paperwork and enter in InvestED; Provide ASB Budget assistance for coaches/advisors – providing account information using Skyward reporting.*
- Participate in collaboration with office team as scheduled by your Office Manager and/or administration using Google Meet, a shared Google tool w/conference call, etc.
- Attend online PD and meetings as directed by district and school leaders (Recommended: WASBO trainings via web)
- Professional reading/learning (Recommended: ASB manual on WASBO website; Accounting manual on WASBO website)

# Technology Support Specialists (HS only)

- Work onsite at schools March 16 - 18, and April 20 - 24; telecommute otherwise
- Serve as the first line of support for school staff, students, and families, via email, Google Meet or phone:
  - Direct staff to online resources
  - Refer to DOT HelpDesk if unable to assist
- Assist DOT in continuing to distribute technology to families (Chromebooks, hotspots);
- Complete technical tasks in building if social distancing protocols can be maintained; complete building deployment if applicable
- Create and deliver online communication and PD to assist staff with technical issues

# Theatre Technicians - (4) Tech Directors @ PAC/ART/TAM

- Finish 'Grease' strike at PAC and restoring orchestra pit.
- Paint stage, general maintenance, equipment repair and cleaning
- Update & organize show files for May-August shows—make client contact as able
- Work with each Drama teacher at respective high schools to plan future shows.
  - AR and AM are *hoping* to reschedule their musicals (Newsies/Pajama Game) after school reconvenes (May?)— so sets were left on stage to complete.

# School Safety Officers

*Jon Aarstad will coordinate:*

Monitoring campuses, including emphases at child care sites, child nutrition sites

Patrol all schools on a rotation created by Aarstad

Schools should contact Jon Aarstad for ann security needs/requests that are not 911 emergencies.

# HR Technicians

## Work Expectations:

Maximize work from home - be available by email or phone

Perform all regular job duties

Maintain contract lines and Skyward items to ensure employee contracts are ready for payroll

Communicate with supervisor on a weekly basis

Respond to emails, phone messages, and virtual meetings during work hours

Drop off and pick up of essential forms and documents that have timelines for processing.

# Business Services Prof Tech Staff

- Refer to telecommuting and work expectations on slide 1
- Perform all regular job duties
- Maintain regularly scheduled work that requires onsite attendance if social distancing protocols can be observed; practice social-distancing in coordination with supervisors' guidance
- Telecommute at the discretion of the supervisor
- Respond to colleagues, staff, supervisor during regular work hours



# JPF Support Techs - Department Student Learning

## Telecommuting:

- Refer to slide 1

## Work Expectations:

- Collaborate with team at least once a week at a team-determined time, using Google Meet, a shared Google tool/conference call
- Manage Purchase orders, time and effort, and other timesheets
- Manage travel cancellations
- Support content area PD and user registration needs related to supervisor's roles
- Coordinate with Student Special Services (and other departments) related to interpreter needs for IEPs and cancel all not essential interpreter assignments
- Continue with regular daily tasks (i.e. website maintenance, converting existing websites to new google sites PO's, next year's extended day docs...)
- Professional reading/learning

# Athletic Trainers

## Telecommuting:

- Maximize work from home as personal resources allow; can meet with supervisor via phone or video meet
- Check in with Rob Swaim & Principal weekly
- Collaborate with in-season coaches on progress of athlete rehabilitation
- Contact athletes weekly regarding current rehabilitation progress (including updates from physicians/therapists), suggest next steps/activities regarding injury recovery, etc.;
- Attend online PD and meetings as directed by Rob Swaim and/or your building administrator
- Implement Incident Reports into google format.

# Truancy Liaison

## Telecommuting:

- Maximize work from home; can meet with supervisor via phone or video meet

## Work Expectations:

- Check in with supervisor weekly
- Complete projects focused on improving student attendance
- Create data visualizations regarding attendance effort outcomes YTD
- Maintain contact with CCYJ/KC courts as appropriate
- Professional reading/learning
- May design PD on improving student attendance for future use
- Other work related to position

# Coalition Coordinator

## Telecommuting:

- Maximize work from home; can meet with supervisor via phone or video meet

## Work Expectations:

- Check in with PI team weekly
- Complete projects focused on enhancing service plans for reducing substance use in schools
- Professional reading/learning
- May design and/or provide staff development training in alcohol and other drug abuse issues.
- Other work related to position

# Prevention/Intervention Specialists

## Telecommuting:

- Maximize work from home; can meet with supervisor via phone or video meet

## Work Expectations:

- Nurture mentoring relationship and supportive learning opportunities for youth through remote meetings or phone contact
- May design and/or provide staff development training in alcohol and other drug abuse issues.
- Other professional reading/learning

# ASD Swimming Pool - Manager & Staff

- Deep Cleaning on site
- More details to come - Working with Dave on this

# COTA/PTA

## Telecommuting:

- Maximize work from home
- Meet with others using multimedia collaboration tools; no group meetings in schools; no in person parent meetings

## Work Expectations:

- Check and respond to email throughout all workdays
- Explore and learn to use remote technologies for learning
- Collaborate in your PLC at least once a week at a team-determined time, using Google Meet, a shared Google tool or conference call
- Attend online PD and meetings as directed by district or school leaders
- Professional reading/learning
- Work under guidance of OT and PT for developing treatment plans, etc.

# LPN

## Telecommuting:

- Maximize work from home; may need to assist with screening for school-based childcare
- Meet with others using multimedia collaboration tools; no group meetings in schools; no in person parent meetings

## Work Expectations:

- Check and respond to email throughout all workdays
- Check in with medically fragile student families to maintain relationships
- Explore and learn to use remote technologies for learning
- Collaborate in your PLC at least once a week at a team-determined time, using Google Meet, a shared Google tool or conference call
- Attend online PD and meetings as directed by district or school leaders
- Professional reading/learning
- LPNs work under guidance of school nurses for immunization compliance



# Brailist

## Telecommuting:

- Maximize work from home
- Meet with others using multimedia collaboration tools; no group meetings in schools; no in person parent meetings

## Work Expectations:

- Collaborate and prepare instructional materials under the direction of Teacher of Visually Impaired (TVI)
- Attend online PD and meetings as directed by district or school leaders
- Professional reading/learning