

**School District of River Falls
Personnel Committee meeting**

May 13, 2024 - at 7:00 PM or immediately following the 6:00 PM Finance & Facilities meeting
District Office
852 E Division Street
River Falls, Wisconsin 54022

Personnel Committee members: Stacy Johnson Myers (Chair), Alison Page, & Alan Tuchtenhagen
A quorum of the Board may be present for information-gathering purposes only.

Agendas can be viewed at <https://www.rfsd.k12.wi.us/district/school-board.cfm> or at
<https://meetings.boardbook.org/Public/Organization/1447>

1. **CALL TO ORDER - 7:00 PM (or immediately after Finance & Facilities Committee Meeting)**
2. **MANNER OF PUBLIC NOTIFICATION OF MEETING**
3. **HEARING OF VISITORS OR DELEGATIONS**

4. **REVIEW REVISIONS TO RIVER FALLS 4 CHILDREN (RF4C) COORDINATOR JOB DESCRIPTION** **3**
Description: The administrative team will share recommended revisions to the RF4C Coordinator job description.
Recommended Action: Approve the revised RF4C Coordinator job description.

5. **CERTIFIED STAFFING UPDATE** **5**
Description: The committee will discuss the recruitment, selection, and hiring timeline updates.
Recommended Action: None, informational only.

6. **SEND LETTERS OF APPOINTMENT TO ALL SUPPORT STAFF** **6**
Description: Per Section III.2.2.1 Letters of Appointment. The district will issue a letter of appointment before the last student contact day to support staff expected to be needed for the 2024-25 school year.
Recommended Action: Approve sending letters of intent to all support staff positions.

7. **2024-25 HOURLY SUPPORT STAFF SALARY SCHEDULE** **7**
Description: The recommended salary schedule will be shared with support staff employees when letters of appointment are shared. The 2024-25 salary schedule reflects a 4.75% per cell increase for the top cell in a group and a 4.12% increase for all other cells.
Recommended Action: Approve 2024-25 Support Staff Salary Schedule.

8. **2024-25 BUS DRIVER COLLECTIVE BARGAINING AGREEMENT** **9**
Description: The Negotiations Committee is recommending the approval of the 2024-25 Bus Driver Collective Bargaining Agreement. The agreement includes a 4.75% per cell increase for the top step for Route and Trip Drivers and a 4.12% increase for all other cells.
Recommended Action: Approve 2024-25 Driver Collective Bargaining Agreement as presented.

9. **2024-25 TEACHER COLLECTIVE BARGAINING AGREEMENT** **11**
Description: The Negotiations Committee is recommending the approval of the 2024-25 Teacher Collective Bargaining Agreement. The agreement includes a 4.12% per cell increase for each step on the teacher ladder.
Recommended Action: Approve 2024-25 Teacher Collective Bargaining Agreement as presented.

10. **UPDATE SUMMER SCHOOL EMPLOYEE HANDBOOK LANGUAGE** **12**
Description: The administrative team will recommend employee handbook updates that pertain to the 2024 summer school session.
Recommended Action: Approve employee handbook updates pertaining to 2024 summer school.

11. **APPROVE REVISIONS TO COMPUTER WORKSTATION TECHNICIAN, SOFTWARE AND STAFF DEVELOPMENT FACILITATOR AND SUPERVISOR OF INFORMATION TECHNOLOGY SERVICES JOB DESCRIPTIONS** **13**

Description: The IT department is proposing an update in the delegation of duties and responsibilities in the department. These adjustments clarify expectations and respond to recent staffing changes.

Recommended Action: Approve updates to the Computer Workstation Technician, Software and Staff Development Facilitator and Supervisor of Information Technology Services job descriptions.

12. CONSIDERATION OF ADJOURNING TO CLOSED SESSION PURSUANT TO WIS. STAT. SEC. 19.85(1)(C), WHICH PERMITS CONVENING IN CLOSED SESSION FOR THE PURPOSE OF CONSIDERING THE EMPLOYMENT, PROMOTION, COMPENSATION OR PERFORMANCE EVALUATION DATA OF ANY PUBLIC EMPLOYEE OVER WHICH THE GOVERNMENTAL BODY HAS JURISDICTION OR EXERCISES RESPONSIBILITY, TO DISCUSS 2024-25 ADMINISTRATOR AND SUPERVISOR CONTRACTS. ROLL CALL VOTE REQUIRED.

13. CONVENE TO CLOSED SESSION

14. RECONVENE INTO OPEN SESSION AND AFFIRM ACTION TAKEN IN CLOSED SESSION IF NECESSARY

15. PROPOSED/SUGGESTED ITEMS FOR THE NEXT REGULAR AND FUTURE PERSONNEL MEETING AGENDA(S)

Description: As always, committee members will be given the opportunity to suggest items for future committee and/or Board meeting agendas.

Recommended Action: As needed.

16. SCHEDULE NEXT PERSONNEL COMMITTEE MEETING

Description: Upcoming committee meeting dates, times, and locations will be reviewed.

Recommended Action: Set the meeting schedule as follows:

Personnel Committee meeting, Monday, June 17, 2024, 7:00 p.m. *(or immediately following Finance & Facilities)*
The meeting will be held at the District Office, 852 E. Division Street.

17. ADJOURN

School District of River Falls
Job Description
RIVER FALLS 4 CHILDREN (RF4C) COORDINATOR

MINIMUM QUALIFICATIONS:

1. Wisconsin Department of Public Instruction (DPI) kindergarten license and/or EC license (Early Childhood, birth-age 8) or EC-MC license (Early Childhood-Middle Childhood, birth-age 11)
2. At least three years of teaching experience at the kindergarten or early childhood level is preferred.
3. Leadership and organizational skills.
4. Clear understanding of early childhood programs for children.
5. Ability to work with multiple community partners and school district staff in a variety of settings.
6. Experience with student and/or staff scheduling.

POSITION SUMMARY:

To plan, organize, implement, and evaluate the community-based RF4C program for the District.

REPORTS TO:

RF4C Administrator (**River Falls Public Montessori Elementary School Principal**)

PERFORMANCE RESPONSIBILITIES:

1. Work with the RF4C Administrator to develop the program.
2. Develop the handbook, schedule, and room/building assignments.
3. Revise and annually update the RF4C handbook.
4. Assess the needs and evaluate the performance of each community partner **in accordance with the District and WI Department of Children and Family Services expectations.**
5. Report enrollment statistics **and partner contract language** to the Director of Academic Services.
6. Prepare and disseminate communication to promote the RF4C program to the residents of the school district.
7. Develop, review, and revise all forms.
8. Maintain and monitor appropriate records.
9. Plan, implement and submit documentation to the DPI for parent outreach hours in collaboration with community partners.
10. Plan and facilitate regular meetings with community partners.
11. Assume responsibility for staff development for all RF4C teachers, support staff, and other school district staff associated with the program.
12. Communicate regularly with elementary building administrators, community partners, etc.
13. Work closely with community partners to schedule students for the program.
14. Meet with all staff to discuss rules, regulations, policies, forms, curriculum, etc. and follow up as required.
15. Work closely with the RF4C Administrator and the Transportation Department to **schedule routes based on enrollment** and address any issues or concerns.
16. Work closely with the Director of Academic Services on curriculum issues including the purchase of instructional materials.
17. Work closely with the Director of Student Services to support programming needs for students with disabilities.
18. Implement the budget for the RF4C program with community partners and the school district.
19. Develop and maintain a student assessment system including organizing data to identify trends.
20. Evaluate and assess current preschool/daycare conditions and staffing to align with adopted school district standards.
21. Annually report program results to the Board of Education.
22. Monitor and document Open Enrollment of RF4C students and report this information to the **Administrative Assistant to the Superintendent** ~~Director of Academic Services.~~
23. **Facilitate 4K to 5K transition with Elementary Principals.**

School District of River Falls
Job Description
RIVER FALLS 4 CHILDREN (RF4C) COORDINATOR

24. Coordinate with the Director of Community Education and Communications to market RF4C Program.
25. Conduct exit interviews with RF4C Teachers.
26. Coordinate general education preschool screening.
27. Monitor RF4C Contract compliance between the District and partner sites.
28. Perform all other duties as assigned.

APPROVED: 2/20/12

REVISED: 5/13/24

CERTIFIED STAFF HIRES								
	LOCATION	POSITION	APPLICANTS	INTERVIEW	REPLACES	REASON	NEW EMPLOYEE	NOTES
1	RFPME	UPPER EL. TEACHER	3	3/14	BUROW, M	RESIGNATION (1/12/24)	HOSTETLER, K	Filled as LTS through end of 23-24.
2	RFHS	ASSISTANT PRINCIPAL	27	3/7, 3/13	GRAETZ, T	RESIGNATION (9/30/24)	LINK, H	Filled as LTS through end of 23-24.
3	CO	DIRECTOR OF HUMAN RESOURCES AND LEADERSHIP DEVELOPMENT	16	4/11, 4/25, 5/6	BELL, D	TRANSFER		BELL TRANSFERS TO SUPERINTENDENT (BENSON RETIREMENT)
4	RFPME	INT. COACH		4/18, 4/24	ROETZER, C	RESIGNATION		Reduced to 0.6 FTE
5	RFHS	SPAN/EL		Closes on 5/15	ENGEL, C	RETIREMENT		Position changed to 1.0 FTE EL
6	GW	5TH GRADE	16	4/15	JACOBSON, K	RESIGNATION	ARBRUST, K	
7	RCA	TEACHER/GEDO-2 COORDINATOR	4	4/25, 5/2	WEBB, P	TRANSFER	KALLENBACH, M	WEBB TRANSFERS TO RCA COORDINATOR (SILVER RETIREMENT)
8	GW	SPED		Closed on 5/3	OLSON, A	RESIGNATION		
9	RFHS	COUNSELOR	17	4/8, 4/10	SUTTON	RESIGNATION (3/8/24)	OOSTERHUIS, A	Filled as LTS through end of 23-24.
10	RB	K	31	4/1	THOMFORDE	RESIGNATION	SLOWIAK, H	
11	RFPME	SPED	4	4/2	CHAPMAN	RESIGNATION	MANNING, B	
12	RB	K	31	4/1	SOMMERFELDT	RETIREMENT	ELSENPEETER, E	
13	RB	4TH GRADE	27	4/8	FRIEDE	RETIREMENT	LINDER, E	
14	MMS	7TH GRADE MATH	16	3/29	WITT	RETIREMENT	HUPPERT, R	
15	MMS	7TH GRADE MATH	16	3/29	SUTTON, R	RESIGNATION	FIERRO, M	
16	MMS	7TH GRADE SCIENCE	5	4/23	JOHNSON, B	TRANSFER	CADMAN, A	JOHNSON TRANSFER TO LMC (ZUBER TRANSFER TO HEALTH, LOCKIE RETIREMENT)
17	RFHS	COUNSELOR	17	4/8, 4/10	FOWLER	RESIGNATION	STOCKER, R	
18	RFHS	SCIENCE	4	4/26	ROHLINGER	RESIGNATION	SMITH, D	
19	GW	ID SPED		Closes on 5/28	BRENNAN-BOBART	TRANSFER		BRENNAN-BOBART TRANSFERS TO RB CC/EC SPED (NEW POSITION)
20	MMS	INT. COACH	3	4/26	NA	NEW POSITION	WISE, A	Position reduced to 0.85
21	MS/HS	CHOIR		Closes on 5/24	PLUM	TRANSFER		PLUM TRANSFERS TO HS CHOIR (LONEY RETIREMENT)
22	RB	SPED		Closes on 5/23	CROWE	RESIGNATION		
23	MS	8TH GRADE ELA		Closes on 5/20	MCKONE	RESIGNATION		
24	HS	ELA		Closes on 5/28	WHIPKEY	RESIGNATION		
RETENTION ANALYSIS: REASON								
	YEAR	RETIREMENT	RESIGNATION	TOTAL	RESIGNATION	R/R		
	2018	12	15	27	6.20%	11.16%		
	2019	10	12	22	4.90%	8.98%		
	2020	8.32	13	21.32	5.10%	8.37%		
	2021	7.5	16.5	24	6.47%	9.42%		
	2022	8	22	30	8.46%	11.47%		
	2023	7.5	19	26.5	7.06%	9.85%		
	2024	8.0	14.0	22.0				
	2018-23 AVERAGE	8.8	15.9	25.1	6.37%	9.87%		
<i>*FTE ADJUSTMENTS ARE NOT NOTED, **NEW/CUTS/LAYOFFS ARE NOT NOTED</i>								



Date

Dear FIRST NAME LAST NAME,

Greetings! We are entering the final weeks of the present school year. On behalf of the entire school board, thank you for your efforts. We appreciate you and your work. We know you make a difference in the lives of students every day.

The school board and administration have made plans for the 2024-25 academic year. We are appreciative and relieved that the River Falls community supported the two referendum questions on the February ballot. Passing these questions allows us to go forward with a balanced budget and still maintain and strengthen existing programming. We are all fortunate to serve a community that values education.

On an annual basis, the school board's clerk and I reach out to you to extend an offer of continued employment for the coming school year, 2024-25. We hope you will accept this offer and return to the River Falls School District.

The 2024-25 school year is scheduled to begin on September 3, 2024. The position we envision for you will be similar in terms of duties and hours as your 2023-24 assignment. Your anticipated rate of pay for 2024-25 will be \$ [redacted]. For your reference, your rate for 2023-24 was \$ [redacted]. This notice aligns the reasonable assurance outlined in Wis. Stat. § 108.04(17)(d). The benefits which accompany your employment are set out in the employee handbook.

As you already know, the school district has the right to transfer or reassign you pursuant to the employee handbook. These employee handbook terms reserve the right to lay you off, in full or part, pursuant to the employee handbook. While we are legally required to remind you of this, please realize we have no current plans to do so.

We have given you two copies of this letter. Please complete the bottom portion of one letter and return it to your building secretary by the end of the school year; the other copy is for your files.

Along with our board colleagues, Lindsey and I know how important you are to the school district. We recognize your dedication to the students and families in the River Falls community. You have our enduring thanks and appreciation.

Sincerely,

Stacy Johnson Myers, Board President

Lindsey Curtis, Board Clerk

Jamie Benson, Superintendent

I **accept** this offer of employment

or

I **decline** this offer of employment

Signature

Date

Signature

Date

A.2.1 Hourly Staff

Accounting, Accountant	\$33.43	\$33.85	\$34.27	\$34.85	\$35.48					
Accounting, Payroll and Benefits	\$27.04	\$27.46	\$27.87	\$28.46						
Accounting, Accounts Payable	\$26.02	\$26.44	\$26.85	\$27.27	\$27.85					
Administrative Assistant	\$30.57	\$30.99	\$31.40	\$31.82	\$32.43					
Building & Grounds, Custodian	\$19.87	\$20.28	\$20.70	\$21.12	\$21.53	\$21.95	\$22.50			
Building & Grounds, District Courier	\$22.29	\$22.71	\$23.13	\$23.54	\$23.96	\$24.37	\$24.79	\$25.36		
Building & Grounds, District Building/Grounds Lead	\$23.96	\$24.37	\$24.79	\$25.21	\$25.62	\$26.20				
Building & Grounds, Lead Custodian	\$22.29	\$22.71	\$23.13	\$23.54	\$23.96	\$24.37	\$24.79	\$25.36		
Building & Grounds, Maintenance Tech I	\$22.91	\$23.32	\$23.74	\$24.16	\$24.57	\$24.99	\$25.41	\$25.98		
Building & Grounds, Maintenance Tech II	\$29.34	\$29.76	\$30.36							
Building & Grounds, Seas, Grnds Worker/Trainer	\$20.01									
Building & Grounds, Seasonal, Grounds Worker	\$19.03									
Building & Grounds, Seasonal, Snow Removal	\$19.03									
Kids Club, Accounts Receivable	\$23.37	\$23.79	\$24.21	\$24.77						
Kids Club, Assistant Care Giver	\$14.05									
Kids Club, Lead Care Giver	\$16.28	\$16.70	\$17.12	\$17.53	\$17.95	\$18.48				
Kids Club, Site Manager	\$17.92	\$20.49								
Kids Club, High School Helper	\$13.19									
Occupational Therapy Assistant	\$23.27	\$23.69	\$24.25	24.67						
Paraprofessional, General Education	\$18.59	\$19.00	\$19.42	\$19.83	\$20.25	\$20.67	\$21.08	\$21.50	\$22.05	
Para, Bilingual/Health/Special Ed/At-Risk	\$19.57	\$19.99	\$20.41	\$20.82	\$21.24	\$21.66	\$22.07	\$22.49	\$23.05	
Program Assistant to Director	\$24.75	\$25.15	\$25.55	\$25.95	\$26.35	\$26.75				
Secretary & Volunteer Coordinator, District	\$20.53	\$20.95	\$21.37	\$21.78	\$22.20	\$22.61	\$23.03	\$23.59		
Technology, Computer Workstation Technician	\$29.33	\$29.75	\$30.16	\$30.58	\$31.00	\$31.54	\$32.15			
Technology, Software & Staff Dev. Facilitator	\$29.33	\$29.75	\$30.16	\$30.58	\$31.00	\$31.54	\$32.15			
Transportation, Bus Driver, Route	\$25.07	\$25.49	\$25.91	\$26.32	\$26.74	\$27.15	\$27.57	\$28.00	\$28.40	\$29.00
Transportation, Bus Driver, Trip	\$19.70									
Transportation, Bus Driver Trainer	\$29.00									
Transportation, Mechanic	\$30.68	\$31.10	\$31.52	\$31.93	\$32.35	\$32.96				
Transportation, Seasonal, Bus Washer	\$12.73									

OTHER:

Auditorium Supervisor Stipend	\$2,612.00/year								
Auditorium Supervisor, MMS	\$27.97								
Food Service	\$19.54								
Lifeguard, Swimming	\$18.49								
Local Education Guide (LEG)	\$100/course, \$1,500 max per semester								
Medical/Emerg. Response Team Training Stipend	\$100 stipend, MERT training outside normal working hours								
Retainment Stipend	\$500 Upon completion of an employee's 10th year (full or part-time), an active employee will be eligible for a \$500 retainment stipend. The stipend will be paid on the 10/20/24 payroll.								
Summer Band Clinician (\$25.00 per parade)	\$15.29								
Summer Speed/Strength	\$17.33								
Tutor, Homebound (non-teacher)	\$18.23								
Tutor Supervisor, Middle School	\$16.60								

*Rate for Summer 2025

**2024-25 COLLECTIVE BARGAINING AGREEMENT
BETWEEN WEAC REGION 1-BUS DRIVERS AND RIVER FALLS SCHOOL DISTRICT**

1. ARTICLE I – RECOGNITION

The Board recognizes the Association (WEAC) as the exclusive bargaining representative on base wages for all bus drivers employed by the School District of River Falls, excluding professional, confidential, supervisory, and casual employees as certified by the Wisconsin Employment Relations Commission.

2. ARTICLE II – DURATION

All items in this Agreement shall be in effect for a period of one (1) year beginning with the 1st day of July 2024 and ending on the 30th day of June 2025.

3. ARTICLE III – SEVERABILITY

If any sections of this Agreement or any addenda thereto should be held invalid by operation of law or by any tribunal of competent jurisdiction, or if the compliance with or enforcement of any section or addenda should be restrained by such tribunal, the remainder of this Agreement and addenda thereto shall not be affected thereby, and the parties shall enter into immediate negotiations for the purpose of arriving at a mutually satisfactory replacement for such invalid section(s).

4. ARTICLE IV – COMPENSATION

The Board agrees to a total base wage increase of 4.12% for cells #1-9 and a 4.75% increase for cell #10 and a 4.75% increase for trip drivers. A summary of the new schedule is on p.2

WEAC REGION 1—RIVER FALLS BUS DRIVERS

WEAC Region 1 President

Date

Chairperson, Negotiations Committee

Date

BOARD OF EDUCATION

President

Date

Board Clerk

Date

Summary of 2024-25 Bus Driver Schedule

Bus Driver, Route

<i><u>Step</u></i>	<i><u>2023-24</u></i>	<i><u>2024-25</u></i>
1	\$24.08	\$25.07
2	\$24.48	\$25.49
3	\$24.88	\$25.91
4	\$25.28	\$26.32
5	\$25.68	\$26.74
6	\$26.08	\$27.15
7	\$26.48	\$27.57
8	\$26.88	\$28.00
9	\$27.28	\$28.40
10	\$27.68	\$29.00

Bus Driver, Trip

<i><u>2023-24</u></i>	<i><u>2024-25</u></i>
\$18.81	\$19.70

Bus Driver, Trainer

<i><u>2023-24</u></i>	<i><u>2024-25</u></i>
\$27.68	\$29.00

Retention Stipend

- Upon completion of an employee's 10th year (full or part-time), an active employee will be eligible for a \$500 retention stipend.

2024-25 LADDER DRAFT (4-30-24)				
	BA		MA	
	2023-24	2024-25	2023-24	2024-25
*V			\$78,967	\$82,220
H3		\$75,713	\$77,067	\$80,242
H2	\$72,045	\$75,013	\$76,364	\$79,513
H1	\$71,467	\$74,411	\$75,067	\$78,160
G3	\$69,767	\$72,641	\$73,167	\$76,181
G2	\$68,867	\$71,704	\$72,467	\$75,453
G1	\$67,567	\$70,351	\$70,467	\$73,370
F3	\$66,567	\$69,310	\$69,267	\$72,121
F2	\$65,667	\$68,372	\$68,567	\$71,392
F1	\$64,367	\$67,019	\$66,567	\$69,310
E3	\$62,667	\$65,249	\$65,367	\$68,060
E2	\$61,967	\$64,520	\$64,767	\$67,435
E1	\$60,467	\$62,958	\$63,167	\$65,769
D3	\$58,767	\$61,188	\$61,267	\$63,791
D2	\$57,867	\$60,251	\$60,567	\$63,062
D1	\$56,567	\$58,898	\$58,317	\$60,720
C3	\$54,867	\$57,128	\$57,367	\$59,731
C2	\$53,967	\$56,190	\$56,557	\$58,887
C1	\$52,465	\$54,627	\$55,365	\$57,646
B3	\$50,235	\$52,305	\$52,735	\$54,908
B2	\$49,405	\$51,440	\$52,105	\$54,252
B1	\$48,375	\$50,368	\$50,775	\$52,867
A3	\$47,145	\$49,087	\$49,845	\$51,899
A2	\$46,745	\$48,671	\$49,445	\$51,482
A1	\$46,145	\$48,046	\$49,345	\$51,378
BASE	\$45,450	\$47,323	\$48,450	\$50,446
				*Teacher at V ladder or above earn 4.12% increase

RFSD EMPLOYEE HANDBOOK REVISION SUMMARY (SUMMER SCHOOL)

5-13-24

I.10.6 Sick Leave

5. Summer School Employees: If employees under contract for the regular school year work summer school they will receive one additional day of sick leave (prorated based on 160 hours of summer school employment). **The additional sick leave will be available for the employee to use during the regular school year. Absences during the summer session are unpaid.**

II.2.1 Curriculum

B. Summer school: Summer school class proposal applications will be available in December. Closing date will be the first week of January and will be closely adhered to. Email notification of reminders will come from the Director of Academic Services. **Any adjustments after this date will be at the sole discretion of the Director of Academic Services.**

II.7.3 Summer School

When possible, summer school course assignments should be made known on or before June 1. All current teachers in the District may apply for summer school positions by submitting a Summer School Teacher Application form to the Director of Academic Services. **Employees teaching summer classes shall be given an employment recommendation that outlines the rate of pay, hours of instruction and hours of prep time** Employees teaching summer classes shall be given a summer school session contract in accordance with Wis. Stats. § 118.21 Teacher Contracts.

II.9.5 Summer School

Pay for summer school classes will be paid at a rate of ~~\$30~~ **\$35 per hour**. Classes are expected to contain rigorous instruction and align to our curriculum standards. The Director of Academic Services must approve all courses.

Pay for special education teachers delivering extended school year services that are required by an Individualized Education Plan will be \$40 per hour.

~~Current summer school teachers (both academic and enrichment courses) who are earning \$35 per hour or more will be grandfathered at \$35 per hour.~~

Summer school substitutes will be paid at a rate of ~~\$20~~ **\$25 per hour**.

All teachers will be paid for time that they are scheduled for instructional and supervisory responsibilities. In addition, teachers will be paid one additional hour of prep time for course development for every day of assigned teaching.

NEW SECTION

III.8.7 Summer School Employment

Paraprofessionals assigned to summer school shall be given an employment recommendation that outlines the rate of pay and expected hours of work. Paraprofessionals will be paid their school year rate when assigned to work summer school.

Substitute paraprofessionals will be paid the base/step 1.

**School District of River Falls
Job Description
COMPUTER WORKSTATION TECHNICIAN**

MINIMUM QUALIFICATIONS:

1. ~~Must be~~ Ability to master the skills necessary to complete the duties outlined in this job description.
2. Training in computer technology.
3. ~~Must be~~ Ability to work independently, follow directions, and meet timelines.
4. ~~Must have~~ Strong human relations skills.
5. A strong willingness and ability to relate effectively, collaboratively, and cordially with others.
6. Bachelor's degree in a technology related major.

POSITION SUMMARY:

Provide support for District computer hardware, software, and audio/video equipment.

REPORTS TO:

Supervisor of Information Technology Services

PERFORMANCE RESPONSIBILITIES:

1. Install, test, and configure new computers, ~~and peripherals~~ equipment, and classroom technology.
2. Troubleshoot and repair equipment. Recommend outside service or replacement of equipment where appropriate.
3. Upgrade and maintain software in a Microsoft domain on all workstations.
4. Document and distribute ~~and maintain~~ classroom technology devices.
5. Facilitate re-purposing and relocation of equipment as directed.
6. Make recommendations in the purchase and upgrade of computer hardware and classroom technology.
7. Provide training for ~~informal staff in service on the~~ usage operation and use of the computer hardware and classroom technology. ~~peripherals, and accessories as instructional tools.~~
8. Keep current with trends and issues in technology and seek appropriate technical training.
9. ~~Install computer wiring (category 5) for local area network.~~
10. Install and maintain network and audio/visual wiring.
11. Develop and maintain network policies through Microsoft Active Directory and Google Admin console.
12. Manage users and devices in Google Admin console.
13. Install and manage security software for all computers and servers on the domain.
14. Manage school bell system and network audio devices.
15. Install, test, and maintain security cameras and security camera software for the District.
16. Install and manage network printers.
17. Perform all other duties as assigned.

REVISED: 11/13/23, 5/13/24

School District of River Falls
Job Description
SOFTWARE AND DATABASE FACILITATOR

MINIMUM QUALIFICATIONS:

1. A strong willingness and ability to relate effectively, collaboratively, and cordially with others.
2. Knowledge and skills related to computer hardware, software, and computer use in a broad spectrum of educational programs.
3. Understand student database management and its impact across the district.
4. Strong organizational, interpersonal, and communication skills.
5. Ability to work with people with varying degrees of technology experience.
6. Committed to high professional standards and ethics.
7. Bachelor's degree in a technology related major.

POSITION SUMMARY:

The Software and Database Facilitator provides guidance, training, and general assistance to district staff regarding software and the District's database. The Software and Database Facilitator will provide support to employees in overcoming software-related obstacles, organize access to technology-based educational tools, and aid in the protection of student and staff data.

REPORTS TO:

Supervisor of Information Technology Services

PERFORMANCE RESPONSIBILITIES:

- ~~1. Assist administrators and teachers in the evaluation and selection of software.~~
- ~~2. Assist technical support staff with new software and software upgrade installations, computer setup and imaging process.~~
- ~~3. Provide instruction to staff members on an individual or small group basis on software, hardware, and hardware peripherals.~~
- ~~4. Initiate, facilitate or conduct structured computer use inservice programs or activities for administrators, teachers and other district staff.~~
- ~~5. Document, distribute and maintain technology devices.~~
- ~~6. Help staff become self-sufficient with non-classroom software.~~
7. Be Responsible for the compilation and verification of state reporting data.
8. Assist staff with data exports for the Department of Public Instruction, federal reporting, and other required reports or data requests.
9. Oversee district-level databases to maintain consistency and accuracy.
10. Develop and maintain student and staff access required through a safe and secure single sign-on.
11. Manage and maintain all end user accounts throughout the district. This includes, but is not limited to, Active Directory, Google Admin, Infinite Campus, and other educational software.
- ~~12. Help staff troubleshoot access and functionality issues with educational software, Google Apps for Education, employee management (i.e. Skyward), student information system (i.e. Infinite Campus) and learning management (i.e. Schoology).~~
13. Maintain data connections from the student information system and learning management system to third party vendors.
 - a. Infinite Campus to Transfinder
 - b. Infinite Campus to Destiny
 - c. Infinite Campus to Educlimber
 - d. Infinite Campus to Wordware
 - e. Infinite Campus to Kompas Care
 - f. Infinite Campus to OneSync
 - g. Infinite Campus to ClassLink
 - h. Infinite Campus to Schoology
 - i. Infinite Campus to Xello
 - j. Infinite Campus to Department of Public Instruction

School District of River Falls
Job Description
SOFTWARE AND DATABASE FACILITATOR

~~14. Assist Communications staff with website functionality.~~

15. Work with building office staff to develop workflow processes for major projects/reporting events: state reporting, CRDC, Redefining Ready, Infinite Campus Workflow, Infinite Campus online registration.

16. Maintain student information system (SIS): calendar rollovers, enrollment rollovers, user permission updates, end enrollments, roll SIS to new school year, clear custom fields, update/create automated tasks.

17. Perform all other duties as assigned.

REVISED: 11/13/23, 5/13/24

School District of River Falls
Job Description
SOFTWARE AND STAFF DEVELOPMENT FACILITATOR

MINIMUM QUALIFICATIONS:

1. A strong willingness and ability to relate effectively, collaboratively, and cordially with others.
2. Knowledge and skills related to computer hardware, software, and computer use in a broad spectrum of educational programs.
3. Understand student database management and its impact across the district.
4. Strong organizational, interpersonal, and communication skills.
5. Ability to work with people with varying degrees of technology experience.
6. Committed to high professional standards and ethics.
7. Bachelor's degree in a technology related major.

POSITION SUMMARY:

The Software and Staff Development Facilitator (SSDF) provides guidance, training, and general assistance to district staff. The SSDF will provide support to employees in overcoming software-related obstacles, organize access to technology-based educational tools, and aid in the protection of student and staff data.

REPORTS TO:

Supervisor of Information Technology Services

PERFORMANCE RESPONSIBILITIES:

1. Assist administrators and teachers in the evaluation and selection of software.
2. ~~Assist technical support staff with new software and software upgrade installations, computer setup and imaging process.~~
3. Provide instruction to staff members on an individual or small group basis on software, hardware, and hardware peripherals.
4. Initiate, facilitate or conduct structured computer use inservice programs or activities for administrators, teachers, and other district staff.
5. ~~Document, distribute and maintain technology devices.~~
6. ~~Help staff become self-sufficient with non-classroom software.~~
7. ~~Be responsible for the compilation and verification of state reporting data.~~
8. ~~Assist staff with data exports for the Department of Public Instruction, federal reporting, and other required reports or data requests.~~
9. ~~Oversee district level databases to maintain consistency and accuracy.~~
10. ~~Develop and maintain student and staff access required through a safe and secure single sign-on.~~
11. ~~Manage and maintain all end user accounts throughout the district. This includes, but is not limited to, Active Directory, Google Admin, Infinite Campus, and other educational software.~~
12. Administer and maintain ClassLink
 - a. Create and maintain app rules for syncing data from ClassLink to other apps
 - b. Create and maintain non-rostered app and app permissions
13. Create/allow apps in Google Admin
14. Provide technology integration staff development that supports effective and engaging instructional and assessment practices. This support will be provided after school, during the summer, and job-embedded.
15. Help staff troubleshoot access and functionality issues with educational software, Google Apps for Education, employee management (i.e. Skyward), student information system (i.e. Infinite Campus) and learning management (i.e. Schoology).
16. ~~Maintain data connections from the student information system and learning management system to third party vendors.~~
17. Assist communications staff with website functionality.
18. Find, share, and support implementation of innovative technology resources that enhance the teaching and learning process. Stay up to date with platforms currently in use, and build self-paced professional development for teachers to engage with in order to learn about updates.

School District of River Falls

Job Description

SOFTWARE AND STAFF DEVELOPMENT FACILITATOR

19. Ensure all data privacy and security practices are communicated clearly to all stakeholders and systems are in place to protect student data on digital platforms.
20. Assess District needs in the area of technology integration, and provide district-wide professional development and implementation support for projects.
21. Perform all other duties as assigned.

REVISED: 11/13/23, 5/13/24

School District of River Falls
Job Description
SUPERVISOR OF INFORMATION TECHNOLOGY SERVICES

MINIMUM QUALIFICATIONS:

1. ~~Two year technical degree; Bachelor's degree in a technology related major. is preferred.~~
2. ~~Two years of experience with network administration.~~
3. Strong organizational, interpersonal, and communication skills.
4. A strong willingness and ability to relate effectively, collaboratively, and cordially with others.
5. Committed to high professional standards and ethics.

POSITION SUMMARY:

The Supervisor of Information Technology (IT) Services is responsible for network administration, and all internal and external communication systems. Must be knowledgeable of all technology components utilized in the school district and participate in ongoing research on best practices for school districts in the area of educational technology. Provide leadership in developing, achieving, and maintaining a technology infrastructure, ~~and perform all other duties as assigned.~~

REPORTS TO:

Superintendent of Schools

SUPERVISES:

Computer Workstation Technician, Software and Staff Development Facilitator, Software and Database Facilitator

PERFORMANCE RESPONSIBILITIES:

Network Administrator

1. Maintain and upgrade the computer networks and systems infrastructure (including servers, switches, WIFI, and other physical hardware. ~~printers, server accounts, computers~~).
2. Facilitate the installation and configuration of network equipment to update or fix hardware and software issues.
3. Monitor computer systems to improve network performance.
4. Create and maintain processes for backup solutions that align with District policies for electronic communication and documentation.
5. Oversee installation, configuration, maintenance, and troubleshooting of network connected end-user hardware, software, and peripheral devices.
6. ~~Responsible for purchasing, inventory and budgeting for technology.~~

Communications

1. Manage mobile communication (district cell phones, hot spots for student and staff checkout, as well as on school buses). ~~accounts, and bills.~~
2. Leverage the District investment of technology and communication systems to capitalize on the Federal E-rate Program.
3. ~~Maintain district email services.~~
4. Update, configure, and maintain and support the District telephone system and communication lines.
5. Manage the recording, broadcasting, and archiving of School Board meetings.
6. Provide ~~Maintain and enhance the district website~~ support to the communications department.

Security

1. Work with the Director of Buildings and Grounds on location, installation, and maintenance of the District video surveillance and security systems.
2. Keep the District current with cybersecurity to prevent threats and work to improve protection for the District with the help of antivirus, single sign-on, firewalls, and cybersecurity training for users.

School District of River Falls
Job Description
SUPERVISOR OF INFORMATION TECHNOLOGY SERVICES

Technical Support

1. Coordinate adding, distributing, replacing and maintaining technology devices districtwide, including but not limited to: interactive whiteboards, projectors, printers, mobile devices, and computers.
2. Work with the Director of Student Services to implement and maintain assistive technology.
3. Work with the Director of Buildings and Grounds when the facilities change or data changes are needed for the District HVAC system.
4. Provide assistance as needed for the various sound systems around the District.
5. Work cooperatively with local and state agencies to ensure that their projects do not conflict with the District fiber around the city.
6. Assist technical support staff with new software and software upgrade installations, computer setup, and imaging processing.
7. Support and assist with maintenance of various database systems, including but not limited to: student, learning, and financial management.
 - a. ~~Substitute Calling System~~
 - b. ~~Automated Calling System~~

Technology Vision

1. ~~Serve as chair of the school district's Strategic Plan Technology Committee.~~
2. ~~Coordinate instructional technology training for staff and students and~~ Work with the library/media committee **and other stakeholders** on common technology goals and visions.
3. ~~Provide training on software for staff development.~~
4. Identify technology needs and make recommendations to District decision makers.
5. Maintain a long range plan for purchasing, inventory, and budgeting of technology, devices, and infrastructure.
6. Work with the Director of Finance and Facilities on leasing computing devices and copiers.
7. Facilitate the bidding process for all technology equipment over \$25,000 in accordance with School Board policy.
8. Negotiate and oversee agreements for managed technology services provided to the District (copiers, printers, backup network security).
9. Manage the District software license agreements to ensure compliance.
10. ~~Work with the Director of Academic Services and building library /media specialists to develop, create, implement, monitor and evaluate the district's three year technology plan.~~

All other duties as assigned.

DAYS OF EMPLOYMENT:

Twelve-month year and in accordance with the Employee Handbook.

EVALUATION:

Performance in this position will be evaluated by the Superintendent.

APPROVED: 10/20/14

REVISED: 5/13/24