

STEP HANDBOOK

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

Germantown 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.

HISTORY

The Germantown School District would like to thank the Pulaski School District for their help and assistance in implementing the **Senior Tax Exchange Program** in our district.

POLICY AND PROCEDURE

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 at every school in the district or can be found on the district website.

WHO TO CALL

The STEP coordinator can be called anytime at 262-253-3905

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 school buildings must first report to the principal's office where they shall identify themselves and the nature of their visit. STEP workers should sign in and out 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 inserviced on proper emergency drill techniques for the particular building in which she/he is working.

EMERGENCY CLOSINGS

Local radio stations will relay announcements regarding school closings

GERMANTOWN 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 two-party check made out to the worker and appropriate treasurer usually during the third week of December of each year. Eighty-six is the maximum number of hours for which pay can be earned or a total of \$430. If the worker exceeds that number of hours, she/he is welcome to continue to volunteer in the schools but will only receive payment for the pre-established number of hours initially agreed to in the STEP contract. STEP workers are paid on the calendar year rather than according to the school year calendar.

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 to the principal's office.

EVALUATION

The superintendent or his designee 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 inservice class for supervisors of STEP workers. Attendance at all of these sessions is voluntary, but encouraged.

Topics covered in worker sessions might be:

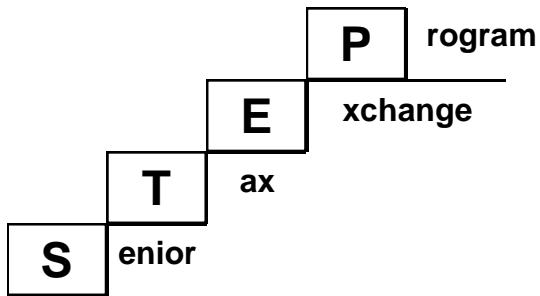
1. filling out time sheets
2. district policies
3. how schools have changed
4. other timely subjects

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.

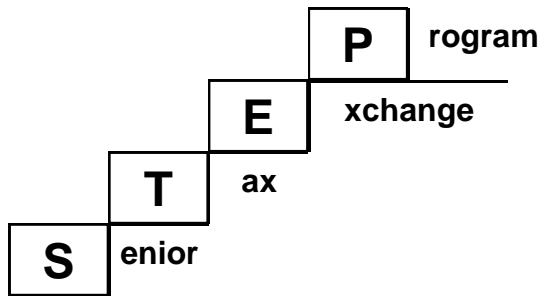


**Germantown Area Community Education
Germantown School District**



HIRING GUIDELINES

1. 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.
2. First priority in placing workers is to make workable matches in longer term jobs.
3. Secondary consideration will be distribution of workers throughout different schools and departments.
4. Work should be accomplished during school hours.
5. 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.
6. Any questions or comments regarding these guidelines are to be directed to the STEP Director.



REQUEST FOR STEP WORKER

_____ requests
 (Name) (Job Title) (Phone)

The services of a S.T.E.P. worker at the following location: _____

_____ One time commitment Total hours: _____
 _____ Ongoing commitment Total hours: _____

WORKER NEEDED-DAYS: M TU W TH F
TIMES: _____
 (from/to) (from/to) (from/to) (from/to) (from/to)

TIME SPAN: from _____ to _____

Some examples might be:

Assist student (s) with:

- _____ Computers
- _____ Math
- _____ Reading
- _____ Spelling
- _____ Science
- _____ Bus./Marketing
- _____ Family & Consumer Ed.
- _____ Keyboarding
- _____ Writing
- _____ Handwriting
- _____ Music
- _____ Art
- _____ Phy. ed.
- _____ Tech. ed.
- _____ Foreign language
- _____ Social Studies

Assist with:

- _____ Productions
- _____ Sports
- _____ Destination Imagination
- _____ Other

Assist in Special Ed.

- _____ Reinforce concepts
- _____ Help develop motor skills
- _____ Other

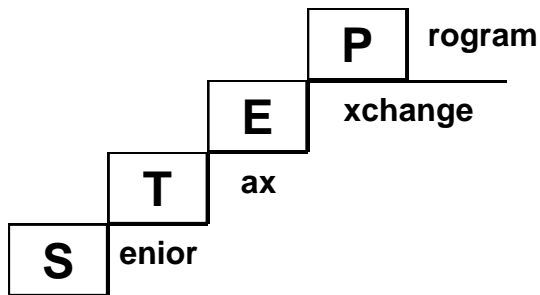
Please fill out one request for each worker

Assist in the following areas:

- _____ Library volunteer
- _____ Help students use IMC resources
- _____ Assist w/cataloging and shelving
- _____ Read stories to students
- _____ Telephone
- _____ Assist Health Services
- _____ Duplicate papers
- _____ File papers
- _____ Correct papers
- _____ Prepare bulletin boards
- _____ Calculator or spreadsheets
(circle one or both)
- _____ Typing or word processing
(circle one or both)
- _____ Help w/school publications
- _____ Cooking
- _____ Cleaning
- _____ Sewing
- _____ Chaperoning
- _____ Make props for plays
- _____ Construction projects
- _____ Machine/computer repair
(circle one or both)
- _____ Assist non-English speaking students
- _____ Discuss careers, training

_____ Mentor (indicate area of expertise)

_____ Other _____



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EVALUATION BY WORKER

DATE: _____

1. How did you learn about STEP?
2. Do you feel that what you do in the Germantown School District is important?
3. What are you learning about the Germantown School District?
4. Do you have adequate time to discuss concerns with your supervisor?
5. What comments have you received from supervisor and/or students regarding your work?
6. On a scale of 1-10, rate your experience with STEP.

Weak

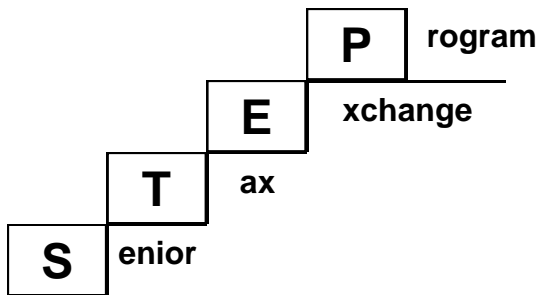
Strong

1 2 3 4 5 6 7 8 9 10

7. On the other side, please list comments and suggestions on how the Senior Tax Exchange Program may be improved.

(Signature not required)

Return to the Germantown School District.



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EVALUATION BY SUPERVISOR

DATE: _____

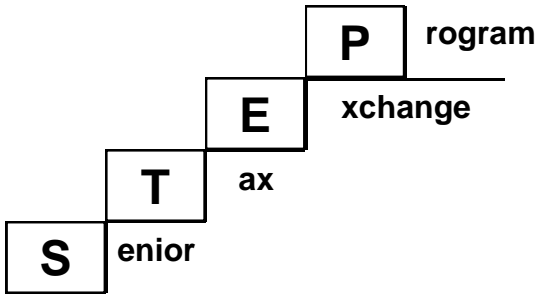
1. Name of STEP worker: _____
2. Description of assignment: _____
3. Work Location: _____

4. The employee was:

	Always	Usually	Sometimes	Never
a. prompt/dependable				
b. compatible with staff				
c. compatible with student				
d. enthusiastic				
e. interested in the project				
f. an energetic worker				

5. Did you find the support of the STEP worker beneficial? _____ YES _____ NO
6. Do you feel the students appreciated the STEP worker's help? _____ YES _____ NO
7. Supervisor's comments and suggestions for the improvement of the Senior Tax Exchange Program:

Return to the Director of STEP



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Germantown School District**



APPLICATION

Name in full _____ Date _____

Maiden Name _____ Date of Birth _____

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 Attended
High School		
Vocational		
Other		

Eligibility: Age 62 or over, receive Social Security, and pay property tax within the Germantown 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 Germantown 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 _____

I am available (circle all that apply):

MONTHS: SEPT. OCT. NOV. DEC. JAN. FEB. MAR. APR. MAY

DAYS: MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY

TIMES: A.M. ONLY P.M. 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
- ___ Bus./Marketing
- ___ Family & Consumer Ed.
- ___ Keyboarding
- ___ Writing
- ___ Handwriting
- ___ Music
- ___ Art
- ___ Phy. ed.
- ___ Tech. ed.
- ___ Foreign language
- ___ Social Studies

Assist with:

- ___ Productions
- ___ Sports
- ___ Destination Imagination
- ___ Other

Assist in Special Ed.

- ___ Reinforce concepts
- ___ Help develop motor skills
- ___ Other

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

Age Level of students preferred (check all that apply):

- ___ PK – 2
- ___ 3 – 5
- ___ 6 – 8
- ___ 9 – 12

Assist in the following areas:

- ___ Library volunteer
- ___ Help students use IMC resources
- ___ Assist w/cataloging and shelving
- ___ Read stories to students
- ___ Telephone
- ___ Assist Health Services
- ___ Duplicate papers
- ___ File papers
- ___ Correct papers
- ___ Prepare bulletin boards
- ___ Calculator or spreadsheets (circle one or both)
- ___ Typing or word processing (circle one or both)
- ___ Help w/school publications
- ___ Cooking
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- ___ Sewing
- ___ Chaperoning
- ___ Make props for plays
- ___ Construction projects
- ___ Machine/computer repair (circle one or both)
- ___ Assist non-English speaking students
- ___ Discuss careers, training
- ___ Mentor (indicate area of expertise)
- ___ Other _____