

**GDI - CLASSIFIED STAFF ASSIGNMENTS AND DUTIES**

The duties of all classified employees shall be defined in accordance with job classifications adopted by the Board, or as assigned by the Superintendent.

It is the duty of each employee to provide the school district with a telephone number or some convenient means of contact.

All classified employees are to remain on school grounds at all times during their work hours. If they leave the building, they must sign out on sheets in the elementary or business office.

If emergency or other situation demands they leave the premises, they shall inform the Building Principal or the principal designee immediately.

Teaching Assistants are assigned the following duties: lunchroom supervision, recess supervision, lunch hour supervision, ticket taker/seller duty, miscellaneous supervising duties for extra-curricular activities and other duties as assigned by the Administration.

All work personnel shall appear neat and clean when working with teachers, pupils, or public. They are expected to be loyal to the school and conduct themselves as responsible individuals in the community. They shall not reveal to others confidential information which they may have discovered in their duties.

Activity passes are given to all classified staff for ticket-taking extra duty assignments.

Adopted: July 13, 2009