

Director of Indian Trails' Cooperative

Reports To: Indian Trails' Career Cooperative Governing Board

Supervises: Auxiliary Personnel of the Career Cooperative

Length of Contract: Two Years (260 Days)

Position Requirements:

- Five or More Years' Experience in teaching within the career technical area
- Valid Teaching and Administrative License
- Ability to read, analyze, and interpret data and governmental regulations
- Excellent Communication and Team Skills
- Strong Organizational Skills

Performance Responsibilities:

- Determines goals and strategies for career and technical education by assessing district, regional, and community needs based upon data.
- Maintain and administer the programming, data collection, and financial reporting required for the Perkins grant and any other funding sources.
- Research best practices relative to program development for career technical education.
- Provide professional development opportunities for teachers to ensure classroom implementation of best practices and curriculum.
- Assist in attracting, interviewing, and retaining quality teachers within career technical education.
- Work with stakeholders to develop and implement policies and procedures related to the area of career technical education.
- Communicate with professional, civic, and legislators for interests related to career technical education.
- Maintain appropriate student records.

Automobile Allowance and Travel Expenses: The Board will provide an automobile at the beginning of the contract; however, the Board may choose in the future to provide a monthly automobile allowance in lieu of the vehicle.

Professional Dues and Allowances: The Board will provide membership in two professional organizations and appropriate professional meeting expenses.

Annual Physical Examination: The Board shall provide the cost of an annual medical physical examination not to exceed \$250.00.

Sick Leave: Employees will be granted an Annual Sick Leave Allotment of ten (10) days for

the first year of service and eight (8) days for each year thereafter. Unused Annual Sick Leave Allotment days may accumulate up to a maximum of ninety (90) days. In the event a new employee shall have accumulated one (1) or more sick leave days in another school corporation, there shall be added to the employee in this corporation, for his second year and each succeeding year, up to three (3) sick days until the accumulated days to which the teacher was entitled in his last employment are exhausted. Sick days used shall be first charged against the teacher's Annual Sick Leave Allotment

Employees may use the annual allotment of eight (8) days sick leave for the purpose of family illness in the event of illness, surgery, accident, hospitalization, or medical appointment involving a member of the immediate family. Immediate family shall be defined as spouse, children, mother, father, stepparents, stepchildren, sister, brother, and same related to spouse. Any additional days needed for purposes of family illness, may be granted from the teacher's accumulated sick leave by the Superintendent upon written request.

Personal Leave: 4 days per year, cumulative to 5 days. Personnel will not lose unused personal days, but will have the days above the maximum transferred to accumulated sick leave days as long as sick days have not reached the maximum.

An online absence reporting system will be used to report to the superintendent the reason and necessity for each absence.

Vacation: 20 working days annually (July 1- June 30) Vacation Days will not be allowed to accumulate.

Paid Holidays: Twelve month employees have seven paid holidays including July 4th, Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Good Friday, and Memorial Day. Any listed holiday falling on a Saturday or Sunday will be a paid day off on either the Friday before or the Monday after, and will be arranged by the administration.

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Life Insurance: The Board shall provide the total amount of a term life insurance policy equal to twice the annual salary rounded up to the next \$1,000.

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Health Insurance: The Board of Education will pay the cost of a single PPO 1 plan or a family PPO1 plan OR the Board of Education will pay either the cost of a single PPO2 Plan or family PPO2 Plan, the High Deductible Health Plan(HDHP) and will contribute \$3,000 towards a Health Savings Account(HSA).

Vision Insurance: The Board shall provide family vision insurance coverage.

Dental Insurance: The Board shall provide family dental insurance coverage.

Long Term Disability Insurance: The Board shall provide standard long-term disability coverage.

Bereavement Leave: In case of death within the immediate family, the employee shall be provided with a leave of seven calendar days immediately following such death, and shall receive full compensation for such leave. Immediate family is defined as father, mother, brother, sister, spouse, child, grandparent, grandchild, and similar relationship established by marriage, or any other person who is living in the employee's household. If more than one death in the immediate family should occur during the year, seven calendar days immediately following such death shall be granted for each. One-day leave shall be granted for funerals in case of death(s) of other family members or that of the spouse's family members without loss of compensation. Two days shall be granted if the funeral is more than 200 miles away (one way).

Any day needed for the grieving process beyond the seven calendar days may be granted at the discretion of the superintendent upon written request.

An employee may be excused without loss of compensation to serve as pallbearer.

Retirement: In addition to the compensation provided to teachers pursuant to this contract, the Board agrees to pay directly to the Indiana State Teachers Retirement Fund the 3% Indiana State Teachers Retirement contribution required of teachers.

Health Insurance Retirement Program: The Board of Education will establish an individual VEBA program. For teachers hired after 2006-2007, the School Corporation agrees to contribute \$250 annually into an individual VEBA account administered by a mutually agreed upon vendor. The funds will be deposited on behalf of each such teacher at the end of each school year. The School Board will also contribute a one-time amount of an additional \$100 into the new teacher's VEBA account at the end of their first school year. This VEBA account will be vested after the completion of seven (7) years of service with Twin Lakes School Corporation.

Voluntary Retirement Plan (403b): The Board of Education shall establish and maintain a qualified Section 401 (a) Plan ("401(a) Plan") and a Section 403(b) Plan ("403(b) Plan") for all certified employees. The Section 403(b) Plan shall include provisions for pre-tax salary reduction contributions by the employee which will be matched by the Board in the Section 401(a) Plan on a dollar for dollar basis and up to one and one half percent (1 ½ %) of the employee's Salary. The parties agree that all contributions made by the Board to the Section 401 (a) Plan on behalf of certified employees shall be counted against the new money available to fund teacher salary and benefit increases each year as part of contract negotiations for certified employees.

The Board shall deposit employer contributions for each employee into the mutually agreed Section 401 (a) Plan maintained by the Board. Such deposits will be made on a monthly

basis.

School employees will have the option of continuing to invest their dollars in deferred compensation plans offered by mutually agreed upon vendors. Such contributions shall be counted by the Board for purposes of the certified employee's required matching contribution.

Any contributions made by the Board to the Section 401 (a) Plan on behalf of certified employees shall be subject to a vesting schedule. Employees with at least five (5) continuous completed years of service with the employer as of July 1, 2001, shall be one hundred percent (100%) vested in any contributions made by the Board into a Section 401(a) account on the employee's behalf. Any employee with less than five (5) continuous completed years of service as of July 1, 2001, will not have a vested interest in the contributions made by the Board into the Section 401(a) account on the employee's behalf until the employee has five (5) continuous completed years of service with the employer.

For purposes of this section, "continuous completed years of service" refers to and is calculated by the number of consecutive regular or temporary teacher's contracts (no more than one contract per school year) executed by the employee. Authorized leaves of absences shall not be considered to be a break in continuous employment. However, a teacher on an authorized leave of absence for one school year or more will not receive "completed years of service" credit for vesting purposes under this section for the time the teacher is on the approved leave of absence. Current employees will receive credit for their continuous completed years of service as of July 1, 2001. A teacher who is not fully vested in this program and who voluntarily resigns or is terminated shall not retain any prior partial vesting rights if ever rehired by the Board.

Wage: Commensurate with Experience and Knowledge

The deadline to receive applications will be May 3, 2019 at 4:00 P.M.
Please let me know if you have any further questions.

Gregory G. Briles
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