



Galena Education Association

Effective: TBD 3-12-2024

Memorandum of Agreement "Between the GCS and GEA"

This agreement is between the Galena City School District ("District") and the Galena Education Association ("GEA"), together "the Parties," with respect to Section 700 – Salary and Related Information, as written in the Classified Collective Bargaining Agreement ("Agreement") between the District and GEA set to expire on June 30, 2024, and the District posted GCS Job Description and Evaluation Manual.

This MOA creates two new job positions within the current Agreement by adding a job description for the Business Associate I (replacing Clerical III positions) and Business Associate II (establishing a promotional path for staff excelling at the Business Associate I and/or prior Clerical III role). It is the intent of GEA/District that this MOA language is also incorporated in the successor Classified Collective Bargaining Agreement.


The Parties agree that this MOA is non-precedent setting. No provisions in the Classified Negotiated Agreement between the Parties are otherwise modified unless explicitly stated herein.

Agreement Execution:

X 

Lynn Betterton

GEA President

X 

Jason R. Johnson, Ed.D.

Superintendent

GALENA CITY SCHOOL DISTRICT

Position: Business Office Associate I **Location:** IDEA Field Office
(Formerly Clerical III)

Reports to: Business Office Supervisor **Classification:** Classified
(IDEA)

Work Year: 260 days **Salary:** Range 9

Summary or Purpose:

Within the limits of law, board policies and regulations, administrative rules, and instructions from the Superintendent of Schools or designee, team member will assist the ordering, withdrawal, student records, and enrollment departments.

Qualification Requirements:

- High School Diploma plus training
- Positive interpersonal skills
- Strong clerical skills
- Strong computer skills
- Demonstrate excellent customer service skills
- Must have a valid Alaska Driver's License
- Must maintain a professional dress code.
- Must be punctual.
- Ability to multitask while paying attention to detail
- Knowledge of home schooling preferred
- Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.

PERFORMANCE RESPONSIBILITIES:

To perform this job successfully, an individual should be able to perform the following essential functions satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must be able and committed to developing proficiency in processing requisitions and purchase orders within the Ordering Dept.
2. Must be able and committed to developing proficiency in processing a complete withdrawal
3. Must be able and committed to developing proficiency in processing elementary and high school student records
4. Respond to phone calls and e-mails in a timely manner; communicate with families and staff

5. Research incoming e-mail and phone call inquiries
6. Alphabetizing, photocopying, scanning, and filing
7. Assisting Director, Business Office Supervisor and/or local Field Representative with special projects such as graduation, curriculum fair, etc.
8. Perform other duties as assigned

GALENA CITY SCHOOL DISTRICT

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly required to sit; stand; walk; use hands to finger, handle, or feel objects, tools, controls; and reach with hands and arms. The employee frequently is required to stoop, kneel, crouch, or crawl and talk and hear. The employee is occasionally required to climb or balance.

The employee must regularly lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Environmental Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is occasionally required to travel to other cities around the state. The employee must be willing and able to fly in small and large commuter planes.

The noise level in the work environment is usually low to moderate.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____

GALENA CITY SCHOOL DISTRICT

Evaluation Form

Business Office Associate I

Name _____ Date _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

Comments may be written at the end for any or all indicators:

E = Exemplary S = Satisfactory N = Needs Improvement

	E	S	N
Must be able and committed to developing proficiency in processing requisitions and purchase orders within the Ordering Dept.			
Must be able and committed to developing proficiency in processing a complete withdrawal			
Must be able and committed to developing proficiency in processing elementary and high school student records			
Respond to phone calls and e-mails in a timely manner; communicate with families and staff			
Research incoming e-mail and phone call inquiries			
Alphabetizing, photocopying, scanning, and filing			
Assisting Director, Business Office Supervisor and/or local Field Representative with special projects such as graduation, curriculum fair, etc.			
Perform other duties as assigned			

Evaluator's Comments:

Employee Comments:

The signatures below indicate that the Business Office Associate I and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Employee Signature

Date

GALENA CITY SCHOOL DISTRICT

Position: Business Office Associate II **Location:** IDEA Field Office
Reports to: Business Office Supervisor **Classification:** Classified
(IDEA)
Work Year: 260 days **Salary:** Range 10

Summary or Purpose:

Within the limits of law, board policies and regulations, administrative rules, and instructions from the Superintendent of Schools or designee, team member will assist the ordering, withdrawal, student records, and enrollment departments.

Qualification Requirements:

- High School Diploma plus training
- Positive interpersonal skills
- Strong clerical skills
- Strong computer skills
- Demonstrate excellent customer service skills
- Must have a valid Alaska Driver's License
- Must maintain a professional dress code.
- Must be punctual.
- Ability to multitask while paying attention to detail
- Knowledge of home schooling preferred
- Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.

PERFORMANCE RESPONSIBILITIES:

To perform this job successfully, an individual should be able to perform the following essential functions satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

9. Must be able to demonstrate proficiency in processing requisitions and purchase orders within the Ordering Dept.
10. Must be able to demonstrate proficiency in processing a complete withdrawal
11. Must be able to demonstrate proficiency in processing elementary and high school student records
12. Respond to phone calls and e-mails in a timely manner; communicate with families and staff
13. Research incoming e-mail and phone call inquiries
14. Alphabetizing, photocopying, scanning, and filing
15. Assisting Director, Business Office Supervisor and/or local Field Representative with special projects such as graduation, curriculum fair, etc.

16. Perform other duties as assigned

GALENA CITY SCHOOL DISTRICT

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly required to sit; stand; walk; use hands to finger, handle, or feel objects, tools, controls; and reach with hands and arms. The employee frequently is required to stoop, kneel, crouch, or crawl and talk and hear. The employee is occasionally required to climb or balance.

The employee must regularly lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Environmental Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is occasionally required to travel to other cities around the state. The employee must be willing and able to fly in small and large commuter planes.

The noise level in the work environment is usually low to moderate.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____

GALENA CITY SCHOOL DISTRICT

Evaluation Form

Business Office Associate II

Name _____ Date _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improvement of performance. It is the Goal of this evaluation to effect change in the direction of continually increasing professional excellence.

Comments may be written at the end for any or all indicators:

E = Exemplary S = Satisfactory N = Needs Improvement

	E	S	N
Must be able to demonstrate proficiency in processing requisitions and purchase orders within the Ordering Dept.			
Must be able to demonstrate proficiency in processing a complete withdrawal			
Must be able to demonstrate proficiency in processing elementary and high school student records			
Respond to phone calls and e-mails in a timely manner; communicate with families and staff			
Research incoming e-mail and phone call inquiries			
Alphabetizing, photocopying, scanning, and filing			
Assisting Director, Business Office Supervisor and/or local Field Representative with special projects such as graduation, curriculum fair, etc.			
Perform other duties as assigned			

Evaluator's Comments:

Employee Comments:

The signatures below indicate that the Business Office Associate II and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature

Date

Employee Signature

Date

