

Neosho Jt. 3 School District



Welcome to the Neosho Jt. 3 School District **Senior Tax Exchange Program (STEP)**. We are excited about involving senior citizens who are residents of our school district in the process of educating our students while returning to them property tax relief.

We are confident that you will enjoy your association with us!

Mr. James J. Rice
District Administrator

CONTACT

Contact Mr. James J. Rice (District Administrator) if you have questions about STEP. He can be reached at:

- 920-625-3531
- jrice@neosho.k12.wi.us

ROLE OF STEP WORKERS

STEP helpers will assist classroom teachers by reading to students, working in small groups and/or tutoring students.

TRAINING

The school district and classroom teachers will provide any specialized training needed for STEP workers. Attendance at these sessions is voluntary, but encouraged. Topics covered in worker sessions may include:

- district policies
- how schools have changed
- filling out time sheets
- property tax credit
- Questions and concerns of STEP workers

POLICIES AND PROCEDURES

A variety of policies and procedures govern the work of the school district. Pertinent school district policies and procedures are outlined in materials given to all STEP workers.

SUPERVISION

STEP workers will be guided by classroom teachers or other staff members that they may work with while at school.

PAYMENT OF STEP WORKERS

Pay is \$5.00 per hour. Compensation will be dispensed via a two-party check made out to the worker and appropriate treasurer on June 25th of each year. Eighty-six hours is the maximum number of hours that can be worked during the school year.

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 school office.

SCHOOL CALENDAR

A current school calendar will be given to all STEP workers.

EVALUATION

The superintendent or his designee will periodically speak with STEP workers to evaluate the program, discuss job concerns and identify areas of improvement. Please feel free to bring comments and/or suggestions to the attention of the District Administrator.

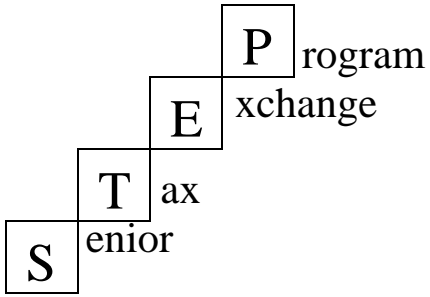
HIRING GUIDELINES

1. The primary method of placing STEP applicants is to match their goals with the school's needs. If two persons seem equally qualified, the person with the earliest application date will be given priority.
2. All work is done during school hours.
3. Employment depends upon a suitable position being available. Specific assignment requests can be made only after consultations with specific staff members.
4. In order to make STEP available to everyone:
 - a. The practice of requesting a particular teacher to work with is discouraged.
 - b. The practice of STEP workers requesting a specific child or class to work with is discouraged.
 - c. Hiring previous employees will be on a very limited basis.
 - d. Hiring of previous volunteers is acceptable.

STEP Basics

- i. 62 and Over
- ii. Collecting Social Security
- iii. Pay school portion of property taxes to Neosho Jt. 3 School District.

- iv. \$ 5.00 per hour
- v. 86 hours maximum
- vi. \$ 430.00 maximum tax check
- vii. Check made out jointly to worker and municipality



Neosho Jt. 3 School District
Please return application to Neosho School

APPLICATION

Date _____

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		

1. A criminal background check is required of all employees. I give Neosho School permission to complete a criminal background check. Please circle one.

YES

NO

2. Explain why you want to work in the Neosho Jt. 3 School District (use the other side if necessary).