

SUPPORT SERVICES

Support Service Goals

Support services are essential to the successful function of a school system. Management of support services is an important responsibility of the district's administration. However, education of the students is the primary function of the district. All support services shall be provided, guided and evaluated by this requirement.

In order to provide support services that are truly supportive of the educational program, the board establishes these broad goals.

1. To provide a physical environment for teaching and learning that is safe and pleasant for students, staff and the public.
2. To provide safe transportation for students to and from school.
3. To provide nutritious meals for students.

The Support Staff

Tonkawa Board of Education recognizes the need for a trained, efficient support staff. These employees are often the first contact that the public has with the school. Therefore, they have an important role in public relations for Tonkawa School District. These positions include, but are not limited to, the following:

Secretary

School secretaries are responsible for the daily operation of the school office. Specialized secretarial positions, as required by law, include the minutes clerk and the encumbrance clerk.

Media Assistant and Classroom Assistant

Formerly called aides, these employees assist certified staff in carrying out instruction-related services. State law permits the use of assistants in meeting class-size requirements.

Federal Programs Assistant

Employees in this area work in Title I, Indian Education, and special education services.

Child Nutrition Service

The district offers breakfast, lunch, and after-school child-care snacks. Employees include managers, cooks, and lunchroom assistants.

Maintenance and Custodian

Keeping the buildings and grounds clean and attractive is the responsibility of these employees. Repairing of facilities and minor construction may also be a part of the responsibilities of maintenance and custodial employees.

Transportation

Bus drivers are required to be certified by the State Department of Education, be twenty years of age or older, and pass a drug test.