

NOTE: Change to POLICY IS HIGHLIGHTED IN YELLOW

Board of Education Policies
Section Operational Expectation Policies
Title Personnel Administration
Code OE-04
Status Active
Adopted June 6, 2007
Last Revised September 7, 2021
Last Reviewed April 12, 2022

Policy Type: Operational Expectations

OE-04

Personnel Administration

The Superintendent shall ensure the recruitment, employment, development, evaluation and compensation of district employees in a manner necessary to enable the district to achieve its **Results** policies.

The Superintendent will:

1. Assure that no person is employed by the district without first clearing thorough background inquiries and checks.
2. Assure that no volunteer has unsupervised contact with students without first clearing reasonable background inquiries and checks.
3. Select the best-suited candidates for all positions.
4. Actively recruit employees who more closely reflect the diversity of the student population.
5. Effectively handle complaints and concerns.
6. Maintain adequate job descriptions for all staff positions.
7. Protect confidential information.
8. Develop compensation and benefit plans to attract and retain the highest quality employees by compensating employees, within available resources, in a manner consistent with the applicable marketplace.
9. Conduct at least annually an evaluation of all personnel designed to:
 - a. Improve and support instruction;

- b. Measure and document both excellent and unsatisfactory performance;
 - c. Link teacher and administrator performance with multiple measures of student achievement;
 - d. Promote continuous improvement and professional development
10. Ensure that all staff members are qualified and trained to perform the responsibilities assigned to them.
 11. Maintain an organizational culture that positively impacts the ability of staff to responsibly perform their jobs and allows them to work in an environment of professional support and courtesy.
 12. Follow outlined protocols and procedures for employee dismissals and non renewals.

The Superintendent may not:

13. Retaliate against any employee for initiating a legitimate complaint.

Adopted: June 6, 2007

Revised: August 23, 2011; December 11, 2012, March 18, 2014; September 8, 2015; April 23, 2019; April 28, 2020; September 7, 2021; April 12, 2022

Monitoring Method: Internal Report

Monitoring Frequency: Annually