

SECTION G – PERSONNEL

Section G contains policies, regulations and exhibits on all school employees except the superintendent (found in Section C – General Administration). The category is divided into three main divisions: GB contains policies applying to *all* school employees or to general personnel matters; GC refers to instructional and administrative staff; and GD refers to support or classified staff.

GA Personnel Goals/Priority Objectives

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| GA | Personnel Goals/Priority Objectives |
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GB General Personnel Policies

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GC Professional Staff

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SECTION G – PERSONNEL (continued)

GC Professional Staff (continued)

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| GCQF | Discipline, Suspension and Dismissal of Professional Staff |
| GCR | Nonschool Employment of Professional Staff |
| GCRD | Tutoring for Pay |

GD Support/Classified Staff

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| GD | Support/Classified Staff |
| GDA | Support Staff Positions |
| GDAA-R | Fiscal Management, Teacher Aide, Secretary, Classroom Monitor and Counseling Assistant |
| GDAB-R | Building and Grounds Management Positions |

SECTION G – PERSONNEL (continued)

GD Support/Classified Staff (continued)

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| GDAC-R | Transportation and Food Management Positions |
| GDBA | Support Staff Salary Schedules |
| GDBC | Support Staff Supplementary Pay/Overtime |
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| GDC | Support Staff Leaves and Absences |
| GDCA* | Support Staff Sick Leave |
| GDCB* | Support Staff Personal Leave |
| GDCD | Support Staff Military Leave |
| GDD | Support Staff Vacations and Holidays |
| GDE/GDF | Support Staff Recruiting/Hiring |
| GDG | Support Staff Part-Time and Substitute Employment |
| GDJ | Support Staff Assignments and Transfers |
| GDK | Support Staff Schedules and Calendars |
| GDM | Support Staff Career Development |
| GDO | Evaluation of Support Staff |
| GDQB | Resignation of Support Staff Members |
| GDQD | Discipline, Suspension and Dismissal of Support Staff Members |
| GDQEB | Post-Retirement Employment of Retired Support Staff Members |

Personnel Goals/Priority Objectives

To maintain high morale, it shall be the policy of the Board as far as its resources allow:

1. To provide staff compensation and benefits programs sufficient to attract and retain qualified employees.
2. To provide an inservice training program for all employees to improve their performance and the overall rate of retention and promotion of staff.
3. To conduct an employee appraisal program that will contribute to the continuous improvement of staff performance.
4. To deploy personnel so as to insure they are utilized as effectively as possible.
5. To develop the quality of human relationships necessary to obtain maximum staff performance and satisfaction.
6. To promote exceptional educational programs.

Adopted: Date of manual adoption

Open Hiring/Equal Employment Opportunity

The Board subscribes to the principles of the dignity of all people and of their labors. It also recognizes that it is both culturally and educationally sound to have persons of diverse backgrounds on the school district's staff.

Therefore, the district shall promote and provide for equal opportunity in recruitment, selection, promotion and dismissal of all personnel. Commitment on the part of the district towards equal employment opportunity shall apply to all people without regard to race, color, creed, sex, sexual orientation (which includes transgender), religion, national origin, ancestry, age, genetic information, marital status, disability or conditions related to pregnancy or childbirth.

The district shall ensure that it does not unlawfully discriminate in any area of employment including job advertising, pre-employment requirements, recruitment, compensation, fringe benefits, job classifications, promotion and termination.

Current practice codified 1983

Adopted: Date of manual adoption

Revised: July 20, 2011

Revised: November 16, 2016

LEGAL REFS.: 20 U.S.C. §1681 (Title IX of the Education Amendments of 1972)
29 U.S.C. §201 *et seq.* (Fair Labor Standards Act)
29 U.S.C. §621 *et seq.* (Age Discrimination in Employment Act of 1967)
29 U.S.C. §794 (Section 504 of the Rehabilitation Act of 1973)
42 U.S.C. §12101 *et seq.* (Title II of the Americans with Disabilities Act)
42 U.S.C. §2000d (Title VI of the Civil Rights Act of 1964)
42 U.S.C. §2000e (Title VII of the Civil Rights Act of 1964)
42 U.S.C. §2000ff *et seq.* (Genetic Information Nondiscrimination Act of 2008)
C.R.S. 24-34-401 (13.5)(definition of sexual orientation, which includes transgender)
C.R.S. 22-32-110 (1)(k)
C.R.S. 22-61-101 (discrimination in employment prohibited)
C.R.S. 24-34-301 *et seq.* (Colorado Civil Rights Division procedures)
C.R.S. 24-34-301 (7) (definition of sexual orientation, which includes transgender)
C.R.S. 24-34-402 *et seq.* (discriminatory or unfair employment practices)
C.R.S. 24-34-402.3 (discrimination based on pregnancy, childbirth or related conditions; notice of right to be free from such discrimination must be posted in a "conspicuous place" accessible to employees)

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity
GBAA, Sexual Harassment

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Sexual Discrimination and Harassment

The district is committed to a learning and working environment that is free from sexual discrimination and harassment. It shall be a violation of policy for any member of the district staff to discriminate against another on the basis of sex or harass another staff member or student through conduct or communications of a sexual nature.

Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws which prohibit sex discrimination.

Sexual harassment committed by an employee of the district in the course of employment shall be deemed a breach of duty, and as such, shall subject the offending employee to disciplinary action. This policy similarly applies to non-employee volunteers or any other persons who work subject to the control of school authorities.

Any conduct of a sexual nature directed toward students by teachers or others to whom this policy applies, shall be presumed to be unwelcome.

Sexual harassment prohibited

For purposes of this policy unwelcome sexual advances, requests for sexual favors, or other unwelcome conduct of a sexual nature constitutes sexual harassment if:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive working or educational environment.

The prohibition against sexual harassment applies whether the harassment is between people of the same or different gender.

Sexual harassment as defined above may include but is not limited to:

1. Sex-oriented verbal "kidding," abuse or harassment.
2. Pressure for sexual activity.

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3. Repeated remarks to a person with sexual implications.
4. Unwelcome touching, such as patting, pinching or constant brushing against another's body.
5. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, employment status or similar personal concerns.

Reporting, investigation, and sanctions

Sexual harassment cannot be investigated or corrected by the district until the district is made aware of such harassment. Therefore, it is the express desire of the Board to encourage victims of sexual harassment to report such claims.

Employees who feel that their superiors are conditioning promotions, increases in wages, continuation of employment, or other terms or conditions of employment upon agreement to unwelcome conduct of a sexual nature, are encouraged to report these conditions to the appropriate administrator or to the district's compliance officer. If the employee's direct administrator or supervisor is the offending person, the report shall be made to the next higher level of authority.

No reprisals or retaliation shall be allowed to occur as a result of the good faith reporting of charges of sexual harassment. Requests for confidentiality shall be honored so long as doing so does not preclude the district from responding effectively to the harassment and preventing future harassment.

In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred shall be investigated.

Any employee found to have engaged in sexual harassment shall be subject to sanctions, including, but not limited to, warning or reprimand, suspension, or termination, subject to applicable procedural requirements. Conduct of a sexual nature directed toward students shall, in appropriate circumstances, be reported as child abuse for investigation by appropriate authorities in conformity with policy JLF.

Filing of a grievance or otherwise reporting sexual discrimination or harassment shall not reflect upon the individual's status or affect future employment, or work assignments. All matters involving sexual discrimination or harassment complaints shall remain confidential to the extent possible.

Notice of policy

Notice of this policy shall be circulated to all district schools and departments and incorporated in employee handbooks.

Adopted: January 21, 1987
Revised: July 20, 2011

LEGAL REFS.: 20 U.S.C. §1681 *et seq.* (Title IX of the Education Amendments of 1972)
42 U.S.C. §2000e *et seq.* (Title VII of the Civil Rights Act of 1964)
C.R.S. 24-34-401 *et seq.*
C.R.S. 24-34-301 *et seq.*

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity
JLF, Reporting Child Abuse/Child Protection

Sexual Harrassment (Grievance Procedure)

1. Staff members who believe they have been subject to sexual harassment will report the incident to the building principal, who will be referred to as the grievance officer. If the alleged harasser is the person designated as the grievance officer, an alternate grievance officer will be appointed by the superintendent to investigate the matter.
2. Upon receiving a report, the grievance officer will confer with the staff member who has allegedly been harassed as soon as is reasonably possible, but in no event more than 2 business days from receiving the report, in order to obtain a clear understanding of the basis of the complaint and to discuss what action the staff member is seeking.
3. At the initial meeting with the staff member, the grievance officer will explain the avenues for informal and formal action and provide a description of the grievance procedure. The grievance officer will also explain that whether or not the staff member files a formal grievance or otherwise requests action, the district is required by law to take steps to correct the harassment and to prevent recurring harassment or retaliation against anyone who makes a harassment report or participates in an investigation. The grievance officer will also explain to the staff member that any request for confidentiality will be honored so long as doing so does not preclude the school from responding effectively to the harassment and preventing future harassment.
4. Following the initial meeting with the staff member, the grievance officer will attempt to meet with the alleged harasser in order to obtain a response to the reported harassment. The grievance officer will conduct a thorough investigation, including additional interviews with the parties and interviews with witnesses, if available. The grievance officer will complete the investigation within 14 business days of the initial meeting with the staff member.
5. Within 7 business days of completing the investigation, the grievance officer will determine whether the matter should proceed formally or informally. On the basis of the grievance officer's investigation and if the staff member requests that the matter be resolved in an informal manner and the grievance officer agrees that the matter is suitable for such resolution, the grievance officer may attempt to resolve the matter informally through conciliation.
6. If the staff member requests a formal grievance process, the grievance officer will transfer the record to the superintendent or designee for formal resolution within 7 business days of completing the investigation, and so notify the parties by certified mail.
7. After reviewing the record made by the grievance officer, the superintendent or designee may gather additional evidence necessary to decide the case. Within 14 business days of

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receiving the record the superintendent or designee will announce any sanctions or other action deemed appropriate, including recommendations to the Board for disciplinary or other action.

8. Whether or not a formal grievance was filed, the district will take all reasonable steps necessary to end the harassment, to prevent harassment from recurring and to prevent retaliation against anyone that reports sexual harassment or participates in a harassment investigation.
9. All parties will be notified by the superintendent of the final outcome of the investigation and all steps taken by the district.
10. At any time, the staff member making a report of sexual harassment may request an end to the informal process and begin the formal grievance process.

Approved: January 19, 2000

Staff Involvement in Decisionmaking

It shall be the policy of the Board to encourage employee participation in decision making for the school district in accordance with the following statements:

Staff Advisory Functions

In the development of regulations and arrangements for the operation of the school system, the superintendent shall include at the planning stage, whenever feasible, those employees who will be affected by such provisions.

The superintendent shall evolve with licensed and classified employees channels for the ready intercommunication of ideas and feelings regarding the operation of the schools. The superintendent shall weigh with care the counsel given by employees and shall inform the Board of all such counsel in presenting reports of administrative action and recommendations for Board action.

Staff Advisory Committees

The staff shall be encouraged to elect advisory committees to work with principals and the superintendent in the areas of concern to the staff. Furthermore, the superintendent and principals shall, at their own discretion, appoint additional committees for such functions as are not being performed by existing groups. Such advisory staff committees deal directly with the superintendent and principals.

Adopted: Date of manual adoption

Staff Ethics/Conflict of Interest

According to the Colorado Revised Statutes 24-18-105, the following ethical principles for school district employees “are intended as guides to conduct and do not constitute violations as such of the public trust of office or employment..”

1. An employee “should not acquire or hold an interest in any business or undertaking which the employee has reason to believe may be directly and substantially affected to its economic benefit by official action to be taken by an agency over which the employee has substantive authority.”
2. An employee “should not, within six months following the termination of employment, obtain employment in which the employee will take direct advantage, unavailable to others, of matters with which the employee was directly involved during the employee’s term of employment. These matters include rules, other than rules of general application, which the employee actively helped to formulate and applications, claims or contested cases in the consideration of which the employee was an active participant.”
3. An employee “should not perform an official act directly and substantially affecting a business or other undertaking to its economic detriment when the employee has a substantial financial interest in a competing firm or undertaking.”
4. An employee is discouraged “from assisting or enabling members of [the employee’s] immediate family in obtaining employment, a gift of substantial value, or an economic benefit tantamount to a gift of substantial value from a person whom [the employee] is in a position to reward with official action or has rewarded with official action in the past.”

Adopted: November 16, 1989

Revised: March 12, 2014

Staff Ethics/Conflict of Interest

Preamble

We, the members of the teaching profession of the State of Colorado, subscribe to the ethical and professional standards essential to the education of the citizens of the state. Colorado teachers commit themselves to the observance of the responsibilities herein defined which they believe are essential to the establishment of a learning climate conducive to student and teacher growth and development.

The minimal standards of ethical conduct set forth in this code can be achieved only if teachers are accorded the professional rights and privileges necessary to meet the responsibilities imposed by the code. It should be understood that ethical obligations cannot exist independent of certain rights. Rights and responsibilities are not exclusive, but are mutually exclusive.

This code presupposes that the teacher shall be provided an environment in which to work, assuming as a minimum:

1. The welfare of students under the teacher's supervision.
2. Mental and cultural growth through the teacher's continuing education.
3. Professional tools and learning environment necessary to support a professional level of service.
4. Academic freedom.
5. Compensation commensurate to the teacher's professional preparation, training, experience and service.
6. Choice of membership in professional organizations.

The delineation of these rights is not to be considered definitive. Teachers are to enjoy all of the rights accorded by law or other public policy.

Responsibilities

The following shall be considered to be unethical behavior on the part of the teacher:

1. Willful failure in the performance of professional duties to accord fair and equal treatment to students, colleagues or subordinates.
2. Willful failure to exercise reasonable care to protect mental and physical safety of students, colleagues or subordinates for whom the teacher is responsible.

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3. Acceptance of anything of substantial value from any person when the teacher knows, or a reasonable person could construe, that the offer is for the purpose of influencing the professional judgment of the teacher or the performance of professional duties.
4. Material misrepresentation of professional qualifications.
5. Willful and substantial distortion or suppression of subject matter for which the teacher has professional responsibility.
6. Deterrence of the student, without just cause, from individual action in the pursuit of learning or denial without cause of access to varying points of view.
7. Willful use of the professional position of the teacher to advance private or economic interests of the teacher or the granting of permission to another person to use the teacher's position for the private or economic interests of the teacher.
8. Willful use by any teacher of his professional position or of public property or intentionally permitting another person to use a teacher's professional position or public property for which the teacher is responsible for partisan, political, secretarian or religious purposes.
9. Failure to keep in confidence information that has been obtained in the course of professional service unless disclosure serves professional purposes or is required by law.
10. Directing a person to carry out professional responsibilities knowing that such person is not qualified for the responsibilities given, except for assignment of short duration in emergency situations.

Staff Ethics/Conflict of Interest

No district employee shall engage in or have financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his or her duties and responsibilities in the school system. Employees are expected to perform the duties of the position to which they are assigned and to observe rules of conduct and ethical principles established by state law and district policies and regulations.

It shall be understood that all confidential information an employee is privy to as a result of district employment shall be kept strictly confidential. In addition, employees shall not utilize information solely available to them through school sources to engage in any type of work outside of the school district. This includes information concerning potential customers, clients or employers.

An employee shall not sell any books, instructional supplies, musical instruments, equipment or other school supplies to any student or to the parents/guardians of a student who attends the school served by the employee unless prior approval has been obtained from the Board.

Moreover, to avoid a conflict of interest, the district prohibits an employee from exercising supervisory, appointment, dismissal authority, or disciplinary action over a member of the employee's immediate family. For purposes of this policy, an employee's "immediate family" includes his or her spouse, partner in a civil union, children and parents.

Conflicts of Interest – Federally Funded Transactions

Separate from state law and the Board's policies concerning district employees' standards of conduct and conflict of interest, federal law imposes restrictions on the conduct of district employees whenever the transaction in question is supported by federal funds subject to the Uniform Grant Guidance (UGG).

Under the UGG, a district employee shall not participate in the selection, award or administration of a contract supported by a federal award if the employee has a conflict of interest as defined by the UGG.

A conflict of interest arises under the UGG when the employee, any member of his or her immediate family, his or her business partner, or an organization which employs or is about to employ any of the aforementioned parties has a substantial financial or other interest in or would obtain a substantial tangible personal benefit from a firm considered for a contract.

In addition, the UGG prohibits district employees from soliciting or accepting gratuities, favors, or anything of monetary value from contractors or parties to subcontracts that are federally funded, unless the gift is an unsolicited item of nominal value.

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For purposes of this policy section only, “immediate family” means the employee’s spouse, partner in a civil union, children and parents. In determining whether a financial or other interest is “substantial,” or whether anything solicited or accepted for private benefit is of “nominal value,” district employees shall follow the standards of conduct and corresponding definitions applicable to local government employees under state law.

These minimum federal requirements are not waivable in connection with any transaction or contract to which they apply.

An employee who violates the standards of conduct set forth in this policy’s section may be subject to disciplinary action, in accordance with applicable law and Board policy.

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| Adopted: | Date of manual adoption |
| Amended: | March 12, 2014 |
| Amended: | October 19, 2017 |

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| LEGAL REFS.: | 2 C.F.R. 200.318(c) Constitution of Colorado, Article X, Section 13 C.R.S. 14-15-101 <i>et. seq.</i> C.R.S. 22-63-204 C.R.S. 24-18-109 C.R.S. 24-18-110 C.R.S. 24-18-201 C.R.S. 24-18-202 C.R.S. 24-34-402 (1) C.R.S. 24-34-402 (1)(h) |
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| CROSS REF.: | DKC, Expense Authorization/Reimbursement GBEB, Staff Conduct GCE/GCF, Professional Staff Recruiting/Hiring GCQF, Discipline, Suspension and Dismissal of Professional Staff GDE/GDF, Support Staff Recruiting/Hiring GDQD, Discipline, Suspension and Dismissal of Support Staff |
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Staff Conflict of Interest

No employee of the Board shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his duties and responsibilities in the school system.

Employees shall not engage in work of any type where information concerning customer, client or employer originates from any information available to them through school sources.

An employee shall not sell any books, instructional supplies, musical instruments, equipment or other school supplies to any student or to the parents/guardian of a student who attends the school served by the employee unless prior approval has been obtained from the Board.

Moreover, as there should be no conflict of interest in the supervision and evaluation of employees, at no time may any administrator responsible for the supervision and or evaluation of any employee be directly related to him.

Adoption Date: November 16, 1988
Amended: December 20, 1989

LEGAL REFS.: Constitution of Colorado, Article X, Section 13
C.R.S. 18-8-308
C.R.S. 22-63-204
C.R.S. 24-34-402 (1)

CROSS REF.: GBEB, Staff Conduct

NOTE: Under state law, no district with more than 25 employees may have a nepotism policy applying to employees and their spouses unless (1) one spouse directly or indirectly has the authority to supervise, appoint, dismiss or discipline the other spouse; or (2) one spouse audits, verifies, receives or is entrusted with money received or handled by the other spouse, or (3) one spouse has access to the employer's confidential information including payroll and personnel records.

Staff Conduct (and Responsibilities)

All staff members have a responsibility to make themselves familiar with and abide by federal and state laws as these affect their work, and the policies and regulations of the district.

As representatives of the district and role models for students, all staff shall demonstrate and uphold high professional, ethical and moral standards. Staff members shall conduct themselves in a manner that is consistent with the educational mission of the district and shall maintain professional boundaries with students at all times. Interactions between staff members must be based on mutual respect and any disputes will be resolved in a professional manner.

Rules of Conduct

Each staff member shall observe rules of conduct established in law which specify that a school employee shall not:

1. Disclose or use confidential information acquired in the course of employment to further substantially the employee's personal financial interests.
2. Accept a gift of substantial value or substantial economic benefit tantamount to a gift of substantial value which would tend to improperly influence a reasonable person in the position to depart from the faithful and impartial discharge of the staff member's duties, or which the staff member knows or should know is primarily for the purpose of a reward for action taken.
3. Engage in a substantial financial transaction for private business purposes with a person whom the staff member supervises.
4. Perform an action which directly and substantially confers an economic benefit tantamount to a gift of substantial value on a business or other undertaking in which the staff member has a substantial financial interest or is engaged as counsel, consultant, representative or agent.

All staff members shall be expected to carry out their assigned responsibilities with conscientious concern.

It shall not be considered a breach of conduct for a staff member to:

1. Use school facilities and equipment to communicate or correspond with constituents, family members or business associates on an occasional basis.
2. Accept or receive a benefit as an indirect consequence of transacting school district business.

Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities which shall be required of all personnel:

1. Faithfulness and promptness in attendance at work.

2. Support and enforcement of policies of the Board and regulations of the school administration in regard to students.
3. Diligence in submitting required reports promptly at the times specified.
4. Care and protection of school property.
5. Concern and attention toward the safety and welfare of students.

Child Abuse

All district employees who have reasonable cause to know or suspect that any child is subjected to abuse or to conditions that might result in abuse or neglect must immediately upon receiving such information report such fact in accordance with Board policy and state law.

The superintendent is authorized to conduct an internal investigation or to take any other necessary steps if information is received from a county department of social services or a law enforcement agency that a suspected child abuse perpetrator is a school district employee. Such information shall remain confidential except that the superintendent shall notify the Colorado Department of Education of the child abuse investigation.

Possession of Deadly Weapons

The Board's policy regarding public possession of deadly weapons on school property or in school buildings shall apply to district employees. However, the restrictions shall not apply to employees who are required to carry or use deadly weapons in order to perform their necessary duties and functions.

Felony/Misdemeanor Convictions

If, subsequent to beginning employment with the district, the district has good cause to believe that any staff member has been convicted of, pled *nolo contendere* to, or received a deferred or suspended sentence for any felony or misdemeanor, other than a misdemeanor traffic offense or infraction, the district shall make inquiries to the Department of Education for purposes of screening the employee.

In addition, the district shall require the employee to submit a complete set of fingerprints taken by a qualified law enforcement agency or any third party approved by the Colorado Bureau of Investigation. Fingerprints must be submitted within 20 days after receipt of written notification. The fingerprints shall be forwarded to the Colorado Bureau of Investigation for the purpose of conducting a state and national fingerprint-based criminal history record check utilizing the records of the Colorado Bureau of Investigation and the Federal Bureau of Investigation.

Disciplinary action, which could include dismissal from employment, may be taken against personnel if the results of fingerprint processing provide relevant information. Non-licensed employees shall be terminated if the results of the fingerprint-based criminal history record check disclose a conviction for certain felonies, as provided in law.

Employees shall not be charged fees for processing fingerprints under these circumstances.

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Unlawful Behavior Involving Children

The district may make an inquiry with the Department of Education concerning whether any current employee of the school district has been convicted of, pled *nolo contendere* to, or received a deferred or suspended sentence or deferred prosecution for a felony or misdemeanor crime involving unlawful sexual behavior or unlawful behavior involving children. Disciplinary action, including termination, may be taken if the inquiry discloses information relevant to the employee's fitness for employment.

Personnel Addressing Health Care Treatment for Behavior Issues

School personnel are prohibited under state law from recommending or requiring the use of psychotropic drugs for students. They are also prohibited from testing or requiring testing for a student's behavior without giving notice to the parent/guardian describing the recommended testing and how any test results will be used and obtaining prior written permission from the student or from the student's parent/guardian. See the Board's policy concerning survey, assessment, analysis or evaluation of students. School personnel are encouraged to discuss concerns about a student's behavior with the parent/guardian and such discussions may include a suggestion that the parent/guardian speak with an appropriate health care professional regarding any behavior concerns.

Approved: November 16, 1988
Amended: December 20, 1989
Amended: August 19, 1993
Amended: August 18, 1999
Amended: April 18, 2001
Amended: October 15, 2002
Amended: September 21, 2011
Amended: December 12, 2012
Amended: March 12, 2014
Amended: May 18, 2016
Amended: October 19, 2017

LEGAL REFS.: C.R.S. 18-12-105.5
C.R.S. 18-12-214 (3)(b)
C.R.S. 19-3-308 (5.7)
C.R.S. 22-32-109 (1)(ee)
C.R.S. 22-32-109.1 (8)
C.R.S. 22-32-109.7
C.R.S. 22-32-109.8 (6)
C.R.S. 22-32-109.9
C.R.S. 22-32-110 (1)(k)
C.R.S. 24-18-104
C.R.S. 24-18-109
C.R.S. 24-18-110

CROSS REFS.: JLC, Student Health Services and Records
JLDAC, Screening/Testing of Students
JLF, Reporting Child Abuse/Child Protection
KFA, Public Conduct on School Property

Staff Dress Code

The staff is expected to dress professionally at all times while school is in session. Staff members are important role models for the students they serve, and proper attire is a critical aspect of the role they portray. With appropriate professional dress, an example is set for the importance of quality learning. If uncertain, staff members are to consult their immediate supervisor prior to wearing the apparel in question. The superintendent has the final authority to decide what is professional attire. Administrators may refer to dress code guidelines.

Adopted: April 18, 2011
Revised: September 21, 2011

LEGAL REF.: C.R.S. 22-32-109(1)(cc)

CROSS REF.: GBEB, Staff Conduct (and Responsibilities)
JICA, Student Dress Code

Alcohol and Drug-Free Workplace

The Board recognizes the importance of maintaining a workplace that is free from alcohol and drugs to enhance the safety and welfare of employees and students and ensure compliance with applicable law. Accordingly, it shall be a violation of Board policy for any district employee to possess, use or be under the influence of alcohol or illicit drugs on district property, in or on district vehicles, at any school-sponsored or district-sponsored activity or event, or off district property when the employee is on duty.

For purposes of this policy, “illicit drugs” means narcotics, drugs and controlled substances as defined in law. Although some actions involving marijuana are no longer prohibited by state law, federal law still prohibits the manufacture, sale, distribution, possession and use of marijuana. As a recipient of federal funds, the district has an obligation to maintain a drug-free workplace. Thus, marijuana is an illicit drug for purposes of this policy. “Illicit drugs” also includes any prescription or over-the-counter drug that does not meet the following four criteria: (1) the employee has a current and valid prescription for the drug or the drug is sold over-the-counter; (2) the drug is used or possessed for the purpose for which it was prescribed or sold over-the-counter; (3) the drug is used or possessed at the dosage prescribed or recommended; and (4) the drug is used or possessed consistent with the safe and efficient performance of the employee’s job duties.

Observance of this policy is a condition of employment. A violation shall subject the employee to appropriate disciplinary action which may include suspension, termination and referral for prosecution. In appropriate circumstances and at the district’s sole discretion, disciplinary sanctions may include the completion of an approved drug or alcohol abuse assistance or rehabilitation program. Any such program shall be at the employee’s expense. However, the district is not required to offer rehabilitation in lieu of termination or other discipline to any employee who has violated this policy.

After investigation, the superintendent may reinstate an employee who has been suspended if it appears to be in the best interests of the district. The matter shall be reported to the Board of Education.

Drug-Free Workplace Act

Under the federal Drug-Free Workplace Act (the Act), the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in any district workplace. The Act defines “controlled substance” as a controlled substance in schedules I through IV of 21 U.S.C. section 812, which includes but is not limited to marijuana, cocaine, opiates, phencyclidine (PCP) and amphetamines (including methamphetamine).

Pursuant to the Act, any employee who is convicted or pleads *nolo contendere* under any criminal drug statute for a violation occurring in the workplace shall notify the superintendent no later

than five days after the conviction. The district has an obligation under the Act to notify the appropriate federal agency within 10 days after receiving notice of such conviction if there is a relationship between federal funds received by the district and the convicted employee's work site.

Awareness and Prevention Program

The superintendent shall establish an awareness and prevention program to inform employees about:

1. The dangers of drug and alcohol abuse.
2. The Board's policy of maintaining an alcohol and drug-free workplace.
3. Available drug and alcohol counseling, rehabilitation and employee assistance programs.
4. Penalties that may be imposed upon employees for violations of this policy.

The Board shall conduct a periodic review of its awareness and prevention program to determine its effectiveness and implement appropriate changes.

Notification To Employees

Information about the standards of conduct required by this policy shall be communicated to employees. All employees shall acknowledge receipt of this policy and related information.

Adopted: September 19, 1990
Amended: February 15, 1995
Amended: July 20, 2011
Amended: July 17, 2013
Amended: April 16, 2014

LEGAL REFS.: 20 U.S.C. 7101 et seq.
21 U.S.C. 812
41 U.S.C. 8101 and 8102
34 C.F.R. Part 84
Colo. Const. Art. XVIII, Section 16(6)
C.R.S. 18-18-407 (2)
C.R.S. 25-1.5-106 (12)(b)
C.R.S. 25-14-103.5

CROSS REFS.: EEAEAA*, Drug and Alcohol Testing for Bus Drivers
GCQF, Discipline, Suspension and Dismissal of Professional Staff Members
GDQD, Discipline, Suspension and Dismissal of Support Staff Members
JICH, Drug and Alcohol Use by Students

Plateau Valley School District 50, Collbran, Colorado

**Employee Acknowledgement Form
Drug-Free Workplace Policy Statement**

PLATEAU VALLEY SCHOOL DISTRICT 50

I, THE UNDERSIGNED EMPLOYEE OF PLATEAU VALLEY SCHOOL DISTRICT 50, have received a copy of the Drug-Free Workplace policy.

Employee Name (typed)

Employee Signature

Date

Adopted: September 19, 1990
Amended: November 20, 1990

Tobacco-Free Workplace

In order to promote the general health, welfare and well-being of students and staff, smoking, chewing or any other use of any tobacco products by staff shall be banned from all school property.

For purposes of this policy, the following definitions shall apply:

1. "School property" shall mean all property owned, leased, rented or otherwise used by a school including but not limited to the following:
 - a. All interior portions of any building or other structure used for instruction, administration, support services, maintenance or storage. The term shall not apply to buildings used primarily as residences, i.e., teacherages.
 - b. All school grounds over which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas and parking areas.
 - c. All vehicles used by the district for transporting students, staff, visitors or other persons.
2. "Tobacco" shall include cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such a manner as to be suitable for chewing, smoking or both. "Tobacco" shall include cloves or any other product packaged for smoking.
3. "Use" shall mean lighting, chewing, inhaling or smoking any tobacco product.

This policy shall be published in employee handbooks, posted on bulletin boards and announced in staff meetings.

Employees found to be in violation of this policy shall be subject to appropriate disciplinary action.

Exemptions

The Board shall consider requests for exemptions from this policy which demonstrate that extraordinary circumstances exist to warrant such an exemption and which do not violate federal law.

Requests for exemptions from staff members shall be submitted to the person having direct responsibility for control of the building or grounds (building principal or building supervisor as applicable). The request shall include steps that will be taken by the staff within the next year to work toward compliance with the district's tobacco-free policy. If applicable, the building level accountability committee shall review the request and make a recommendation to the building principal. The administrator's recommendation shall be forwarded to the Board for final decision.

To the extent funds are available, each school is encouraged to operate and maintain an educational program to assist staff members in avoiding and discontinuing use of tobacco.

Adopted: July 20, 1994
Amended: February 15, 1995

LEGAL REFS.: C.R.S. 8-42-101 *et seq.*
C.R.S. 8-42-105

CROSS REFS.: GCCAA, Instructional Staff Sick Leave
GCCBA, Administrative Staff Sick Leave
GCD, Professional Staff Vacations and Holidays
GDCA, Support Staff Sick Leave
GDD, Support Staff Vacations and Holidays

Staff Use of Internet and Electronic Communications

The Internet and electronic communications (e-mail, chat rooms and other forms of electronic communication) have vast potential to support curriculum and learning. The Board of Education believes they should be used in schools as a learning resource to educate and to inform.

The Board of Education supports the use of the Internet and electronic communications by staff to improve teaching and learning through interpersonal communication, access to information, research, training and collaboration and dissemination of successful educational practices, methods and materials.

The Internet and electronic communications are fluid environments in which users may access materials and information from many sources. Staff members shall take responsibility for their own use of district computers and computer systems to avoid contact with material or information that violates this policy.

Blocking or Filtering Obscene, Pornographic and Harmful Information

To protect students from material and information that is obscene, child pornography or otherwise harmful to minors, as defined by the Board, software that blocks or filters such material and information has been installed on all district computers having Internet or electronic communications access. Blocking or filtering software may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by staff members over the age of 18.

No Expectation of Privacy

District computers and computer systems are owned by the district and are intended for educational purposes and district business at all times. Staff members shall have no expectation of privacy when using the Internet and electronic communications. The district reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of district computers and computer systems, including all Internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed/received through district computers and computer systems shall remain the property of the school district.

Public Records

Electronic communications sent and received by district employees may be considered a public record subject to public disclosure or inspection under the Colorado Open Records Act. All employee electronic communications shall be monitored to ensure that all public electronic communication records are retained, archived and destroyed in accordance with applicable law.

Unauthorized and Unacceptable Uses

Staff members shall use district computers and computer systems in a responsible, efficient, ethical and legal manner.

Because technology and ways of using technology are constantly evolving, every unacceptable use of district computers and computer systems cannot be specifically described in policy. Therefore, examples of unacceptable uses include, but are not limited to, the following.

No staff members shall access, create, transmit, retransmit or forward material or information:

- that promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons.
- that is not related to district education objectives
- that contains pornographic, obscene or other sexually oriented materials, either as pictures or writings, that are intended to stimulate erotic feelings or appeal to prurient interest in nudity, sex or excretion
- that harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons with regard to race, color, creed, sex, sexual orientation, religion, national origin, ancestry, age, marital status or disability
- that is for personal profit, financial gain, advertising, commercial transaction or political purposes
- that plagiarizes the work of another without express consent
- that uses inappropriate or profane language likely to be offensive to others in the school community
- that is knowingly false or could be construed as intending to purposely damage another person's reputation
- that is in violation of any federal or state law, including but not limited to copyrighted material and material protected by trade secret
- that contains personal information about themselves or others, including information protected by confidentiality laws
- that is using another individual's Internet or electronic communications account without written permission from that individual
- that impersonates another or transmits through an anonymous remailer
- that accesses fee services without specific permission from the system administrator

Security

Security on district computer systems is a high priority. Staff members who identify a security problem while using the Internet or electronic communications must immediately notify a system administrator. Staff members should not demonstrate the problem to other users. Logging on to the Internet or electronic communications as a system administrator is prohibited.

Staff members shall not:

- use another person's password or any other identifier
- gain or attempt to gain unauthorized access to district computers or computer systems
- read, alter, delete or copy, or attempt to do so, electronic communications of other system users

Any staff member identified as a security risk, or as having a history of problems with other computer systems, may be denied access to the Internet and electronic communications.

Confidentiality

Staff members shall not access, receive, transmit or retransmit material regarding students, parents/guardians or district employees that is protected by confidentiality laws unless such access, receipt or transmittal is in accordance with their assigned job responsibilities, applicable law and district policy. If material is not legally protected but is of a confidential or sensitive nature, great care shall be taken to ensure that only those with a “need to know” are allowed access to the material. Staff members shall handle all employee, student and district records in accordance with policies GBJ (Personnel Records and Files), JRA/JRC (Student Records/Release of Information on Students) and EGAEA (Electronic Communication).

Disclosure of confidential student records, including disclosure via electronic mail or other telecommunication systems, is governed by state and federal law, including the Family Educational Rights and Privacy Act (FERPA). (See policy JRA/JRC, Student Records/Release of Information on Students for detailed information on student records).

It is imperative that staff members who share confidential student information via electronic communications understand the correct use of the technology, so that confidential records are not inadvertently sent or forwarded to the wrong party. Staff members who use e-mail to disclose student records or other confidential student information in a manner inconsistent with applicable law and district policy may be subject to disciplinary action.

Vandalism

Vandalism will result in cancellation of privileges and may result in school disciplinary action and/or legal action. Vandalism is defined as any malicious or intentional attempt to harm, destroy, modify, abuse or disrupt operation of any network within the school district or any network connected to the Internet, operation of any form of electronic communications, the data contained on any network or electronic communications, the data of another user, usage by another user, or district-owned software or hardware. This includes, but is not limited to, the uploading or creation of computer viruses and the use of encryption software.

Unauthorized Software

Staff members are prohibited from using or possessing any software that has been downloaded or is otherwise in the user's possession without appropriate registration and payment of any fees owed to the software owner.

Staff Member Use is a Privilege

Use of the Internet and electronic communications demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Staff member use of the Internet and electronic communications is a privilege, not a right. Failure to follow the use procedures contained in this policy shall result in the loss of the privilege to use these tools and restitution for costs associated with damages, and may result in school disciplinary action and/or legal action. The school district may deny, revoke or suspend access to district technology or close accounts at any time.

Staff members shall be required to sign the district's Acceptable Use Agreement annually before Internet or electronic communications accounts shall be issued or access shall be allowed.

School District Makes no Warranties

The school district makes no warranties of any kind, whether expressed or implied, related to the use of district computers and computer systems, including access to the Internet and electronic communications services. Providing access to these services does not imply endorsement by the district of the content, nor does the district make any guarantee as to the accuracy or quality of information received. The school district shall not be responsible for any damages, losses or costs a staff member suffers in using the Internet and electronic communications. This includes loss of data and service interruptions. Use of any information obtained via the Internet and electronic communications is at the staff member's own risk.

Adopted: September 16, 1998
Change of Reference Code: January 19, 2000
Amended: January 19, 2011

LEGAL REF.: 47 U.S.C. 254(h)
47 U.S.C. 231 *et seq.*
20 U.S.C. 6801 *et seq.*
C.R.S. 22-87-101 *et seq.*
C.R.S. 24-72-204.5

Staff Use of Technology Acceptable Use Agreement

Staff Account Agreement

First Name: _____ Middle Initial: _____

Last Name: _____

Position: _____ Location: _____

I understand and will abide by the Agreement below. I further understand that a violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, access privileges may be revoked and, school disciplinary action and/or appropriate legal action may be taken.

Your signature on the Acceptable Use Agreement is legally binding and indicates that you have read the terms and conditions carefully and understand their significance.

Employee Signature: _____ Date: _____

*** **

In order to provide for the appropriate use of district technology, including the Internet and Electronic Mail, in keeping with Board of Education policy and regulation, the following "Acceptable Use Agreement" has been developed. (A copy of this agreement will be distributed for signature before a staff member is issued an Internet or other district network account.)

Terms and Conditions

All computers having Internet access must be used in a responsible, efficient and legal manner. Failure to adhere to this Agreement will result in revocation of access privileges and appropriate disciplinary and/or legal action.

1. Acceptable use: The use of your Internet account must be consistent with the objectives of Plateau Valley School District. Transmission of any material in violation of any U.S. or state regulation is prohibited.

2. Unacceptable use includes, but is not limited to:

- a. Unlawful use of copyrighted material;
- b. Improperly gaining, seeking access to or distribution of trade secrets.
- c. Communicating personally identifiable information about students or confidential information about staff or students to unauthorized persons or entities contrary to requirements of district policy or state and federal privacy laws.
- d. Communication of threats, harassment or intimidation;
- e. Receipt or transmission of pornographic, indecent or obscene material, including inappropriate or profane language;
- f. Advocating or promoting violence or hatred against an individual or group;
- g. Loading, installing, copying, or distributing software in violation of the applicable license agreement;
- h. Accessing or attempting to gain access to another person's account or using another person's password;
- i. Providing any other person with access to your logon or password for any reason;
- j. Unauthorized attempt to log on to the Internet or any other local or wide area network as a system administrator;

- k. Any malicious attempt to harm or destroy data of another user, the Internet, or any agencies or other networks or systems including, but not limited to, the uploading or creation of computer viruses;
- l. Commercial use such as offering, providing, selling, or purchasing products or services for personal profit;
- m. Unauthorized tampering with computers, computer settings, programs, networks, security measures or filters, printers, or other associated equipment;
- n. Any illegal acts including, but not limited to, involvement in drug or alcohol purchases, engaging in criminal gang activity, threatening the safety of persons, etc.

3. Privilege: The use of district technology, including the Internet and Electronic Email, is a privilege, not a right, and unacceptable use will result in cancellation of those privileges. The system administrator(s) will deem what is unacceptable use. Should a cancellation occur, the affected staff member has the right to the appeal process. The system administrator(s) may close a network account at any time, as required.

4. No warranty: Plateau Valley School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Plateau Valley School District will not be responsible for any damages you suffer in using district technology. This includes loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions. Use of any information obtained via the Internet is at your own risk. Plateau Valley School District specifically denies any responsibility for the accuracy or quality of information obtained through this service.

5. Security: Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify the system administrator. Do not demonstrate the problem to other users. Do not use another individual's account. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk, or as having a history of problems with other computer systems, may be denied access to the district networks, Electronic Mail, and/or the Internet.

6. Vandalism: Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to tamper with computers, computer settings, programs, networks, printers, or other associated equipment; or to harm or destroy data of another user, the Internet, or any agencies or other networks or systems. This includes, but is not limited to, the uploading or creation of computer viruses.

7. Teacher-Demonstrated Internet Material: Teachers may use their own Internet privileges to demonstrate material from Internet sites to students as part of their curriculum. Because students are only acting as observers, not participants, they are not required to have a signed AUA. Teachers will make every effort to preview material prior to demonstration.

8. Unauthorized costs: Without specific permission from the system administrator, staff members are prohibited from accessing fee services via the Internet. If such services are accessed, the staff member will be responsible for any fee or cost involved.

9. Privacy: All users should understand that use of District technology, including Internet and E-mail, is subject to District monitoring and that no user shall enjoy an expectation of privacy in accessing information via the District's communication systems, computers and networks. The District reserves the right to access, retrieve, print, read, disclose to third parties or otherwise monitor (i) all messages (including personal messages) sent or received through its e-mail system; (ii) all sites visited and files downloaded on the Internet; and (iii) all other uses of the District's technology resources. Electronic messages sent or received on District-owned equipment, as well as other documents generated through use of the District's technology resources, may be considered a public record subject to disclosure or inspection under the Colorado Open Records Act.

Staff Health (And Physical and Mental Health Examination Requirements)

Through its overall safety program and various policies pertaining to school personnel, the Board shall seek to insure the safety of employees during working hours and assist them in the maintenance of good health. It shall encourage all its employees to maintain good health and practice good health habits.

Routine Physical Examinations

All new employees as a condition of employment shall present a completed physical examination form from a physician prior to assuming their duties and/or receiving pay. A 30-day grace period may be allowed if approved by personnel services.

All bus drivers, including full-time, regular part-time, or temporary part-time drivers shall be required to have an annual physical examination to obtain an operator's permit.

The district shall pay for all such routine physical examinations.

Special Examinations

The Board recognizes that an individual's medical diagnosis is privileged information between the patient and medical professionals. However, whenever a staff member's medical condition is such that it interferes with his ability to perform his duties or there is a risk to the health and safety of others, the district has a responsibility to take necessary steps to evaluate the employee's condition and make appropriate employment decisions.

The Board may request physical examinations and/or mental health examinations of any employee at any time to determine if the employee has a physical and/or mental condition, disease or illness which may interfere with his ability to perform his duties or which may pose a significant risk to the health, safety or welfare of the employee or others. The school district shall select the medical professional to conduct such examination and pay the costs of the required physical or mental examination or test.

Communicable Diseases

An employee with an acute, common communicable disease shall not report to work during the period or time in which he is contagious/infectious. The district reserves the right to require a physician's statement prior to the employee's return to work.

Any employee who becomes aware that he has a long-term, communicable disease, which although life-threatening poses little risk of transmission in a school setting, is encouraged to report to a designated school administrator that he is afflicted with the disease. The administrator shall follow the procedures accompanying this policy to evaluate the employment status of the staff member.

To encourage disclosure, the school district shall endeavor to treat these employees in a fair, nondiscriminatory and confidential manner consistent with the district's legal obligations. Federal and state law mandate, pursuant to provisions protecting handicapped individuals, that such employees shall not be discriminated against on the basis of their handicaps and that, if it becomes necessary, some reasonable accommodations be made to enable qualified individuals to continue work.

The procedures to evaluate employment status for medical reasons also shall be used when a school official has reasonable cause to believe that an employee is affected by a life-threatening communicable disease.

Confidentiality

In all instances, district personnel shall respect the individual's right to privacy and treat any medical diagnosis as confidential information. Special precautions should be taken to protect information regarding an employee's health condition in order to prevent instances of disclosure that may invade the personal privacy of the employee.

Adopted: January 20, 1988
Revised: September 19, 1990

LEGAL REFS.: 29 U.S.C. §794 (1983) (Section 504 of the Rehabilitation Act)
42 U.S.C. §12101 *et seq.* (Americans with Disabilities Act)
C.R.S. 8-2-118
C.R.S. 22-32-110 (1)(k)
C.R.S. 22-63-301
C.R.S. 24-34-401 *et seq.*
C.R.S. 25-4-101 *et seq.*
1 CCR 301-26, Rules 4204-R-201

CROSS REFS.: AC, Nondiscrimination /Equal Opportunity
EBBA, Prevention of Disease/Infection Transmission
GBA, Open Hiring/Equal Employment
GBJ, Personnel Records and Files
GCCAA*, Instructional Staff Sick Leave

File: GBGA

GCQF, Discipline, Suspension and Dismissal of Professional Staff
Members

GDCA*, Support Staff Sick Leave

GDQD, Discipline, Suspension and Dismissal of Support Staff
Members

Staff Health

(Staff Members with HIV/AIDS)

The following procedures will be followed when evaluating the employment status of an employee infected with a life-threatening communicable disease such as Acquired Immune Deficiency Syndrome (AIDS). These procedures will apply to all employees known to be infected with Human Immunodeficiency Virus (HIV) including:

1. Those staff members diagnosed as having Acquired Immune Deficiency Syndrome (AIDS).
2. Those medically diagnosed as having AIDS Related Complex (ARC) or having an illness due to infection with HIV but who do not meet the case definition for AIDS.
3. Those who are asymptomatic but who have been medically diagnosed as being infected with HIV.

These procedures also will apply whenever a school official has reasonable cause to suspect that a staff member is seriously ill. Reasonable cause may exist in but not be limited to situations where the employee's health is observed to be deteriorating to the point of interfering with the performance of his duties, when the employee displays persistent physical symptoms of illness, or where there is similar reasonable evidence of such disease.

Reporting Suspected or Confirmed Cases

The superintendent will be the staff member responsible for coordinating the school district's effort to evaluate the employment status of an employee in accordance with these procedures. For purposes of these procedures, the superintendent will be referred to as the "school officer."

Any staff member infected with HIV is encouraged to report this fact directly to the school officer.

If a supervisor has been informed or has reasonable cause to believe that an employee is afflicted with an illness which is interfering with job performance or posing an unacceptable health risk to others, the supervisor will notify the school officer immediately. The school officer will confer individually with the supervisor and the staff member to assess the situation.

Medical Examination

If there is reason to believe that an employee's physical or mental health is detrimental to the welfare of students or other employees, the school officer may require that the employee submit to a medical examination in accordance with Board policy. The examination will include

Plateau Valley School District 50, Collbran, Colorado

appropriate medical tests and additional documentation of the staff member's condition as it relates to his ability to carry out assigned duties which involve contact with students and other employees.

Evaluation of Employment Status

An employee who is identified as having a life-threatening communicable disease will be placed on administrative leave with pay until a determination is made as to the potential risks of transmission of the disease in the school environment and of his ability to continue to perform services for the district. The leave will continue until all issues regarding employment have been resolved.

The employee will be allowed to return to work only upon documented medical evidence that his presence poses no significant increased risk of infection to himself, to his co-workers or to students.

A recommendation concerning the employee's ability to continue work will be made by the school officer. The recommendation will be based primarily on medical reports regarding the condition of the employee. The medical evaluations will consider:

1. The types of duties and interaction in the workplace required of the employee in performance of his assignment.
2. The impact of continued employment on both the affected employee and others in the workplace.

The written medical report required under these procedures must be submitted by the employee's physician to a public health officer familiar with communicable diseases who will review the case with the attending physician. The public health officer will then state in writing to the school district his concurrence with the report.

Upon receipt by the school officer of the attending physician's report and the public health official's statement, the school officer will schedule a conference with the medical doctors involved and any necessary school personnel to discuss the staff member's ability to return to work.

The school officer will consult the communicable disease control officer at the Colorado Department of Health if conflicting opinions are given by attending physician and public health official.

The school officer will be entitled to consult with any other professionals he considers necessary to consider fully all aspects of the recommendation.

The recommendation will be submitted to the superintendent for review and a decision as to the course to be pursued within the policy.

The district will consider “reasonable accommodations” in the employment of the affected employee pursuant to Section 504 of the Rehabilitation Act when applicable. In appropriate circumstances, the district will evaluate the possibility of reassigning the employee to another position within the district if such reassignment would result in the employee being able to return to work.

Return to Duty

If the employee is determined fit for continued employment, the supervisor will be informed of the employee’s medical condition and any reasonable accommodations or precautions necessary to enable the staff member to continue work. The school officer will determine anyone else who needs to be informed of the employee’s medical condition and the precautions to be observed in the work setting.

The employee’s condition will be reevaluated on a regular basis at the request of the school district.

Termination of Employment

If an ill staff member is determined to be unfit for continued duty, he will be entitled to use accumulated paid sick leave and extended medical leave of absence as outlined in Board policies.

If all leave options are exhausted and the employee is not deemed fit to resume duties, the superintendent will recommend that the Board of Education take appropriate steps to terminate the staff member’s employment, consistent with the requirements of state and federal law, Board policy and applicable negotiated agreements.

Confidentiality

All information gained by the district through the application of the accompanying policy and these procedures including the identity of an employee infected with HIV will be treated as confidential. Information will be disclosed only as appropriate in connection with these procedures.

Approved: January 20, 1988

Staff Personal Security and Safety

The following procedures shall be followed in instances of assault, disorderly conduct, harassment, knowingly false allegation of child abuse, or alleged criminal offense by a student directed towards a teacher or school employee. These same procedures shall be followed in instances of damage by a student to the personal property of a teacher or school employee occurring on school district premises.

1. The teacher or employee shall file a written complaint with the administration.
2. The administration, after receipt both of the complaint and adequate proof of the charges, may suspend the student for three days in accordance with established procedures.
3. The superintendent shall initiate procedures for the further suspension or expulsion of the student when injury or property damage has occurred.
4. The superintendent or his designee shall report the incident to the district attorney or the appropriate local law enforcement agency or officer who shall then investigate the incident to determine the appropriateness of filing criminal charges or initiating delinquency proceedings.
5. A copy of this policy shall be printed in the student handbook and posted in school buildings.

Communication of Disciplinary Information

The principal or designee shall communicate discipline information concerning any student enrolled in the district to all teachers and counselors who have direct contact with that student. Any employee who is assigned a student with known serious behavior problems will be informed of the student's behavior record. Any teacher or counselor who is provided this information shall maintain its confidentiality and shall not communicate it to any other person.

Current practice codified 1983

Adopted: Date of manual adoption

Amended: November 18, 1998

LEGAL REFS.: C.R.S. 19-3-304 (3.5), (4)
 C.R.S. 22-32-109.1 (3)
 C.R.S. 22-32-109.1 (9)
 C.R.S. 22-32-126
 C.R.S. 22-33-106 (1)(d)

Plateau Valley School District 50, Collbran, Colorado

CROSS REFS.: ECAC, Vandalism
 JK, Student Discipline
 JKD/JKE, Suspension/Expulsion of Students

Worker's Compensation

In order to manage medical benefits, disability compensation and other benefits provided to employees sustaining injuries or occupational diseases arising out of and in the course of their employment, the Board of Education identifies the following objectives:

1. To provide medical and disability benefits to employees who are eligible to receive benefits under the Colorado Worker's Compensation Act of Colorado (Act);
2. To encourage the expeditious return to work of employees who sustain work-related injuries; and
3. To guard against false or unsupported claims of injury or disability and other abuses of the worker's compensation system.

In order to achieve the foregoing objectives, the Board of Education adopts the following policies;

1. Designated Physicians: The district will designate and authorize the physicians, hospitals and other health care providers from whom district employees may seek treatment for injuries and occupational diseases attributed to employment activities. Health care provided by physicians or providers not designated by the district shall be deemed unauthorized, and payment therefore will not be made by the district or the district's workers' compensation insurance carrier.
2. Referrals: Referrals from designated physicians to other physicians or specialists shall require the prior notice to and consultation with the district or its authorized agents, contractors or administrators.
3. Return-to-Work: In coordination with the district's health care providers, the district will attempt to return an employee who sustains a work-related injury to work for the district, accommodating such employee's physical disabilities or restrictions.
4. Suspect Claims: The district or its worker's compensation carrier shall thoroughly investigate and, where appropriate, vigorously contest all claims suspect of false or unsupported injuries or disabilities or improper claims of benefits.
5. Injury Leave: All employees absent from work and entitled to disability benefits under the Act shall receive 67 percent pay in lieu thereof for the first forty-five (45) calendar days of disability caused by a work-related injury or illness. Disabled employees eligible for such pay shall be considered on injury leave. Except as stated below, no part of such injury leave pay will be charged against the employee's earned sick leave, earned vacation leave or other similar benefit.

The district's insurance carrier will reimburse the district for the amount of disability benefits otherwise payable to the employee under the Act on account of his or her disability, up to a maximum of forty-five (45) calendar days.

- a. If the district contests liability for benefits under the Act for any alleged work-related injury or disability, the district may withhold injury leave pay pending further order of the Division of Labor. If injury leave is paid and the injury or occupational disease is subsequently found to be non-compensable under the Act, the excess payments will be deducted from the employee's earned sick leave. To the extent such earned sick leave is insufficient to cover the excess injury leave paid by the district, the deficiency will be charged against and deducted from the employee's salary. The employee may authorize the deficiency to be charged against any earned vacation time.
- b. An employee shall not be entitled to injury leave pay if his or her injury:
 1. is caused by the willful failure of the employee to use safety devices provided by the district.
 2. results from the employee's willful failure to obey any reasonable rule adopted by the district for the safety of the employee;
 3. results from the intoxication of the employee (alcohol or drug related).
6. Disability Leave: Employees who do not return to work and remain disabled for more than forty-five (45) calendar days must apply for and receive Disability Leave from the District. Disability Leave may be granted for any period up to six (6) months, and may be renewed for any period up to six (6) months. The district may, at any time, review any employee's Disability Leave status on an individual basis and either continue, terminate or renew such leave, in its discretion.
7. Procedures: The Superintendent of Schools is hereby authorized to adopt and promulgate such rules, regulations and procedural measures and to take such other actions as are reasonably necessary and appropriate to implement the foregoing policies.

Adopted: February 18, 2004
Revised: September 19, 2006

LEGAL REF.: C.R.S. 8-40-101, *et seq.*

Workers' Compensation

1. Persons employed by the district shall immediately report any work-related injury to their immediate supervisor, regardless of whether the injury results in loss of time from work, and regardless of whether the employee receives or requires first aid or other medical attention at or about the time of injury.
2. Supervisors shall immediately notify the district's Business Manager or Superintendent when they acquire any knowledge that an employee has reported an injury or illness which is, or is claimed to be, work-related, whether or not the employee is absent from his regularly scheduled work duties. Following such notification, said supervisor shall complete and sign a written accident report upon forms provided by the district, and send such report to the Business Manager or Superintendent within twenty-four (24) hours after first receiving notice or knowledge that an employee has sustained an injury or contracted an illness or disease which is, or is claimed to be, work-related.
3. Upon receipt of notice from a supervisor as set forth above, the Business Manager shall promptly notify the workers' compensation insurance carrier or such other firm as the district may authorize as its agent to report injuries to the Division of Labor in accordance with section 8-45-101, C.R.S. The Business manager shall keep a record of all injuries which result in a fatality to, or permanent physical impairment of, or three days' lost time from work for an employee.
4. Employees requiring health care services as a result of work-related injuries or illnesses must obtain such services through the occupational medicine programs in which the district participates. Health care provided by physicians or providers not authorized to provide services pursuant to the district's participation agreements for such programs shall be deemed unauthorized, and payments therefore will not be made by the district or the district's workers' compensation insurance carrier.
5. Employees shall be assigned to health care providers providing services in connection with authorized occupational medicine programs in the following manner:
 - a) An employee seeking health care services for a work-related injury or illness must first contact the office of the designated control physician(s) administering the occupational medicine program. The control physician assigned to treat the employee by such office shall have primary responsibility to provide health care services to such employee.
 - b) Employees requiring emergency treatment will be sent to the designated hospital. Following emergency care, a designated control physician shall assume primary responsibility for providing all further health care services to the employee.

6. Referrals for special treatment or examination will be initiated by the control physician in consultation with the employee. Said control physician shall promptly notify the district's Business Manager of any proposed referral, and shall provide the name and address of the proposed referral health care provider. The employee shall notify his immediate supervisor and the Business Manager or Superintendent of appointments with any referral physician for special treatment or examination.
7. The Business Manager will receive and maintain medical reports, data and bills and otherwise coordinate the flow of medical information and other necessary communications between the employee, designated health care providers and insurance carrier. Supervisors who receive any medical records, bills, or other documents concerning an injured employee shall send them to the Business Manager.
8. The employee shall be responsible for scheduling appointments or examinations for non-emergency treatment by a control physician. Employees shall at all times following a work-related injury keep the Business Manager or Superintendent informed of any significant changes in (1) the probable date of return to work; (2) the nature and extent of the injury; or (3) the treatment prescribed or recommended by the control or referral physician. At the district's request, employees will cooperate with and assist the district in obtaining such additional information regarding their injuries, disabilities or treatments as the district from time to time may require.
9. Upon request by the district, an employee shall execute releases authorizing the district's Business Manager or Superintendent to receive copies of all medical reports, clinical notes and records, hospital records, tests results, x-ray reports, and all other written material generated by providers of health care services with respect to the employee's work-related injury, illness or disability. All employees shall submit to such additional or independent medical examinations of such injuries, illnesses or disabilities as the district may from time to time request.
10. All physicians authorized to provide medical services to an employee for an injury or condition which arises from such employee's employment activities or work place environment shall provide, at the district's request, a written report containing one or more of the following:
 - a) The diagnosis of the report injury or illness;
 - b) A narrative description of the extent or severity of such injury or illness, a prognosis for recovery and the actual or expected date of maximum medical improvement, and, if relevant, an opinion as to the relationship between such injury or illness and the employee's work-related activities or pre-existing condition or injury;

- c) Recommendations as to treatment or alternatives, if any, for such treatment, including any planned or scheduled testing, prosthetic devices, surgery or hospitalization;
 - d) A detailed explanation of the physical limitations and restrictions, if any, upon the tasks, activities or work hours of the employee, and upon the probable duration of such limitations and restrictions; and
 - e) A rating of the employee's percentage of permanent disability.
11. The district shall exercise best efforts to closely monitor the employee's recovery from a work-related injury, and will attempt to return the employee to work as soon as the designated physician will release him/her to do so. In the event that the employee has recovered sufficiently to return to work, but cannot return to his pre-injury position due to physical or other limitations prescribed by his designated physician, the district will attempt, whenever possible, to return the employee to work in a capacity which accommodates such limitations.
12. Upon the district's receipt of information or medical reports indicating the employee's ability to return to work, the district may request and obtain from the designated physician a written release to return to work setting forth in detail any physical limitations or restrictions, or limitations in hours of work applicable to the employee. The district may then develop such job or jobs as will meet the employee's physical limitations, and submit a detailed job description of such employment stating the physical and time requirements of the job, to the designated physician for approval. The employee's immediate supervisor shall notify the Business Manager or Superintendent whenever an employee who has been off work due to an injury or occupational disease returns to work or advises that he/she will return to work.
13. Where appropriate to return an injured employee to suitable employment, the district may explore modifications to or restructuring of the employee's job in order to meet any temporary or permanent physical limitations caused by the work-related injury. The district may utilize vocational rehabilitation vendors where appropriate to design the modifications or restructure the job, and to obtain physician approval and monitor progress. The district may require the employee to undergo such vocational evaluations as are reasonably necessary to develop a new, modified or restructured job for the injured employee.
14. The district may suspend or terminate injury leave, disability leave or workers' compensation benefits whenever an employee refuses to return to work in a capacity which is within the physical restrictions prescribed by a designated physician.

15. The district's Business Manager or Superintendent shall exercise best efforts to closely monitor an injured employee's return to work in a new, modified or restructured position for a reasonable period of time, so that adjustments can be made to solve any problems which develop.
16. With respect to any employee receiving full pay while on injury leave, the district's Business Manager shall notify such employee, the Division of Labor, and the district's insurance carrier of the district's eligibility to receive direct payment of disability benefits as provided in Section 8-42-124, C.R.S. The District's Business Manager or its agent shall submit such information as may be required to obtain Division of Labor approval for such direct payments. Injury leave shall be subject to withholding in accordance with I.R.S. regulations.
17. The following principle shall apply to calculation of injury leave:
 - a) Calculation of the forty-five (45) day period for the purpose of injury leave shall be based upon calendar days, irrespective of whether the employee would have been scheduled to work. For instance, regularly scheduled work days during the summer shall be counted in calculating the forty-five day period irrespective of whether the injured employee is scheduled for work during the summer.
 - b) Injury leave shall commence on the first day the injured employee is absent from work as a result of such injury, and must be taken within a period of forty-five (45) calendar days thereafter.
 - c) The forty-five (45) calendar day period for purposes of injury leave will apply to absence from work caused by the same injury.
 - d) Payments made to employees receiving injury leave will be calculated by using the employee's regular rate of pay.
 - e) Employees will receive written notification from the Superintendent identifying the first day of injury leave, which notice shall indicate to the employee that the injury leave period is in effect until a stated termination date.
18. Disability benefits payable to injured employees pursuant to the Colorado Worker's Compensation Act for period of time subsequent to expiration of the forty-five (45) calendar day injury leave period shall be paid by checks issued directly to such employees by the district's insurance carrier.

19. Applications for Disability Leave shall be supported by a written report from the designated physician setting forth the diagnosis of the employee's disabling condition, the cause thereof, and the probable duration of total disability. The district may request such additional tests and examinations as it deems appropriate in order to determine whether to grant or deny Disability Leave.
20. The district may continue to maintain all employer-funded health insurance for which the injured employee is a beneficiary during any period of injury leave or Disability Leave. However, upon any individual review of an employee's Disability Leave status, the district may continue or terminate such benefits regardless of whether Disability Leave is renewed, continued or terminated.
21. Any employee placed on Disability Leave shall commence receiving disability benefits directly from the district's workers' compensation carrier, and all injury leave wages shall terminate.

Adopted: February 18, 2004

Staff Maternity/Parental Leave

Maternity Leave

Pursuant to the employee's request, medically necessary sick leave for maternity purposes shall be available to any female employee who becomes pregnant. The leave will be allowed during such period of the pregnancy and a reasonable time immediately following termination of the pregnancy as is medically necessary to safeguard the health of the mother and/or child.

1. Determination of Necessity

The determination and designation of the period of time during which maternity leave is necessary, including the beginning, duration and end of the period, shall be made by the district. Such determination shall be based on information provided by the employee, the employee's physician, the administration and if deemed necessary, by a physician designated by the Board of Education.

2. Reinstatement

An employee who has taken leave in accordance with this policy shall be assured reinstatement at the beginning of the first semester following the end of the period of time during which leave is necessary. However, any leave granted shall in no way affect the powers or duties of the Board including but not limited to the nonrenewal of a contract of a probationary teacher.

3. Notice

An employee who becomes pregnant shall be encouraged to notify the superintendent or designee regarding the pregnancy well in advance of the expected leave so that the district may make appropriate staffing decisions. When an employee is no longer pregnant, she shall notify the superintendent or designee of this fact.

4. Benefits

An employee on maternity leave for medical necessity as determined by the employee's or the Board's physician shall receive pay, insurance and other benefits to the same extent and on the same basis as sick leave used for other purposes. Any additional leave granted by the Board for maternity purposes beyond that which is medically necessary shall be without pay or other benefits unless the provisions of the federally-mandated family leave policy apply.

Parental Leave

The provisions of this section shall apply only after an eligible employee has used any applicable federally-mandated family leave. Any days taken for family leave will be deducted from the total leave period allowed under this policy.

Parental leave of absence without salary and fringe benefits may be granted to staff members for the purpose of child rearing, child care or adoption. Parental leave may be granted for a period of time not to exceed twelve months for each employee. The leave need not be taken all at once, but must be taken in increments which coincide with the planning needs of the district.

In determining whether to grant the leave request, the district will consider any special needs of the child, the staffing needs of the district and any other relevant factors. The district will grant parental leave without regard to the sex of the employee.

The request for leave will be made to the district's personnel office. If the parental leave request is refused by the personnel office, the staff member may appeal to the Board of Education.

If the leave period is for an entire school year, notice of intent to return from leave must be given to the personnel office before April 1 preceding the school year the employee wishes to return to work. If the leave is for a period less than an entire school year, notice of intent to return shall be given at least three months prior to the date the employee wishes to return to work. Upon return from parental leave, the employee shall be reinstated on the salary schedule at the column and step he or she was on when granted leave.

As long as proper notice has been given of the employee's intent to return to work, the district shall reinstate the employee and place him or her on the salary schedule at the appropriate level. A teacher being reinstated shall be placed in a teaching position as nearly identical as possible to the position left at the commencement of the leave. In no event shall a teacher be placed in a position for which he or she is not qualified or licensed.

The employee on parental leave may be permitted to substitute in the school district at the district-approved substitute rate of pay.

Nothing in this policy shall be construed to limit the powers or duties of the Board or administration to make employment decisions for the district including but not limited to nonrenewing a contract of a probationary teacher.

Adopted: February 22, 2012 (Incorporated former policies GCCAC* and GDCC*)
Revised: November 16, 2016

LEGAL REFS.: 29 U.S.C. § 2601 et seq. (Family and Medical Leave Act of 1993)
42 U.S.C. § 2000e-2 (Title VII of the Civil Rights Act of 1964)
C.R.S. § 19-5-211 (adoption statute)
C.R.S. 24-34-402.3 (discrimination based on pregnancy, childbirth or related conditions)

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity
GBA, Open Hiring/Equal Employment Opportunity

Plateau Valley School District 50, Collbran, Colorado

Staff Legal Leave

The Board of Education recognizes the important role citizens play in our legal system, including the obligation to serve as jurors under appropriate circumstances and to appear in proceedings pursuant to subpoena or other court order.

All employees of the school district shall be excused for jury duty or when ordered to appear in a proceeding pursuant to subpoena or other court order with no jeopardy to their employment, compensation, annual leave or other leave.

Substitutes, when necessary for employees, shall be obtained in the usual manner and paid by the district.

While state law provides that the district is only responsible for paying employees their regular wages up to \$50 per day for the first three days of jury service, the district believes it should support employees to the full extent of their regular wages while on jury service. Therefore, the district shall pay employees their regular wages for all days of jury service.

Pursuant to state law, after the first three days of jury service, the state pays each juror \$50 per day. Because employees will be receiving their regular wages from the district, which in most instances is more than \$50 per day, all employees shall forward such payment from the state to the district as an offset. If an employee's regular wages are less than \$50 day, the district will supplement the employee's regular wages to bring the daily wage up to \$50.

The district shall not reimburse employees for expenses or mileage related to jury service. The employee may keep any reimbursement for expenses or mileage received from the state and continue to receive the full extent of his or her regular wages while on jury service.

The superintendent shall request that an employee be excused from jury duty service or the service delayed provided the special nature of the employee's qualifications would make it difficult to secure an adequate substitute or if the timing of the proposed jury service affords a threat to the welfare of the school or the students concerned.

Adopted: 12/20/89 (named GCCAG*)
Revised: August 18, 2010 (renamed GBGK)

LEGAL REFS.: C.R.S. 13-71-119
C.R.S. 13-71-126
C.R.S. 13-71-129
C,R,S, 13-71-132 through 13-71-134

Plateau Valley School District 50, Collbran, Colorado

Staff Participation in Community Activities

The Board urges the staff to participate constructively in all activities of the community which have as their objectives the improvement of the general welfare of the community, state, and nation.

In their relationships with community groups, a conscientious effort should be made by all teachers to make school life real and a part of community life. Teachers should endeavor to know the community, its influence, and its opportunities for students as well as for themselves.

It is hoped that staff members will recognize their responsibilities to community living and assume a part in the various civic and charitable projects of the town.

Current practice codified 1983

Adopted: Date of manual adoption

Staff Participation in Political Activities

The Board of Directors recognizes the right of its employees, as citizens, to engage in political activity. The Board also recognizes, however, that school property and school time, paid for by all the people of the district, shall not be used for partisan political purposes except as provided for in those policies and regulations pertaining to the use of school buildings by civic or political organizations.

For purposes of this regulation, prohibited “political activities” is narrowly defined to mean “partisan political activities” which would include the posting of political circulars or petitions, collection and/or solicitation of campaign funds, solicitations for campaign workers, the use of pupils in writing or addressing campaign materials, or the distribution of campaign materials to pupils on school district property or during school time in any manner which would indicate that a school employee is using a position in the school to further personal partisan views on candidates for public office or on unresolved questions of public policy in the political arena.

Violations of any of the foregoing shall, at the discretion of the Board, constitute cause for reprimand, demotion, suspension or dismissal.

Nothing in this regulation shall be interpreted as prohibiting teachers from conducting appropriate activities which encourage students to become involved in the political processes of the party of their (the students’) choice or as independents; not does it prohibit the use of political figures as resource persons in the classrooms.

In view of the constitutional amendment granting the franchise to eighteen year olds, school facilities may be used as meeting sites for student partisan political groups after normal school hours. A teacher or a community person approved by the administration must be in attendance at such meetings.

Adopted: Date of manual adoption

Personnel Records and Files

The superintendent is authorized and directed to develop and implement a comprehensive and efficient system of personnel records under the following guidelines:

1. A personnel folder for each employee, licensed and classified, shall be accurately maintained in the district administrative office. Personnel records shall include home addresses and telephone numbers, financial information, and other information maintained because of the employer-employee relationship.
2. All personnel records of individual employees shall be considered confidential except for the information listed below. They shall not be open for public inspection. The superintendent and designees shall take the necessary steps to safeguard against unauthorized access or use of all confidential material.
3. Employees shall have the right, upon request, to review the contents of their own personnel files, with the exception of references and recommendations provided to the district on a confidential basis by universities, colleges or persons not connected with the district.
4. The following information in personnel records and files shall be available for public inspection:
 - a. Applications of past or current employees
 - b. Employment agreements
 - c. Any amount paid or benefit provided incident to termination of employment
 - d. Performance ratings except for evaluations of licensed personnel as noted below
 - e. Any compensation including expense allowances and benefits
5. The evaluation report of licensed personnel and all public records used in preparing the evaluation report shall be confidential and available only to those permitted access under state law. Portions of the superintendent's evaluation shall be open to public inspection, in accordance with state law.
- 6.. District employees' home addresses and telephone numbers shall not be released for general public or commercial use.
7. Personnel records shall be available upon request to members of the Board of Education.
8. District employees' medical records shall be kept in separate files and shall be kept confidential in accordance with applicable law and Board policy.

Adopted: January 21, 1987
Amended: August 19, 1993
Amended: January 19, 2011
Revised: March 12, 2014

LEGAL REFS.: C.R.S. 22-9-109
C.R.S. 22-32-109.1(9)
C.R.S. 24-19-108(1)(c)
C.R.S. 24-72-201 *et. seq*

CROSS REFS.: CBB, Recruitment of Superintendent
GCE/GCF, Professional Staff Recruiting/Hiring
KDB, Public's Right to Know/Freedom of Information

Disclosure of Information to Prospective Employers

Pursuant to state law, the school district shall, upon request, disclose to another school district, or school, the reasons for a teacher's separation from employment with the district, any pertinent performance or disciplinary record of the teacher that specifically relates to any negligent action of the teacher that was found to endanger the safety and security of a student, and any disciplinary records that relate to behavior by the teacher that was found to have contributed to a student's violation of the school district's conduct and discipline code. This information shall only be disclosed to personnel authorized to review the personnel file in the requesting district and the person applying for a position as a teacher.

Other District Employees

With regard to all other former or current district employees, the district shall disclose to a prospective employer information relative to the employee's suitability for reemployment, including his or her work-related skills, abilities, and habits. In the case of a former employee, the district shall also disclose the reason for the employee's separation.

Immunity Provisions

The school district, and its employees, agents, and representatives authorized by the district to make such disclosures, shall be immune from civil liability for disclosing such information unless the district know or should have reasonably known that the information was false.

Copy to Employee

When the district provides written information about a current or former employee to a prospective employer, it shall send a copy of that information to the employee upon request. The district shall also make such written information available to the current or former employee upon request during normal business hours. A fair and reasonable price shall be charged by the district for any copies of the written information requested by the employee.

Adopted: August 18, 1999

Revised: July 18, 2001

LEGAL REFS.: C.R.S. 8-2-114 (2),(3), and (5)
C.R.S. 22-63-202

CROSS REFS.: GCE/GCF, Professional Staff Recruiting/Hiring
GDE/GDF, Support Staff Recruiting/Hiring

Staff Concerns/Complaints/Grievances

It is the Board's desire that procedures for settling differences provide for prompt and equitable resolution at the lowest possible administrative level and that each employee be assured an opportunity for orderly presentation and review of complaints without fear of reprisal.

A "grievance" is defined as an alleged material violation of Board of Education policies or administrative regulations that apply to all employees.

The process designated for the resolution of "grievances" in agreements between the Board and recognized employee organizations shall apply only to grievances as defined in the particular agreement.

Nothing in this policy shall be construed to imply in any manner the establishment of personal rights not explicitly established by statute or Board policy. Neither shall anything in this policy be construed to establish any condition or prerequisite relative to nonrenewal of contracts, transfer, assignment, dismissal or any other employment decision relating to school personnel.

All employment decisions remain within the sole and continuing discretion of the administration and/or Board of Education, as appropriate, subject only to the conditions and limitations prescribed by Colorado law.

Adopted: November 19, 1986

Revised: January 19, 2011

Staff Concerns/ Complaints/ Grievances

Employee Grievance Procedure

The employee may choose a person to assist him or her at any step of the grievance procedure. Any costs resulting from such assistance shall be the employee's responsibility.

Individual or group grievances of employees shall be filed within 30 working days of the incident that is the subject of the grievance. Any grievance filed outside of this timeline shall not be considered pursuant to this regulation. A grievance shall be resolved as follows:

Step 1. The grievance shall first be presented in writing to the persons having direct administrative or supervisory responsibility over the work of the employee involved in the grievance. The written grievance shall: (1) explain the specific incident that is the subject of the grievance in sufficient detail; (2) include a description of prior attempts to resolve the matter and the results of these attempts; and (3) discuss the reasons why the employee(s) is/are not satisfied with the prior results. The supervisor or administrator shall render a written decision within 10 working days.

Step 2. If the grievance is not solved at Step 1, the employee(s) may present the written grievance to the superintendent or designee who shall conduct a hearing within 10 working days of receipt of the report from Step 1 and shall render a written decision within 10 working days of the hearing.

Step 3. If the grievance is not solved at Step 2, the employee(s) may file a written request for review by the Board of Education, which will be held within 15 working days of receipt of the report from Step 2. The Board's review of the grievance may be held in executive session at the request of the employee(s), the superintendent or the Board. The decision of the Board shall be final and shall be made in writing within 15 working days of the Board's review.

Notwithstanding the steps of the grievance procedure described above, an employee may discuss any problem at any time with any district supervisor or administrator.

Adopted: November 19, 1986
Revised: January 19, 2011
Revised: March 12, 2014

Professional Staff

Teachers shall be in one of these classifications for purposes of the Colorado Teacher Employment, Compensation and Dismissal Act according to the terms of their employment:

1. **Teacher.** Teacher means any person who holds valid initial or professional teacher's license and who is employed to instruct, direct or supervise an instructional program. "Teacher" does not include persons holding letters of authorization or the superintendent.
2. **Alternative Teacher.** A person who is participating in an alternative teacher program provided by a designated agency and who holds an alternative teacher's license.
3. **Probationary Teacher.** A teacher who has not completed three consecutive years of demonstrated effectiveness or a nonprobationary teacher who has had two consecutive years of ineffectiveness, as defined by applicable rules of the State Board of Education.
4. **Substitute Teacher.** A teacher who normally performs services for a district for four hours or more during each regular school day, but works on one continuous assignment for a total of less than 90 regular school days, or for less than one semester or equivalent time as determined by the annual school year calendar of the district. Substitute teacher does not include a nonprobationary or probationary teacher who is assigned as a permanent substitute teacher within a school district.
5. **Itinerant Teacher.** An itinerant teacher who is employed by a district on a day to day or similar short-term basis as a replacement teacher for a nonprobationary teacher, a probationary teacher, or a part-time teacher who is absent or otherwise unavailable (no limit on the number of days worked). An itinerant teacher is considered a substitute teacher.
6. **Part-time teacher.** A teacher who normally works less than four hours per day.

The Board shall approve all classifications upon the recommendation of the superintendent.

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| Adopted: | Date of manual adoption |
| Revised: | August 16, 1995 |
| Revised: | August 18, 1999 |
| Revised: | August 18, 2010 |
| Revised: | March 12, 2014 |

LEGAL REFS.: C.R.S. 22-32-109 (1)(f) *(board duty to employ personnel)*
C.R.S. 22-32-109.7 *(specific board duties regarding personnel)*
C.R.S. 22-60.5-111 *(types of authorizations, including military spouse interim authorization)*
C.R.S. 22-60.5-201 *(types of teacher licenses)*
C.R.S. 22-60.5-201 (3)(b) *(licensure reciprocity for out-of-state applicants)*
C.R.S. 22-60.5-207 *(alternative teacher contracts)*
C.R.S. 22-63-103 *(definitions in Teacher Employment, Compensation, and Dismissal Act of 1990)*
C.R.S. 22-63-201(2) *(hiring of person who holds an alternative teacher license)*
20 U.S.C. 6319 *(definition of highly qualified teacher contained in NCLB Act of 2001)*
34 C.F.R. 200.55 *(federal regulations regarding highly qualified teachers)*
1 CCR 301-87 *(State Board of Education rules for administration of a system to evaluate the effectiveness of licensed personnel)*

Professional Staff Positions

All licensed, administrative and supervisory positions in the school district shall be established initially by the Board. All changes in the titles and/or responsibilities of administrative and supervisory positions shall be approved by the Board.

In each case, the Board shall approve the broad purpose and function of the position in harmony with state laws and regulations and approve a statement of job requirements as recommended by the superintendent.

The Board delegates to the superintendent the task of writing job descriptions which must include any essential functions required for specific positions.

Adopted: Date of manual adoption

LEGAL REFS.: C.R.S. 22-32-110 (1)(h)
 C.R.S. 22-60.5-101 *et seq.*
 C.R.S. 22-63-101 *et seq.*

Job Description – Principal

QUALIFICATIONS: Minimum of:

1. A master's degree from an accredited institution.
2. Maintain valid Colorado license endorsed in school administration or the equivalent Type D certificate.
3. At least three years teaching experience, at least one year of which shall be at the level assigned.

RESPONSIBLE TO AND EVALUATED BY: The Superintendent of Schools

PERFORMANCE GOAL: The principal is the instructional leader of the school and is responsible for the development of quality, comprehensive, and relevant educational programs for all students enrolled in his/her building.

TERMS OF EMPLOYMENT: Eleven-month contract year beginning on or about July 21 and ending on June 20 of each school year. Twelve-month contract responsibilities begin on or about July 1 and end June 30 of each school year. Salary is commensurate with Board approval.

EVALUATION: Performance of the principal will be evaluated annually in accordance with provisions of Board policy.

DUTIES AND RESPONSIBILITIES:

ADMINISTRATIVE:

1. Establishes and maintains an effective learning environment that is physically and socially safe and promotes learning by all children.
2. Leads and facilitates development of high standards in the school to ensure quality learning experiences for all students. (Principal's Standard #1)
3. Leads the school community in formulation of a program that is focused on learning and the development of fair and accurate assessment methods. (Principal's Standard #2)
4. Effectively promotes the involvement of business and non-parent partnerships in student learning experiences.
5. Attends meetings with the Superintendent and Board of Education and prepares reports on the status of the school as are required or necessary, making recommendations about policies or administrative rules that are in the best interest of the students and school.
6. Communicates to the Superintendent on school activities, achievements, program needs and problems.
7. Advises the Superintendent regarding the adequacy of auxiliary programs, including transportation, maintenance, custodial and food service in regard to their effectiveness, in supporting the instruction of students.
8. Plans, organizes and directs implementation of school activities.
9. Assumes responsibility for implementation and observance of all Board policies and regulations related to the instructional program of the school and upholds and applies state laws and District policies while ensuring due process.

10. Organizes and manages human and financial resources to create a safe and effective working and learning environment. (Principal's Standard #6)
11. Ensures accurate and prompt preparation of reports, records, and all other such work required or appropriate to the school's administration.
12. Attends and supervises special events held to recognize student achievement including school-sponsored activities and functions.
13. Delegates authority to responsible personnel to assume responsibility for the school in the Principal's absence.
14. Plans and supervises fire drills and other emergency preparedness programs.
15. Maintains an awareness of changes and developments in the professional by attending professional meetings, reading professional journals and publications, and discussing problems of mutual interest with others in the field.
16. Promotes a working relationship between the Superintendent and the Principal so as to ensure cooperation and effective administration and operation of the school.
17. Supervises and evaluates the school's extracurricular activities programs.

PERSONNEL

1. Complies with Plateau Valley School District #50 teacher evaluation procedures.
2. Conducts evaluations in a fair, professional and credible manner.
3. Supervises and/or supports instructional support programs, i.e., counseling and guidance, health services, at risk special education, and gifted education, to enhance individual student education and development.
4. Directs the screening, interviewing, and recommendation for hire of instructional staff candidates.
5. Manages personnel practices, including recruitment and selection, with fairness and legally defensible processes.
6. Organizes, assigns, and coordinates instructional staff so that staff members and parents contribute to overall school improvement and develop a sense of worth and accomplishment.
7. Orients newly assigned instructional staff members and assists in their professional development by adhering to the District-approved induction program.
8. Promotes working relationships between the Principal and the staff to ensure cooperation and effective administration and operation of the educational program within the school.
9. Provides administrative support for school personnel.
10. Supervises all personnel while functioning in the assigned school.
11. Formulates staff duty rosters for lunches, halls, and buses, and monitors those on duty.

CURRICULUM

1. Serves as instructional leader in school-wide curriculum planning, implementation, and evaluation.
2. Directs the development, revision, and evaluation of the curriculum ensuring comprehensive, challenging, and sequential learning.
3. Works cooperatively with the staff in development of a class schedule that promotes academic achievement and is challenging to each student.
4. Monitors use of District-adopted curriculum materials

5. Encourages staff members to try new methods and to implement new materials in the curricular program.
6. Encourages, schedules, and supervises extracurricular activities.

STAFF DEVELOPMENT

1. Uses the district teacher evaluation process to help each staff person improve professional effectiveness.
2. With assistance of the entire staff, identifies and arranges inservice and professional development opportunities designed to enhance performance quality and personal satisfaction (Principal's Standard #5)
3. Conducts meetings of the instructional staff as necessary for the proper functioning and improvement of school.

FINANCE

1. Assists in the preparation and management of the school's budget and efficiently manages financial resources.
2. Maintains and controls the various local funds generated by student activities.
3. Consults with staff on budgetary considerations.
4. Assists in the efficient management of the ordering, receiving, and dispersing of supplies and equipment.

STUDENT SERVICES

1. Promotes high standards of student behavior and citizenship consistent with established principles of conduct, District policy, and state regulation.
2. Develops and implements procedures for informing parents about student progress.
3. Develops and implements a positive student discipline procedure.
4. Develops and demonstrates procedures resulting in positive student attitudes.
5. Coordinates efforts with the counselor in order to better meet the educational and supervisory needs of students.
6. Supervises student conduct and assists the teaching staff to improve discipline effectiveness in the classroom and at school-related activities.
7. Assures that accurate records are maintained regarding student conduct and action for misconduct.
8. Establishes and maintains a program which encourages positive attitudes and behaviors in school attendance.
9. Assures that accurate records are maintained regarding student attendance and keeps parents informed of attendance issues.
10. Assures that reasonable communication with various service and legal agencies concerning student issues and programs is maintained.
11. Assigns students to lockers and maintains accurate records of locker assignments.

PUBLIC RELATIONS

1. Establishes an effective internal communication program for the students and staff.

2. Establishes an effective means of external communication for parents and community.

FACILITIES

1. Develops and implements a procedure to inform maintenance personnel and custodians of faculty needs.
2. Coordinates activities for maximum use of school facilities with minimum conflicts.
3. Assures that facilities and grounds are neat, clean, pleasant, and esthetically appealing.

PROFESSIONALISM

1. Assumes responsibility for personal professional growth and development through membership and participation in the affairs of professional organizations, and through other professional growth activities as are mutually beneficial to the school and the individual.
2. Demonstrates good judgment as to when, where, and with whom to discuss school business, and handles confidential and personal information discreetly.
3. The principal recognizes the economic and human diversity of the entire school community, while striving to provide fair and equitable treatment and consideration for all. (Principal's Standard #4)
4. Behaves ethically and creates an environment that encourages and develops responsibility, ethics and citizenship in self and others. (Principal's Standard #3)
5. Performs such other tasks and assumes responsibilities as the Superintendent or the Board may deem in the best interest of the School District.
6. Uses appropriate communication skills in all verbal and written information.
7. Maintains a professional appearance and attitude.

Adopted: November 19, 1997

Teacher

QUALIFICATIONS:

1. Colorado Type A license with endorsements depending on specific assignment area and Colorado State accreditation requirements.
2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal

SUPERVISES: Only those designated by the Board or the superintendent.

JOB GOAL: To help students learn subject matter and skills that will contribute to their development as mature, able, and responsible men and women.

PERFORMANCE RESPONSIBILITIES:

1. Meets and instructs assigned classes in the locations and at the times designated.
2. Plans a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students.
3. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
4. Prepares for classes assigned, and shows written evidence of preparation upon request of immediate superior.
5. Encourages students to set and maintain standards of classroom behavior.
6. Guides the learning process toward the achievement of curriculum goals and, in harmony with the goals, establishes clear objective for all lessons, units, projects and the like to communicate these objectives to students.
7. Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
8. Strives to implement by instruction and action the district's philosophy of education and instructional goals and objectives.
9. Assesses the accomplishments of students on a regular basis and provides progress reports as required.
10. Diagnoses the learning disabilities of students on a regular basis, seeking the assistance of district specialists as required.
11. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
12. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
13. Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.

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14. Makes provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
15. Plans and supervises purposeful assignments for teacher aide(s) and volunteer(s) and, cooperatively with department heads, evaluates their job performance.
16. Strives to maintain and improve professional competence.
17. Attends staff meetings and serves on staff committees as required.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

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

Adopted: Date of manual adoption

Art Teacher

QUALIFICATIONS:

1. Colorado Type A Teaching License with Art endorsement.
2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal

SUPERVISES: Only those designated by the Board or the superintendent

JOB GOAL: To develop in each pupil an interest in and the ability for expressing himself creatively in visual terms, utilizing skills and techniques of artistic expression appropriate to the pupil's interests and abilities; to develop aesthetic understandings and appreciations; to discover and develop talents of pupils in the field of art.

PERFORMANCE RESPONSIBILITIES:

1. Teaches knowledge and skills in art, including crafts, drawing, painting, lettering, design, commercial art, art history, and three-dimensional art to pupils, following the course of study adopted by the Board of Education, and other appropriate learning activities.
2. Instructs pupils in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
3. Provides instruction by which pupils develop aesthetic concepts and appreciations and the ability to make qualitative judgments about art.
4. Demonstrates techniques in activities such as drawing, painting, and modeling, using standard and teacher-prepared instructional aids.
5. Develops instructional plans and organizes class time to provide a balanced program of instruction, demonstration, and working time.
6. Provides individual and small group instruction in order to adapt the curriculum to the needs of pupils with varying intellectual and artistic abilities, and to accommodate a variety of instructional activities.
7. Establishes and maintains standards of pupil behavior needed to provide an orderly and productive studio environment.
8. Instructs pupils in proper care and use of tools and equipment.
9. Organizes storage areas and controls use of materials, equipment and tools to prevent loss or abuse, and to minimize time required for distribution and collection.
10. Evaluates each pupil's performance and growth in knowledge and aesthetic understandings, and prepares progress reports.
11. Selects and requisitions books, instructional materials, tools, instructional aids, and maintains required inventory records.

12. Plans and presents art displays and exhibitions designed to exhibit pupils' work for the school and the community. May sponsor exhibits from outside.
13. Maintains professional competence through inservice education activities provided by the district and/or in self-selected professional growth activities.
14. Maintains an auditable record of pupil attendance and makes daily reports of pupils absent each period. Assigns citizenship and scholarship marks.
15. Participates cooperatively with the appropriate administrator to develop the method by which he/she will be evaluated in conformance with district guidelines.
16. Communicates with parents and school counselors on pupil progress.
17. Participates in curriculum and other developmental programs within the school of assignment or on a district level.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

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

Adopted: Date of manual adoption

Vocational Teacher
Construction Trades, Consumer Home Ec, Auto Mechanics, & Business

QUALIFICATIONS: As set by state certification officials

REPORTS TO: Principal

SUPERVISES: Only those designated by the Board or the superintendent.

JOB GOAL: To help students learn subject matter and skills that will contribute to their development as mature, able, and responsible men and women.

PERFORMANCE RESPONSIBILITIES:

1. Will adhere to policies and procedures adopted by the governing board.
2. Will assume responsibility for keeping on file current vocational credential and Colorado Department of Education teaching license as required by law.
3. Works with school personnel in developing the criteria for selection of students.
4. Instructs in citizenship, basic communication skills, and other general elements of the course of study as specified in state plan, administrative regulations, and policies of the school.
5. Introduces and demonstrates proper use of equipment, tools, occupational materials, and processes using standard or teacher-prepared models, mockups, sketches, and other instructional aids.
6. Develops lesson plans and organizes class time so that preparation, instruction, lab work, and clean-up activities can be accomplished within the allotted time.
7. Provides individual and group instruction appropriate to the needs of the pupils and the requirements of the activities being performed.
8. Instructs in the appropriate safety precautions and the safe operation and use of tools, machinery and equipment.
9. Cooperates in the storage, maintenance, and use of materials and property to prevent damage, loss, or abuse.
10. Establishes and maintains standards of student conduct.

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11. Maintains contacts with the business community to keep informed of changing requirements which should be reflected in the curriculum.
12. Communicates with employers, parents, and school counselors on individual student progress.
13. Identifies student needs, and cooperates with other professional staff members in assessing and helping students solve health, attitude, and learning problems. Makes an effort to secure counseling and support services for those students who are educationally disadvantaged or physically handicapped.
14. Provides assistance to students in seeking employment on full or part-time basis by working with the job development specialist and/or the business and industrial community.
15. Supervises students during out-of-classroom activities during the assigned working day when applicable, i.e., VICA, FFA, PBL, etc.
16. Participates in development and revision of curriculum, VE-120's, and other special programs.
17. Attends and works with advisory committees in the development and implementation and revision of instructional programs.
18. Participates in faculty meetings, National Vocational Education Week, Job Opportunities Day, and other school sponsored activities.
19. Shares and participates in supervision and advising of student activities.
20. Coordinates student schedules at work stations, and when applicable, at off-campus locations.
21. Assists in school follow-up studies and evaluations of programs and graduates.
22. Evaluates each student's performance, knowledge, and skills in course being taught; prepares progress reports; and maintains grade and attendance records.
23. Assists with the development of a yearly budget; selects and requisitions books, instructional aids, equipment, tools, materials, supplies and parts as required, working under established budget and procedures.
24. Performs other duties as assigned by the head teacher and administration as related to the instructional field.

TERMS OF EMPLOYMENT: School year calendar established by Board.

EVALUATION: Performance will be evaluated by formal and informal observations of administration.

Adopted: Date of manual adoption

Band Instructor

QUALIFICATIONS: 1. Colorado Type A license with band and/or music endorsement.
2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal

JOB GOAL: To develop in each pupil an appreciation of the art of instrumental music as part of general culture; to teach techniques of instrumental music expression; to discover and develop talents of pupils in the field of instrumental music; to develop knowledge and skills in the reading, listening to, and understanding of music.

PERFORMANCE RESPONSIBILITIES

1. Teaches skills in instrumental music (High School Band, Stage Band, Junior High Band, Elementary Band and Beginners Band) utilizes course of study adopted by the Board of Education and other appropriate learning activities.
2. Instructs students in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
3. Plans a balanced instrumental music program, and organizes daily time so that preparation, rehearsal, and instruction can be accomplished within the allotted time.
4. Provides instrumental and small group instruction in order to adapt the curriculum to the needs of each pupil.
5. Utilizes repertoire of all types of band literature that are appropriate for the ages and skill levels of pupils.
6. Controls the storage and use of school owned equipment; makes emergency adjustments and requests (supervises) necessary repairs to same.
7. Establishes and maintains standards of pupil behavior to provide an orderly, productive environment during rehearsals, travel, and performances.
8. Plans, rehearses, and directs students in musical programs, ceremonies, and competitions (suitable to the curriculum) in and outside of school and community.
9. Evaluates each pupil's musical growth and performance, assessing each individual's contribution to the performance of the group.

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10. Selects materials, literature, and other instrumental equipment and instructional aids and requisitions same; maintains required inventory records.
11. Communicates with parents and counselors on pupil progress.
12. Identifies pupil needs and cooperates with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.
13. Cooperates with the administration in providing musical programs for school productions, graduation ceremonies, and civic functions.
14. Supervises pupils in and out of classroom activities as assigned.
15. Participates in curriculum and other developmental activities.
16. Participates in faculty committees and sponsorship of student activities.
17. Maintains professional competence through inservice education provided by the district and in self-selected professional growth activities related to band.
18. Participates cooperatively with the principal or designee to develop the method by which the teacher will be evaluated in conformance with district policy.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of professional staff.

Adopted: Date of manual adoption

Business Education Teacher

QUALIFICATIONS:

1. Type A and/or Type C Colorado Teaching License endorsed in secondary business.
2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal

JOB GOAL: To develop in each pupil an understanding of our American business system and its place in the nation's economy; to provide knowledge needed for intelligent consumption of business services; to develop practical business skills for personal use or for use in business occupations; to encourage pupils to develop work and personal habits essential for success in business.

PERFORMANC RESPONSIBILITIES:

1. Teaches knowledge and skills in one or more of the following subjects to secondary pupils; typing, shorthand, note-taking, bookkeeping, record keeping, office procedures, merchandising, business communications, data processing, or basic business. Utilizes course of study adopted by the Board of Education and other appropriate learning activities.
2. Instructs pupils in citizenship and basic subject law and administrative regulations and procedures.
3. Develops lesson plans and organizes daily class instruction, and practice time for completion within class periods.
4. Instructs pupils in use, care, and safe operation of business machines. Makes minor adjustments and requests repairs to equipment as required.
5. Maintains an auditable record of pupil attendance and makes daily reports.
6. Controls assigned district-owned office equipment and supplies to prevent loss or abuse.
7. Establishes and maintains standards of pupil behavior needed to provide an orderly, productive environment in the laboratory-type classroom where several kinds of activities may be taking place simultaneously.

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8. Instructs pupils in importance to employers of accuracy, neatness, efficiency, resourcefulness, and good work habits.
9. Evaluates each pupil's performance, knowledge, and skills in course being taught and prepares pupil progress reports and employment references.
10. Maintains continued contact with business community to keep in touch with job entry requirements and current business methods and equipment.
11. Evaluates, selects, and requisitions books, instructional aids, equipment, and instructional supplies and maintains required inventory records.
12. Maintains professional competence through inservice education activities, and current business courses for instructional improvement.
13. Communicates with parents and school counselors on pupil progress.
14. Supervises pupils in out-of-classroom activities during the assigned work day.
15. Participates in curriculum and other developmental programs.
16. Participates in faculty committees and the sponsorship of student activities.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

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

Adopted: Date of manual adoption

COACH

QUALIFICATIONS:

1. A valid Colorado teaching certificate/license and/or
2. A current CHSAA coaching registration certificate or certification

REPORTS TO:

Principal

JOB GOAL:

To help each participating student achieve a high level of skill, an appreciation for the values of discipline and sportsmanship, an increased level of self-esteem, and enhanced academic achievement.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Have the following skills as they pertain to: _____ (sport) _____.
2. Instructs student athletes in skills necessary for high achievement in the sport(s) coached, during the season and throughout the calendar year, to enhance all student athletic performance.
3. Works in conjunction with Athletic Director in scheduling practice times (in and out of season) and contests; ensures all necessary attendance forms, insurance records, eligibility forms and other paperwork necessary to meet CHSAA guidelines and timelines are submitted to Athletic Director.
4. Ensures safe conditions of the facility or area for the assigned sport at all times and ensures safe practice and game conditions.
5. Enforces discipline and sportsmanlike behavior at all times, and establishes and oversees penalties for breach of such standards by individual students.
6. Maintains self discipline and sportsmanlike behavior at all times.
7. Is responsible for supervision of students at all times during travel to and from games and during those games.

OTHER RESPONSIBILITIES:

1. Plans and schedules a regular program of practice in season.
2. Recommends purchase of equipment, supplies, and uniforms, as appropriate.

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TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

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

Adopted: April 20, 2005

Director of Student Activities

QUALIFICATIONS: Proper teaching credentials for the assigned area plus the ability and interest necessary to promote student activities outside the classroom, maintain adequate records and budgets, and aid in the scheduling of extra-curricular activities in cooperation with the administration.

SUPERVISES: All student council and related student activities.

JOB GOALS: To promote student interest and participation in the extra curricular activities of their school and to help student take an active interest in the school and its advancement, as well as coordinating these activities within the regular educational structure and schedules.

PERFORMANCE RESPONSIBILITIES:

1. Receive the information from staff and administration necessary to the preparation of a weekly schedule of activities to be published and distributed to all personnel prior to the beginning of each week.
2. To act as a source of information and make recommendations in the planning and scheduling of all class and club activities and money making projects.
3. To act as sponsor and advisor of the high school student council and of all related activities.
 - a) Planning and administration of the fall homecoming activities including crowning ceremonies, election of royalty, purchase of flowers, crown, etc. and organization of a parade or other such activities if necessary.
 - b) Acting as the primary person in charge of Student Council funds and as a purchasing agent for the student council in all of its activities including making requisitions and reports to the proper administrator and bookkeeper in relation to such matters.
 - c) To act as a sponsor for all Student Council sponsored activities such as dances/fund raisers, etc.
 - d) Planning, preparation and scheduling of student council elections, awards, and workshops such as the State Student Council Leadership Workshop.

4. To execute any administrative duties delegated in the absence of the principal or superintendent such as: school representative for athletic contests, acting administrator on duty during the school day, or an administrative sponsor for other extra-curricular activities such as dances, fund raisers, etc.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

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

Adopted: Date of manual adoption

Elementary Classroom Teacher

QUALIFICATIONS:

1. Colorado Type A Teaching License endorsed in Elementary Education.
2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal

JOB GOAL: To create a flexible elementary grade program and a class environment favorable to learning and personal growth; to establish effective rapport with pupils; to motivate pupils to develop skills, attitudes and knowledge needed to provide a good foundation for elementary education, in accordance with each pupil's ability; to establish good relationships with parents and with other staff members.

PERFORMANCE RESPONSIBILITIES:

1. Teaches reading, language arts, social studies, mathematics, science, art, health, to pupils in a classroom, utilizing course of study adopted by the Board of Education, and other appropriate learning activities.
2. Instructs pupils in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
3. Develops lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.
4. Translates lesson plans into learning experiences so as to best utilize the available time for instruction.
5. Establishes and maintains standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom.
6. Evaluates pupils academic and social growth, keeps appropriate records, and prepares report cards.
7. Communicates with parents through conferences, phone calls, and notes to discuss pupil's progress and interpret the school program.

8. Identifies pupil needs and cooperates with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.
9. Creates an effective environment for learning through functional and attractive displays, bulletin boards, and interest centers.
10. Maintains professional competence through inservice education activities provided by the district and self-selected professional growth activities.
11. Participates cooperatively with the appropriate administrator to develop the method by which the teacher will be evaluated in conformance with district guidelines.
12. Selects and requisitions books and instructional aids; maintains required inventory records.
13. Supervises pupils in out-of-classroom activities during the assigned working day including halls and recess duty.
14. Administers group standardized tests in accordance with district testing program.
15. Participates in curriculum development programs as required.
16. Participates in faculty committees and the sponsorship of pupil activities.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

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

Adopted: Date of manual adoption

English Teacher

QUALIFICATIONS:

1. Colorado Type A Teaching License endorsed in Secondary English.
2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal

JOB GOAL: To develop in each pupil skills of listening, speaking, reading, and writing that are fundamental to good communication and literate citizenship; to develop appreciation of good literature of all types; to motivate pupils to read widely for information and recreation; to develop standards for critical judgment of written and oral communications transmitted by mass media; to discover and develop special talents of pupils in the field of English.

PERFORMANCE RESPONSIBILITIES:

1. Teaches content and skills in English language, literature, composition, reading, and journalism to secondary pupils, utilizing course of study adopted by the Board of Education and other appropriate learning activities.
2. Instructs pupils in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
3. Adapts English material and methods to develop relevant sequential assignments that guide and challenge pupils.
4. Selects and requisitions books and instructional aids appropriate to the interest and maturity level of pupils; maintains required inventory records.
5. Adapts the curriculum to provide individual, small group, or remedial instruction to meet the needs of the individual pupil.
6. Develops standards for critical analysis through group discussion based on a variety of mass media and classical and contemporary literature.
7. Encourages pupils to think independently and to express original ideas.
8. Evaluates each pupil's progress in English skills (listening, speaking, reading, and writing).

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9. Establishes and maintains standards of pupil behavior needed to provide an orderly, productive classroom environment.
10. Identifies pupil needs, and cooperates with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.
11. Communicates with parents and school counselors on pupil progress.
12. Supervises pupils in out-of-classroom activities during the assigned working day.
13. Works with pupils and other classroom teachers in such activities as preparing material for the school newspaper or yearbook, or coordinating entries in essay contests.
14. Administers or monitors group tests.
15. Participates in curriculum and other developmental programs.
16. Participates in faculty committees and the sponsorship of student activities.
17. Maintains professional competence through inservice education activities provided by the district and in self-selected professional growth activities.
18. Participates cooperatively with the appropriate administrator to develop the method by which he/she will be evaluated in conformance with district guidelines.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

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

Adopted: Date of manual adoption

Foreign Language Teacher

QUALIFICATIONS:

1. Type A Colorado Teaching License with Secondary Endorsement.
2. Minor or at least 16 hours in foreign language.
3. Experience in foreign language.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO:

Principal

JOB GOAL:

To motivate each pupil to develop competencies, knowledge and skills in aurally comprehending, speaking, reading, and writing a foreign language, in accordance with each pupil's ability; to interpret to pupils the culture of the countries where foreign language is spoken; to discover and develop special talents of pupils in foreign language communication.

PERFORMANCE RESPONSIBILITIES:

1. Teaches skills and knowledge in foreign language instruction to secondary pupils, utilizing course of study adopted by the Board of Education and other appropriate learning activities. Modern foreign language teachers (French, German, Spanish) teach aural comprehension, speaking, reading, and writing. Latin teachers concentrate primarily on the study of syntax, morphology, and vocabulary, with emphasis on reading and translation of classical literature.
2. Instructs pupils in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
3. Develops lesson plans and supplementary materials compatible with the basic instructional philosophy.
4. Provides learning experiences which develop the basic communication skills, utilizing tape recorders and other electronic equipment as appropriate.
5. Provides individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.
6. Instructs pupils in safe operation of electronic equipment used in language instruction. Makes minor adjustments and requests repairs as required.

7. Develops pupil understanding and appreciation of culture of countries where the studied language is spoken.
8. Establishes and maintains standards of pupil behavior needed to provide an orderly, productive classroom environment.
9. Evaluates each pupil's progress in aural comprehension, speaking, reading and writing the foreign language in relation to the level being taught.
10. Selects and requisitions books, instructional aids, and instructional supplies; maintains required inventory records.
11. Communicates with parents and school counselors on pupil progress.
12. Identifies pupil needs and cooperates with other professional staff members in helping pupils solve health, attitude, and learning problems.
13. Supervises pupils in out-of-classroom activities during the assigned working day.
14. Participates in curriculum and other developmental programs.
15. Participates in faculty committees and the sponsorship of student activities.
16. Maintains professional competence through inservice education activities provided by the district, and in self-selected professional growth activities, such as foreign language workshops.
17. Participates cooperatively with the appropriate administrator to develop the method by which the teacher will be evaluated in conformance with district guidelines.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

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

Adopted: Date of manual adoption

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General Music Teacher

QUALIFICATIONS:

1. Colorado Type A License, endorsement in music K-12.
2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal

JOB GOAL: To develop in each pupil an appreciation of the art of music as part of general culture; to teach techniques of vocal or instrumental music expression; to discover and develop talents of pupils in the field of music; to develop knowledge and skills in listening to and reading music.

PERFORMANCE RESPONSIBILITIES:

1. Teaches skills in music appreciation, harmony, and explorations in music, and choral music (chorus, choir, choral ensemble) to pupils. Utilizes course of study adopted by the Board of Education and other appropriate learning activities.
2. Instructs pupils in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
3. Plans a balanced music program, and organizes daily class time so that preparation, rehearsal, and instruction can be accomplished within the allotted time.
4. Provides individual and small group instruction in order to adapt the curriculum to the needs of each pupil.
5. Utilizes repertoire of all types of music literature, including traditional and contemporary, that are appropriate for the ages and skill levels of pupils.
6. Controls the storage and use of school-owned property; makes minor adjustments and requests repairs to instruments as required.
7. Establishes and maintains standards of pupil behavior to provide an orderly, productive environment during practice, group rehearsals, and musical performances.
8. Evaluates each pupil's musical growth and performance, assessing each individual's contribution to the performance of the group.
9. Plans, rehearses and directs pupils in musical programs for school and community.

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10. Selects and requisitions books and instructional aids; maintains required inventory records.
11. Communicates with parents and school counselors on pupil progress.
12. Identifies pupil needs and cooperates with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.
13. Cooperates with the school administration in providing musical programs for school productions, and civic functions.
14. Supervises pupils in out-of-classroom activities as assigned.
15. Participates in curriculum and other developmental programs.
16. Participates in faculty committees and sponsorship of pupil activities.
17. Maintains professional competence through inservice education provided by the district, and in self-selected professional growth activities related to music.
18. Participates cooperatively with the principal or his designee to develop the method by which the teacher will be evaluated in conformance with district guidelines.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

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

Adopted: Date of manual adoption

Counselor Grades K-12 Job Description

QUALIFICATIONS:

1. M.A. in education, counseling, educational psychology, or strongly-related field from an accredited university.
2. For the State of Colorado, these requirements include but are not limited to course work in individual and group counseling theories and skills, childhood and adolescent growth and development, career counseling, assessment and individual appraisal, and completion of practicum and internships.
3. Previous counseling work in a school setting.
4. Demonstrate familiarity with computer technology.
5. Familiar with a variety of standardized testing programs and applicability to curricular program; is proficient with CTB's I.B.M reporting program.
6. Maintain cooperative, supportive, calm, and friendly work environment.
7. Have knowledge and skill in the use of effective classroom instruction; prior teaching experience invaluable.
8. Have knowledge of student needs in the area of program development.
9. Able to assist in identifying learning and developmental problems of students.

RESPONSIBLE TO AND EVALUATED BY : The Secondary Principal

PERFORMANCE GOAL: To provide, as a member of the Guidance Department staff, a comprehensive, developmental, standards-based guidance and counseling program for students in kindergarten through grade 12, striving to achieve a delivery system based on the following time commitment: Pre-K/elementary, 40%; middle school, 35%; and high school, 25%.

TERMS OF EMPLOYMENT: A ten (10) month contract, beginning two weeks before the start of school and finishing two weeks after the dismissal of school.

SALARY: Commensurate with established professional salary schedule.

Plateau Valley School District 50, Collbran, Colorado

DUTIES AND RESPONSIBILITIES:

A. Counseling:

1. Classroom guidance

- a) Assume leadership in organizing and developing a comprehensive, developmental, standards-based guidance and counseling program.
- b) Conduct guidance learning activities in the classroom setting as a prevention of potential problems in conjunction with school administrators and teachers, as planned in conjunction with school administrators and teachers.
- c) Consult with and/or be a resource person for teachers to facilitate the infusion of guidance learning activities into the regular education curricula.
- d) Consult with teachers, staff and parents to enhance their effectiveness in helping students; and provide support for other school educational programs.

2. Small group counseling

- a) Conduct structured, goal-oriented counseling sessions to meet the identified needs of individuals or groups of students.
- b) Assist students in evaluating aptitudes and abilities through interpretation of standardized test scores and other pertinent data.
- c) Facilitate preparation for college prep tests, PLAN and ACT.

3. Individual counseling

- a) Provide orientation activities for students new to the school.
- b) Guide groups and individual students and their parents in the use of test results and information for education and career planning.
- c) With parent involvement, develop an educational and career plan for each student.
- d) Work closely with the school-to-career coordinator in facilitating implementation of activities into classrooms.
- e) Coordinate summer employment and academic opportunities such as summer school, camps, summer sessions at colleges, etc.
- f) Supervise preparation and processing of college, technical school, and work place applications and scholarships.
- g) Arrange on as-needed basis for information regarding summer school work, GED and alternative education possibilities, correspondence courses, referrals for tutors.
- h) Introduce high school students to education opportunities such as Mesa State College's concurrent enrollment, UTEC, Job Corps, BOCES-sponsored preparation for GED, and alternative programs of education.

- i) Train and coordinate peer facilitators.
- j) Remain available to students to provide counseling that will lead to increased personal growth, self-understanding, and maturity.

B. Consulting:

- 1. Consult with teachers, staff and parents regarding meeting the developmental needs of students at all grade levels.
- 2. Participate in staffings as requested by special education personnel.
- 3. Be available to participate in parent-teacher-student conferences.
- 4. Work with teachers in developing an adviser-advisee program.

C. Coordinating:

- 1. After consultation with the parents except on specific authorization from the supervising administrator, refer students with severe problems to appropriate community agencies, i.e. school-based clinician, school psychologist, nurse, community-based psychologists, social service agencies, and physicians.
- 2. Collaborate with school-based crisis intervention team.
- 3. Coordinate other guidance-related services (student assessment, advisement, community resources, and placement).

D. Working with Parents:

- 1. Involve parents in the formation of an individualized educational and career plan for students of all ages.
- 2. Interpret the school's objectives to parents and community members.

E. Staff and Community Relations:

- 1. Maintain contact with the graduation class from the previous year.
- 2. Continue to build positive working relationships with Grand Mesa High School and Job Corps.
- 3. Serve as a part of a school coordination team (principals, nurse, alternative programs facilitator, school-based clinician, and Title I teacher) on behalf of the needs of students.
- 4. Provide pertinent articles for the local newspaper.

F. Professional Growth:

1. Attend relevant workshops and conferences
2. Actively participate in professional associations as appropriate.
3. Read professional journals.

G. Evaluate and Revise the Guidance Program:

1. Review periodically with the staff and administration the guidance program.
2. Review and modify the guidance program calendar.
3. Evaluate guidance learning activities.
4. Establish an advisory committee to audit the guidance program results and recommend priorities to the appropriate administrator.

H. Miscellaneous:

1. Able to communicate effectively in both written and oral situations and maintain accurate records of communication and student information.
2. Maintain professional appearance and attitude.
3. Perform other duties as assigned by supervisor.

Adopted: June 17, 1998

Media Specialist

QUALIFICATIONS:

1. Colorado Type A teaching license with endorsement as media specialist or a minimum of 18 hours in the basic area of print or non-print media.
2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal

JOB GOAL: To provide all students with an enriched media center environment containing a wide variety and range of materials that will invite intellectual growth, and to aid all students in acquiring the skills needed to take full advantage of media center resources.

PERFORMANCE RESPONSIBILITIES:

1. Operates and supervises the media center to which assigned.
2. Evaluates, selects, and requisitions new media center materials
3. Assists teachers and other staff members concerning new materials the media center acquires.
4. Informs teachers and other staff members concerning new materials the media center acquires.
5. Maintains a comprehensive and efficient system for cataloging all media center materials, and instructs teachers and students on use of the system.
6. Arranges for interlibrary loan of materials of interest or use to teachers.
7. Works with teachers in planning those assignments likely to lead to extended use of media center resources.
8. Promotes appropriate conduct of students using media center facilities.
9. Helps students to develop habits of independent reference work and to develop skill in the use of reference materials in relation to planned assignments.
10. Presents and discusses materials with a class studying a particular topic, on the invitation of the teacher.

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11. Participates at curriculum meetings.
12. Counsels with and gives reading guidance to teachers that have students who have special reading problems or unusual intellectual interests.
13. Prepares and administers the media center budget.
14. Supervises media center aides in the performance of their duties.
15. Participates actively in media center and other educational and professional associations on the local, regional,, state, and national level.
16. Weeds obsolete and worn materials from the collections.
17. Supervises the clerical routines necessary for the smooth operation of the media center.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

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

Adopted: Date of manual adoption

Mathematics Teacher

QUALIFICATIONS:

1. Type A Colorado Teaching License with secondary mathematics endorsement.
2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal

JOB GOAL: To help each pupil develop competence in basic mathematical skills and an understanding of the structure of mathematics; to motivate each pupil to apply mathematical understanding and skills in the solution of practical problems; to encourage pupils to develop their special talents in the field of mathematics.

PERFORMANCE RESPONSIBILITIES:

1. Teaches courses in mathematics to secondary pupils utilizing course of study adopted by the Board of Education and appropriate curriculum publications as guidelines in teaching individual course content.
2. Instructs pupils in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
3. Develops lesson plans and appropriate instructional aids stressing "discovery" and laboratory learning methods.
4. Demonstrates mathematical concepts using models, chalkboard, overhead projector, and other standard or teacher-prepared instructional aids.
5. Provides opportunities when needed for individualized and small group instruction to adapt the curriculum to the needs of each pupil.
6. Designs learning activities that will relate mathematics to the physical world.
7. Establishes and maintains standards of pupil behavior needed to provide an orderly, productive classroom environment.
8. Evaluates each pupil's progress in mathematical knowledge and skills.
9. Selects and requisitions books, instructional aids, and instructional supplies; maintains required inventory records.

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10. Communicates with parents to interpret contemporary methods in teaching mathematics and with parents and school counselors to discuss the individual pupil's progress.
11. Identifies pupil needs, and cooperates with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.
12. Supervises pupils in out-of-classroom activities during the assigned work day.
13. Participates in curriculum and other developmental programs.
14. Shares in the sponsorship of student activities such as mathematic teams, and participates in faculty committees.
15. Maintains professional competence through inservice education activities provided by the district, and in self-selected professional growth activities.
16. Participates cooperatively with the appropriate administrator to develop the method by which the teacher will be evaluated in conformance with district guidelines.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

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

Adopted: Date of manual adoption.

Physical Education Teacher

QUALIFICATIONS:

1. Colorado Type A Teaching License endorsed in physical education.
2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO:

Principal

JOB GOAL:

To develop in each pupil an understanding of the relationship of good body function and exercise; to motivate each pupil to cultivate physical fitness, hygienic habits, and good social and emotional adjustment; to discover and develop talents of pupils in physical achievement; to develop strength, skill, agility, poise, and coordination in individual, dual, and team physical activities and sports, in accordance with each pupil's ability.

PERFORMANCE RESPONSIBILITIES:

1. Teaches knowledge and skills in physical fitness, health education, rhythms and dance, and individual, dual, or team sports, utilizing course of study adopted by the Board of Education and other appropriate learning activities.
2. Instructs pupils in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
3. Works cooperatively with other physical education teachers in planning a balanced physical education program.
4. Analyzes, demonstrates, and explains basic skills, knowledges, and strategies of formal sports, games, rhythms, and fundamentals of body movement.
5. Provides individualized and small group instruction in order to adapt the curriculum to the needs of each pupil, to the extent feasible.
6. May teach physical education classes for handicapped pupils, interscholastic athletics.
7. Provides appropriate safety instruction and makes safety checks on equipment and field areas to ensure the overall safety of pupils.
8. Maintains control of storage and use of school-owned property.

9. Establishes and maintains standards of pupil behavior needed to provide an orderly, productive environment in the physical education areas.
10. Evaluates each pupil's growth in physical skills, knowledge, and contribution in team sports.
11. Maintains professional competence through inservice education provided by the district, and in self-selected professional growth activities.
12. Participates cooperatively with the Principal or his designee to develop the method by which the teacher will be evaluated in conformance with district guidelines.
13. Selects and requisitions uniforms, equipment, and instructional aids; maintains required inventory records.
14. Communicates with parents and school counselors on pupil progress.
15. Identifies pupil needs, and cooperates with other professional staff members in helping pupils solve health, attitude, and learning problems.
16. Cooperates with school administration in providing specialty performing groups for special occasions, meetings, assemblies, and interscholastic athletic events.
17. Supervises pupils in out-of-classroom activities during the assigned working day.
18. Participates in curriculum and other developmental programs.
19. Participates in faculty committees and the sponsorship of student activities.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

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

Adopted: Date of manual adoption

Plateau Valley School District 50, Collbran, Colorado

Science Teacher

QUALIFICATIONS:

1. Type A Colorado Teaching License with secondary science endorsement.
2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal

JOB GOAL: To develop in each pupil an awareness of the role of science in economic and social progress; to motivate each pupil to acquire knowledge of scientific facts and principles, and skills in scientific methods of problem solving; to discover and develop special talents of pupils in scientific fields.

PERFORMANCE RESPONSIBILITIES:

1. Teaches skills, knowledge, and scientific attitudes through courses in general science, earth sciences, biology, chemistry, physics, physiology, or science problems to secondary pupils, utilizing course of study adopted by the Board of Education and other appropriate learning activities.
2. Instructs pupils in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
3. Plans a science program involving demonstrations, lectures, discussions and student experiments; organizes laboratory activities for optimal learning.
4. Demonstrates scientific concepts by use of scientific apparatus, experiments and standard or teacher-prepared charts, sketches, and other instructional aids.
5. Provides individual or small group instruction in order to adapt the curriculum to the needs of pupils.
6. Instructs pupils in proper use, care, and safe handling of chemicals, science equipment, and plant and animal life.
7. Provides for safe storage and proper use of materials, equipment, and tools. Makes minor adjustments and requests repair to equipment as required.
8. Establishes and maintains standards of pupil behavior for a productive learning environment during class sessions, laboratory sessions, and field trips.

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9. Evaluates each pupil's growth in knowledge, skills, and scientific attitudes in course being taught.
10. Selects and requests books, instructional aids, science equipment, chemicals, and supplies; and maintains inventory records as required.
11. Maintains professional competence through inservice education activities provided by the district and self-selected professional growth activities.
12. Identifies pupils' needs, and cooperates with other professional staff members in helping pupils solve health, attitude, and learning problems.
13. Participates in curriculum and other developmental programs.
14. Assists pupils in selection and development of the individual research projects.
15. Cooperates with school administration in providing science displays and programs for the school and community, and in sponsoring science activities.
16. Communicates with parents and school counselors on pupil progress.
17. Supervises pupils in out-of-classroom activities during the assigned work day.
18. Participates in faculty committees and sponsorship of student activities.
19. Participates cooperatively with the principal or his designee to develop the method by which the teacher will be evaluated in conformance with district guidelines.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

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

Adopted: Date of manual adoption

Social Studies Teacher

| | |
|-----------------|--|
| QUALIFICATIONS: | <ol style="list-style-type: none">1. Type A Colorado Teaching License with endorsement in secondary social studies.2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable. |
| REPORTS TO: | Principal |
| JOB GOAL: | To develop in each pupil an appreciation of American ideals and cultural heritage; to develop proficiency in the use of social studies inquiry skills and concepts; to motivate each pupil to understand and exercise his rights, privileges, and responsibilities as a citizen; to develop understanding of the geographical, historical, cultural, and political factors which influence the development of world regions; to encourage pupils to develop sound opinions based on study of facts concerning operation of political and economic systems. |

PERFORMANCE RESPONSIBILITIES:

1. Teaches courses in social studies, history, geography, American government, political science, or humanities to secondary pupils, utilizing course of study adopted by the Board of Education and other appropriate learning activities.
2. Instructs pupils in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
3. Develops a balanced social studies program involving factual background material, material on current events, discussion time, and other appropriate activities designed to encourage pupils to develop skills and attitudes, draw conclusions, achieve improved interpersonal relationships, and make value judgments based on scientific methods of inquiry.
4. Provides individual and small group instruction in order to adapt the curriculum to the needs of pupils with varying intellectual abilities, attitudes, and cultural backgrounds.
5. Develops knowledge of the purpose, structure, and operation of the American governmental and economic system, and the rights and responsibilities of American citizenship.
6. Makes current material from the mass media available to pupils; plans and guides discussions of current problems against background of geographical environment and history of area being studied.

7. Develops an understanding of the contributions of racial, religious, and political groups to American culture.
8. Develops knowledge of political and economic systems of other nations and their influence on personal freedom, education, and living standards.
9. Encourages pupils to become aware of the complexity and interrelations of local, state, national, and world problems.
10. Maintains standards of pupil behavior to provide an orderly, productive classroom environment.
11. Maintains professional competence through inservice education activities provided by the district and self-selected professional growth activities.
12. Selects and requisitions books and instructional aids, and maintains required inventory records; may request resource speakers and field trips.
13. Communicates with parents and school counselors to discuss pupil progress.
14. Identifies pupil needs, and cooperates with other professional staff members in helping pupils solve health, attitude, and learning problems.
15. Supervises pupils in out-of-classroom activities as assigned.
16. Participates in curriculum and other developmental programs.
17. Participates in faculty committees and sponsorship of pupil activities.
18. Participates cooperatively with the administrative assistant or his designee to develop the method by which the teacher will be evaluated in conformance with district guidelines.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

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

Adopted: Date of manual adoption

Plateau Valley School District 50, Collbran, Colorado

Title I Teacher, Elementary

QUALIFICATIONS:

To be considered as a candidate for Title I teaching position, the applicant must have a bachelor of education degree from an accredited institution and have a strong background in the area of reading instruction. Teacher must have a Colorado Type A teaching license with elementary endorsement.

In addition the candidate should have the following qualifications:

1. Experience in math instruction
2. Experience for at least one term (as a practicum teacher, student teacher or professional teacher) in teaching remedial reading
3. Cross-cultural teaching experience
4. Course work in the areas of American history, psychology and sociology or anthropology or political science

REPORTS TO:

Principal and/or superintendent

JOB GOAL:

To accelerate the achievement growth rate in reading and/or math of program participants to the rate of a month of learning for one month of instruction. This month-for-month (1:1) growth rate is based on the national mean gain in reading and/or math.

PERFORMANCE RESPONSIBILITIES:

1. Individualizing reading and/or math instruction for students in need of remedial instruction in these disciplines.
2. Organizing the active involvement of parents in the planning and evaluation of the Title I program.
3. Using a variety of instructional methods and resources to supplement the reading and/or math activities conducted by the regular classroom teacher.
4. Working cooperatively with the school's regular instructional and administrative staff.
5. Employing standardized tests to diagnose the causes of pupil behavior and to evaluate pupil progress.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

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

Adopted: Date of manual adoption

Plateau Valley School District 50, Collbran, Colorado

Substitute Teacher

QUALIFICATIONS: 1. Colorado State Type A Teaching License
2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal

JOB GOAL: To enable each child to pursue his education as smoothly and completely as possible in the absence of his regular teacher.

PERFORMANCE RESPONSIBILITIES:

1. Reports to the principal or school secretary upon arrival at the school building.
2. Reviews with the principal all plans and schedules to be followed during the teaching day.
3. Maintains as fully as possible the established routines and procedures of the school and classroom to which he/she is assigned.
4. Teaches the lesson outlined and described in the substitute teacher's guide as prepared by the absent teacher.
5. Consults as appropriate, with the building principal, department head, or team leader before initiating any teaching or other procedures not specified in the substitute teacher's guide.
6. Assumes responsibility for overseeing pupil behavior in class and during lunch and recess periods.
7. Reports in writing on the day's activities at the conclusion of each teaching day.
8. Follows all policies, rules, and procedures to which regular teachers are subject and which good teaching practice dictates.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

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

Adopted: Date of manual adoption

Plateau Valley School District 50, Collbran, Colorado

Transportation Supervisor

QUALIFICATIONS:

1. Colorado Type C Teaching License
2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORT TO: Superintendent

JOB GOAL: To enable each student, through safe and efficient transportation, to take full advantage of the complete range of curricular and extracurricular activities offered by the district's schools.

PERFORMANCE RESPONSIBILITIES:

1. Conforms with all state laws and regulations regarding school transportation.
2. Maintains safety standards in conformance with state and insurance regulations and develops a program of preventive safety.
3. Recruits, trains, and supervises all transportation personnel, and makes recommendations on their employment, transfer, promotion, and release.
4. Advises superintendent on road hazards for decision on school closing during inclement weather.
5. Acts as liaison with contractor for consultation on road hazards for decision on school closing during inclement weather.
6. Cooperates with school principal and others responsible for planning special school trips.
7. Develops and administers a transportation program to meet all the requirements of the daily instructional program and extracurricular activities.
8. Develops and administers a contractual transportation program to meet all the requirements of the daily instructional program and extracurricular activities.
9. Formulates the specifications to be incorporated in contractual agreements.
10. Approves alterations to contractual agreements when requested by contractors and superintendent.

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11. Approves alterations to contractual agreements when requested by contractors and superintendent.
12. Prepares bus routes for all public schools in the district.
13. Prepares and updates bus schedules for all public schools in the district.
14. Attends appropriate committee and staff meetings.
15. Conducts purchases in accordance with budgetary limitations and district rules.
16. Approves and forward transportation service invoices to accounting department.
17. Maintains all district-owned equipment and develops plans for preventive maintenance.
18. Completes and dispatches insurance reports.
19. Takes an active role in solving discipline problems occurring on school buses.
20. Acts as liaison with parents for complaints and special requests.
21. Provides the purchasing department with contractor performance qualification data.
22. Reviews annually the advisability of a district-owned transportation system.
23. Submits all drivers' time sheets in sufficient time to meet payroll.
24. Develops recommendations for future equipment and personnel needs based on a survey of resident students, distances, and grade levels.
25. Develops recommendations for future transportation needs based on an annual survey of resident students.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

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

Adopted: Date of manual adoption

Plateau Valley School District 50, Collbran, Colorado

Special Education Teacher

QUALIFICATIONS: As set by state certification authorities

REPORTS TO: Principal or superintendent

JOB GOAL: To create an individualized program for each student which will remediate areas of learning deficiencies; to foster development of self-confidence and desire to learn in students; to establish effective rapport with students, faculty members, and parents; to develop in students basic academic skills for effective compensation skills which will allow success in academic, social, and life skill areas; to be a resource person for students, fellow faculty members, and parents.

PERFORMANCE RESPONSIBILITIES:

1. Receive referrals for special ed services from classroom teachers, itinerant staff, parents.
2. Academic testing of referred students.
3. Be a part of educational planning committees.
4. Develop an individualized educational plan for each student.
5. Select appropriate materials for each student.
6. Schedule students' time in resource room.
7. Plan daily lessons for each individual student.
8. Direct instruction of math, reading, spelling, social studies, handwriting, language, grammar, composition, visual perception, readiness skills.
9. Maintain contact with regular classroom teachers.
10. Make recommendations for adaptation of regular programs and curriculum for special ed students in the regular classroom.
11. Schedule annual reviews for each student.
12. Keep current all paperwork required by law.

13. Develop in students self-confidence and sense of worth.
14. Instruct students of appropriate means of compensation for handicapping condition.
15. Inform students of expected behavioral standards and enforce the expectations.
16. Evaluate student progress in cognitive and effective areas.
17. Determine when all goals are met and termination of special ed services should be recommended.
18. Maintain contact with parents through annual reviews, report cards, phone calls, and letters of progress.
19. Enforce established school rules.
20. Perform duties assigned by principal and superintendent.
21. Maintain professional standards by taking appropriate college classes and participating in school inservices.
22. Provide an appropriate role model for behavior to students in school.
23. Participate in school related faculty activities.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of professional personnel.

Adopted: Date of manual adoption

Cheerleader Sponsor

QUALIFICATIONS: As set by School Board

REPORTS TO: Principal or Superintendent

JOB GOAL: To help each participating student achieve a high level of skill, an appreciation for the values of discipline and sportsmanship, and an increased level of self-esteem.

PERFORMANCE RESPONSIBILITIES:

1. Coaches individual participants in the skills necessary for excellent achievement in cheering for the sport involved.
2. Plans and schedules a regular program of practice and performance in season that coordinates with other activities as determined by the weekly schedule of events.
3. Works closely with the principal or athletic director, coaches, and activities director in scheduling special events such as pep assemblies, and road trips.
4. Recommends purchase of equipment, supplies, and uniforms, as appropriate, with the approval of the principal.
5. Oversees the safety conditions of the facility or area in which assignment is conducted at all times that students are present.
6. Enforces discipline (standards set by cheerleading handbook) and sportsmanlike behavior at all times, and establishes and oversees penalties for breach of such standards by individual students.
7. Maintains self discipline and sportsmanlike behavior at all times.
8. Monitors students at all times during practices, performances, and during all activities associated with the cheerleading program.
9. Performs all other reasonable tasks as assigned.

Adopted: September 16, 1987

LEGAL REFS.: 1973 C.R.S. 2-63-107
1973 C.R.S. 22-63-103

Plateau Valley School District 50, Collbran, Colorado

1973 C.R.S. 22-63-105

1973 C.R.S. 22-63-101 *et seq.*

CROSS REF: BHC, Communications with Staff

Technology Coordinator

QUALIFICATIONS:

1. Preferred: A valid Colorado Teacher's or equivalent License.
2. Preferred: At least three years teaching experience.
3. Technical proficiency in the areas of educational technology, desktop publishing, grant writing, and staff development.

REPORT TO:

Superintendent

FUNCTION:

The Technology Coordinator of Plateau Valley School District functions as a special assistant to the Superintendent, with specific duties as they relate to educational technology, state accountability reporting, school district publicity, grant procurement, and the development of special projects.

PERFORMANCE RESPONSIBILITIES:

1. Advises the administration as to the curricular and business applications of computer technology, maintaining a knowledge base of current practices, and provides options for the development of both administrative and instructional applications of computers.
2. Develops and maintains a program of community education in the use of computer technology, offering instructional opportunities for community members when sufficient interest exists.
3. Provides for the data processing needs of the district by recommending for purchase or creating programs which allow for the recording and reporting of grades, progress reports, conduct records and forms, and other such electronically produced forms or records as are requested by the superintendent.
4. Develops a three-year plan for the maintaining, upgrading, and procurement of technology for the school district.
5. Assumes responsibility for the procurement of grants or other special forms of funding related to technology, as directed by the Superintendent.
6. Advises the administration in the preparation of the school's budget as it relates to technology.
7. Attends meetings of the superintendent and Board of Education, as requested, and prepares such reports on the status of technology projects as required or necessary, making recommendations about educational technology that are in the best interest of the schools and students.

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8. Advises the instructional staff in the selection and use of educational software or other technological materials which will meet the objectives of the curricular program.
9. Provides inservice education in the area of educational technology for the professional and non-professional instructional staff, providing personal and professional development opportunities for the school community that enhance performance quality and personal satisfaction, relating to educational technology.
10. Identifies pupil needs as related to the instruction and use of educational technology and advises staff and administration as to options for enhancing programs in the schools which utilize such technology.
11. Assists in the production of district and school publications in such a manner as to establish and maintain favorable relationships with local community groups and individuals to foster understanding and solicit support for overall school objectives and programs; to interpret Board policies and administrative directives; and to discuss and resolve individual student problems. Establishes a variety of methods for communication to ensure the opportunity for involvement from everyone in the school community.
12. Assumes responsibility for his/her own professional growth and development through membership and participation in the affairs of professional organizations, through attendance at regional, state, and national meetings, and through other professional growth activities as are mutually beneficial to the school and individual.
13. Performs such other tasks and assumes responsibilities as the Superintendent or the Board may deem necessary.

TERMS OF EMPLOYMENT: Full-time, 12-month period including benefits.

SALARY: Commensurate with established salary schedules.

Approved: July 24, 1996

Alternative Programs Coordinator

QUALIFICATIONS: Minimum of:

1. A master's degree in education from an accredited institution and evidence of continuing growth.
2. Maintain a valid Colorado license endorsed in special education or the equivalent Type B certificate.
3. At least three years of successful teaching experience

RESPONSIBLE TO AND EVALUATED BY: The Superintendent of Schools

PERFORMANCE GOAL: To coordinate instructional support programs for all students which will enhance areas of learning; foster development of self-confidence, and promote the desire to continually learn and develop their talents; to establish effective rapport with students as well as faculty and parents; to develop skills which will allow success for students in academic, social and life skills areas; and to be a resource person for students, fellow faculty members, and parents.

TERMS OF EMPLOYMENT: Ten, eleven, or twelve month year. Salary is commensurate with Board approval.

EVALUATION: Performance of the alternative programs coordinator will be evaluated annually in accordance with provisions of Board policy.

DUTIES AND RESPONSIBILITIES:

1. Coordinates the gifted and talented program by supporting teachers to ensure appropriate programs for identified students.
2. Maintains accurate, complete records and reports for the gifted and talented program as required by law, district policy, and identified need.
3. Coordinates the home-based education program for the school district.
4. Maintains accurate and complete records and reports for the home-based program as required by law, district policy, and identified need.
5. Coordinates the home-bound education program for the school district.
6. Maintains accurate and complete records and reports for the home-bound program as required or needed.

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7. Coordinates the at-risk program for the school district.
8. Maintains accurate, complete records and reports for the at-risk program as required or needed.
9. Coordinates the special education program for the school district.
10. Coordinates services with other agencies and other school districts to better facilitate the educational needs of students in our area.
11. Ensures that accurate and complete records and reports for the special education program are maintained as required by law or need.
12. Cooperates with fellow staff members to ensure that a quality special education program effectively meets the educational needs of those being served.
13. Thoroughly understands and can demonstrate skills and competencies in current theory, research, and practices associated with quality special education programs (Standard #1).
14. Employs a variety of assessment approaches and techniques to enhance achievement and performance of the students and staff members involved with the special education program (Standard #2).
15. Maintains a strong understanding and appreciation of diverse experiences, values, and perspectives associated with the students and staff served and provides exceptional learning opportunities amid individual differences (Standard #3).
16. Assumes responsibility for personal professional growth and development through membership and participation in the affairs of professional organizations, and through other professional growth activities as are mutually beneficial to the school district and to the individual.
17. Demonstrates good judgment as to when, where and with whom to discuss school business, and handles confidential and personal information discreetly.
18. Performs such other tasks and assumes responsibilities as the Superintendent and the Board may deem in the best interest of the School District.
19. Uses correct grammar in all verbal and written communication (Standard #4).
20. Maintains a professional appearance and attitude.

Adopted: November 19, 1997

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Professional Staff Contracts and Compensation

Contracts with licensed personnel shall be in writing and shall state the length of time the contract is in force, the total compensation for the contract period, and method of pay computation. The contract format shall be approved by the Board of Education. Employment contracts shall be signed by the secretary of the Board of Education.

Contracts for probationary teachers shall automatically continue for the succeeding academic year at the salary which the person would be entitled to receive under the general salary schedule and for the equivalent periods unless the Board of Education shall cause written notice to the contrary to be given to the person on or before June 1 of the academic year during which the person is employed or as provided otherwise by law.

Contracts for teachers who have successfully completed their probationary period shall not be subject to an annual appointment during continuous service, or as provided otherwise by law.

The Board of Education shall not reduce the salary of any licensed person unless there is general reduction in the salaries of all licensed personnel in the district according to the adopted salary schedules and guides.

Prior to employing of any person in a licensed position, the administration shall make inquiry concerning such person to the Department of Education for the purpose of determining:

- a) Whether such person has been convicted of, has pleaded *nolo contendere* to, or has received a deferred sentence for a crime involving unlawful sexual behavior or unlawful behavior involving children.
- b) Whether such person has been dismissed by, or has resigned from, a school district as a result of an allegation of unlawful behavior involving a child, including unlawful sexual behavior, which was supported by credible evidence.
- c) If a holder of a license or a letter of authorization issued pursuant to the provisions of Article 60 of Title 22 has ever had such certificate or letter of authorization annulled, suspended or revoked pursuant to the provisions of section 22-60-110(2)(b), C.R.S., following a conviction, plea of *nolo contendere*, or a deferred sentence for a crime involving unlawful sexual behavior or unlawful behavior involving children.

The administration shall also contact the previous employers of such applicant for the purpose of obtaining information or recommendations which may be relevant to such person's fitness for employment.

Any information received by the district pursuant to such inquiries to the Department of Education or previous employers shall be confidential information and not subject to disclosure under the Colorado Open Records Law. No disclosure shall be made within the school district except to those persons whose functions legitimately require such information.

Adopted: April 22, 1975
Revised: To conform with practice: date of manual adoption
Revised: May 19, 2004

LEGAL REFS.: C.R.S. 22-32-110(5)
C.R.S. 22-32-126
C.R.S. 22-61-102
C.R.S. 22-63-202
C.R.S. 22-66-101 *et seq.*

Instructional Staff Contracts/Compensation/Salary Schedules/ Coaches' Salary Schedule

Regular Salary Schedule

The Board annually shall adopt a regular salary schedule for its teachers. Each teacher who had not been placed on the alternative salary schedule during the 2013-2014 school year shall be placed on the regular salary schedule at least commensurate with, but not limited to, his or her education, prior experience and experience in the district. The regular salary schedule adopted by the Board shall remain in effect until changed or modified by the Board in accordance with law.

Salary increments shall be conditioned upon evidence of the continued professional growth of the teacher. Within the framework of state statutes, employees who do not comply with the requirements of the board and state may not be granted salary increases or they may not be retained on the staff.

Alternative Salary Schedule

Instructional staff who elected to "opt in" to the alternative salary schedule for the 2013-14 school year will be allowed to remain on the schedule unless they elect to "opt out". The alternative salary schedule will no longer be available after the approval of this policy revision in May, 2014.

Coach Salary Schedule

Every coach employed by Plateau Valley School District 50 shall be formally approved by the Board of Education and receive a coaching salary based on proper placement on the coaches' salary schedule. The base salary on the payment schedule for the head (varsity) coaching position shall be 1/10 of the base rate, step one-level-one, of the licensed teacher's salary schedule. Full credit for coaching experience at the same level in the same sport shall be given; i.e., a high school varsity assistant football coach (level II) with two years experience would start at step three as a varsity assistant football coach. One year's credit for every two years of experience will be given for coaching experience in the same sport but at one lower level; i.e., a high school varsity assistant volleyball coach (level II) with five years' experience would start at step three as a varsity head volleyball coach ($5 \div 2 = 2.5$). Any combination of head and varsity assistant coaching experience would be computed as a combination of the above formulas; i.e., a high school varsity head basketball coach with one year head coaching experience and four years assistant coaching experience would start at step four (one year varsity head coach plus two years varsity assistant coach experience ($4 \div 2 + 1 = 3$)). Experience will only be credited for one level below the new coaching level; i.e., two years middle school head coaching experience (level IV) would count as one year freshman coach experience (level III) but would not count as varsity assistant coach experience (level II). All coaching at a higher level will be counted; i.e., a varsity head volleyball coach with four years experience would start at step five as a varsity assistant coach, freshman coach, or a middle school volleyball coach. College coaching experience will be counted at the same level as high school coaching experience. A maximum of eight years coaching experience will be accepted.

The district shall comply with statutory provisions regarding salary schedules.

Adopted: December 20, 1989
Revised: November 19, 1997

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Revised: August 16, 2000
Revised: August 14, 2013
Revised: May 27, 2014

LEGAL REFS.: C.R.S. 22-32-110(5)
C.R.S. 22-44-115.5 (2)
C.R.S. 22-60.5-110
C.R.S. 22-63-401 through 403
C.R.S. 22-66-101 *et seq.*

CROSS REF.: DBH*, Fiscal Emergencies
GCCAA Instructional Staff Sick Leave
GCCAB Instructional Staff Personal Leave

Professional Staff Supplementary Pay Plans/Overtime

Teachers who are regularly assigned to duties which require extra time or responsibilities over and above their contractual obligations shall receive extra compensation in accordance with a supplementary salary schedule set annually by the Board. Separate contracts shall be drawn for summer employment of teachers on work in addition to their regular assignment. Extra assignments performed at irregular intervals may be paid as performed.

Faculty members to be appointed to extra-compensation positions shall be recommended by the superintendent and approved by the Board. Extra employment shall be included in the regular teacher contract, stating assignment and compensation, as a part of the teacher's regular contract or as an addendum at a later time.

Current practice codified 1983

Adopted: Date of manual adoption

LEGAL REF.: C.R.S. 22-63-206 (3)

Professional Staff Fringe Benefits

Benefits in addition to basic salary are recognized by the Board as an integral part of the total compensation plan for staff members. The benefits extended to the staff shall be designed to promote their present and future economic security and provide incentive for professional development that will be of benefit to the district.

All employees are covered under the Colorado Public Employees' Retirement Association (PERA), for which the district makes a monthly contribution along with the deduction from the employee's check as provided by law.

All full-time employees who work twenty-nine (29) or more hours per week shall be granted a yearly contribution equivalent to the amount posted on the bottom of the pay scale for their position.

All district employees are covered under the Workmen's Compensation Insurance Plan and will be entitled to all the prescribed benefits.

Current practice codified 1983
Adopted: October 21, 1987
Revised: July 15, 1992
Revised: July 20, 1994
Revised: August 18, 2010
Revised: June 24, 2015

LEGAL REFS.: C.R.S. 8-40-101 *et seq.* through 8-47-101 *et seq.* (Workers' Compensation Act
of Colorado)
C.R.S. 22-32-110 (1)(j)
C.R.S. 24-51-101 *et seq.* (Public Employees Retirement Association)

CROSS REF.: GBGD, Workers' Compensation

Professional Staff Leaves and Absences

The Board shall provide a plan for leaves and absences designed to help members of the certified staff maintain their physical health, take care of family and other personal emergencies, improve professionally, and discharge important and necessary obligations.

Such leaves and absences shall be granted in accordance with the law and Board policies pertaining to specific types of leaves.

Part-time teachers shall be allowed a proportionate amount of each category of leave.

Teacher absences shall be recorded by the hours of class time actually missed. After all leave is exhausted, the amount of salary to be deducted shall be found by dividing the teacher's annual salary by 180.

Adopted: August 15, 1973
Revised: November 17, 1980
Revised: To conform with practice: date of manual adoption
Revised: November 18, 1992

Note: The following subcategories have been created to file specific policies on leaves and absences:

- GCCAA*, Instructional Staff Sick Leave
- GCCAB*, Instructional Staff Personal Leave
- GCCAC*, Professional Staff Maternity Leave
- GCCAD*, Bereavement Leave
- GCCAE*, Instructional Staff Conferences/Training/Workshops
- GCCAF*, Professional Staff Extended Leaves of Absence
- GCCAG*, Professional Staff Legal Leave
- GCCAM*, Staff Emergency Response Leave

Instructional Staff Sick Leave

All full-time, five days per week, nine or ten month employees and administrators shall be allowed ten (10) sick leave days per year. All full-time, five days per week, twelve-month employees and administrators shall be allowed thirteen (13) sick leave days per year.

All full-time, four days per week, nine or ten month employees and administrators shall be allowed nine (9) sick leave days per year. All full-time twelve-month employees and administrators shall be allowed twelve (12) sick leave days per year.

Sick leave days will be allowed to accumulate up to 45 days maximum. Any days that an individual becomes entitled to after having accumulated 45 days shall be dealt with outlined as follows:

1. All employees shall be reimbursed at substitute teacher rate of pay for half (1/2) of the sick leave days accumulated beyond the maximum of 45 (not to exceed 5 days per school year).
2. All employees and administrators with more than 45 days accumulated shall be allowed to enter a bank with half (1/2) of the days accumulated beyond the maximum of 45 (not to exceed 5 days per school year). The sick leave bank may be drawn upon by any employee meeting the following criteria:
 - a. Must be a full time employee with at least four (4) years of continuous service.
 - b. Must have deposited at least two (2) days into the bank.
 - c. Must have at least 30 days accumulated personally at the time the leave commences.
 - d. May not draw on the bank until the fifth working day after the individual has used up the last accumulated sick leave day.
 - e. Cannot draw more than sixty days per illness or injury.
 - f. The sick leave days need not be consecutive days if they involve the same incident and meet all of the above requirements.

For illness in a teacher's immediate family, ten days will be allowed, chargeable to sick leave. For sick leave purposes, the term "immediate family" shall be defined as members of the household (spouse, partner in a civil union, children, stepchildren), father, mother, sister, brother, grandparents, grandchildren, or in-laws in the same degree of relationship. Special consideration for the extension of allowed days or for family members not listed above will be determined by the administration.

Pregnancy shall be handled as an illness.

For absence in addition to the above, after all sick leave is exhausted, full deduction will be made

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File: GCCAA*

for each day's absence. The amount for each day's absence will be found by dividing the annual salary by the number of contract days.

Adopted: prior to 1976
Revised: To conform to practice: Date of manual adoption
Revised: February 19, 1986
Revised: July 17, 1991
Revised: August 16, 1995
Revised: August 18, 2010
Revised: March 12, 2014

LEGAL REF.: C.R.S. 14-15-101 et seq.

Instructional Staff Personal Leave

Two days absence for personal leave shall be allowed for each (full-time) teacher on regular contract. One day per year may be carried over into the following year, making an accumulation of three days possible.

All requests for personal leave must be in writing and presented to the superintendent in advance of the absence.

Personnel are discouraged from requesting personal leave the first or last day of school or the day immediately preceding or following a holiday. Personal leave on these days may be granted by the superintendent after consideration of special circumstances.

Leave may be denied in the event that a suitable substitute cannot be found. Leave taken beyond the allowed personal leave shall result in the loss of a day's salary for each day absent. Such leave may be denied if it is deemed by the administration not to be in the best interest of the school district.

Adopted prior to 1976

Revised: November 17, 1982

Amended: October 15, 1991

Amended: March 23, 1993

Amended: September 21, 2011

Bereavement Leave

A maximum of one work week may be granted in the event of the death of a spouse, partner in a civil union, child, step child, mother, father, sister, brother, grandparents, grandchildren, or in-laws in the same degree of relationship. This policy shall also apply to other persons living in the employee's household. Prior approval of school administration must be obtained. Special consideration for the extension of allowed days will be determined by the Administration.

One day may be used for the death of a close friend or relative not listed above with a deduction from sick leave. Prior approval of the school administration must be obtained.

Adopted: Prior to 1976
Revised: February 19, 1986
Revised: July 17, 1991
Revised: March 12, 2014

LEGAL REF.: C.R.S. 14-15-101 *et seq.*

Instructional Staff Conferences/Training/Workshops

Leave with full pay may be granted by the superintendent to teachers for the purpose of visiting schools, attending important professional meetings or to carry out special assignments for the district.

Current practice codified 1983

Adopted: Date of manual adoption

Professional Staff Extended Leaves of Absence

Extended leaves of absence may be granted by the Board of Education in accordance with Section 22-63-203(2)(b)(III), C.R.S.

Current practice codified 1983

Adopted: Date of manual adoption

Amended: February 15, 1995

Professional Staff Military Leave

Military Leave for National Guard and Reserve Members

An employee who as a member of a reserve or national guard unit or any other branch of the military organized under state or federal law is required to engage in training or active duty during the school year shall be granted military leave with a right of reinstatement in accordance with state and federal law.

The employee shall receive full salary and benefits during such leave up to a maximum of 15 calendar days annually.

If such employee is required by proper authority to continue in such military service beyond the time for which leave with full pay and benefits is allowed under the preceding paragraph, and such employee is paid less than his or her full salary and benefits by the state or federal government for military service, the employee shall receive partial pay and full benefits during such continued service not to exceed an additional 350 calendar days. Partial pay shall be equal to fifty percent (50%) of the difference between his pay for military service and the salary such employee would have received from the District for the same period in the absence of military service, but not more than \$15,000 in total for any period of active military duty. All remaining leave to fulfill the employee's military obligation shall be unpaid leave.

An employee who is required by the state or federal government to continue military service beyond the time for which leave with full or partial pay is allowed, shall be granted a leave of absence without pay for all such additional service.

Emergency Military Leave

Military leave of absence without pay shall be granted to any regular, full-time employee who enlists for military duty with any branch of the United States armed forces or who is called into active military service in time of war or other emergency declared by the proper authority of the state or United States. The employee shall be considered on a leave of absence during military service with a right of reinstatement in accordance with state and federal law.

Notice of Military Service

An employee taking leave under this policy shall provide written or oral notice, as far in advance as possible, of pending military service. Employees on military leave resulting in absence of more than 30 days shall forward a copy of their military orders to the superintendent or designee.

Using Paid Leave in Lieu of Unpaid Military Leave

An employee taking leave under this policy may at his or her discretion, but is not required to, use accrued vacation or other paid leave during time of military service.

Hiring a Substitute

Where necessary to protect the public interest, a substitute employee may be hired by the school district to perform the duties of the employee on military leave until such time as the employee returns to work.

Adopted: March 27, 2002

LEGAL REFS.: 38 U.S.C. §4301 *et seq.* (Employment and Reemployment Rights of
Members of the Uniformed Services Act)
38 U.S.C. §2021 *et seq.* (Veterans Re-employment Rights Act)
C.R.S. 28-3-601 *et seq.*

Staff Emergency Response Leave

The Board of Education recognizes the community need for rapid response to fire and life safety emergencies. It further recognizes that in our community, the burden of providing such a response falls, in large part, on volunteers of the Plateau Valley Fire Protection District, some of whom are employees of the school district. In order to encourage such volunteer activity, enhance the effectiveness of fire and life safety response teams, and ease the burdens of those school district employees who volunteer their time to this worthy community enterprise, the Board of Education adopts the following Staff Emergency Response Leave Policy:

1. Employees of the school district shall be granted temporary paid leave from their employment duties in order that they may respond as volunteer firefighters or emergency medical personnel (EMTs) to emergency service calls of the Plateau Valley Fire Protection District.
2. Such leave shall be granted with no jeopardy to their employment, employment status, or compensation.
3. Such leave shall be granted in addition to and shall not be charged against any other employment leave provided by the school district.
4. The cost of facilitating implementing this policy, including the cost of obtaining necessary substitutes or replacements, shall be paid by the school district.
5. Each firefighter and EMT covered by this policy shall make his or her status known to the Superintendent and with the Superintendent shall develop a rapid response plan which will enable him or her to respond to Plateau Valley Fire Protection District emergency calls immediately and without prior approval. Rapid response plans will be designed to avoid disruption of school activities and, where appropriate, will include arrangements for substitutes or replacement personnel to be rapidly available; however, plans will require that a firefighter or EMT charged with the duty of supervising students at the time of a call will remain at his or her assignment until relieved by an approved adult. Each firefighter and EMT will be expected to keep responses to a reasonable level as monitored by the administration.
6. Firefighters and EMTs will be allowed to carry radio and paging equipment to their places of employment, provided such equipment shall be managed and maintained so that students will not be able to overhear emergency messages.

Adopted: January 18, 1995

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Professional Staff Vacations and Holidays

Vacation Allowance for 12-Month Certificated Personnel

All full-time certificated personnel (those working 12 months per contract year) shall be entitled to annual vacation leave of 15 working days per year.

Vacation days accumulated during a contract year must be used during months school is not in session, except for employees at Grand Mesa High School or as approved by the superintendent. Vacation days may be held over to the following year, up to a maximum of two years' vacation leave (30 days).

The following holidays are considered official school holidays when they fall during the work week. The school and school office will be closed, and 12-month employees will not be expected to report to work on these days: New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, and Christmas Day.

Adopted: January 21, 1993

LEGAL REF.: C.R.S. 22-1-112

Professional Staff Recruiting/Hiring

Recruiting

The board desires the superintendent to develop and maintain a recruitment program designed to attract and hold the best possible personnel who are highly qualified as defined by the federal No Child Left Behind Act of 2001 (NCLB), in the district's schools.

It is the responsibility of the superintendent, with the assistance of other administrators, to determine the personnel needs of the district in general and of each individual school and to locate suitable candidates to recommend to the Board for employment. The search for good teachers and other professional personnel shall extend to a wide variety of educational institutions and geographical areas. It shall take into consideration the diverse characteristics of the school system and the need for staff members of various backgrounds.

Recruitment procedures shall not overlook the talents and potential of individuals already employed in the district's schools. Any present employee of the district may apply for a position for which he or she is licensed, highly qualified, and meets other stated requirements.

Background Checks

Prior to hiring any person, in accordance with state law, the district shall conduct background checks with the Colorado Department of Education and previous employers regarding the applicant's fitness for employment. In all cases where credit information or reports are used in the hiring process, the district shall comply with the Fair Credit Reporting Act and applicable state law.

Hiring

There shall be no discrimination in the hiring process on the basis of race, color, creed, sex, sexual orientation, genetic information, religion, national origin, ancestry, age, marital status, or disability.

All candidates shall be considered on the basis of their merits, qualifications and the needs of the school district. The Board directs that recruitment procedures will give preference to candidates who meet the NCLB definition of highly qualified.

All interviewing and selection procedures shall ensure that the administrator directly responsible for the work of a staff member has an opportunity to aid in the selection and that, where applicable, the school principal has an opportunity to consent. Unless otherwise required by law, the final selection for nomination shall be made only by the superintendent.

Appointment of Candidates

Nominations shall be made at meetings of the Board of Education. Nominations of candidates who are not highly qualified, as defined by the NCLB, will be accompanied with an explanation as to why a highly qualified candidate was not hired for the position. The vote of a majority of the Board shall be necessary to approve the appointment of teachers, administrators or any other employee of the school district. If there is a negative vote by the Board, the superintendent shall submit a new recommendation to the Board for approval.

Upon the hiring of any employee, information required by federal and state child support laws will be timely forwarded by the district to the appropriate state agency.

Adopted: December 20, 1989
Amended: December 14, 1994
Amended: September 16, 1998
Amended: February 16, 2000
Amended: November 16, 2011
Amended: April 16, 2014

LEGAL REFS.: C.R.S. 8-2-126
C.R.S. 13-80-103.9
C.R.S. 14-14-111.5
C.R.S. 22-2-119
C.R.S. 22-32-109 (1)(f)
C.R.S. 22-32-109.7
C.R.S. 22-32-126
C.R.S. 22-60.5-114(3)
C.R.S. 22-60.5-201
C.R.S. 22-61-101
C.R.S. 22-61-103
C.R.S. 22-63-201
C.R.S. 22-63-202
C.R.S. 22-63-206
C.R.S. 24-5-101
C.R.S. 24-34-402 (1)
C.R.S. 24-72-202 (4.5)
20 U.S.C. 6319
42 U.S.C. 653 (a)
15 U.S.C. 1681 *et seq.*
34 C.F.R. 200.55

CROSS REF.: GBA, Open Hiring/Equal Employment

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Professional Staff Recruiting/Hiring

Applications of all regular licensed personnel to be employed by the district will be processed according to this procedure. Short-term, temporary, or interim appointments may be made directly by the superintendent, subject to the approval of the Board of Education, without following the advertising procedure.

1. Vacancies

All regular vacancies will be advertised by the district office.

2. Applications

All applicants will report to the district office and complete an application form. All applications will be submitted to the district office.

Current employees may apply for supplemental pay positions by submitting a letter outlining their qualifications for the position they are seeking.

3. Initial Screening and Interview

The district office will screen applications and conduct the initial interview with all applicants. The objectives of the screening and initial interview process are to:

- A. Determine if the applicant meets the requirements of the No Child Left Behind Act of 2001 (NCLB) for designation as a highly qualified teacher.
- B. Determine the suitability of the applicant for the specific position.
- C. Determine those applicants who are most qualified for the position.
- D. Discuss with applicant any district policies and procedures pertinent to the job and to the employment process.

4. Background Checks

Prior to hiring, and in accordance with state law, the district office will:

- A. Conduct a background check through the Colorado Department of Education (the department) to determine the applicant's fitness for employment.

The department's records shall indicate if the applicant has been convicted of, pled *nolo contendere* to, received a deferred sentence, or had his or her license or authorization denied, annulled, suspended, or revoked for a felony or misdemeanor crimes involving unlawful sexual behavior, unlawful behavior

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involving children or domestic violence. The department shall provide any available information to indicate whether the applicant has been dismissed by or resigned from a school district as a result of an allegation of unlawful behavior involving a child, including unlawful sexual behavior, which was supported by a preponderance of evidence according to information provided to the department by a school district and confirmed by the department in accordance with state law. The department shall also provide information regarding whether the applicant's license or certification has ever been denied, suspended, revoked or annulled in any state, including but not limited to any information gained as a result of an inquiry to a national teacher information clearinghouse.

Information of this type that is learned from a different source shall be reported by the district to the department.

The department will not disclose any information reported by a school district unless and until the department confirms that the allegation resulted in the person's name being placed on the state central registry of child protection.

- B. Contact previous employers of the applicant to obtain information or recommendations relevant to the applicant's fitness for employment.

5. Fingerprinting Non-licensed Administrators

- A. All non-licensed applicants selected for employment in an administrative position must submit a complete set of fingerprints taken by a qualified law enforcement agency or an authorized district employee and a notarized, completed form (described in B below) as required by state law.
- B. On the form the applicant must certify either that he or she has never been convicted of a felony or misdemeanor charge, not including any misdemeanor traffic offense, or that he or she has been convicted of a felony or misdemeanor charge (not including any misdemeanor traffic offense). The form must specify the felony or misdemeanor, the date of conviction and the court entering judgment.
- C. The school district will release the fingerprints to the Colorado Bureau of Investigation for the purpose of conducting a state and national fingerprint-based criminal history record check utilizing the records of the Colorado Bureau of Investigation and the Federal Bureau of Investigation.
- D. Although an applicant may be conditionally employed prior to receiving the results, he or she may be terminated if the results are inconsistent with the

information provided on the form. In accordance with state law, the employee or applicant shall be terminated or disqualified from district employment if the results disclose a conviction for any of the following offenses:

- (1) felony child abuse, as described in C.R.S. 18-6-401;
- (2) a crime of violence, as defined in C.R.S. 18-1.3-406(2);
- (3) a felony involving unlawful sexual behavior, as defined in C.R.S. 16-22-102(9);
- (4) felony domestic violence, as defined in C.R.S. 18-6-800.3;
- (5) a felony drug offense as described in C.R.S. 18-18-401 et. seq., committed on or after August 25, 2012;
- (6) felony indecent exposure, as described in C.R.S. 18-7-302;
- (7) attempt, solicitation or conspiracy to commit any of the offenses described in items 1-6; or
- (8) an offense committed outside of this state, which if committed in this state would constitute an offense described in items 1-7.

The district will notify the district attorney of inconsistent results for action or possible prosecution.

- E. The school district may charge the applicant a nonrefundable fee to be determined by the Board to cover the direct and indirect costs of fingerprint processing. The applicant may pay the fee over a period of 60 days after employment. The fee will be credited to the fingerprint processing account.

6. Credit Reports

The personnel office will not obtain a credit report on an applicant unless the office has first notified the individual in writing, in a document consisting solely of the notice, that the district would like to obtain a credit report and requesting the individual's written authorization to obtain the report. A credit report will only be requested when the applicant submits a written authorization.

The personnel office will not rely on a credit report in denying an application unless the office has first supplied the applicant with a disclosure that includes a copy of the credit report and a summary of the applicant's rights. If an application for employment is denied because of the credit report, the personnel office will give the applicant notice that the action has been taken, as well as:

- A. the name, address and phone number of the credit bureau supplying the report;
- B. a statement that the credit bureau was not involved in the decision to deny the application; and

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C. a notice of the individual's right to dispute the information in the report.

7. Placement Interview

A. Determine whether the applicant can handle the specific assignment.

B. Determine the best applicant for the position.

C. Discuss with the candidate any building or departmental regulations pertinent to the job.

8. Selection

In the selection of secondary teachers, the principal and the interview committee will interview the qualified applicants, and the decision regarding selection will be made by the principal after consideration of committee recommendations.

In the selection of elementary teachers, the principal and the interview committee will interview the qualified applicants, and the decision regarding selection will be made by the principal after consideration of committee recommendations.

In the selection of athletic coaches, the principal and director of athletics will interview the qualified applicants, and the decision regarding selection will be made by the principal and superintendent. In the selection of assistant athletic coaches, the head coach of that sport will be involved in the interview process.

If those persons listed above as participants in the selection process are not available during a vacation period and at a time when a selection must be made, the selection will be made by those applicable persons present under the specific direction of the superintendent.

9. Contract or Job Offer

Only the personnel office is authorized to offer new or supplemental pay contracts and/or jobs to current employees or applicants.

10. Information Report to State

In accordance with federal and state law, the personnel office will report the name, address and social security number of every new employee to Colorado State Directory of New Hires, P.O. Box 2920, Denver, CO, 80201-2920.

This report, due within 20 days of the date of the hire or on the first payroll after the 20 days have expired, be submitted even if the employee quits or is terminated before the report is

Plateau Valley School District 50, Collbran, Colorado

due. Upon termination, the employee's last known address, the fact of the termination, and the name and address of the employee's new employer, if known, shall be reported to the applicable court or agency.

Upon receiving a Notice of Wage assignment, the district shall remit the designated payment within 7 days of withholding the income according to instructions obtained in the Notice. Child support withholding takes priority over other legal actions against the same wages.

Approved: August 19, 1993
Revised: November 19, 1997
Revised: September 16, 1998
Revised: July 21, 1999
Revised: January 19, 2000
Revised: September 21, 2011
Revised: March 12, 2014

Part-time and Substitute Professional Staff Employment

The Board of Education shall maintain an authorized list of personnel to be used for substitute or part-time employment. The Board authorizes the superintendent to notify and direct persons on the list to perform such service for the district as may be required on a temporary basis. The Board authorizes the principal or his designee to notify and direct persons on the list to perform as substitute teachers on a temporary basis as needed. Prior to adding a person's name to the list, a background check shall be carried out in accordance with state law.

The Board shall approve such action at the next regular meeting. Authorization by the Board of Education to pay personnel performing services on a temporary basis shall constitute employment by the Board for services provided during the period of time covered by such payment.

Such payment shall not constitute any assurance or offer of continuing employment without specific Board action.

Part-time Teachers

A part-time teacher is a teacher who normally performs services as an employee of the district in an amount of time less than four (4) hours during each regular school day.

Salary for part-time teachers shall be determined by the appropriate placement on the basic annual teachers' salary schedule in effect. Actual salary shall be proportional to the amount of time services are performed. The amount of time the part-time teacher performs services shall be determined by the actual scheduled student-teacher contact during the day and/or week.

In the event a part-time teacher continues to serve in the part-time position from year to year, the employee shall receive an experience increment provided the employee has accumulated at least 740 scheduled student contact hours. Experience increments shall be granted at the beginning of a contract year.

Part-time teachers shall be on contract and shall receive prorated leave benefits and PERA membership. Participation shall be determined by applicable PERA regulations. Participation in district employee group insurance programs shall depend upon whether the amount of time worked meets the criteria established for participation in employee group insurance programs.

Substitute Teachers

The Board annually shall determine the district's needs for substitute teachers and the availability of substitute teachers who meet the licensure requirements of state law. If it is determined that a shortage of qualified substitute teachers exists, the Board may submit a plan to the State Board of Education prior to the beginning of the academic year to seek authorization for the employment of emergency substitute teachers. If the district's plan is approved by the state board, the individuals listed on the plan shall be added to the authorized list of substitute teachers for one year.

Personnel serving on a substitute basis in District 50 shall be licensed to teach in Colorado. Every effort shall be made to fill temporary positions with substitutes who have preparation equal to that of regular contract personnel.

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Other provisions:

1. Substitute teachers working a half day receive one half of the substitute teacher's daily rate. Half day shall be defined as one half or less of the time teachers are scheduled, inclusive of lunch periods, to be at work during the day, and not more than four hours.
2. Substitute teachers working more than a half day shall be paid the full day rate.
3. Substitute teachers shall be paid according to the currently adopted salary schedule for each day of substitute teaching.
4. Long-term vacancies shall be filled by licensed substitute. If a substitute is employed for 11 or more continuous days of service for the same position,, the substitute shall receive the daily substitute rate for the first 10 days of service. On the 11th day, and every day thereafter, assuming the substitute is in the original position of service, the substitute shall receive a per diem rate of \$30.00 more than the current licensed teacher substitute rate.

Note: "Substitute teacher" is defined in state law as:

1. A teacher who performs services for a district for four hours or more during each regular school day, but works on one continuous assignment for a total of less than 90 regular school days, or for less than one semester or equivalent time as determined by the annual school calendar of the district.
2. An itinerant teacher who is employed by a district on a day to day or similar short-term basis as a replacement teacher for a nonprobationary teacher, a probationary teacher, or a part-time teacher who is absent or otherwise unavailable (no limit on the number of days worked).

Substitute teacher does not include a nonprobationary or probationary teacher who is assigned as a permanent substitute teacher within a school district.

Current Practice Codified 1983

Adopted: Date of Manual Adoption
Revised: September 17, 1986
Revised: November 19, 1997
Revised: August 19, 1998
Revised: December 15, 2003

LEGAL REFS.: C.R.S. 22-9-106 (1) (b)
C.R.S. 22-32-109.7
C.R.S. 22-32-109.8
C.R.S. 22-60.5-111
C.R.S. 22-63-103 (6), (10)
1 CCR 301-37, Rules 2202-R-4.09

Plateau Valley School District 50, Collbran, Colorado

CROSS REFS.: GCE/GCF, Professional Staff Recruiting/Hiring
GCOA, Evaluation of Instructional Staff
GDE/GDF, Support Staff Recruiting/Hiring

Arrangements for Professional Staff Substitutes

Teachers shall notify the superintendent or principal of any conditions requiring absence from work as early as possible so that there will be adequate time to secure a suitable substitute. The principal shall report employment of the substitute to the superintendent and the business manager for proper accounting.

Current practice codified 1983

Adopted: Date of manual adoption

Arrangements for Professional Staff Substitutes

1. Contact the principal at the earliest possible time so that he has time to get a substitute. If the teacher needing a substitute has a preference, tell the principal. Final selection rests with the principal, with priority given to those who hold teacher licenses. If a fully-licensed substitute cannot be found, then those holding emergency licenses will be contacted.
2. Have lesson plans as prepared as possible under the circumstances. Leave any special instructions for the substitute with the principal.
3. At least three auxiliary lesson plans to meet the needs for a full day will be placed on file each year in the principal's office.

Current practice codified 1983

Adopted: Date of manual adoption

Mentor Teachers/Administrators

The superintendent shall develop guidelines for selecting mentors to work with provisional licensees in the district's induction program. Educators selected as mentors should be those who model outstanding skills and school leadership as teachers, principals, or administrators, as appropriate, and who have demonstrated exemplary skills under the district's performance standards.

Principals and supervisors should encourage effective, experienced educators to take advantage of the mentoring program as a staff development opportunity. Those who are selected as mentors should work well with adults, be sensitive to the viewpoint of others, and demonstrate interpersonal and public relations skills.

To the extent possible, the guidelines for the assignment of mentors shall provide that the mentor is closely matched to the inductee in terms of academic preparation and assignment and be located, when possible, in close proximity to the inductee.

The mentor shall be responsible for long-term orientation of the mentee as the individual prepares for professional licensure. The mentor shall maintain a log of contact time and activities completed by the mentor and mentee as part of the induction plan.

The assistance provided through a mentor shall not be part of the district's formal evaluation system. A staff development program shall be available for mentors.

Mentors shall be compensated for their assistance in accordance with district policy or, if the mentor is from another district, at the rate agreed upon between the districts.

Principals/Administrators

Mentors for principals and other administrators may be selected from a variety of sources including school district personnel, personnel from other districts, and retired administrators.

Mentors selected for principals and administrators with provisional licenses shall be:

- Experienced administrators or principals
- Perceived by colleagues as effective
- Selected to match the experience of the inductee

Mentors must:

- Have demonstrated effective communication skills including problem solving and written communication

Plateau Valley School District 50, Collbran, Colorado

- Have demonstrated skills in questioning and giving feedback
- Be committed to ongoing professional growth

Adopted: August 16, 1995

LEGAL REF.: C.R.S. 22-60.5-102 (12),(13),(14),(15)

CROSS REF.: GCHC*, Professional Staff Induction Program

Professional Staff Induction Program

In accordance with law, the district shall provide an induction program for the continuing professional development of teachers, special service providers, principals, and administrators with provisional licenses just entering the profession and new to the district.

The purpose of the induction program under the educator licensing law shall be to promote purposeful learning by inductees rather than learning about the district and teaching through trial and error. The goal of the district's program is to enhance the job satisfaction of its educators by providing a collegial atmosphere for teaching and learning.

The induction program shall provide for supervision by mentors and ongoing professional development and training, including ethics and performance evaluations in accordance with the district's performance evaluation system.

The district's induction program shall include four major components:

- Orientation of newcomers to new professional roles
- Socialization and transition problems normally faced by newcomers to organizations
- Technical skill refinement and development including ethics
- Performance assessment

Through the induction program, inductees shall be provided information about Board of Education policies and regulations, local district goals, content standards, and educator roles and responsibilities.

A mentor shall be selected for each inductee to model the professionalism of the teaching staff employed by this district.

It is recognized that the content and experience needed by an inductee will vary, based on each individual's previous experiences prior to receiving a provisional license.

The district delivering the induction program shall establish criteria to evaluate an inductee who has successfully completed the program. Among the important criteria shall be completion of activities listed in the inductee's professional growth plan, evidence in the inductee's portfolio of meeting or exceeding the professional educator standards, satisfactory summative evaluation by the supervisor and recommendations by the mentor and supervisor.

The principal shall make a recommendation to the superintendent regarding the completion of the induction program. The superintendent shall be responsible for recommending the inductee to the state for a professional license.

Plateau Valley School District 50, Collbran, Colorado

Nothing in this policy nor in the induction program itself shall be construed to imply in any manner the establishment of any property rights or expectancy or entitlement to continued employment. A favorable recommendation that a provisional teacher receive a professional teaching license at the conclusion of the induction program is a decision separate and distinct from any decision about continued employment in the district. All employment decisions remain within the sole and continuing discretion of the Board of Education.

District personnel shall establish a process to evaluate the district's induction program so that it fits within the comprehensive district-wide professional growth plan for district personnel.

Adopted: August 16, 1995

LEGAL REFS.: C.R.S. 22-60.5-102(7)
C.R.S. 22-60.5-201(1)(c)(I)(B); C.R.S. 22-60.5-204 (teachers)
C.R.S. 22-60.5-210(1)(b)(I)(B); C.R.S. 22-60.5-213 (special service
providers)
C.R.S. 22-60.5-301(1)(b)(I)(C); C.R.S. 22-60.5-304 (principals)
C.R.S. 22-60.5-306(1)(b)(I)(C); C.R.S. 22-60.5-309 (administrators)

CROSS REFS.: GCHA/GCHB, Mentor Teachers/Administrators

Professional Staff Development

The Board of Education believes that student achievement must drive all professional staff development efforts and that professional development is an indispensable part of overall school improvement. To support these beliefs, the Board is committed to allocating adequate resources, including people, time and facilities, to professional development that is effective.

The superintendent shall develop a professional development program that:

- Is rigorous, results-based, data-driven and tied to student achievement.
- Is ongoing and an integral part of each professional staff member's workday.
- Uses a variety of approaches and professional development models.
- Is collaborative, school-centered and involves teachers and administrators in its design.
- Focuses on teachers as central to student learning, yet includes all other members of the school community.
- Focuses on student learning.
- Is rich in academic content, learning processes, current research, materials and technologies.
- Uses systematic study of student work to improve teaching and learning.
- Occurs in environments of safety, trust and shared problem solving.
- Promotes equity.

The professional development program shall be designed to support achievement of the district's educational objectives.

The superintendent shall evaluate the effectiveness of the professional development program on an ongoing basis and modify the program accordingly.

Participation in the professional development program is required of teachers and administrators.

Adopted: November 16, 1988
Amended: August 19, 1993
Amended: November 18, 1998
Amended: May 18, 2016

LEGAL REFS.: C.R.S. 22-32-109(1)(jj)
C.R.S. 22-32-109 (1)(n),(z)
C.R.S. 22-32-110 (1)(k)
C.R.S. 22-60.5-110 (3)(b)
1 CCR 301-1, Rule 2202-R-11.05(E)(7)

CROSS REFS.: ADA, School District Goals and Objectives
AE, Accountability/Commitment to Accomplishment
AEA, Standards Based Education

Plateau Valley School District 50, Collbran, Colorado

Professional Staff Training, Workshops and Conferences

In order to keep the staff abreast of ideas, programs, and concepts that would result in educational excellence, the staff shall be encouraged to actively participate in conferences and professional development activities.

1. A rotation system may be used in selecting staff members to attend conferences. Assignment shall also take into consideration the role the staff member will play at the meeting and his ability to share the benefit he derives from it with other staff members.
2. Participants are expected to share the benefits gained from the opportunity in the form of reports and/or presentations with staff, administration, and at times the Board of Education, and when appropriate, the students.
3. Staff members shall screen conference opportunities for potential benefits to staff, students, and program development.
4. Distance and expense will be considered, but the overall benefit gained from participation shall be the most critical factor.
5. Total participation shall be based on funds allocated annually in the budget.
6. Employees other than those selected as official representatives may attend conferences with no loss of salary but without allowance for expense. Substitute expenses may be deducted from a teacher's salary for attendance at such meetings when so specified by the superintendent.
7. Decisions as to what conference may be attended shall be made at the administrative level and shall be monitored by the superintendent.
8. Every effort shall be made to make the public aware of the benefits to the district, i.e., the entire educational program, from participating in specific conferences and workshops.
9. Administrative participation at national conferences could be a valuable experience and will be made available pending appropriate funding and reasonable immediate impact during the administrator's absence.

Current practice codified 1983

Revised: April 23, 1997

CROSS Ref.: DKC, Expense Authorization/Reimbursement

Plateau Valley School District 50, Collbran, Colorado

Professional Staff (Probationary and Non-Probationary)

Teaching staff will be non-probationary after completing three years of contract renewal.

With the issuance and acceptance of the fourth year contract, licensed personnel (except the superintendent) shall achieve non-probationary status when they report for duty on the first school day of the fourth year as provided by law.

Current practice codified 1983

Adopted: Date of manual adoption

Instructional Staff Assignments and Transfers

The assignment of instructional staff members and their transfer to positions in the various schools and departments of the district shall be recommended by the superintendent and approved by the Board of Education. The following criteria shall serve as guidelines.

1. Contributions which the staff member could make to student achievement in a new position.
2. Qualifications of staff member, including teacher's level of endorsement, comparison to outside candidates, both for position to be vacated and for position to be filled.
3. Recommendation and/or approval of the principal(s) involved.
4. Opportunity for the staff member's professional growth.
5. Requests of staff member regarding assignment or transfer.

A teacher's request for transfer will be granted whenever the best interests of the affected schools will be served. Whenever a request for a transfer is made, it is ethical and desirable in most cases for all parties concerned to discuss the merits of the request in an effort to arrive at a common understanding. The request for transfer will be submitted to the principal in charge of the building where the teacher is presently assigned. After being approved by the principal, the request will be filed with the superintendent.

Transfers or reassignments from one building to another or one grade level to another may be made in order to fit personnel into their areas of certification. This may be done upon the recommendation of the building principal.

The assignment of a teacher to a specific building will not imply permanent assignment to that building.

Adopted: May 23, 2007

LEGAL REFS.: C.R.S. 22-32-126 (3) (Principal submits recommendations to the superintendent)
C.R.S. 22-63-206 (Transfers of teachers and compensation)

Professional Staff Work Load

The Board is aware that work load and teacher preparation have a direct bearing upon effective teaching. It, therefore, directs the superintendent to work with the principals in establishing a reasonable and equitable work load for each teacher dependent upon the financial ability of the district.

Each teacher will be assured of one period during a full school day for school related class preparation, planning and grading. This period may be used for parent or student conferences when necessary.

Current practice codified 1983
Adopted: Date of manual adoption

Parent Conferences, Staff Meetings and School Meetings

Professional staff shall attend all faculty meetings and participate in the district's inservice training program. At least one day's notice shall be given, if feasible, by the administration for such meetings, more if possible.

Current practice codified 1983

Adopted: Date of manual adoption

Evaluation of Licensed Personnel

This policy and accompanying regulation shall be considered part of the district's licensed personnel performance evaluation system. The district's licensed personnel evaluation system shall be developed and implemented in accordance with state law. The Board shall consult with district administrators, teachers, parents and the advisory school district licensed personnel performance evaluation council in developing and evaluating the district's evaluation system.

The purposes of the district's licensed personnel evaluation system shall be to serve as a basis for the improvement of instruction, enhance the implementation of curricular programs, and measure the professional growth and development and the level of effectiveness of licensed personnel. The district's licensed personnel performance evaluation system also shall serve as the measurement of satisfactory performance and documentation for dismissal for unsatisfactory performance pursuant to state law, if applicable. For purposes of this policy and the district's licensed personnel performance evaluation system, "unsatisfactory performance" shall be defined as a performance rating of "ineffective".

The school district shall conduct all evaluations so as to observe the legal and constitutional rights of licensed personnel. No informality in any evaluation or in the manner of making or recording any evaluation shall invalidate the evaluation. No minor deviation in the evaluation procedures shall invalidate the process or the evaluation report.

Nothing in this policy shall be construed to imply in any manner the establishment of any property rights or expectancy or entitlement to continued employment not explicitly established by statute, Board policy or contract. Neither shall this policy and/or the evaluation system be deemed or construed to establish any conditions prerequisite relative to renewal of contracts, transfer, assignment, dismissal or other employment decisions relating to school personnel.

Unless an evaluator acts in bad faith or maliciously with respect to the application of a procedure associated with the evaluation process, any misapplication of a procedure, failure to apply a procedure or adhere to a prescribed timeline shall not be an impediment to or prevent the Board from modifying an employee's contract status, employment status or assignment under the terms of the employment contract and state law. The content of the evaluation, the rating given and any improvement plan shall not be grievable under the district's formal grievance process.

All employment decisions remain within the sole and continuing discretion of the Board of Education, subject only to the conditions and limitations prescribed by Colorado law. Any dismissal or other employment action shall be in accordance with applicable state law and Board policy.

Adopted: March 12, 2014 (Replaces GCOA and GCOC)
Amended: May 18, 2016

LEGAL REFS.: C.R.S. 22-9-101 et seq.
C.R.S. 22-63-301
1 CCR 301-87

CROSS REFS.: BDFA*, District Personnel Performance Evaluation Council
GCOE*, Evaluation of Evaluators
GCQF, Discipline, Suspension and Dismissal of Professional Staff

Note: A person who is employed in multiple roles in the district may receive a single evaluation that takes into account the employee's performance of his/her responsibilities in each role. The employee's supervisor shall conduct the evaluation or, if the employee is the superintendent, the board shall conduct the evaluation. C.R.S. 22-9-106(4.3)

Note: Students' state assessment results from the 2014-15 school year may only be used as baseline data for measuring student academic growth in the 2015-16 school year and school years thereafter. C.R.S. 22-9-106(2.5)(c)(I). In addition, in any year that the district does not receive students' state assessment results by the deadline for written evaluation reports (two weeks prior to end of school year), the district must use alternate measures of student academic growth, including local assessment results if available. C.R.S. 22-9-106(2.5)(c)(II).

Plateau Valley School District 50

Superintendent Evaluation Summary

School Year 20 - 20

Name:

Date:

Years of Service:

Assignment: Plateau Valley School District 50 Superintendent

Evaluators: District 50 Board of Education members

Data Gathering Methods: Interviews with principals and consensus review from Board members

Note: The score shown for each item in this summary is an average agreed upon by all Board members

Explanation of Performance Categories:

1. Unacceptable: The school professional consistently fails to demonstrate the behavior during the evaluation cycle.
2. In Progress: A behavior is developing satisfactorily at this time and should be considered an acceptable indicator rating when determining whether the school professional is currently meeting the standard.
3. Acceptable: The school professional consistently demonstrates the behavior during the evaluation cycle.
4. Commendable: The school professional occasionally exceeds the described standard.
5. Outstanding: The school professional consistently exceeds the described standard to the degree that it could be a model for other educators.

PLATEAU VALLEY SCHOOL DISTRICT 50

SUPERINTENDENT ASSESSMENT BY JOB CATEGORY

Board Member: Average of all board members

Date: _____

Assessment information and data

Rating identification:

1. Unacceptable 2. In Progress 3. Acceptable 4. Commendable 5. Outstanding

1. RELATIONSHIP WITH THE BOARD OF EDUCATION

Average _____

| | | | | | | |
|----|--|---|---|---|---|---|
| A. | Provides timely, common information in a systematic manner | 1 | 2 | 3 | 4 | 5 |
| B. | Contacts members in case of emergency or politically sensitive situation | 1 | 2 | 3 | 4 | 5 |
| C. | Arranges appropriate training activities | 1 | 2 | 3 | 4 | 5 |
| D. | Responds to Board member concerns and questions in a timely manner | 1 | 2 | 3 | 4 | 5 |
| E. | Portrays the Board in a positive manner in the community | 1 | 2 | 3 | 4 | 5 |
| F. | Maintains open communications | 1 | 2 | 3 | 4 | 5 |
| G. | Implements Board directives based on majority action | 1 | 2 | 3 | 4 | 5 |

Comments:

Rating identification:

1. Unacceptable 2. In Progress 3. Acceptable 4. Commendable 5. Outstanding

| 2. | RELATIONSHIP WITH SCHOOL SYSTEM EMPLOYEES | <u>Average</u> |
|----|--|----------------|
| A. | Keeps staff informed of pertinent information in a timely fashion | 1 2 3 4 5 |
| B. | Utilizes appropriate interpersonal communication skills | 1 2 3 4 5 |
| C. | Engages staff in professional activities, as appropriate | 1 2 3 4 5 |
| D. | Articulates district vision and focus | 1 2 3 4 5 |
| E. | Promotes staff development opportunities | 1 2 3 4 5 |
| F. | Maintains visibility in employee venues | 1 2 3 4 5 |
| G. | Maintains open communications with staff | 1 2 3 4 5 |
| H. | Provides a climate and environment that promotes respect, understanding and appreciation for all employees | 1 2 3 4 5 |
| I. | Will not permit conditions, procedures, actions or decisions that are or have the potential of being unlawful, disruptive, undignified or in violation of Board policies with respect to staff interacting with other staff, students, parents and the community | 1 2 3 4 5 |

Comments:

Rating identification:

1. Unacceptable 2. In Progress 3. Acceptable 4. Commendable 5. Outstanding

| 3. | DISTRICT SAFETY | <u>Average</u> |
|----|---|----------------|
| A. | Provides an environment and climate that promotes respect, understanding, and appreciation for all students and staff | 1 2 3 4 5 |
| B. | Strives to attain development of emergency response procedures in all schools and District | 1 2 3 4 5 |
| C. | Develops a relationship with appropriate agencies in the community for coordinated response in the event of an emergency or catastrophe | 1 2 3 4 5 |
| D. | Supports building disciplinary actions according to policy and procedure | 1 2 3 4 5 |
| E. | Develops systems for emergency communication in the District | 1 2 3 4 5 |
| F. | Provides and maintains a safe, healthy environment that promotes positive student behavior and is free from unnecessary disruption | 1 2 3 4 5 |

Comments:

Rating identification:

1. Unacceptable 2. In Progress 3. Acceptable 4. Commendable 5. Outstanding

4. STUDENT ACHIEVEMENT

Average

| | | | | | | |
|----|--|---|---|---|---|---|
| A. | Communicates high learner expectations to all staff | 1 | 2 | 3 | 4 | 5 |
| B. | Promotes the learning of all students and takes steps to address the different learning styles and needs of students who reflect differing backgrounds and abilities | 1 | 2 | 3 | 4 | 5 |
| C. | Strives to attain positive district achievement growth from year to year | 1 | 2 | 3 | 4 | 5 |
| D. | Provides pertinent achievement data for instructional staff including disaggregated student information | 1 | 2 | 3 | 4 | 5 |
| E. | Recommends pedagogical and curricular reforms | 1 | 2 | 3 | 4 | 5 |
| F. | Monitors District achievement performance and plans for improvement | 1 | 2 | 3 | 4 | 5 |
| G. | Maintains a clear focus on student achievement | 1 | 2 | 3 | 4 | 5 |
| H. | Arranges for staff development to enhance instruction quality | 1 | 2 | 3 | 4 | 5 |
| I. | Ensures supervision of instructional performance | 1 | 2 | 3 | 4 | 5 |

Comments:

Rating identification:

1. Unacceptable 2. In Progress 3. Acceptable 4. Commendable 5. Outstanding

| 5. | RELATIONSHIP WITH PARENTS AND COMMUNITY | <u>Average</u> |
|----|---|----------------|
| A. | Collaborates with community service agencies, other education organizations and businesses | 1 2 3 4 5 |
| B. | Involves parent and community members in problem-solving, as appropriate | 1 2 3 4 5 |
| C. | Keeps community and parents informed regarding student achievement including documentation, data analysis, and accountability reports | 1 2 3 4 5 |
| D. | Exhibits effective public relations skills | 1 2 3 4 5 |
| E. | Encourages parental involvement, advocacy, and assistance | 1 2 3 4 5 |
| F. | Provides relevant, factual information regarding educational issues to encourage and aid in reaching informed decisions | 1 2 3 4 5 |

Comments:

Rating identification:

1. Unacceptable 2. In Progress 3. Acceptable 4. Commendable 5. Outstanding

| 6. | MANAGEMENT OF DISTRICT RESOURCES | <u>Average</u> |
|----|---|----------------|
| A. | Identifies fiscal needs in a strategic, long term manner | 1 2 3 4 5 |
| B. | Ensures that fiscal resources are aligned with district strategic plans and priorities | 1 2 3 4 5 |
| C. | Plans for the remodel and retrofit of physical facilities and equipment | 1 2 3 4 5 |
| D. | Develops community partnerships for collaborative support and use of district facilities | 1 2 3 4 5 |
| E. | Allocates building funds based on expenditures as they relate to improvement of student achievement | 1 2 3 4 5 |
| F. | Provides periodic fiscal reports to the Board of Education | 1 2 3 4 5 |
| G. | Serves as an advocate for the district in legislative matters | 1 2 3 4 5 |
| H. | Ensures accounting practices comply with Generally Accepted Accounting Principles (GAAP) | 1 2 3 4 5 |
| I. | Maintains a balanced budget | 1 2 3 4 5 |
| J. | Projects staff needs and oversees timely hiring of personnel | 1 2 3 4 5 |
| K. | Ensures a balanced annual budget | 1 2 3 4 5 |
| L. | Implements corrective action specified in audit management letter | 1 2 3 4 5 |
| M. | Plans for the maintenance, appropriate use, and management of fixed asset and consumable resources | 1 2 3 4 5 |
| N. | Provides information to legal Counsel regarding any issue being addressed | 1 2 3 4 5 |

Comments:

Rating identification:

1. Unacceptable 2. In Progress 3. Acceptable 4. Commendable 5. Outstanding

| 7. | TECHNOLOGY UPGRADE | <u>Average</u> |
|----|---|----------------|
| A. | Expands district-wide awareness and knowledge of the utility of electronic technology and applications in promoting efficiency of operation | 1 2 3 4 5 |
| B. | Seeks research-based technology that promotes student achievement | 1 2 3 4 5 |
| C. | Implements information systems which facilitate instructional decision-making and reporting processes | 1 2 3 4 5 |
| D. | Investigates instructional technology that aids student learning | 1 2 3 4 5 |
| E. | Ensures a viable technological infrastructure including information processing and networking | 1 2 3 4 5 |
| F. | Promulgates plans for strategic renewal and acquisitions of computer systems | 1 2 3 4 5 |
| G. | Directs development of grant applications for technology | 1 2 3 4 5 |

Comments:

Rating identification:

1. Unacceptable 2. In Progress 3. Acceptable 4. Commendable 5. Outstanding

| 8. | ACCOUNTABILITY | <u>Average</u> |
|----|---|----------------|
| A. | Ensures compliance with state and local procedures for performance evaluation of staff | 1 2 3 4 5 |
| B. | Recommends pertinent changes to school board policy | 1 2 3 4 5 |
| C. | Fulfills requirements of the Colorado Accountability process | 1 2 3 4 5 |
| D. | Implements district policies, state standards, and federal laws and regulations | 1 2 3 4 5 |
| E. | Ensures negotiations with employee organizations comply with appropriate policy, procedure and practice | 1 2 3 4 5 |
| F. | Provides public reports on status of student performance by building and district, at least annually | 1 2 3 4 5 |
| G. | Develops metrics to determine achievement of assigned objectives | 1 2 3 4 5 |
| H. | Displays the highest personal ethical behavior | 1 2 3 4 5 |

Comments:

Rating identification:

1. Unacceptable 2. In Progress 3. Acceptable 4. Commendable 5. Outstanding

9. STUDENT GROWTH

Evaluation is based on student growth in the district. Examples of data that may be used are NWEA growth, current version of Colorado Department of Education growth and accreditation reports, but should not be limited to this data.

1 2 3 4 NA

Comments:

SUMMARY
Plateau Valley School District 50
Superintendent Evaluation

AVERAGE SCORE FOR ALL EVALUATION AREAS

Average

I have read and understand this report.

Superintendent:

Date of Conference: _____

Evaluator(s) Name and Title:

Superintendent prepared comments attached? _____

Remediation plan attached? N/A

Recommendation for continued employment? _____

Superintendent's signature: _____

Date: _____

Board President's Signature: _____

Date: _____

Board Secretary's Signature: _____

Date: _____

Evaluation of Evaluators

Provision shall be made for periodic evaluation of evaluators of professional staff to ensure that the process is being carried out in a fair, professional, and credible manner.

All persons who evaluate licensed personnel shall possess a principal or administrator license issued by the Colorado Department of Education. Issuance or renewal of license requires that the applicant has received education and training in evaluation skills approved by the Colorado Department of Education.

A licensed principal or administrator may designate an individual to perform evaluations of licensed personnel, provided such designee shall have received education and training in evaluation skills approved by the Colorado Department of Education.

To ensure that evaluators comply with state law and the district's evaluation system, evaluation instruments for all licensed personnel evaluators shall include a section dealing with their evaluation skills and responsibilities. The superintendent or other supervisor of the evaluator shall review and sign each evaluation report prepared and when necessary shall discuss procedure and form with the evaluator.

The superintendent's evaluation skills shall be part of the evaluation by the Board of Education.

As part of its ongoing review, the district personnel performance evaluation council shall seek evidence that evaluators are implementing the process in a fair, professional and credible manner and shall report its finding and recommendations to the Board of Education.

Adopted: August 16, 1995

Amended: December 15, 1998

Amended: May 18, 2011 (*and File name changed from CFBA* to GCOE**)

LEGAL REF: C.R.S. 22-9-101 *et seq.*

CROSS REF.: BDFA*, District Personnel Performance Evaluation Council

Evaluation of Licensed Personnel

The procedures necessary to administer and implement the policy accompanying this regulation and the district's licensed personnel evaluation system are as follows:

Basic Requirements

1. All licensed personnel, including full-time and part-time teachers, shall be evaluated by an administrator/supervisor who has a principal or administrator license issued by the Colorado Department of Education and/or such administrator's/supervisor's designee, who has received education and training in evaluation skills approved by the Colorado Department of Education that will enable the evaluator to make fair, professional and credible evaluations of the licensed personnel whom the evaluator is responsible for evaluating.
2. The standards for effective performance of licensed personnel and the criteria to be used in determining whether performance meets these standards shall be available in writing to all licensed personnel. Such standards and criteria shall be communicated and discussed by the person being evaluated and the evaluator prior to and during the course of the evaluation.
3. The system shall identify the various methods of evaluation, which shall include but not be limited to direct observations and a process of systematic data gathering.

Information Collection

The evaluator shall directly observe the licensed staff member and gather other data in accordance with the district's evaluation system and state law. No evaluation information shall be gathered by electronic devices without the consent of the licensed staff member. Peer, parent or student input may be obtained from standardized surveys as part of a teacher's evaluation. Each principal's evaluation may include input from teachers employed at the school and may include input from the students enrolled at the school and their parents.

Frequency and Duration

Probationary teachers shall receive at least two documented observations and one evaluation that results in a written evaluation report each academic year. Nonprobationary teachers shall receive at least one documented observation and one evaluation that results in a written report each academic year. Teachers shall receive the written evaluation report at least two weeks before the last class day of the school year.

Principals shall receive one evaluation that results in a written report each academic year. Administrators will be evaluated once during each year. Each evaluation will result in a written report.

Specialized service professionals shall receive one evaluation that results in a written report each academic year. For purposes of this regulation, the term "specialized service professionals" (SSPs) shall be as defined by applicable rules of the State Board of Education.

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Variations will be permitted in this evaluation schedule, whether requested by the evaluator or licensed staff member, when the staff member is notified by the evaluator that an additional evaluation report is necessary for reasons consistent with one or more purposes of the evaluation system.

Minor adjustments and variations in the evaluation process will be allowed in order to ensure that the evaluation process is thorough and that sufficient data is collected in accordance with the district's evaluation system.

Informal evaluations and observations may be made whenever deemed appropriate by the district.

Documentation

The evaluator will prepare a written evaluation report at the conclusion of the evaluation process which will include the following:

1. An improvement plan which is specific as to what improvements, if any, are needed in the licensed staff member's performance and which clearly sets forth recommendations for improvements. If the person evaluated is a teacher or a principal, the plan shall include recommendations for additional education and training during the teacher's or principal's license renewal process.
2. Specific information about the strengths and weaknesses in the licensed staff member's performance.
3. Documentation identifying when a direct observation was made.
4. Identification of data sources.

The evaluation report will be discussed with the licensed staff member evaluated. Both the evaluator and the licensed staff member will sign the report, and each will receive a copy. The signature of any person on the report will not be construed to indicate agreement with the information contained therein. If the staff member disagrees with any of the conclusions or recommendations made in the evaluation report, he or she may attach any written explanation or other relevant documentation.

Each report will be reviewed and signed by a supervisor of the evaluator.

Ineffective Performance

A licensed staff member whose performance is deemed to be ineffective shall receive:

1. Written notice that his or her performance evaluation shows a rating of ineffective.
2. A copy of the documentation relied upon in measuring the staff member's performance; and
3. Identification of deficiencies.

Appeal

The conclusions of the evaluator will not be subject to further review except as otherwise provided in these procedures.

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The licensed staff member evaluated may appeal the application of the evaluation procedures by submitting a request for review to the supervisor of the evaluator to determine if the procedures were followed during the evaluation.

Appeal by a Nonprobationary Teacher

A nonprobationary teacher may appeal his or her rating of ineffective or partially effective in accordance with the following:

1. The nonprobationary teacher shall file a written appeal with the superintendent within fifteen (15) calendar days of the teacher's receipt of the district's written notice informing the teacher of his or her performance rating of ineffective or partially effective.
2. A nonprobationary teacher's grounds for appealing an ineffective or partially effective rating shall be limited to the following:
 - a. The evaluator did not follow evaluation procedures that adhere to the requirements of applicable law and that failure had an impact on the teacher's performance rating; or
 - b. The data relied upon was inaccurately attributed to the teacher.
3. The nonprobationary teacher shall have the burden of demonstrating that a rating of effectiveness was appropriate.
4. The superintendent or designee shall review the nonprobationary teacher's appeal and provide the teacher with a written decision regarding the appeal within thirty (30) calendar days of the superintendent's receipt of such appeal. The superintendent's decision shall be final.

Adopted: March 12, 2014 (Replaces GCOA-R and GCOC-R)

Revised: April 15, 2015

Instructional Staff Reduction in Force

A justifiable reduction in the number of teaching positions occurs when the Board determines that a fiscal exigency exists and/or program change is to be made that requires cancellation of one or more teacher contracts. In the event of a potential reduction in force, the following policy and accompanying regulation shall apply and any cancellation of a teacher's employment contract shall be in accordance with this policy and accompanying regulation. This policy and accompanying regulation shall not apply to teacher dismissals, nonrenewals or other personnel actions that do not result in a reduction in the number of teaching positions in the district.

Definitions

For purposes of this policy and accompanying regulations, the following definitions shall apply.

1. "Cancellation of employment" means the cessation of employment of a teacher during the term of the teacher's contract when there is a justifiable reduction in the number of teaching positions in the school district for reason(s) of fiscal exigency and/or program change.
2. "Teacher" means any person who is defined as a teacher under the Teacher Employment, Compensation, and Dismissal Act of 1990, C.R.S. 22-63-101 *et seq.*
3. "Fiscal exigency" means any significant decline in the Board of Education's ability to fund the operations of the district as a result of a decline in student enrollment, restrictions on revenues, increased costs or any other action, event or condition that may cause the district's current or projected budget to be insufficient to adequately meet the district's current or projected needs. A fiscal exigency may exist based solely upon current revenue and expenditure projections.
4. "Program change" means the elimination, curtailment, or reorganization of curriculum, programs or operations, or a reorganization or consolidation of two or more individual schools. A program change may or may not be related to a fiscal exigency.
5. "Day" means each calendar day; provided, however, that if the deadline for any action under this policy or accompanying regulation falls on a Saturday, Sunday or official school holiday, the next following day that is not a Saturday, Sunday or official school holiday shall be the deadline for such action.

Board of Education's Preliminary Determination and Statement

If the Board determines a fiscal exigency exists and/or program change is to be made and such determination may require the cancellation of employment of one or more teachers, it shall

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adopt a statement that reasonably identifies the fiscal exigency and/or program change and reasons therefor. This statement shall be transmitted to the superintendent and made available to district faculty. The Board shall establish the actual number of teacher contracts to be canceled or the amount of teacher salaries and benefits to be reduced consistent with the Board's authority to establish educational programs within the district.

Superintendent's Action

Within 30 days after receiving the Board's statement, the superintendent shall submit to the Board recommendations for the cancellation of employment of particular teachers. In making these recommendations, the superintendent shall not be limited to considering only the teachers in the area(s) or program(s) designated by the Board in its adopted statement.

The superintendent shall consider the following as significant factors in recommending a teacher for cancellation of employment:

1. The needs of the district.
2. Merit, meaning teacher performance as determined by the teacher's performance rating over the previous three year period as assigned pursuant to the school district's performance evaluation system. If the teacher does not have three years of performance ratings from the school district, then the superintendent shall consider only those available performance ratings. Nothing in this policy requires consideration of evaluations conducted in other school districts.

After considering the factors above, the superintendent shall also consider the following factors in recommending a teacher for cancellation of employment:

1. Professional experience including experience as an administrator.
2. Education, licensing endorsements and other professional qualifications.
3. Length of service in the school district.
4. Probationary and non probationary status.

In the event all factors are equal, cancellation of employment shall be accomplished in a manner that best supports the interests of the school district.

Notice and Board Action

Notice to individual teachers and any resulting cancellation of employment by the Board shall be in accordance with this policy's accompanying regulation.

Adopted: March 23, 1993
Amended: August 16, 1995
Amended: August 18, 2010

Amended: March 8, 2011

Amended: April 18, 2012

LEGAL REFS.: C.R.S. 22-60.5-101 *et seq.*
C.R.S. 22-63-101 *et seq.*
C.R.S. 22-63-103 (11)
C.R.S. 22-63-202 (3)

Instructional Staff Reduction in Force

The following procedures shall be followed in effecting a reduction in the instructional staff work force.

1. Notice to Individual Teachers

If, after receiving the superintendent's recommendations, the Board intends to consider the cancellation of employment of any teacher, it shall cause written notice to be given to each teacher whose contract might be considered by the Board for cancellation. The Board shall not be limited to considering only those teachers listed in the superintendent's recommendations.

The written notice shall include:

- a. A copy of the Board's statement adopted pursuant to the accompanying policy;
- b. A copy of that portion of the superintendent's recommendations for cancellation of teacher contracts that pertains to the teacher receiving the notice (if applicable); and
- c. A copy of the accompanying policy and this regulation.

Notice shall be served upon the teacher personally or by certified or registered mail to the teacher's address as it appears in the school district's records. It shall be the teacher's responsibility to ensure that the district has the teacher's current address on file.

2. Review of Individual Cancellations

Within ten days after receiving such notice, a teacher may request a hearing. The request must be in writing, addressed to the president of the Board. The request for a hearing must specify the grounds on which the teacher relies and a short statement of facts that the teacher believes support the contention. When appropriate, more than one case may be heard at the same time. The hearing may be held by the Board or by a hearing officer selected by the Board.

The hearing shall be limited to the following issues:

- a. Was there a rational basis for the Board's determination that a fiscal exigency exists and/or program change was necessary or appropriate?
- b. Was the cancellation procedure arbitrary or capricious?
- c. Would the decision to cancel the employment of the teacher be arbitrary or capricious?

The Board shall consider the teacher's request for hearing and shall schedule a hearing to be held within 14 days after the request is received. The teacher shall be given at least seven days' notice of the hearing.

The Board shall act on the cancellation of employment of any teachers who are provided proper notice and do not timely request a hearing at the Board's next regular meeting or at a special meeting called for that purpose.

3. Conduct of Hearing

The hearing shall be conducted by the Board, or its designated hearing officer, informally and, upon request of either party, in private. The teacher may be represented by counsel. The district will have no obligation to pay for the service of counsel representing the teacher. A recorded transcription of the proceedings shall be made and maintained, and copies of the transcript shall be made available at the expense of the party who makes the request.

Unless otherwise mutually agreed, the hearing shall begin with the teacher's presentation, limited to those grounds specified in the request for a hearing and supported by testimonial and documentary evidence. The superintendent, superintendent's designee or the district's counsel may then present testimonial and documentary evidence in rebuttal of the teacher's contentions or in support of the decision to cancel the teacher's employment contract. The Board or hearing officer may establish other procedural rules as appropriate.

After the district completes its presentation, the Board or hearing officer shall consider the matter. When the matter is considered by the Board, it may convene in an executive session to review and discuss the evidence. However, the final decision will be made in public session. When there is a hearing officer, the hearing officer may take the matter under advisement. The hearing officer shall make written findings of fact and conclusions as to the issues raised and shall forward these findings and conclusions to the teacher and to the Board within 15 days after the close of the hearing.

4. Procedure After Hearing

If the hearing was conducted by a hearing officer, the Board will be bound by the hearing officer's findings of fact as long as there is support in the record for such findings. However, any conclusions drawn from those findings will not be binding upon the Board.

The Board shall act on the hearing officer's findings and conclusions at its next regular meeting following receipt of the findings and conclusions or at a special meeting called for that purpose.

If the Board determines that the teacher's contention has not been established, it will notify the teacher and the superintendent in writing and take action with regard to cancellation of the teacher's contract at its next regular meeting or a special meeting called for that purpose.

If the Board determines that the teacher's contention has been established, it shall provide written notice to the teacher and the superintendent that the teacher's contract will not be cancelled.

5. Exclusive Procedure

This procedure is the only procedure that may be used in a reduction in force of teachers.

Approved: February 18, 1993

Amended: July 28, 2010

Amended: March 8, 2011

Amended: April 18, 2012

Resignation of Instructional Staff/Administrative Staff

In accordance with state statutes, a teacher or licensed administrator may cancel a contract prior to the beginning of an academic year by giving written notice no later than 30 days prior to the start of the academic year, during an academic year by giving at least 30 days' written notice, or at any time by mutual agreement with the Board of Education.

A teacher or licensed administrator who fails to honor a contract, except in accordance with the statutes, shall be held responsible for the ordinary and necessary expenses incurred in securing a replacement, not to exceed 1/12th of his or her annual salary, whichever is less. In addition, the teacher's or administrator's license may be suspended.

A teacher or licensed administrator who resigns during the term of the contract shall be paid the prorated amount of the annual salary for each day the teacher has been on duty.

The district shall comply with the mandatory reporting requirements concerning allegations of unlawful behavior involving a child and other offenses, in accordance with state law and the regulation accompanying this policy.

Current practice codified 1983

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|----------|-------------------------|
| Adopted: | Date of Manual Adoption |
| Revised: | September 19, 1990 |
| Amended: | August 19, 1993 |
| Revised: | August 16, 1995 |
| Revised: | December 15, 1998 |
| Revised: | March 12, 2014 |

LEGAL REFS.: C.R.S. 19-3-301 *et seq.* (Child Protection Act of 1987)
C.R.S. 22-32-109.7
C.R.S. 22-63-202
1 CCR 301-37, Rules 2260.5-R-15.00 *et seq.*

Retirement of Professional Staff Members

Licensed employees of the district shall be retired at the close of the school year after the employee has reached his/her 70th birthday.

A teacher with five years or more of service in the district who retires after 20 years of teaching service or who retires due to illness shall, if approved by the Board, receive compensation for unused accumulated sick leave at a rate of one dollar for each year of service at Plateau Valley School District multiplied by the unused accumulated days of sick leave up to a maximum of 45 days.

Adopted: October 21, 1987

Amended: May 20, 1992

LEGAL REFS.: Age Discrimination in Employment Act., 29 U.S.C. 621 *et seq.*
C.R.S. 24-51-101 *et seq.* (Public Employees Retirement Association)

CROSS REFS.: GCQF, Discipline, Suspension and Dismissal of Professional Staff Members
(and Contract Renewal)

Post-Retirement Employment of Retired Professional Staff Members

The Board of Education has determined that it is financially advantageous to the school district and a significant benefit to students and school employees to offer a post-retirement employment program for retired professional staff members.

Pursuant to this policy, and upon the recommendation of the Superintendent, the Board of Education may, at its sole discretion, offer post-retirement employment to any eligible professional staff member who retires from the District. Such post-retirement employment shall be subject to the terms and conditions specified in this policy, and shall be limited to the school year following the date of retirement, or 220 days during such school year, whichever is less. Requests for post-retirement employment shall be considered on an individual basis, and nothing in this policy shall limit or restrict the District's discretion in determining whether to offer or to decline to offer post-retirement to any retiring employee, and the Board of Education reserves the right to revise or eliminate this Policy at any time.

Eligibility Requirements

The following requirements must be met in order to be eligible to participate in the post-retirement employment program:

1. The retiring employee must hold a valid Colorado teacher's license.
2. The retired employee must have completed five years of continuous employment with the District, and be a full time professional staff member at the time he or she requests post-retirement employment. For purposes of this policy, an employee is not "full-time" unless he or she is scheduled to work more than twenty-nine (29) hours per week.
3. Employees retiring on or after August 1, 2004, must submit an irrevocable letter of resignation stating a specific retirement date, along with a written request for post-retirement employment at least ninety (90) days prior to the date of the anticipated retirement.
4. The retired employee may not work for the District or any other employer, as defined in section 24-51-101 (20), C.R.S., during the month of the effective date of retirement.
5. The retired employee must not have participated in the post-retirement employment program under this policy at any time prior to the date of the employee's request for post-retirement employment.

Post-Retirement Contract Terms

If the Board of Education determines that it is in the best interests of the District to offer a retired employee post-retirement employment pursuant to this policy, such employee shall be required to

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promptly execute a written supplemental employment contract including, but not limited to, the following terms and conditions:

1. The retired employee must be eligible to receive and must be receiving retirement benefits from the Public Employees Retirement Association (PERA) prior to commencement of and all times during the post-retirement employment.
2. The retired employee may not accept any payment or benefits pursuant to the District's voluntary retirement program, if any, until the period of post-retirement employment expires or is terminated.
3. The retired employee will receive compensation based on the employee's daily salary rate prior to retirement minus PERA employer payment and will be for a period of time not to exceed 110 or 140 days for specified employees per calendar year.
4. Retired employees working under a post-retirement employment contract will be paid only for actual time worked on their assigned position. With the exception of approved professional leave, no leave benefits shall be available.
5. Post-retirement employment shall be at will employment terminable at any time for any reason by either the retired employee or the District.
6. The District shall have no responsibility or liability for maintaining or assuring a retired employee's continuing eligibility for PERA benefits.
7. The retired employee may be assigned for any position for which the employee is licensed and/or qualified by training and experience.

Participation in Retirement Program (if applicable)

If the employee requesting supplemental employment is eligible for the District's voluntary retirement program, if any, the employee may give notice of his or her election to participate in such program, so long as the employee agrees in writing to defer any and all payment or benefits provided under such program until the term of the supplemental employment contract expires or is terminated.

Adopted: June 15, 2004
Revised: March 22, 2005
Revised: October 16, 2013
Revised: June 24, 2015
Revised: February 15, 2017

LEGAL REF.: §24-51-1101, C.R.S. (employment after service retirement)

CROSS REF.: GCB, Professional Staff Contracts and Compensation Plans

Discipline, Suspension and Dismissal of Professional Staff (And Contract Nonrenewal)

The Board of Education shall follow procedures established by law for the suspension and dismissal of teachers.

Full-time probationary teachers, currently employed by the Board, shall be reemployed for the succeeding academic year at the appropriate salary unless the Board does not renew the contract of such teacher pursuant to law.

The superintendent shall be authorized to suspend with pay or place on administrative leave a professional staff member as a disciplinary measure and/or pending an internal investigation when a professional staff member is accused of serious misconduct. The superintendent shall report all such suspensions to the Board at its next meeting and shall make a recommendation if further disciplinary action is warranted.

A teacher shall not be subject to any disciplinary proceeding including dismissal for actions which were in good faith and in compliance with the district's discipline code, nor shall a contract nonrenewal be based on such lawful actions.

The district shall not obtain consumer credit reports on a current employee unless the district is evaluating the employee for promotion, reassignment or retention. In all cases where credit information or reports are obtained and/or relied upon for the purposes of reassigning, terminating or denying the promotion of an employee, the district shall comply with the Fair Credit Reporting Act and applicable state law.

The district shall comply with the mandatory reporting requirements concerning allegations of unlawful behavior involving a child and other offenses, in accordance with state law and the regulation accompanying this policy.

Current Practice Codified 1983

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| Adopted: | Date of Manual Adoption |
| Revised: | September 19, 1990 |
| Revised: | August 19, 1993 |
| Revised: | August 16, 1995 |
| Revised: | August 18, 1999 |
| Revised: | February 16, 2000 |
| Revised: | March 12, 2014 |

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| LEGAL REFS.: | 15 U.S.C. 1681 <i>et seq.</i> |
| | C.R.S. 8-2-126 |

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C.R.S. 19-3-301 *et seq.* (*Child Protection Act of 1987*)
C.R.S. 22-2-119
C.R.S. 22-32-109.1 (9)
C.R.S. 22-32-109.7
C.R.S. 22-63-202(3)
C.R.S. 22-63-202(4)
C.R.S. 22-63-203
C.R.S. 22-63-301 *et seq.*
1 CCR 301-37, Rules 2260.5-R-15.00 *et seq.*

CROSS REF.: GBG, Liability of School Personnel/Staff Protection

Nonschool Employment of Professional Staff

The Board considers teaching and/or administrative duties in the district full-time employment. However, if an experienced staff member is in good health, a limited amount of college teaching or educational work with other agencies may be a rewarding experience in professional growth.

Any other type of outside work by staff members shall be the concern of and warrant the attention of the Board only as it may directly prevent the member from properly performing his assigned functions or be prejudicial to his effectiveness in his professional position.

Teachers and other employees shall not use school time to interview commercial agents or others on matters of personal business unless granted permission by the principal or superintendent.

Adopted: Date of manual adoption.

Tutoring for Pay

To assure all students reasonable assistance without charge from their own teachers and to avoid placing a teacher in a position where he may have a conflict of interest, teachers shall not be permitted to receive money for tutoring any student they have in class or upon whose evaluation or assignment they will be called on to pass.

Further, no tutoring for which a teacher receives a fee will be carried on in the school building except for music lessons, which have been approved by the Board.

This policy does not preclude a teacher tutoring a student from another district for pay as long as the arrangements do not interfere with the teacher's service to this district.

Adopted: Date of manual adoption

Revised to conform with practice: Date of manual adoption

Support/Classified Staff

It is the belief of the Board that the chief function of the district is to provide a high quality educational program for the children of the district. Accordingly, it is the responsibility of the Board to:

1. Furnish the best learning conditions possible for the students.
2. Establish the best possible teaching conditions for the teachers.
3. Establish such supporting positions as will help the Board and the teachers to achieve these goals.
4. Recruit and employ the most meritorious persons available to fill such supporting positions.
5. Recognize the worth of support staff positions through an adequate salary schedule.
6. Encourage programs of development and improvement of support staff competencies.
7. Provide for means of evaluating support staff competence which will help support staff realize their value to the district and encourage programs of self improvement and which will assure the Board that work is meeting its goals.

Adopted: Date of manual adoption

Support Staff Positions

All support staff positions in the school system shall be established initially by the Board.

Support staff employees, unless otherwise designated by contract shall be considered “at will” employees who serve at the pleasure of the Board and shall have only those employment rights expressly established by Board policy. Support staff members shall be employed for such time as the district is in need of or desirous of the services of such employees.

In each case, the Board shall approve a statement of job requirements as presented by the superintendent. This shall be in the form of a job description setting forth the qualifications for the job, a detailed list of performance responsibilities, and any required physical capabilities.

Only the Board may abolish a position that it has created.

Adopted: November 20, 1991

Revised: July 19, 2000

LEGAL REFS.: C.R.S. 22-32-109 (1)(f)
C.R.S. 22-32-110 (1)(h), (ee)

CROSS REFS.: GDQD, Discipline, Suspension and Dismissal of Support Staff

Business Manager

JOB GOAL: To administer the business affairs of the district in such as way as to provide the best possible educational services with the financial resources available.

PERFORMANCE RESPONSIBILITIES:

1. Supervises the management of the financial affairs of the schools under the direction of the superintendent.
2. Assumes responsibility for budget development and long-range financial planning.
3. Establishes and operates a program of accounting adequate to record in detail all money and credit transactions.
4. Supervises all accounting operations.
5. Acts as payroll officer for the district.
6. Supervises the collection, safekeeping, and distribution of all funds.
7. Manages the district's real estate and insurance programs.
8. Administers budget control system for the district.
9. Acts as advisor to the superintendent on all questions relating to the business and financial affairs of the district.

TERMS OF EMPLOYMENT: Twelve month year. Salary and work year to be established by the Board.

Approved: Date of manual adoption

Teacher Aide

QUALIFICATIONS: 1. High school diploma
2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Teacher

JOB GOAL: To assist the teacher achieve teaching objectives by working with individual students or small groups to help them achieve the skill levels of the class as a whole.

OR

To provide a well-organized, smoothly functioning class environment in which students can take full advantage of the instructional program and available resource materials.

PERFORMANCE RESPONSIBILITIES:

1. Administers, scores, and records such achievement and diagnostic tests as the teacher recommends for individual students.
2. Works with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher.
3. Assists the teacher in devising special strategies for reinforcing material or skills based on a sympathetic understanding of individual students, their needs, interests, and abilities.
4. Operates and cares for equipment used in the classroom for instructional purposes.
5. Helps students master equipment or instructional materials assigned by the teacher.
6. Distributes and collects workbooks, papers, and other materials for instruction.
7. Guides independent study, enrichment work, and remedial work set up and assigned by the teacher.
8. Assists with the supervision of students during emergency drills, assemblies, play periods, and field trips.
9. Keeps bulletin board and other classroom learning displays up to date.
10. Assists with such large group activities as drill work, reading aloud, and story telling.

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11. Reads to students, listens to students read, and participates in other forms of oral communication with students.
12. Assists students in the library or media center.
13. Checks notebooks, corrects papers, and supervises testing and make up work, as assigned by the teacher.
14. Checks and records student attendance.
15. Collects and records collection of money.
16. Helps students with their clothing.
17. Assists with lunch, snack and cleanup routines.
18. Assists with wash-up and toilet routines.
19. Alerts the regular teacher to any problem or special information about an individual student.
20. Serves as the chief source of information and help to any substitute teacher assigned in the absence of the regular teacher.
21. Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers.
22. Participates in inservice training programs, as assigned.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of support services personnel.

Adopted: Date of manual adoption

Secretary/Attendance Officer

MINIMUM QUALIFICATIONS:

1. High school diploma, college experience is desirable
2. Knowledge of keyboarding and computing; experience with MacSchool or WinSchool preferred.
3. Effective communication skills.
4. Able to demonstrate a cooperative, supportive, calm, and friendly working rapport.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Secondary Principal

JOB GOAL: To assure the smooth and efficient operation of the school office and to maintain effective attendance procedures in compliance with state law.

OFFICE TASKS AND RESPONSIBILITIES:

1. Answer phones, route calls, and assist guests, parents, and students at the counter.
2. Log and maintain a record of bus notes.
3. Place summer orders for bulk supplies and office supplies.
4. Maintain job applicant files and database including posting and advertising job vacancies and assisting in the interview process.
5. Schedule substitutes, maintain a current list of available substitutes, and post a substitute schedule.
6. Serve as secretary to the School Board to include the following duties and tasks:
 - Post agendas of meetings
 - Send Board packets before each regular meeting
 - Maintain the Board master calendar
 - Set up for all Board meetings and attend all regular Board meetings
 - Type Board minutes and maintain minutes books
 - Maintain Board policy books
 - Handle Board correspondence

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7. Perform required and necessary secretarial tasks for the district administrators including the secondary and elementary principals, the superintendent, and the maintenance director.
8. Produce, print and mail a monthly newsletter to all residents of the district.
9. Revise and order district handbooks including:
 - Elementary student handbooks and brochures
 - Secondary student handbook
 - Staff handbook
 - Crisis Team manual
10. Maintain an employee database.
11. Maintain, order, and update all school forms and lists.
12. Serve as a member of the district Crisis Team.
13. Maintain a visitor log for all school visitors.
14. Other duties as may reasonably be assigned.

ATTENDANCE OFFICER TASKS AND DUTIES:

1. Process daily attendance: Process daily attendance reports, process admits, enter attendance data into computer.
2. Monitor hourly attendance from all teachers, and report all noncompliance to the administration.
3. Attendance letters: Generate attendance reports, screen reports, generate attendance letters and/or illness letters, monitor attendance for the principals.
4. Provide all necessary information to the Secretary/Registrar for October count, stability report, and all end of year reports.
5. Reconcile excused and unexcused absences daily through phone contact with families and report all trancies and unexcused absences to the administration.
6. Other duties as may be reasonably assigned.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

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EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of support services personnel.

Adopted: Date of manual adoption
Revised: July 21, 2004

Classroom Monitor

QUALIFICATIONS: 1. Qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal

JOB GOAL: To enable each child to pursue his education as smoothly and completely as possible in the absence of his regular teacher.

PERFORMANCE RESPONSIBILITIES:

1. Reports to the principal or school secretary upon arrival at the school building.
2. Reviews with the principal all plans and schedules to be followed during the teaching day.
3. Maintains as fully as possible the established routines and procedures of the school and classroom to which he/she is assigned.
4. Teaches the lesson outlined and described in the substitute teacher's guide as prepared by the absent teacher.
5. Consults as appropriate, with the building principal, department head or team leader before initiating any teaching or other procedures not specified in the substitute teacher's guide.
6. Assumes responsibility for overseeing pupil behavior in class and during lunch and recess periods.
7. Reports in writing on the day's activities at the conclusion of each teaching day.
8. Follows all policies, rules and procedures to which regular teachers are subject and which good teaching practice dictates.

TERMS OF EMPLOYMENT: Ten, eleven, or twelve month year. Salary and work year to be established by the Board.

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

Adopted: Date of manual adoption

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Secretary/Registrar

MINIMUM QUALIFICATIONS:

1. High school diploma, college experience is preferred.
2. Work experience in a school setting is preferred.
3. Knowledge of keyboarding and computing; experience with MacSchool or WinSchool is preferred.
4. Effective communication skills.
5. Able to demonstrate a cooperative, supportive, calm and friendly working rapport.

REPORTS TO: Secondary Principal

JOB GOAL: To operate and maintain the WinSchool student management system and to perform all duties of the school registrar.

OFFICE TASKS AND RESONSIBILITIES:

1. Answer phones, route calls, and assist guests, parents, and students at the counter.
2. Log and maintain a record of bus notes.
3. Assume lunch duties in the bookkeeper's absence.
4. Sort mail, schedule UPS pickups, and process bulk mailings such as *The Branding Iron*, the monthly newsletter, and summer registration packets.
5. Maintain the progress report list and collect and mail all weekly progress reports.
6. Generate and distribute homework requests.
7. Other duties as may reasonably be assigned.

REGISTRAR TASKS AND RESPONSIBILITIES:

1. Assist in the maintenance of student records including requesting records from previous schools and forwarding cumulative files to receiving schools.
2. Assist with the maintenance of academic records.
3. Assist with application for testing and filing materials, results on student permanent records, and generate reports on tests.

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4. Assist with registration for high school and middle school classes each semester.
5. Mail listing of juniors and seniors interested in military.
6. Act as receptionist for counseling office while counselor is doing classroom guidance, at team meetings, teaching, and at conferences.
7. Maintain MacSchool/WinSchool report card and attendance systems.
8. Enroll new students and prepare and process check-out procedures for current students.
9. Other duties as may reasonably be assigned.

MacSCHOOL/WinSCHOOL COORDINATOR TASKS AND RESPONSIBILITIES:

1. Input and maintain Student Operational System
 - Student and teacher demographics and all enrollment information
 - Student scheduling
 - Course setup and scheduling
 - Teacher grading system setup and maintenance
 - Template development, maintenance and use for extraction of information
 - Report cards, attendance, eligibility, and all other report generation as needed
 - System operational instruction and tutoring for staff
- 2 Assist with state reports including gathering of information for completion and submission of CDE and State of Colorado or Federal reports – CSAP, count day, end of year, etc.
3. Other duties as may reasonably be assigned.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of support services personnel.

Adopted: November 19, 1997
Revised: July 21, 2004

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Job Description for Isolated Classroom Environment Room Coordinator

The isolated classroom environment coordinator shall monitor a time-out room designed to provide an immediate discipline alternative for student(s) creating disruption in a regular classroom setting.

QUALIFICATIONS: Minimum of:

1. College experience is highly desirable.
2. Past work experience in a school setting is highly desirable.
3. Demonstrate a strong familiarity with keyboarding and computing, specifically a Macintosh computer with MS Works or Claris Works. Ability to use the school's local area network for the use of e-mail is required.
4. Able to maintain accurate student records and communicate effectively with faculty, staff, parents, and students.
5. Have a strong willingness to work with students that are having moderate to severe behavioral and learning problems.

RESPONSIBLE TO AND EVALUATED BY: The Middle School Principal.

PERFORMANCE GOAL: To assist all faculty and staff, grades 6-12, in maintaining effective discipline of students. To work intensively one-on-one with students not able to maintain minimum levels of performance in the classroom and to help them gain a minimum level of success in their regular classrooms.

TERMS OF EMPLOYMENT: Employment is full time until March 12, 1997. During the week of March 12, an evaluation of the program will commence; and at that time, it will be determined if the I.C.E. Room will continue until the end of the year.

SALARY: Commensurate with established salary schedule specific to the teacher's aide position.

EVALUATION: Performance of the I.C.E. Coordinator will be evaluated at least once during the 1997-98 school year or on an as-needed basis in accordance with provisions of Board policy.

DUTIES AND RESPONSIBILITIES:

1. Maintain adequate facilities to run the I.C.E. Room. This is to include proper forms, desks, computer, phone equipment

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2. Maintain proper records of all students entering the I.C.E. Room. Insure that appropriate faculty, counselor, and administration are up to date on the status of students and the length of their stay in the I.C.E. Room.
3. To work closely with appropriate staff in devising appropriate counseling strategies for students in the I.C.E. Room.
4. Maintain effective and current communication with parents of students who are in the I.C.E. Room.
5. Be familiar with a Macintosh computer and specifically be able to use Claris works, Microsoft works, spread sheet. Willing to learn the use of different software as needed to help with the working of the I.C.E. Room.
6. Learn and effectively use MacSchool.
7. Stay current with literature related to assertive discipline, the quality school movement, and other approaches to effectively work with students in the I.C.E. Room.
8. In a professional manner, take part in parent and faculty conferences about students being able to offer appropriate insights and observations about students.
9. Make regular and appropriate reports to the Middle/High School Principal. Support Principal on an as-needed basis in the preparation of disciplinary reports to Superintendent, Board of Education, and faculty.
10. Maintain a professional appearance and attitude.
11. Other duties as reasonably assigned.

Adopted: January 21, 1998

Transportation and Facilities Maintenance Director Job Description

QUALIFICATIONS:

1. At least three years experience in vehicle maintenance with two years in medium or heavy-duty equipment.
2. Certified by Automotive Service Excellence (ASE) or maintains a valid teaching license in auto mechanics.
3. Must be a state-certified inspector for school transportation vehicles.
4. Holds a valid Colorado Commercial Driver's License.
5. Maintains a wide range of varied skills including knowledge of minor plumbing, electrical, carpentry, and building mechanical systems.
6. Such alternatives to the above as the Board may deem appropriate and acceptable.

RESPONSIBLE TO AND EVALUATED BY: The Superintendent of Schools.

PERFORMANCE GOAL: To provide all students and staff with a safe and healthy school environment and provide transportation services that are safe and mechanically sound.

TERMS OF EMPLOYMENT: A 12-month contract with benefits as described in contract.

SALARY: Commensurate with established salary schedules.

DUTIES AND RESPONSIBILITIES – Transportation Director

A. Supervision of Transportation Program and Personnel

1. Supervises transportation staff and assists in the training and recruitment of transportation employees.
2. Demonstrates competence in staff management skills.
3. Demonstrates competence in traffic and other safety requirements.
4. Furnishes verbal and written communication to transportation staff as necessary.
5. Schedules transportation safety and regulation meetings as necessary.
6. Instructs transportation staff to be courteous and respectful of others at all times.
7. Provides inservice programs as required by local needs and state and federal regulations.
8. Communicates with coaches and faculty on transportation safety inspections and driving regulations.
9. Provides safety programs for students and staff.
10. Insures that district policies regarding safety drills, accidents, and injuries are followed.
11. Evaluates teacher requests for transportation in light of student safety.
12. Establishes and communicates high expectations for staff and student conduct.

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13. Insures that fair, consistent rules and procedures concerning student discipline are maintained on and around school transportation vehicles.
14. Insures that district school bus rules and procedures concerning discipline are known and distributed as appropriate to staff, students, and parents.
15. Insures that students receive due process in disciplinary measures.

B. Route Schedules, Vehicle Maintenance, and Compliance with Regulations

1. Schedules bus routes and activity/field trips to provide maximum efficiency.
2. Insures that buses arrive at designated locations on time, considering weather and traffic conditions.
3. Insures that maintenance schedules are closely followed.
4. Implements a preventive maintenance program.
5. Insures that vehicles are clean and function properly.
6. Monitors and evaluates the maintenance program.
7. Manages procedures for bidding parts, supplies and equipment and for disposing of obsolete equipment.
8. Insures that transportation equipment meets federal, state and local requirements.
9. Continually assesses all transportation equipment.
10. Utilizes safety innovations in specifications.
11. Formulates long and short term needs and insures that necessary supplies and equipment are provided.
12. Sets priorities and organizes work.
13. Delegates tasks to others in an appropriate manner.
14. Completes all transportation paperwork and reports in an accurate and timely manner.

DUTIES AND RESPONSIBILITIES – Maintenance Director

A. Supervision of Facilities Maintenance Program and Personnel

1. Supervises maintenance staff and assists in the training and recruitment of maintenance employees.
2. Demonstrates competence in staff management skills.
3. Demonstrates a broad range of competence in basic plumbing, electrical, carpentry, and building mechanical systems.
4. Furnishes verbal and written communication to maintenance staff as necessary.
5. Schedules maintenance safety and regulation meetings as necessary.
6. Instructs maintenance staff to be courteous and respectful of others at all times.
7. Provides inservice programs as required by local needs and state and federal regulations.
8. Formulates maintenance equipment specifications that meet or exceed federal, state, and local requirements.

9. Manages procedures for bidding parts, supplies, and equipment and for disposing of obsolete equipment.
10. Provides safety programs for students and staff as necessary.
11. Insures that district policies regarding safety drills, accidents and injuries are followed.
12. Promotes student, staff, and public respect for school property.
13. Assumes responsibility for the security of school property.
14. Evaluates regularly the condition and adequacy of the facilities.
15. Organizes school maintenance/custodial personnel in conducting an effective maintenance program for buildings, grounds, and equipment.
16. Insures that facilities are in compliance with local fire and emergency codes.
17. Insures buildings and grounds provide a safe environment.
18. Insures that grounds are clean and pleasant in appearance.
19. Insures that lawns are green and cut and trimmed on a regular basis
20. Insures that the water system (domestic and irrigation) functions properly, meets federal, state and local regulations, and appropriate water records are accurately maintained. Maintenance of the domestic water treatment system requires a Type D water certificate.
21. Insures that playground equipment is regularly inspected and in good repair.
22. Insures that sidewalks, playground, and parking lots are plowed when necessary.
23. Insures that hazardous materials are properly purchased, stored, and used in accordance with federal guidelines.
24. Insures identified asbestos material is properly maintained and records are accurately maintained.
25. Insures that all necessary records and reports specific to hazardous materials are accurate and in compliance with federal guidelines.

GENERAL RESPONSIBILITIES – Transportation and Facilities Maintenance Director

1. Maintains a strong understanding of open two-way verbal and written communication.
2. Adheres to district policies, regulations, and procedures.
3. Adheres to all federal and state mandates, regulations, and standards.
4. Demonstrates ability to effectively evaluate personnel under his/her supervision.
5. Demonstrates ability to effectively evaluate his/her own performance in relation to competencies.
6. Accepts constructive criticism in a positive and appropriate manner.
7. Demonstrates a proactive approach to preventing and dealing with problems.
8. Speaks constructively about the school and district personnel to parents and community members.
9. Communicates with the superintendent as necessary for daily operation and needs.
10. Furnishes verbal and written instruction to principals and other staff members as required.
11. Attends meetings as requested.
12. Attire is neat and professional.

13. Performs other duties as reasonably assigned by the superintendent.
14. Involved in formulating budget proposals specific to identified transportation and maintenance needs.

Adopted: June 17, 1998

Bookkeeper

MINIMUM QUALIFICATIONS:

1. High school diploma, college experience is desirable.
2. Knowledge of keyboarding and computing; experience with MacSchool or WinSchool preferred.
3. Effective communication skills.
4. Able to demonstrate a cooperative, supportive, calm, and friendly working rapport.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
6. Knowledge of basic accounting and bookkeeping procedures preferred.

REPORTS TO: Secondary Principal

JOB GOAL: To maintain effective bookkeeping procedures for all activity accounts, as well as ensuring efficient purchase order procedures and overseeing all cashier responsibilities for the daily lunch program.

OFFICE TASKS AND RESPONSIBILITIES:

1. Answer phones, route calls, and assist guests, parents, and students at the counter.
2. Log and maintain a record of bus notes.
3. Assist with front office duties in the absence of the secretaries.
4. Other duties as may reasonably be assigned.

BOOKKEEPING TASKS AND RESPONSIBILITIES:

1. Process all purchase orders including typing, faxing, and mailing orders as necessary.
2. Receive and distribute merchandise.
3. Order bulk supplies and office supplies during the school year.
4. Collect, receipt, and deposit all money.
5. Collect, post, and send statements on all material, athletic, and other fees.
6. Prepare cash boxes for all games and concessions as required.

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7. Write checks for activities.
8. Pay all invoices.
9. Prepare month-end statements on all accounts.
10. Other duties as may reasonably be assigned.

LUNCH PROGRAM TASKS AND RESPONSIBILITIES:

1. Collect, receipt, and deposit all money for lunch accounts.
2. Maintain correct and accurate family accounts including all postings.
3. Send statement on lunch accounts.
4. Collect and process all free and reduced lunch applications.
5. Collect and submit daily lunch count for kitchen staff.
6. Type the monthly lunch menu for the kitchen, students, and the local newspapers.
7. Scan all students for elementary, middle, and high school lunches.
8. Complete and submit a daily lunch report.
9. Maintain a monthly lunch report.
10. Other duties as may reasonably be assigned.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of support services personnel.

Adopted: Date of manual adoption
Revised: July 21, 2004

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Custodian

QUALIFICATIONS:

1. American citizen.
2. Demonstrated aptitude or competence for assigned responsibilities.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO:

Principal

JOB GOAL:

To provide students with a safe, attractive, comfortable, clean, and efficient place in which to learn, play, and develop.

PERFORMANCE RESPONSIBILITIES:

1. Keeps building and premises, including sidewalks, driveways, and play area neat and clean at all times.
2. Regulates heating system to provide temperatures appropriate to the season and to ensure economical usage of fuel, water, and electricity.
3. Shovels, plows, and sands walks, driveways, parking areas, and steps, as appropriate.
4. Checks daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.
5. Sweeps classrooms daily and dusts all furniture in assigned classrooms.
6. Cleans corridors after school each day, and during the day when their condition requires it.
7. Scrubs, and disinfects toilet floors daily, and cleans all sanitary fixtures and drinking fountains daily.
8. Washes all windows on both the inside and outside at least twice each year, and more frequently if necessary.
9. Keeps the grounds free from rubbish.
10. Performs such yardkeeping chores as grass cutting, tree trimming, and the like, as necessary, to maintain the school grounds in a safe and attractive condition.
11. Keeps all floors in a clean and attractive condition and in good state of preservation.
12. Cleans all chalkboards at least once a week.
13. Makes such minor building repairs as he is capable of.

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14. Reports major repairs needed promptly to the superintendent.
15. Maintains on a regular schedule all motors and other mechanical equipment requiring scheduled servicing.
16. Reports immediately to the principal any damage to school property.
17. Remains on the school premises during school hours, and during non school hours when the use of the building has been authorized and his attendance required by the administration.
18. Assumes responsibility for the opening and closing of the building each school day and for determining, before leaving, that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off.
19. Keeps an inventory of supplies and equipment on hand, and requisitions such needed replacements from the principal far enough in advance so that they may be delivered in such time as will not hinder the custodian in his duties.
20. Conducts an ongoing program of general maintenance, upkeep and repair.
21. Moves furniture or equipment within buildings as required for various activities and as directed by the administration.
22. Complies with local laws and procedures for the storage and disposal of trash, rubbish, and waste.
23. Maintains janitorial storage areas in a clean and orderly condition.
24. Conducts periodic inspections and tests of all electrical installations in the school to ensure their safe condition.

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

Approved: Date of manual adoption

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Day Custodian Job Description

QUALIFICATIONS:

1. American citizen.
2. Demonstrated aptitude or competence for assigned responsibilities.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO AND EVALUATED BY: The Transportation/Maintenance Supervisor

JOB GOAL: To provide students with a safe, attractive, comfortable, clean and efficient place in which to learn, play and develop.

PERFORMANCE RESPONSIBILITIES:

1. Keep building and premises, including sidewalks, driveways, and play area, neat and clean at all times.
2. Regulate heating and air conditioning system to provide temperatures appropriate to the season and to ensure economical use of fuel, water and electricity.
3. Shovel, plow and sand walks, driveways, parking areas and steps as appropriate.
4. Check daily to insure all exit doors are open and all panic hardware is working properly during hours of building occupancy.
5. Clean corridors and entryways before school if necessary; clean assigned area.
6. Scrub and disinfect toilet floors and clean all sanitary fixtures and drinking fountains as needed.
7. Make such building repairs as is capable of doing.
8. Report major repair needs promptly to the transportation/maintenance director.
9. Maintain on a regular schedule all motors, filters, and mechanical equipment requiring scheduled servicing.
10. Report immediately to the transportation/maintenance director any damage to school property.
11. Remain on the premises during school hours and during nonschool hours when the use of the building has been authorized and attendance required by the administration.
12. Assume responsibility for opening the building each school day and securing, before leaving, those areas for which he is responsible.
13. Keep an inventory of supplies and equipment on hand, and requisition such needed replacements far enough in advance so they may be delivered in such time as custodial duties will not be hindered.
14. Conduct an ongoing program of general maintenance, upkeep and repair.
15. Move furniture or equipment within buildings as required for various activities and as directed by the administration.
16. Comply with local laws and procedures for the storage and disposal of trash, rubbish and waste.
17. Maintain janitorial storage areas in a clean and orderly condition.

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18. Conduct periodic inspections and tests of electrical and mechanical installations in the school to insure safe conditions.
19. Establish and maintain positive, productive relationships with other employees; be open to dialogue regarding issues and problems; and maintain an open climate for interaction with other employees.
20. Develop the communication skills of listening effectively, speaking clearly, communicating clearly in written form, and communicating necessary information in a timely manner.
21. While carrying out professional responsibilities, adhere to district policies, guidelines and procedures, adhere to standards of ethical behavior, accept constructive criticism, acquire skills necessary to improve job performance, respond in a timely manner when submitting reports, facilitate work which is free of errors, and dress appropriately for assigned tasks.
22. Meet with the maintenance supervisor daily to go over work day and determine needs based on work orders and other information.
23. Work day will be based on work requisitions and ongoing responsibilities.
24. Maintain lawn and destroy weeds, remove trash, and keep lawn and outside areas generally neat and clean. Maintain lawn and grounds equipment.
25. Any task that cannot be completed when needed shall be reported to the supervisor.
26. Clean cafeteria area from approximately 1:00 to 2:00 p.m.
27. Check playground equipment for safety and make needed repairs.
28. Make minor repairs such as lockers, flags, pencil sharpeners, changing light bulbs, and cleanup of spills without work orders.
29. Receive and distribute supplies as needed and store in a safe manner.
30. Maintain equipment in good operating condition.
31. Perform other duties as may be assigned by transportation/maintenance supervisor, including after hours and weekend work.
32. Maintain files on equipment and supplies and safety data sheets.
33. Maintain lockers and list of locks and combinations.
34. Sign off all work order requisitions and file in "finished" bin as a record of work completed.
35. Check halls after lunch and clean if needed.

Adopted: December 17, 1997

Bus Driver

QUALIFICATIONS:

1. Holds a Colorado Commercial License with a P2S endorsement.
2. Holds a Medical Examination Certificate for Commercial Driver Fitness Determination according to 49 CFR 391.41.
3. Required to hold a First Aid certificate within 90 days of employment.
4. Demonstrates aptitude or competence for assigned responsibilities.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Transportation supervisor

JOB GOAL: To provide safe and efficient transportation so that students may enjoy the fullest possible advantage from the district's curriculum and extracurricular program.

PERFORMANCE RESPONSIBILITIES:

1. Obeys all traffic laws.
2. Observes all mandatory safety regulations for school buses.
3. Maintains discipline when students are on bus.
4. Fills out misconduct forms and reports undisciplined students to supervisor.
5. Keeps assigned bus clean.
6. Keeps to assigned schedule.
7. Performs pre and post trip inspections daily on assigned bus.
8. Notifies proper authority in case of mechanical failures or lateness.
9. Discharges students only at authorized stops.
10. Exercises responsible leadership when on out-of-district school trips.
11. Transports only authorized students or staff.
12. Reports all accidents and completes required reports and forms.
13. Enforces Rules and Regulations governing students riding in Plateau Valley School District 50 vehicles.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of support services personnel.

Adopted: Date of manual adoption

Revised: September 23, 2009

Bus Driver Duties and Responsibilities for Activity and Field Trips

The bus driver is responsible for driving a safe bus. All school rules and codes of conduct apply on activity/field trips. Supervision of students is not a responsibility/duty of the bus driver. A coach/sponsor shall be on all trips.

Duties and Responsibilities of the Bus Driver:

1. The bus driver will have the bus warmed up and ready to go 15 minutes before departure time. If needed, the driver should have a cellular telephone, credit cards, trash bags, and bus driver log book.
2. No glass containers, aerosol cans, radios, or other dangerous items will be allowed on the bus. These items will be stored under the bus in compartments. A Walkman-type radio with headphone is permitted.
3. Count and document the number of passengers. No unauthorized passengers will be allowed on the bus. Read emergency evacuation instructions.
4. Exit from the lower (west) gate only. Do not stop on the road to lock the gate.
5. If requested by the coach/sponsor, the bus may stop at the Molina Post Office and the Mesa "Y" only for authorized passengers. The bus should pull off the roadway and not control traffic.
6. There will no changing of seats when the bus is in motion.
7. The bus will stop for rest stops or food at the direction of the coach/sponsor or to meet the needs of the driver.
8. At the destination, the driver needs to:
 - A. Drop passengers off as close to the building entrance as possible.
 - B. Fuel and post-trip the bus (tires, lights, empty trash, fill our log book) if needed. Park the bus in a lighted area out of pedestrian walkways.
 - C. Let the coach/sponsor know where you will be if you are out of sight.
9. The driver needs to have the bus warmed up and ready to go by the end of the event. Pick up students as close to the exit from the building as possible.
10. Coach/sponsor will determine if and where students will eat or take a rest stop.
11. Prior to departure, ask about points of student drop off. Options are at the request of the coach/sponsor (Mesa, Mesa "Y", Molina Post Office) or any point along the normal route home. Coach/sponsor should make sure student vehicles start and that students have rides before leaving the stop, especially in cold weather.

12. Do not take the DeBeque Cutoff or go over the Grand Mesa without prior permission.
13. Maximum speed for buses is 65 miles per hour.

Adopted: December 17, 1997

**Bus Driver/Trainer/Mechanic
Job Description**

QUALIFICATIONS:

1. Hold a Colorado Driver's License, a special school bus operator's permit, and a first aid card.
2. Demonstrate aptitude or competence for assigned responsibilities.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO AND EVALUATED BY: The Transportation/Maintenance Supervisor.

JOB GOAL: To provide safe and efficient transportation so that students may enjoy the fullest possible advantage from the district's curriculum and extracurricular program.

TERMS OF EMPLOYMENT: Ten, eleven, or twelve month year. Salary and work year to be established by the Board.

PERFORMANCE RESPONSIBILITIES:

1. Obey all traffic laws.
2. Observe all mandatory safety regulations for school buses.
3. Maintain discipline when students are on the bus.
4. Report undisciplined students to the proper authority.
5. Driver is responsible for interior cleanliness of the bus. Bus is to be swept once per day. Driver is also responsible for exterior cleanliness of windows, mirrors, lights, and for mirror adjustment.
6. Keep to assigned schedule and times.
7. Check bus before and after each operation for fuel and mechanical defects.
8. Notify the proper authority in case of mechanical failure or lateness.
9. Discharge students only at authorized stops.
10. Transport only authorized students.
11. Report all accidents and complete required reports.
12. Be responsible for keeping first aid card, CDL bus driver's license, and any other required certification current and valid.
13. Be responsible for making sure all students pass in front of the bus when loading or unloading students.

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14. Be responsible for reading and following the Colorado Rules and Regulations governing school transportation vehicles.
15. Drive bus route and activity field trips as assigned.
16. Service, clean and fuel buses as needed.
17. Maintain parts and supplies
18. Maintain bus files and work orders
19. Train new bus drivers by using a checklist.
20. Present in- and pre-service training on safety, or other topics as assigned; maintain driver files.
21. Help cover for custodians as directed.
22. Make repairs to buses as needed.
23. Perform other duties as may be assigned by the transportation/maintenance supervisor.
24. Work after hours and weekends as directed.
25. Establish and maintain positive, productive relationships with other employees; be open to dialogue regarding issues and problems; and maintain an open climate for interaction with other employees.
26. Develop the communication skills of listening effectively, speaking clearly, communicating clearly in written form, and communicating necessary information in a timely manner.
27. While carrying out professional responsibilities, adhere to district policies, guidelines and procedures, adhere to standards of ethical behavior, accept constructive criticism, acquire skills necessary to improve job performance, respond in a timely manner when submitting reports, facilitate work which is free of errors, and dress appropriate for assigned tasks.

Adopted: December 17, 1997

Cook

QUALIFICATIONS:

1. U.S. citizen.
2. Demonstrated aptitude or competence for assigned responsibilities.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal

SUPERVISES: Staff members designated by the Board or the superintendent.

JOB GOAL: To serve the students attractive and nutritious meals in an atmosphere of efficiency, cleanliness, and warmth.

PERFORMANCE RESPONSIBILITIES:

1. Supervises and instructs kitchen personnel in the safe, proper, and efficient use of all kitchen equipment.
2. Maintains the highest standards of safety and cleanliness in the kitchen.
3. Checks food shipments into the school, signing invoices only after each order has been verified.
4. Determines the quantities of each food to be prepared daily.
5. Determines the size of serving to meet the necessary requirements with regard to the ages of those served.
6. Prepares food according to a planned menu and tested, uniform recipes, and determines if the finished product is of best quality both in flavor and appearance before it is served.
7. Records all food requisitions from the storeroom, and records all meals served, designating with or without milk.
8. Oversees the locking of the storeroom, and the maintaining of a correct monthly inventory.
9. Orders on a weekly basis all necessary supplies.
10. Reports immediately to the administration any problem or accident occurring in the kitchen or the cafeteria premises.
11. Confers with the administration regarding any personnel problems.
12. Reports to the administration any faulty or inferior quality food which is received.
13. Supervises the daily cleaning of all kitchen equipment, and the washing and sterilizing of all dishes, silverware, and utensils.

Plateau Valley School District 50, Collbran, Colorado

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

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

Adopted: Date of manual adoption

Support Staff Salary Schedules

Regular Salary Schedule

The Board shall establish regular salary schedules for classifications of the support staff, including the secretarial staff, aides, custodians, maintenance workers, bus drivers, cafeteria workers and other categories as established by the Board. The support staff regular salary schedules adopted by the Board shall remain in effect until changed or modified by the Board.

Such regular salary schedules shall take into account the qualifications required, the responsibilities of the position, and the number of years the employee has been in service with the district. Each support staff member who had not been placed on the alternative salary schedule for the 2013-2014 school year shall be placed on the applicable regular salary schedule.

Annual increments shall be dependent upon the employee's satisfactory performance in the position. Advancement from one step to another on the guide shall require the superintendent's approval and recommendation. The Board reserves the right to approve or disapprove any advancement on a salary schedule.

Alternative Salary Schedule

Support staff who elected to "opt in" to the alternative salary schedule for the 2013-14 school year will be allowed to remain on the schedule unless they elect to "opt out". The alternative salary schedule will no longer be available after the approval of this policy revision in May, 2014.

Adopted: December 20, 1989

Revised: August 14, 2013

Revised: May 27, 2014

LEGAL REFS.: C.R.S. 22-32-109 (1)(f)
C.R.S. 22-32-110 (5)
C.R.S. 22-44-115.5 (2)

CROSS REF.: DBH*, Fiscal Emergencies

Support Staff Supplementary Pay/Overtime

Overtime

The administration shall determine which school district employees are subject to the minimum wage and overtime requirements of federal law. These non-exempt employees shall be paid overtime at the rate of one and one-half times the regular rate of pay for hours worked in excess of 40 in any work week.

Alternatively, in lieu of overtime compensation non-exempt employees may receive compensatory time off at a rate not less than one and one-half hours for each hour of employment for which overtime compensation is required.

A determination as to whether overtime shall be compensated by overtime pay or by compensatory time shall be made prior to the performance of the work.

An employee shall be permitted to use compensatory time within a reasonable period of time after making a request to the school administration. Such requests shall be granted if the use of the compensatory time does not unduly disrupt the operations of the school district.

A non-exempt employee may accrue no more than 240 hours of compensatory time in accordance with federal law unless the school administration advises him that accrual of additional hours is allowed under the law.

All overtime work shall require the advance approval of the school administration and/or other immediate supervisor. An effort shall be made whenever possible not to schedule non-exempt employees for more than 40 hours per week.

All hours worked shall be accurately recorded in the manner required by the school administration.

Adoption date: May 21, 1986

LEGAL REF.: 29 U.S.C. §201 *et seq.* (Fair Labor Standards Act)

CROSS REF.: KF, Community Use of School Facilities

Support Staff Fringe Benefits

Provisions for appropriate fringe benefits such as health insurance shall be included in compensation provision for support staff; and retirement benefits, Workmen's Compensation and other forms of insurance shall be provided according to law.

Full-time support staff employees (those who work 30 or more hours per week) shall receive the same insurance and PERA benefits as full-time professional staff employees.

Part-time and substitute employees receive no fringe benefits, except for PERA and Workmen's Compensation Insurance.

Adopted: Date of manual adoption

Revised to conform with practice: date of manual adoption

Revised: August 16, 2000

Revised: August 18, 2010

CROSS REF.: GCBD, Professional Staff Fringe Benefits

Support Staff Leaves and Absences

The Board shall provide a plan for leaves and absences designed to help members of the non-licensed staff maintain physical health, take care of family and other personal emergencies and discharge important and necessary obligations.

Such leave and absences shall be granted in accordance with the law and Board policies pertaining to specific types of leaves for non-licensed staff who work nine or more months.

Adopted: Date of manual adoption

LEGAL REF.: 29 U.S.C. 2601 *et seq.* (Family and Medical Leave Act)
29 C.F.R. Part 825 (regulations)

Note: This law provides that the district shall not be in violation of other federal laws such as those governing the district's responsibility to educate handicapped children solely as the result of an eligible employee taking family medical leave.

CROSS REF.: GCC, Professional Staff Leaves and Absences, and subcodes

Support Staff Sick Leave

Five days per week support staff, custodians, cooks, office personnel and teacher aides who work at least nine months shall be allowed annual leave of ten (10) days for illness, accumulative from year to year up to 45 days. Five days per week support staff, custodians, cooks, office personnel, and teacher aides who work at least twelve months shall be allowed annual leave of thirteen (13) school days for illness, accumulative from year to year up to 45 days.

Four days per week support staff, custodians, cooks, office personnel and teacher aides who work at least nine months shall be allowed annual leave of nine (9) days for illness, accumulative from year to year up to 45 days. Four days per week support staff, custodians, cooks, office personnel and teacher aides who work at least twelve months shall be allowed annual leave of twelve (12) school days for illness, accumulative from year to year up to 45 days.

Pregnancy shall be handled as an illness.

For illness in employee's immediate family, five (5) days will be allowed chargeable to sick leave. For sick leave purposes, the term "immediate family" shall be defined as members of the household (spouse, partner in a civil union, children, stepchildren,) father, mother, sister, brother, grandparents, grandchildren, or in-laws in the same degree of relationship. Special consideration for the extension of allowed days for family members not listed above will be determined by the administration.

One day may be used for the death of a close friend or relative not listed above with a deduction from sick leave. Prior approval of the school administration must be obtained.

For absences in addition to the above, full deductions will be made for each day's absence. The amount for each day's absence will be on an individual per-diem basis.

Current practice codified 1983

Adopted: Date of manual adoption

Revised: August 16, 1995

Revised: December 13, 1995

Revised: August 18, 2010

Revised: March 12, 2014

LEGAL REF.: C.R.S. 14-15-101 et. seq.

Support Staff Personal Leave

Two days absence for personal leave shall be allowed for each full-time non-licensed staff employee. One day per year may be carried over into the following year, making an accumulation of three days possible.

All requests for personal leave must be in writing and presented to the superintendent in advance of the absence.

Days immediately before or after a vacation period are not usable. Personal leave should not be requested the last three weeks of school if at all possible.

Leave may be denied in the event that a suitable substitute cannot be found. Leave taken that has been denied by the administrator shall result in the loss of a day's salary.

Current practice codified 1983

Adopted: Date of manual adoption

CROSS REF.: GCCAC

Support Staff Military Leave

Military Leave for National Guard and Reserve Members

An employee who as a member of a reserve or national guard unit or any other branch of the military organized under state or federal law is required to engage in training or active duty during the school year shall be granted military leave with a right of reinstatement in accordance with state and federal law.

The employee shall receive full salary and benefits during such leave up to a maximum of 15 calendar days annually.

If such employee is required by proper authority to continue in such military service beyond the time for which leave with full pay and benefits is allowed under the preceding paragraph, and such employee is paid less than his or her full salary and benefits by the state or federal government for military service, the employee shall receive partial pay and full benefits during such continued service not to exceed an additional 350 calendar days. Partial pay shall be equal to fifty percent (50%) of the difference between his pay for military service and the salary such employee would have received from the District for the same period in the absence of military service, but not more than \$15,000 in total for any period of active military duty. All remaining leave to fulfill the employee's military obligation shall be unpaid leave.

An employee who is required by the state or federal government to continue military service beyond the time for which leave with full or partial pay is allowed, shall be granted a leave of absence without pay for all such additional service.

Emergency Military Leave

Military leave of absence without pay shall be granted to any regular, full-time employee who enlists for military duty with any branch of the United States armed forces or who is called into active military service in time of war or other emergency declared by the proper authority of the state or United States. The employee shall be considered on a leave of absence during military service with a right of reinstatement in accordance with state and federal law.

Notice of Military Service

An employee taking leave under this policy shall provide written or oral notice, as far in advance as possible, of pending military service. Employees on military leave resulting in absence of more than 30 days shall forward a copy of their military orders to the superintendent or designee.

Using Paid Leave in Lieu of Unpaid Military Leave

An employee taking leave under this policy may at his or her discretion, but is not required to, use accrued vacation or other paid leave during time of military service.

Hiring a Substitute

Where necessary to protect the public interest, a substitute employee may be hired by the school district to perform the duties of the employee on military leave until such time as the employee returns to work.

Adopted: March 27, 2002

LEGAL REFS.: 38 U.S.C. §4301 *et seq.* (Employment and Reemployment Rights of
Members of the Uniformed Services Act)
38 U.S.C. §2021 *et seq.* (Veterans Re-employment Rights Act)
C.R.S. 28-3-601 *et seq.*

Support Staff Vacations and Holidays

Regular classified personnel working on a 12-month basis are entitled to paid vacation on the following basis:

Support staff who work a regular 40 hour week will be given 80 hours (10 days) vacation each calendar year after the first year of continuous employment; 120 hours (15 days) vacation each calendar year after three years; and 160 hours (20 days) of vacation each calendar year after 20 years, unless otherwise specified by contract.

For staff not working consistent 40 hour weeks, the total number of hours worked per year will be divided by 240 days. That number will be used to calculate the average daily hours, which will then be multiplied by the number of vacation days allowed (as noted in the paragraph above). For example: $1890 \text{ hours worked per year} \div 240 = 7.875 \text{ average hours/day}$ $\times 15 \text{ days allowed} = 118.125$ or 118 hours vacation allowed. Numbers will be rounded to the nearest half hour.

All vacation time earned by all employees in the previous calendar year shall be taken before June 30 of the following calendar year unless a deferred vacation is approved by the superintendent. No more than five days deferred vacation may be carried over into the next calendar year, unless otherwise specified by contract. Full-time secretaries may buy back a maximum of five vacation days per year.

Vacations shall be scheduled at the convenience of the district and as nearly as possible at the convenience of the employee. All summer vacation schedules shall be arranged for all employees and reviewed with the immediate supervisor prior to May 1.

All classified employees who resign or whose employment is terminated shall receive the paid vacation to which they are entitled as soon as possible.

New employees whose term of service is less than one full year shall be entitled to paid vacation in the ratio that their length of service bears to a full year. Accumulated vacation shall be taken during the summer months at the convenience of the school district.

Full-time personnel will be allowed paid time off from work for the following holidays unless the holiday falls on a weekend, in which case the preceding Friday or following Monday will be granted as a paid holiday: New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day and Christmas Day. Weekdays when school is not in session according to the school calendar are considered usual working days.

Current Practice Codified 1983

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|----------|-------------------------|
| Adopted: | Date of manual adoption |
| Revised: | September 18, 1991 |
| Revised: | July 15, 1992 |
| Revised: | March 22, 1995 |
| Revised: | October 20, 1999 |
| Revised: | August 16, 2000 |
| Revised: | January 21, 2004 |
| Revised: | July 20, 2011 |
| Revised: | May 18, 2016 |

LEGAL REFS. C.R.S. 22-1-112

Support Staff Recruiting/Hiring

The Board shall establish and budget for classified positions in the school district on the basis of need and the financial resources of the district.

Recruiting

The recruitment and selection of candidates for these positions shall be the responsibility of the superintendent or designee who shall confer with principals and other supervisory personnel in making a selection. Only qualified paraprofessionals, as defined by the No Child Left Behind Act of 2001, shall be hired to provide instructional support for students in Title I Schoolwide and Targeted Assistance Programs.

All vacancies shall be made known to the present staff. Anyone qualified for a position may submit an application.

Background Checks

Prior to hiring any person, in accordance with state law the district shall conduct background checks with the Colorado Department of Education and previous employers regarding the applicant's fitness for employment. In all cases where credit information or reports are used in the hiring process, the district shall comply with the Fair Credit Reporting Act and applicable state law.

All applicants recommended for a position in the district shall submit a set of fingerprints and a notarized form with information about felony or misdemeanor convictions as required by law. (This requirement shall not apply to any student currently enrolled in the district applying for a job.) Applicants may be conditionally employed prior to receiving the fingerprint results.

Hiring

There shall be no discrimination in the hiring process on the basis of race, color, creed, sex, sexual orientation, religion, national origin, ancestry, age, genetic information, marital status or disability.

The Board shall officially appoint all employees upon the superintendent's recommendation; however, temporary appointments may be made pending Board action. Persons appointed to support staff positions shall serve a probationary period of 90 calendar days. Employment beyond the probationary period shall continue to be at the pleasure of the Board, and employees shall have only those employment rights expressly established by the Board policy.

Upon the hiring of any employee, information required by federal and state child support laws will be timely forwarded by the district to the appropriate state agency.

Adopted: November 20, 1991
Amended: August 19, 1993
Amended: September 16, 1998
Amended: February 16, 2000
Amended: July 18, 2001
Amended: September 21, 2011
Amended: April 16, 2014

LEGAL REFS.: 15 U.S.C. §1681 *et seq.*
20 U.S.C. §6319
42 U.S.C. §653(a)
42 U.S.C. §2000ff *et seq.*
34 C.F.R. 200.58, 200.59
C.R.S. 8-2-126
C.R.S. 13-80-103.9
C.R.S. 14-14-111.5
C.R.S. 22-2-119
C.R.S. 22-32-109 (1)(f)
C.R.S. 22-32-109.7
C.R.S. 22-32-109.8
C.R.S. 24-5-101
C.R.S. 24-34-402 (1)

CROSS REFS.: GBA, Open Hiring/Equal Employment Opportunity
GDA, Support Staff Positions

Support Staff Recruiting/Hiring

Background Checks

Prior to hiring and in accordance with state law, the personnel office shall:

- A. Conduct a background check through the Colorado Department of Education (the department) to determine the applicant's fitness for employment.

The department's records shall indicate if the applicant has been convicted of, pled *nolo contendere* to, or received a deferred sentence for a felony or misdemeanor crimes involving unlawful sexual behavior, unlawful behavior involving children or domestic violence. The department shall provide any available information to indicate whether the applicant has been dismissed by or resigned from a school district as a result of an allegation of unlawful behavior involving a child, including unlawful sexual behavior which was supported by a preponderance of evidence according to information provided to the department by a school district and confirmed by the department in accordance with state law. The department shall also provide information regarding whether the applicant's license or certification has ever been denied, suspended, revoked or annulled in any state, including but not limited to any information gained as a result of an inquiry to a national teacher information clearinghouse.

Information of this type that is learned from a different source shall be reported by the district to the department.

The department will not disclose any information reported by a school district unless and until the department confirms that the allegation resulted in the person's name being placed on the state central registry of child protection.

- B. Contact previous employers of the applicant to obtain information or recommendations relevant to the applicant's fitness for employment.

Credit Reports

The personnel office will not obtain a credit report on an applicant unless the office has first notified the individual in writing, in a document consisting solely of the notice, that the district would like to obtain a credit report and requesting the individual's written authorization to obtain the report. A credit report will only be requested when the applicant submits a written authorization.

The personnel office will not rely on a credit report in denying an application unless the office has first supplied the applicant with a disclosure that includes a copy of the credit report and a summary of the applicant's rights. If an application for employment is denied because of the credit report, the personnel office will give the applicant notice that the action has been taken, as well as:

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1. the name, address and phone number of the credit bureau supplying the report;
2. a statement that the credit bureau was not involved in the decision to deny the application; and
3. a notice of the applicant's right to dispute the information in the report.

Fingerprinting

1. All applicants selected for employment in a support staff position must submit a complete set of fingerprints taken by a qualified law enforcement agency or an authorized district employee and a notarized, completed form (described in 2 below) as required by state law.
2. On the form the applicant must certify either that he or she has never been convicted of a felony or misdemeanor charge, not including any misdemeanor traffic offense, or that he or she has been convicted of a felony or misdemeanor charge (not including any misdemeanor traffic offense). The form must specify the felony or misdemeanor, the date of conviction, and the court entering judgment.
3. The school district will release the fingerprints to the Colorado Bureau of Investigation for the purpose of conducting a state and national fingerprint-based criminal history record check utilizing the records of the Colorado Bureau of Investigation and the Federal Bureau of Investigation.
4. Although an applicant may be conditionally employed prior to receiving the results, he or she may be terminated if the results are inconsistent with the information provided on the form. In accordance with state law, the employee or applicant shall be terminated or disqualified from district employment if the results disclose a conviction for any of the following offenses:
 - a. felony child abuse, as described in C.R.S. 18-6-401;
 - b. a crime of violence, as defined in C.R.S. 18-1.3-406(2);
 - c. a felony involving unlawful sexual behavior, as defined in C.R.S. 16-22-102(9);
 - d. felony domestic violence, as defined in C.R.S. 18-6-800.3;
 - e. a felony drug offense, as described in C.R.S. 18-18-401 *et seq.*, committed on or after August 25, 2012;
 - f. felony indecent exposure, as described in C.R.S. 18-7-302;
 - g. attempt, solicitation or conspiracy to commit any of the offenses described in items a-f; or
 - h. an offense committed outside of this state, which if committed in this state would constitute an offense described in items a-g.

The district shall notify the district attorney of inconsistent results for action or possible prosecution.

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5. The school district may charge the applicant a nonrefundable fee to be determined by the Board to cover the direct and indirect costs of fingerprint processing.

The applicant may pay the fee over a period of 60 days after employment. The fee will be credited to the fingerprint processing account.

Information Report to State

- A. In accordance with federal and state law, the personnel office will report the name, address and social security number of every new employee to the Colorado State Directory of New Hires, PO Box 2920, Denver, CO 80201-2920.
- B. This report, due within 20 days of the date of the hire or on the first payroll after the 20 days have expired, shall be submitted even if the employee quits or is terminated before the report is due. Upon termination, the employee's last known address, the fact of the termination and the name and address of the employee's new employer, if known, shall be reported to the applicable court or agency.
- C. Upon receiving a Notice of Wage assignment, the district shall remit the designated payment within 7 days of withholding the income according to instructions contained in the Notice. Child support withholding takes priority over other legal actions against the same wages.

Title I Paraprofessionals

Prior to hiring paraprofessionals to work in Title I Schoolwide or Targeted Assistance Programs, the personnel office shall determine whether the applicant meets the qualifications required under federal law and regulations.

Approved: August 19, 1993
Revised: November 19, 1997
Revised: September 16, 1998
Revised: July 21, 1999
Revised: January 19, 2000
Revised: September 21, 2011
Revised: March 12, 2014

Support Staff Part-Time and Substitute Employment

The Board of Education shall maintain an authorized list of personnel to be used for substitute or part-time employment. The Board authorizes the superintendent to notify and direct persons on the list to perform such service for the district as may be required on a temporary basis. The Board authorizes principals to notify and direct persons on the list to perform as substitute employees on a temporary basis as needed.

The Board may approve such action at the next regular meeting. Authorization by the Board of Education to pay personnel performing services on a temporary basis shall constitute employment by the Board for services provided during the period of time covered by such payment.

Such payment shall not constitute any assurance or offer of continuing employment without specific Board action.

Prior to adding a person's name to the list, a background check shall be carried out in accordance with state law. Part-time and substitute personnel also shall submit a set of fingerprints and a notarized form with information about felony or misdemeanor convictions. Persons failing to provide this information shall not be added to the authorized list.

Every person placed on the authorized list shall be given a copy of this policy prior to performing services pursuant to this policy.

Current Practice Codified 1983

Adopted: Date of Manual Adoption

Amended: August 19, 993

Amended: September 21, 2011

LEGAL REFS.: C.R.S. 22-32-109.7

C.R.S. 22-32-109.8

CROSS Ref.: GDE/GDF, Support Staff Recruiting/Hiring

Support Staff Assignments and Transfers

The superintendent or his designee shall make assignments and transfers of support staff members as the best interests of the school district indicate. Such transfers and assignments may be either permanent or temporary.

The preference of employees shall be taken into consideration in making assignments and transfers. Employees may request a transfer of assignment from job to job.

Within an individual school, the principal may assign support staff employees to tasks appropriate to their positions and qualifications.

Current practice codified 1983

Adopted: Date of manual adoption

LEGAL REF.: C.R.S. 22-32-126 (3)

Support Staff Schedules and Calendars

The superintendent shall establish work schedules for the support staff in keeping with wage-hour laws, the standard work day, work week and standard work month.

The work year for the various classifications of employees shall be as set forth and published in a yearly staff calendar.

Current practice codified 1983

Adopted: Date of manual adoption

LEGAL REF.: C.R.S. 22-44-115.5 (2)

CROSS REFS.: DBH*, Fiscal Emergencies
IC/ICA, School Year/School Calendar

Support Staff Career Development

Support staff employees are an integral part of the district's total staff. Their training and development are essential to the establishment of a good educational climate and the efficient and economical operation of the schools.

Therefore, all support staff employees shall be encouraged to improve in job skills and to take additional training that will be of assistance to them. It shall be the responsibility of the principal to assist to the maximum degree in the training of custodians, clerks and other classified employees assigned to their buildings. The dates of all inservice programs shall be included in the district or individual school calendar.

Absences to attend meetings, conventions, conferences or workshops of local, state or national associations which serve to advance the welfare of the district through the upgrading and strengthening of the support staff may be granted by the superintendent without loss of pay to the employee.

Current practice codified 1983

Adopted: Date of manual adoption

Amended: August 19, 1993

LEGAL REFS.: C.R.S. 22-32-109(1)(n)(II)(B)
 C.R.S. 22-32-110(1)(k)

CROSS REF.: IC/ICA, School Year/School Calendar

Evaluation of Support Staff

The development of a strong, competent classified staff is essential to the smooth functioning of a school system. The Board expects all employees to make continuous efforts to improve their work and expects their supervisors to assist them through the supervision and evaluation processes.

The Board of Education delegates to the superintendent or his designee the responsibility for developing evaluation procedures for all classified personnel. Such plans shall insure that classified employees are evaluated at least twice during the probationary period and at least annually thereafter.

Adopted: Date of manual adoption

Resignation of Support Staff Members

Support staff employees are encouraged to give two weeks' written notice to the district prior to resigning employment.

If an employee resigns as a result of an allegation of unlawful behavior involving a child, including unlawful sexual behavior, which is supported by a preponderance of evidence, the superintendent is delegated the responsibility for immediately notifying the Colorado Department of Education (CDE) and for providing any information requested by the department concerning the circumstances of the resignation. The district also shall notify the employee that information concerning his resignation is being forwarded to CDE unless such notice would conflict with the confidentiality requirements of the Child Protection Act.

Current practice codified 1983

Adopted: Date of manual adoption

Revised: 9/19/90

Amended: 8/19/93

Amended: 7/19/00

LEGAL REFS.: C.R.S. 19-3-301 *et seq.* (Child Protection Act of 1987)
C.R.S. 22-32-109.7 (3)

Discipline, Suspension and Dismissal of Support Staff Members

Support staff employees, unless otherwise designated by contract, shall be considered “at will” employees who serve at the pleasure of the Board and shall have only those employment rights expressly established by Board policy. Support staff members shall be employed for such time as the district is in need of or desirous of the services of such employees.

The Board delegates to the superintendent the authority to dismiss classified personnel. The superintendent may delegate this authority to other appropriate personnel. All dismissals of classified employees shall be reported to the Board at its next regular meeting.

The superintendent also may suspend employees from their assignments as a disciplinary measure, with or without pay.

The district shall not obtain consumer credit reports on a current employee unless the district is evaluating the employee for promotion, reassignment or retention. In all cases where credit information or reports are obtained and/or relied upon for purposes of reassigning, terminating or denying the promotion of an employee, the district shall comply with the Fair Credit Reporting Act and applicable state law.

If an employee is dismissed or resigns as a result of an allegation of unlawful behavior involving a child, including unlawful sexual behavior, which is supported by a preponderance of evidence, the superintendent is delegated the responsibility for notifying the Colorado Department of Education (CDE) as soon as possible but no later than ten (10) business days after such dismissal or resignation. The superintendent shall provide any information requested by the department concerning the circumstances of the dismissal or resignation. The district also shall notify the employee that information concerning the dismissal or resignation is being forwarded to CDE unless such notice would conflict with the confidentiality requirements of the Child Protection Act.

If the district learns that a current employee has been convicted of, pled *nolo contendere* to, or received a deferred sentence or deferred prosecution for any felony or misdemeanor crime involving unlawful sexual behavior or unlawful behavior involving children, the superintendent shall immediately report this information to CDE.

Adopted: July 16, 1986
Revised: June 19, 1991
Amended: August 19, 1993
Amended: October 18, 1995
Amended: August 18, 1999

Amended: February 16, 2000
Amended: July 19, 2000
Amended: April 16, 2014

LEGAL REFS.: C.R.S. 8-2-126
C.R.S. 19-3-301 *et seq.*
C.R.S. 22-2-119
C.R.S. 22-32-109.7
C.R.S. 22-32-110 (1)(h)
C.R.S. 22-32-126 (3)
15 U.S.C. 1681 *et. seq.*

CROSS REF.: GD, Support/Classified Staff

Post-Retirement Employment of Retired Support Staff Members

The Board of Education has determined that it is financially advantageous to the school district and a significant benefit to students and school employees to offer a post-retirement employment program for retired support staff members.

Pursuant to this policy, and upon the recommendation of the Superintendent, the Board of Education may, at its sole discretion, offer post-retirement employment to any eligible support staff member who retires from the District. Such post-retirement employment shall be subject to the terms and conditions specified in this policy, and shall be limited to the school year following the date of retirement, or 220 days during such school year, whichever is less. Requests for post-retirement employment shall be considered on an individual basis, and nothing in this policy shall limit or restrict the District's discretion in determining whether to offer or to decline to offer post-retirement to any retiring employee, and the Board of Education reserves the right to revise or eliminate this policy at any time.

Eligibility Requirements

The following requirements must be met in order to be eligible to participate in the post-retirement employment program.

1. The retired employee must have completed five (5) years of continuous employment with the District, and be a full time support staff member at the time he or she requests post-retirement employment. For purposes of this policy, an employee is not "full-time" unless he or she is scheduled to work more than thirty (30) hours per week.
2. Employees retiring on or after August 1, 2004, must submit an irrevocable letter of resignation stating a specific retirement date, along with a written request for post-retirement employment at least ninety (90) days prior to the date of the anticipated retirement.
3. The retired employee may not work for the District or any other employer, as defined in section 24-51-101(20), C.R.S., during the month of the effective date of retirement.

Post-Retirement Contract Terms

If the Board of Education determines that it is in the best interests of the District to offer a retired employee post-retirement employment pursuant to this policy, such employee shall be required to promptly execute a written supplemental employment contract including, but not limited to, the following terms and conditions:

Plateau Valley School District 50, Collbran, Colorado

1. The retired employee must be eligible to receive and must be receiving retirement benefits from the Public Employees Retirement Association (PERA) prior to commencement of and all times during the post-retirement employment.
2. The retired employee will receive compensation based on the employee's daily or hourly salary rate prior to retirement minus PERA employer payment and will be for a period of time not to exceed 110 days or 720 hours per calendar year, as specified by statute.
3. Retired employees working under a post-retirement employment contract shall be paid only for actual time worked on their assigned position.
4. Post-retirement employment shall be at will employment terminable at any time for any reason by either the retired employee or the District.
5. The District shall have no responsibility or liability for maintaining or assuring a retired employee's continuing eligibility for PERA benefits.
6. The retired employee may be assigned for any position for which the employee is qualified by training and experience.

Adopted: June 15, 2004
Revised: March 25, 2005
Revised: February 15, 2017

LEGAL REF.: §24-51-1101, C.R.S. (employment after service retirement)