

SECTION 300 – PERSONNEL

GENERAL PROVISIONS

POLICY 301

ARTICLE 1 BOARD INTENT AND GOALS

- A. The Board of Education intends to fulfill the District's mission and expectations by employing and retaining a quality, well trained staff to implement the educational program and supporting services. To this end, the Board establishes the following personnel goals:
1. To recruit, select, and employ the best qualified staff available within budget constraints.
 2. To provide staff development opportunities that enhance the quality of instruction and services, that increase performance and efficiency, and that promote employee job satisfaction.
 3. To insure that employees are utilized as effectively as possible.
 4. To have competitive salaries and benefits that attract and retain capable and skilled employees within budget constraints.
 5. To have an evaluation system that contributes to improvement of staff performance.

ARTICLE 2 PERSONNEL ADMINISTRATION

- A. The Superintendent shall be responsible, with the assistance of other administrators, for determining personnel needs of the District and of each school. He/she shall establish procedures and assign responsibilities for the recruitment, selection, assignment, induction, mentoring, supervision, and evaluation of District employees.

ARTICLE 3 COLLABORATIVE PROBLEM SOLVING PROCESS COMMITTEE

- A. The Board of Education encourages employee participation in decision-making. To formalize this participation, the Board recognizes the Collaborative Problem Solving Process (CPSP) Committee as a forum through which staff involvement in effective problem solving can occur.
- B. The CPSP Committee shall consist of representation from each employee group: teachers, paraprofessionals, secretaries, food services, custodians and maintenance, transportation, and administration.
- C. The Superintendent or designee shall serve as a liaison to the Committee on behalf of the Board of Education.

References:

C.R.S. 22-9-103 (1.5) Definition of Licensed Personnel
C.R.S. 22-32-109 (1) (f) (I) Employ Personnel to Carryout Educational Program
C.R.S. 22-32-109(1)(f)(II) Declaring Critical Shortage of Non-licensed Personnel
C.R.S. 22-32-109.1(8) Employee Screenings
C.R.S. 22-32-109.7 Board of Education Duties – Employment of Personnel
C.R.S. 22-32-109.8 Non-licensed fingerprinting; Prohibition for Failing to Comply
C.R.S. 22-32-109.9 Licensed Personnel – Submittal of Fingerprints
C.R.S. 22-32-110(g) through (k) Board of Education Powers - Personnel
C.R.S. 22-60.5-101-313 Licensure
C.R.S. 22-61-101-105 Teacher Employment
C.R.S. 22-63-101-403 Teacher Employment, Compensation, and Dismissal
20 U.S.C. 1119 Highly Qualified Teacher
34 C.F.R. 200.55 Highly Qualified Teachers
Adopted: 8/8/01; Revised 10/1/03

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ARTICLE 4 EMPLOYEE CLASSIFICATIONS

- A. Licensed employees shall include all staff whose positions require a Colorado Educator's License – teachers, counselors, psychologists, therapists, nurses, and administrators. The term teacher, for District purposes, refers to all licensed employees except administrators.
1. Probationary teacher refers to a contracted teacher who has not completed three full years of continuous employment in the District and who has not been re-employed for the fourth year.
 2. Non- probationary teachers are those who have completed three years of continuous employment and are continuing employment. A probationary teacher employed after the first day of a school year is deemed to be employed for a full school year if the period of continuous uninterrupted employment includes the last 120 school days.
 3. Substitute teacher refers to a teacher who is employed on a daily basis in place of a regularly employed teacher and works on continuous assignment less than 90 days or one semester during the year, or a teacher who works on two or more assignments for a total of less than 110 days during the academic year.
 4. Part-time teacher refers to a teacher who works less than five hours per day or 30 hours per week.
 5. Teacher on Special Assignment refers to teachers who have a special non-teaching assignment in lieu of regular teacher duties. Such assignments may involve coordinating, supervising or directing special projects, activities or programs. Such teachers may evaluate staff performance engaged in extra-duty or temporary assignments, but they shall not be considered as administrators.
 6. Highly-qualified Teachers refers to teachers who meet requirements of the Federal No Child Left Behind Act of 2001. They must hold a Bachelor's Degree and (a) be endorsed in the subject or (b) have completed 24 semester hours of course work in the subject or (c) passed the Colorado Licensing PLACE test in the areas to which they are assigned to teach.

References:

C.R.S. 22-9-103 (1.5) Definition of Licensed Personnel
C.R.S. 22-32-109 (1) (f) (I) Employ Personnel to Carryout Educational Program
C.R.S. 22-32-109(1)(f)(II) Declaring Critical Shortage of Non-licensed Personnel
C.R.S. 22-32-109.1(8) Employee Screenings
C.R.S. 22-32-109.7 Board of Education Duties – Employment of Personnel
C.R.S. 22-32-109.8 Non-licensed fingerprinting; Prohibition for Failing to Comply
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- B. Classified employees shall include all staff members that are not licensed.
1. Highly-qualified Para-professionals refers to classified employees who meet requirements of the Federal No Child Left Behind Act of 2001 and who are employed to provide instructional support for students. They must have earned a secondary school diploma, completed at least two years of study at an institution of higher education or obtained an associate's degree or higher degree, or demonstrated through a formal local academic assessment the knowledge of and ability to assist in instructing in reading, writing and mathematics.
 2. Title 1 Para-professionals are individuals who provide instructional support for students in a Title 1 School-wide or Targeted Assistance Program. They must be highly qualified under the No Child Left Behind Act.
- C. Administrators shall include the superintendent, principals and directors who supervise and evaluate staff or who are assigned administrative functions to carry out District operations. Administrative positions include both licensed and classified positions.

References:

C.R.S. 22-9-103 (1.5) Definition of Licensed Personnel
C.R.S. 22-32-109 (1) (f) (I) Employ Personnel to Carryout Educational Program
C.R.S. 22-32-109(1)(f)(II) Declaring Critical Shortage of Non-licensed Personnel
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