

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 to 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 PERSONNEL SUPERVISION AND EVALUATION

- A. The Superintendent shall be directly or indirectly responsible for the supervision of every District employee.
- B. Principals shall be responsible for the supervision and evaluation of administrators, teachers and classified staff assigned to their schools. Specific job assignments within the school shall be made by the Principal. Principals may delegate supervision and evaluation of teachers and licensed related services personnel only to a licensed Assistant Principal who has received education and training in evaluation skills approved by the Colorado Department of Education that will enable him or her to make fair, professional, and credible evaluations of the personnel whom he or she is responsible for evaluating. The supervision and evaluation of classified staff may be delegated to department heads and or teachers. However, the Principal remains responsible for the supervision and evaluation of those assigned to his/her school.
- C. Special Education personnel, when assigned to a school, are to be supervised and evaluated by the Principal with input from the Special Education Director. Itinerant Special Education Staff are to be supervised and evaluated by the Special Education Director with input from Principals.
- D. Directors shall supervise and evaluate personnel within their departments with input from Principals (e.g. Food Services, Maintenance, Transportation).

References:

C.R.S. 22-32-110(g) through (k) Board of Education Powers - Personnel
Adopted: 8/8/01; Revised 10/1/03, 09/12/11

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ARTICLE 4 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. Each employee group (teachers, paraprofessionals, secretaries, food services, custodians and maintenance, transportation, and administration) may have a representative on the Committee.
- C. The Superintendent or designee shall serve as a liaison to the Committee on behalf of the Board of Education.

References:

C.R.S. 22-32-110(g) through (k) Board of Education Powers - Personnel
Adopted: 8/8/01; Revised 10/1/03, 09/12/11