

## **Authorization to Superintendent For Personnel Matters**

The Board recognizes that a dynamic and efficient staff dedicated to education is necessary to maintain a constantly improving educational program. The Board is interested in its personnel as individuals, and it recognizes its responsibility for promoting the general welfare of the staff. The Board also recognizes that certain regulations and procedures regarding staff are required by state and federal law and are in the best interest of the both the students and the employees of the District. While the Board as a body assumes direct responsibility for recruiting, interviewing, hiring and directing the Superintendent in the performance of his or her duties and responsibilities, the Board recognizes the efficiency of delegating the responsibility for other personnel matters to the Superintendent. The Superintendent is therefore authorized to develop and implement regulations and procedures, to take actions and make decisions as follows:

1. With the assistance of other administrators and staff, the Superintendent shall recruit, select and assign, subject to Board approval, the best qualified full-time, part-time, temporary and substitute personnel to staff the school system in a manner consistent with state law.
  - A. The search for good teachers and other 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 schools. Any present employee may apply for a position for which they are qualified and the Superintendent shall develop and implement procedures relating to the transfer of employees.
  - B. The administrator directly responsible for the work of the staff member shall have an opportunity to aid in the selection. However, the Superintendent shall make the final selection for recommendation to the Board. The vote of a majority of the Board shall be necessary to approve the appointment of all employees of the District.
  - C. Prior to any hiring, background checks shall be conducted as required by law.
  - D. There shall be no discrimination in the hiring process on the basis of race, color, sex, religion, national background, age, marital status, disability or sexual orientation.

2. The Superintendent shall develop, recommend to the Board, and implement employee compensation, leave and benefits programs that comply with state and federal law, and which are sufficient to attract and retain qualified employees.
3. The Superintendent shall develop and implement a personnel performance evaluation system that complies with state law, that contributes to the continuous improvement of staff performance, and with respect to licensed/certificated personnel, improves instruction, enhances the implementation of curricular programs, and measures professional growth, development and performance. The evaluation system shall not be construed to imply the establishment of any property rights or expectancy or entitlement to continued employment not explicitly established by statute, Board policy or contract. Nor should the evaluation system be deemed or construed to establish any conditions precedent relative to renewal of contracts, transfer, assignment, dismissal or other employment decisions relating to school personnel.
4. The Superintendent shall develop and maintain job descriptions which shall be approved by the Board. The Superintendent shall communicate performance expectations through job descriptions and the performance evaluation system.
5. The Superintendent shall develop and implement a system for resolving staff complaints and grievances at the lowest possible administrative level.
6. The Superintendent shall effectively administer negotiation efforts and implement the terms of negotiated agreements that are approved by the Board.
7. The Superintendent shall develop and implement systems that encourage the continuous exchange of ideas and pertinent information among elements of a school system and encourage participation of staff in District administrative policy making consistent with the employee's position in the District and his/her unique individual experiences.
8. The Superintendent shall develop and implement regulations consistent with law regarding staff conduct and responsibilities consistent with state law.
9. The Superintendent shall develop and implement regulations and procedures consistent with law establishing the School District as a drug-free and tobacco-free work place and notifying students and employees of such.
10. The Superintendent shall develop and implement regulations and procedures consistent with law relating to issues of staff health and safety, including but not limited to circumstances requiring physical examinations, management of communicable diseases, the reduction of work place injuries, and the confidentiality of medical information regarding employees.

11. The Superintendent shall develop and implement a system consistent with law for the maintenance of personnel records and files.
12. The Superintendent shall develop and implement an induction program that is consistent with state law for the continuing development of teachers, special service providers, principals and administrators with provisional licenses just entering the profession and new to the district. Guidelines for encouraging and selecting mentors to work with provisional licensees in the induction program shall also be developed.
13. The Superintendent shall develop and implement a system for the orientation of other licensed/certificated personnel new to the district.
14. The Superintendent shall develop and implement a program of staff development to enable professional staff members to keep abreast of recent changes and improvements in the field of education with a primary focus on the district's vision, mission, and current thrust.
15. The Superintendent shall develop procedures consistent with law that shall apply when the Board decides that cancellation of one or more teaching positions is required due to fiscal exigency or program change.
16. The Superintendent shall develop and implement procedures consistent with law for the renewal and nonrenewal of probationary teacher contracts.
17. The Superintendent shall develop and implement procedures consistent with law for the discipline, suspension and discharge of employees.
18. The Superintendent shall develop and implement procedures consistent with law regarding educational research and publishing by employees.
19. All employment decision remain within the sole and continuing discretion of the Board of Education, subject only to the conditions and limitations prescribed by Colorado law.

**LEGAL REFS:**

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. 22-32-109.9  
C.R.S. 22-63-103  
C.R.S. 22-63-201  
C.R.S. 22-63-202  
C.R.S. 22-63-203

C.R.S. 22-63-206  
C.R.S. 22-9-101 *et seq.*  
C.R.S. 18-12-105.5  
C.R.S. 19-3-308 (5.7)  
C.R.S. 22-32-109.8 (6)  
C.R.S. 22-32-109.8 (10)  
C.R.S. 22-32-109.9  
C.R.S. 22-32-110(1)(k)  
C.R.S. 22-65-105  
C.R.S. 24-18-104  
C.R.S. 24-18-109  
20 U.S.C. 7117 (Safe and Drug-Free Schools and Communities Act)  
21 U.S.C. 812 (definition of controlled substance)  
41 U.S.C. 701 and 702  
29 U.S.C. Rule 794 (1983) (Section 504 of the Rehabilitation Act)  
C.R.S. 8-2-118  
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-210  
C.R.S. 22-9-109  
C.R.S. 22-32-110 (4) (c)  
C.R.S. 24-19-108 (1) (c)  
C.R.S. 24-72-202 (1.3) and (4.5)  
C.R.S. 24-72-204  
C.R.S. 22-60.5-102(7), (12), (13), (14), and (15)  
C.R.S. 22-60.5-114(2)  
C.R.S. 22-60.5-204  
C.R.S. 22-60.5-213  
C.R.S. 22-60.5-304  
C.R.S. 22-60.5-309  
C.R.S. 22-32-109(z)  
C.R.S. 22-32-110(k)

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