

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

The Superintendent will:

1. Ensure that no person is employed by the district without first clearing thorough background inquiries and checks.
2. Ensure that no volunteer has unsupervised contact with students without first clearing reasonable background inquiries and checks.
3. Select only highly qualified and the best-suited candidates for all positions.
4. Actively recruit employees who reflect the diversity of the student population.
5. Administer clear personnel rules and procedures for employees.
6. Effectively handle complaints and concerns.
7. Maintain adequate job descriptions for all staff positions.
8. Protect confidential information.
9. Within available resources, ensure that compensation and benefit plans attract and retain high quality employees by compensating employees, in a manner consistent with the applicable marketplace, including but not limited to organizations of comparable size and type.
10. Consistent with the Superintendent's own evaluation, evaluate all employee performance according to their contribution toward achieving the Board's **Goals** policies and their compliance with the Board's **Operational Expectations** policies.
11. Ensure that all staff members are qualified and trained to perform the responsibilities assigned to them.
12. Maintain an organizational culture that positively impacts the ability of staff to responsibly perform their jobs and allows them to work in an environment characterized by professional support and courtesy.
13. Reasonably include personnel in decisions that affect them.

The Superintendent will not:

14. Prevent any employee from initiating a legitimate complaint based upon an alleged violation of Board governing policy.
15. Modify his or her own compensation or benefits.

Adopted: July 21, 2021

Revised: February 2, 2022, January 17, 2024

Monitoring Method: Internal Report

Monitoring Frequency: Annually