

Personnel Administration

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

The Superintendent will:

1. Conduct extensive background inquiries and checks prior to hiring any paid personnel.
2. Conduct reasonable background inquiries and checks prior to utilizing the services of any volunteers who have unsupervised contact with students.
3. Select the most highly qualified and 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. Develop compensation and benefit plans to attract and retain the highest quality employees by compensating employees, within available resources, in a manner consistent with the applicable marketplace, including but not limited to organizations of comparable size and type.
10. Assure the integrity of the District's payroll function.
11. Consistent with the Superintendent's own evaluation, evaluate all employee performance according to their contribution toward achieving the Board's ***Desired Results*** policies and their compliance with the Board's ***Operational Expectations*** policies.
12. Assure that the evaluation of all instructional and administrative personnel is designed to:
 - a. Improve and support instruction;
 - b. Measure and document both excellent performance and unsatisfactory performance;

- c. Link teacher and administrator performance with district-designed multiple measures of student performance;
 - d. Promote continuous improvement and professional development.
13. Assure that all staff members are qualified and trained to perform the responsibilities assigned to them.
14. Maintain an organizational culture that positively impacts the ability of staff to responsibly perform their jobs and allows them to work in an environment of professional support and courtesy.

Adopted: 3/25/2013

Reviewed:

Revised: 2/08/2021

Monitoring Method: Internal report
Monitoring Frequency: Annually in July

West Fargo Public Schools