

Policy Type: Operational Expectations

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 **Results** policies.

The Superintendent will:

1. Assure that no person is employed by the district without first clearing thorough background inquiries and checks.
2. Assure that no volunteer has unsupervised contact with students without first clearing reasonable background inquires 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 formal complaints and concerns.
7. Maintain adequate job descriptions for all staff positions.
8. Protect confidential information.
9. Assure that compensation and benefit plans attract and retain high 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. Consistent with the Superintendent's own evaluation, evaluate all employee performance according to their contribution toward achieving the Board's **Results** policies and their compliance with the Board's **Operational Expectations** policies.
11. Assure 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 of professional support and courtesy.
13. Reasonably include personnel in decisions that affect them.
14. Establish reduction in force policies that provide for attrition as the first line of staff reduction, provided that essential programs are not negatively impacted.

The Superintendent may not:

15. Retaliate against any employee for initiating a legitimate complaint based upon an alleged violation of Board governing policy.

Adopted: June 14, 2021

Revised: September 13, 2021

Monitoring Method: Internal report

Monitoring Frequency: Annually

Appleton Area School District Board of Education

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