

DCSD School Pairings - Staffing Protocol

The **Douglas County School District (DCSD)** values every staff member who works with and for our students daily. Part of this commitment includes recognizing the impact of the school pairing process on our staff.

The following staffing protocol is designed to support students by taking care of every staff member affected by the school pairing process.

The Guarantee

DCSD guarantees that any staff member in an ongoing position affected by the school pairing process, who is interested in continuing their employment with DCSD, will be offered a commensurate position within the district.

This Guarantee is built on the following DCSD values and realities:

- The Superintendent and Board of Education's commitment to thoughtfully considering the needs of every staff member and honoring their contributions to our students' education.
 - Regular employee attrition creates hundreds of openings each year across the district.
 - DCSD is growing in other regions, increasing staffing needs.
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Definitions

- **Ongoing Position:** A role that assumes year-over-year employment (not a one-year-only position).
- **Affected Staff Member:** Any staff member assigned to a receiving or closing school during the 2025-26 school year who remains in good standing based on normal evaluation criteria and professional standards. This status will remain in effect through the 2027-28 school year unless this status changes for reasons unrelated to school pairings (e.g., performance, non-renewals).
- **Commensurate Position:** A position similar to the staff member's current role that they are qualified for (e.g., 1.0 primary/intermediate teacher → 1.0 primary/intermediate teacher, or .5 EA IV → .5 EA IV). A commensurate position may not be identical to the one currently held by the staff member in terms of, for example, geographic location or grade level.
- **Interested in Continuing Employment:** A staff member is considered interested in continuing their employment if they make a reasonable attempt to find and accept a commensurate position if needed.

This Guarantee will remain in effect through the 2027-28 school year, at which point it is anticipated that all Affected Staff Members who are interested in continuing employment with DCSD will have been offered a commensurate position.

Staffing Protocol Through the 2027-28 School Year

Affected Staff Members will receive Paired School Priority (PSP) status starting February 16, 2026, through the end of their employment term in the 2027-28 school year.

What PSP Status Means:

- Through the Pairing Hiring Process (PHP), Affected Staff Members will have the opportunity to discuss open positions with a hiring supervisor before they are posted.
- Staff with PSP status will receive job search support, including resume assistance, tips for the hiring process, and career development coaching.

How the PHP Works:

- An Affected Staff Member and hiring supervisor will meet to discuss any open position(s) and determine if an offer for a commensurate position is appropriate before the job is posted per normal DCSD protocols.
- Once an Affected Staff Member secures a commensurate position, whether at the newly paired school or another DCSD location, they may reactivate PSP status if they wish to seek another position within DCSD before the end of their employment term in the 2027-28 school year. To do so, they must contact the Office of Human Resources.

Staffing for the 2025-26 School Year

In February 2025, as part of its regular budgeting/staffing processes, DCSD will approve staffing and site-based budgets (SBB) for the 2025-26 school year.

Staffing decisions made during this time—whether due to SBB factors, performance evaluations, or normal non-renewals for probationary staff—will follow standard year-end staffing processes. Employees affected by these routine decisions will not be considered "Affected" by the school pairing process.

District staff pairing recommendations are expected to be announced in March 2025 with a Board of Education vote in April 2025, after SBBs are set and year-end employment decisions are made.

After the pairing announcement, the projected enrollment for closing schools may change. Staff at these schools may remain in their roles for the 2025-26 school year, even if enrollment shifts.

Similarly, the projected enrollment at receiving schools for 2025-26 may increase, creating a need for additional staffing. If positions open due to enrollment growth or staff departures, employees from closing schools will have the first opportunity to fill those roles through the PHP.

Staffing for the 2026-27 School Year

Schools designated for closure will remain open through the 2025-26 school year, with school pairings taking effect for the 2026-27 school year. The designated principal for each paired school will be identified by June 1, 2025.

During the 2025-26 school year, school leadership, district leadership, and the Office of Human Resources, will survey Affected Staff Members from both closing and receiving schools. These surveys, along with other regular staffing considerations, will help identify which staff members are interested in being assigned to the paired school in 2026-27. Any Affected Staff Members from both closing and receiving schools who wish to be assigned to the newly paired school will be granted the assignment for the 2026-27 school year.

Affected Staff Members who do not wish to be assigned to the paired school can discuss their preferences with leadership and/or utilize PSP starting February 16, 2026. Future staffing decisions will follow the Site-Based Budgeting (SBB) process and standard staffing assessments.

One-Year Assignment for 2027-28 (If Needed)

If an Affected Staff Member's position changes during the 2026-27 school year due to SBB or other non-performance staffing considerations, they will have access to PSP as discussed above.

If they are unable to secure a commensurate position for 2027-28, they will be placed in a one-year assignment with no change to salary or benefits. They will also retain access to PSP for the entire school year.

Retirement & Support Positions at Receiving Schools

Beginning in the 2026-27 school year, Affected Staff Members nearing retirement who wish to transition into a different role due to school pairings may request a comparable position anywhere within DCSD. This may include roles specifically designed to support the success of paired schools.

School leadership and the Office of Human Resources will assist in identifying suitable alternative assignments, including potential post-retirement opportunities across the district.

Staff in DCSD Enterprise & Centrally Staffed Programs

Staff members in enterprise programs (e.g., BASE and Food & Nutrition Services) and centralized departments (e.g., Early Childhood, Custodial) are covered under the same Guarantee outlined above. However, their placements will follow standard staffing protocols per their programs/departments and will be determined by the Department Director.