



CONFIDENTIAL & SUPERVISORY STAFF HANDBOOK

2025-2026

Superintendent

Steve Spencer

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MISSION STATEMENT

Centered on students, powered by collaboration, built on equity, and driven by excellence.

VISION STATEMENT

Each student is known by name, strength, and need—pursuing a life of engagement, innovation, and success.

Dallas School District No. 2 recognizes the diversity and worth of all individuals and groups and their roles in society. It is the policy of the Dallas School District #2 Board of Education that there will be no discrimination or harassment of individuals or groups on the grounds of age, color, creed, disability, marital status, national origin, race, religion, sex or sexual orientation, or gender identity in any educational programs, activities or employment.

District Title VI and ADA Contact: Director of Human Resources (503) 623-5594

District 504 Contact: Director of Special Education (503) 623-5594

Title IX Contact: High School Athletic Director (503) 623-8336

A. DISTRICT CONFIDENTIAL/SUPERVISORY POSITIONS

The confidential/supervisory staff includes employees in the Business Office, Superintendent's Office, Maintenance Supervisor and Director of Technology and Innovation.

**DISTRICT OFFICE CONFIDENTIAL/SUPERVISORY LENGTH OF CONTRACT
July 1 – June 30**

Director of Fiscal Services
Financial Analyst
Payroll/Benefits
Accounts Payable/Receivable
Executive Assistant to the Superintendent
Facilities Director
Director of Technology and Innovation

B. Terms of Agreement:

The district agrees to employ newly hired confidential/supervisory employees for one (1) year periods for up to three (3) years commencing July 1 and ending June 30. This will serve as the probationary period. Following the probationary period, a confidential/supervisory employee shall be employed for 2 years. The district may elect to renew this contract for a two (2) year period at the end of the first contract year.

This contract may be terminated at any time for any reason deemed in good faith sufficient by the District. Prior to terminating this contract, the District will provide the employee with due process. For purposes of this agreement, due process shall consist of notice of the reasons for proposed termination and an opportunity to respond. In addition, the employee shall be entitled to a hearing before the Board in accordance with ORS 332.544.

ASSESSMENT/EVALUATION

The confidential/supervisory employee's supervisor will gather performance data in meetings, committees, and observations of the employee at work. Probationary confidential/supervisory employees shall be evaluated at thirty (30), ninety (90), and one hundred eighty (180) working days during year one (1) of the probationary period. During year two (2) and year three (3) of the probationary period, evaluations shall be annual.

The confidential/supervisory employee will include a self-observation and list of accomplishments throughout the year to discuss at time of evaluation with supervisor.

C. CHANGES IN THE WORK YEAR SCHEDULE

Changes in work schedule may be arranged with your supervisor when demands of the position or personal requests make a change appropriate.

Confidential/supervisory employees work through the summer and with approval may take vacation days as their individual schedule allows.

D. DUTIES

Confidential/supervisory employees are assigned duties in their job description. The job descriptions are periodically reviewed by the superintendent. Other duties may be assigned as needed.

E. WORKDAY

All employees are expected to maintain work hours which are consistent with the needs of district staff, public, and district office. A confidential/supervisory employee may adjust his/her workday with supervisor approval.

F. MEETINGS

Meetings are required by your position as well as a district office staff meeting as scheduled.

G. BENEFITS

1. **Sick Leave:** The confidential/supervisory employee shall accumulate sick leave as provided by Oregon Law (ORS 332.507) according to the length of contract days served. Confidential/supervisory employees shall be awarded 12 days of sick leave annually. Sick leave not taken accumulates for an unlimited number of days. A new employee from another district may transfer up to 75 days of Oregon earned sick leave.

Confidential/supervisory employees hired with a contract year of July 1 – June 30 shall have 12 months of insurance coverage, beginning August 1 and ending July 31 of the following year. Regardless of the actual start date of insurance, the end date shall be July 31.

If a confidential/supervisory employee has a contract year of less than 12 months, the insurance coverage shall be prorated based on that shortened contract period. Partial months will be considered a full month for the purpose of determining the number of months of insurance coverage. Coverage under this situation will end no later than July 31.

2. **Sick Leave Insurance Bank:**
 - a. On or before September 30, of each year, a confidential/supervisory employee may contribute ten (10) days of his/her accumulated sick leave allowance to a common bank.
 - b. Only those who have contributed days to the bank may apply for days from the bank.
 - c. Members of the bank may apply for time from the bank only after they have exhausted their own sick leave.
 - d. When a confidential/supervisory applies for time, he/she must furnish certification from two different doctors that the illness or injury is of a serious emergency nature which prevents the employee from performing assigned duties.
 - e. The maximum time the confidential/supervisory can draw would be up to sixty (60) days lifetime.

3. **Sick Leave Conversion to Tax-Sheltered Annuity**

- a. **Eligibility Criteria:** The employee must have a minimum of forty (40) sick leave days accrued at their FTE level as of June 10 of the current year. The option is available at the employee's discretion, and the must notify the district by June 1 of their intent to participate.
- b. **Contribution Limit:** Employees may elect to have no more than five (5) sick leave days per year (in excess of the forty day threshold) converted into a contribution to their Tax-Sheltered Annuity (TSA) account.
- c. **Payroll Processing Requirements:** Upon receiving notification from an eligible employee, Payroll will confirm the number of qualifying days and initiate the appropriate transfer. Contributions will be calculated based on the employee's daily rate of pay. All transactions will follow applicable IRS and state regulations governing TSA accounts.
- d. **District Support and Setup:** The district will assist employees who request help in establishing a qualifying TSA account. Payroll and Human Resources staff may refer employees to our approved list of vendors or assist in coordinating the necessary documentation to ensure timely setup and compliance.

4. **Paid Leaves:**

- a. A maximum of five (5) days per year in the event of critical illness of members of the confidential/supervisory employee's family.
- b. An employee shall be granted a maximum of five (5) days absence with full pay for the death of a family member as defined in this section. The number of days granted within the maximum shall be determined by the supervisor, depending upon the circumstances. Under extenuating circumstances, additional days of absence may be granted by the superintendent. For circumstances not defined in this section, a request for bereavement leave may be made to the superintendent. Family members include the employee's: mother, father, stepmother, stepfather, spouse, domestic partner, child, foster child, stepchild, grandmother, grandfather, grandchild, brother, sister, spouse's mother, father, sister or brother, or any relative or individual who is under guardianship or conservatorship and who is a resident responsibility of the employee. Additional bereavement leave may be available under OFLA.
- c. A maximum of three (3) days per year for personal business.
- d. Leave with pay may be granted by the superintendent for professional development such as seminars, workshops, conferences, etc.
- e. If a confidential/supervisory employee is called for jury duty, he/she shall be granted a paid leave of absence. If provided with a fee for such service, the confidential/supervisory shall waive the juror fee; however, the confidential/supervisory shall retain all mileage and expense monies.

If a confidential/supervisory employee is required by the district to attend a legal proceeding connected with their employment with the district, such attendance shall be with pay. If a confidential/supervisory employee is subpoenaed to appear in a legal proceeding related to a confidential/supervisory position, such appearance shall be with no loss of compensation.
- f. Independence Day, Labor Day, Veteran's Day, Thanksgiving and the day after,

two days at Christmas, New Year's, MLK Day, Memorial Day and Juneteenth shall be paid vacation days.

- g. Twenty (20) vacation days are awarded yearly on July 1. Employees will be allowed to carry over up to ten (10) vacation days into the next fiscal year. Any remaining vacation days will be paid out on the last paycheck of the current fiscal year.

5. **Public Employees Retirement System (PERS)**

The District shall pick up and assume a 6% employee contribution to the Public Employees Retirement System.

6. **Health Care:**

Effective October 1, 2024, the District shall pay up to \$1,625 per eligible employee per month on a composite rate for medical, dental (including orthodontia) and vision insurance.

Additional benefits include:

- a. OEBC basic life
- b. LTD and basic AD & D

H. Travel

Confidential/supervisory employees required to drive personal automobiles in the course of their work are to be reimbursed at the current I.R.S. business rate per mile.

I. Professional Development

The district shall reimburse an amount up to \$1,431 per confidential/supervisory employee to be used for professional development. The confidential/supervisory employee may use this amount for their specifically designed professional development strategy. This may be a combination of conferences and their associated expenses or other opportunities deemed appropriate.

Performance Evaluation

- Probationary confidential/supervisory will be evaluated at 30, 90 and 180 working day intervals during year one (1) of the probationary period. The evaluation will be a shortened version of the annual process below.
- Three-tier evaluation includes:
 1. Evaluators form
 2. Performance comments & goals summary (supervisor & employee)
 3. Employee self-evaluation

**Dallas School District
Confidential/supervisory Performance Evaluation**

Name: _____

Date: _____

Job Title: _____

Probationary Review
Annual Review

Evaluator: _____

Combine this information with employee self-observation to complete the write up on p. 2

1. Job knowledge:

- a. Possesses required technical skills for the position
- b. Takes advantage of opportunities to improve skills and knowledge
- c. Has a good understanding of the requirements and duties of the position

Comments:

2. Productivity:

- a. Work is completed efficiently
- b. Meets timelines
- c. Prioritizes needs and utilizes resources effectively
- d. Effectively anticipates and prepares for future needs and concerns

Comments:

3. Performance:

- a. Makes well-informed decisions and exercises good judgment
- b. Develops job skills necessary to meet changes in the position
- c. Demonstrates investment in positive task outcome
- d. Establishes and maintains effective working relationships with others
- e. Acknowledges and accepts responsibility for actions

Comments:

4. Work Characteristics:

- a. Attendance and Punctuality
- b. Operates within established policy guidelines

- c. Maintains confidentiality
- d. Acts in an ethical manner

Comments:

Goals for Upcoming Year:

Final Comments:

Employee Signature

Date

Supervisor Signature

Date



Dallas School District

Full-Year Administrator, Confidential & Supervisory Calendar 2025-2026

July 2025						
						22
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2025						
						21
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2025						
						21
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2026	
4	Independence Day
August 2025	
25-29	District Inservice - No Students
September 2025	
1	Labor Day - Schools Closed
2	K-5 Orientation Day
2	First Day of School for Grades 6 and 9 Only
3	All Grades In Session
October 2025	
10	Statewide and DSD Inservice - No Students
30	District Assessment - No Students
31	District Inservice - No Students
November 2025	
11	Veteran's Day - Schools Closed
26	K-12 Conferences - No Students
27	Thanksgiving - Schools Closed
28	Schools Closed / Non-Contract Day
December 2025	
22-31	Winter Break - Schools Closed
January 2026	
1-2	Winter Break - Schools Closed
19	Dr. Martin Luther King, Jr. Day - Schools Closed
23	District Assessment - No Students
26	District Planning - No Students
February 2026	
2	District Planning - No Students
13	District Inservice - No Students
16	President's Day - Schools Closed
March 2026	
18-19	K-5 Conferences - No Students
18-19	Grades 6-12 In Session
20	K-12 Conferences - No Students
23-27	Spring Break - Schools Closed
April 2026	
10	District Assessment - No Students
13	District Inservice - No Students
May 2026	
22	Schools Closed / Non-Contract Day
25	Memorial Day - Schools Closed
June 2026	
3	Last Day for DHS Seniors
5	DHS Graduation
9	8th Grade Recognition Grades K-5 Last Day of School - Half Day
10	Morrison Graduation Grades 6-12 Last Day of School - Half Day & K-5 Assessment
11	District Assessment - No Students
19	Juneteenth

October 2025						
						23
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2025						
						17
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2025						
						21
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2026						
						20
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2026						
						19
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2026						
						22
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2026						
						22
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2026						
						20
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2026						
						21
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Working Days

Holidays

Other Information	
Student Days: K-5 = 169 / 6-12 = 172 190 Teacher Days	
Semester 1	88 Student Days
Semester 2	85 Student Days

The calendar is subject to change based on state funding or other emergency closures. Lost student instructional time will be made up within a semester, if possible. Lost professional development time will be added in June, if needed.

DALLAS SCHOOL DISTRICT WORKPLACE EXPECTATIONS

All employees in the Dallas School District are expected to meet the following workplace expectations as a basis for continued employment:

Working Hours:

Employees are expected to maintain regular working hours and be available for onsite work activities as required by administrative supervisors. Work hours may occasionally be off site with administrative approval. An off-site work location must be approved by the administrative supervisor. Each staff member is to devote his/her energy to the duties of the school during work hours. All employees shall be accountable for meeting the requirements of their job description, including other duties as assigned within their job classification.

Illness:

Employees should not report to work when an illness may be contagious. Staff may be asked to go home if an illness could be contagious, even if sick leave isn't available.

Face Coverings:

Employees **may use** a face covering while at a DSD worksite or at any DSD sponsored event.

Attendance and Punctuality:

Employees are to have regular attendance at work and work activities and are to be punctual in meeting deadlines, attending meetings, following schedules, and responding to communications. During off-site instructional models, working hours remain the same; however, the start and end times may vary as they fit within the building schedule and needs.

Personal Appearance:

Employees are to be dressed and groomed in a neat, clean, appropriate, and professional manner for the assignment and work setting.

Confidentiality:

Employees are to maintain confidentiality and are to relay personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved. Extra care must be taken when working from home to maintain confidentiality of conversations and documents. Staff and student medical information and other confidential information is not to be discussed unless required by aspects of a job description.

Following Policies and Directives:

Employees are to follow all district and supervisor policies, rules, regulations, memos, bulletins, announcements, applicable position descriptions, and reasonable requests by proper authorities. The employee is expected to diligently check email at least twice per day and establish necessary communication processes with their supervisor.

Setting Appropriate Personal Boundaries with Students:

Employees are to maintain professional boundaries in their relationships with students, including use of appropriate language, appropriate physical contact, and appropriate use of technology. Parent or legal guardians must be aware that employee-to-student contact may occur electronically. <https://policy.osba.org/dallas/G/GCAB%20D1.PDF>

Collaboration:

Employees are to maintain relationships with other staff members that are characterized by mutual support, cooperation, and respect and that build a school culture of collaboration focused on student learning. The value of this within DSD remains of the utmost importance.

Appropriate Use of Technology:

Employees are to use internet, e-mail, and electronic communications with students only for educational purposes or sharing information about school-sponsored events. When using shared electronics to communicate with students, provisions must be in place to secure parent and student contact information.

Positive Communication:

Employees will use Cooperative and Collaborative styles of communication and will not engage in Destructive communication strategies. Honesty in all situations is paramount and dishonesty during an investigation can lead to dismissal. All personnel shall conduct themselves, off and on duty, in ways that fulfill the obligation to serve as appropriate role models for students and maintain the confidence of the community in its schools. The nuances of face-to-face communication can be lost in electronic communications. Employees must be committed to asking clarifying questions whenever needed. The principles of a solution-centered, outward mindset are invaluable. An employee's political rights (<https://policy.osba.org/dallas/G/GBG%20D1.PDF>) and whistle blower status (<https://policy.osba.org/dallas/G/GBMA%20D1.PDF>) are outlined in the staff handbook.

Personal Cell Phone Use:

Personal cell phone use must not interfere with professional responsibilities, student learning, or the safety and security of the school or work environment. Personal cell phone use should be limited to breaks and lunch periods, and personal cell phones should be set to silent during the work day. (<https://policy.osba.org/dallas/G/GCAB%20D1.PDF>)

Printed

Name _____ Signature _____ Date _____

PROFESSIONAL COMMUNICATION AND CONDUCT
-- EVERYTHING WE DO IS FOR OUR STUDENTS --

Non Standard Performance	Standard Performance	
<p style="text-align: center;">Destructive Uses conflict to instill fear (there must be a winner and a loser) or avoids conflict (polite discussion pervades the group)</p> <p style="text-align: center;">Resistant Oppositional Sabotaging Chauvinistic (We're right/They're wrong)</p> <p style="text-align: center;">Non-Verbal: Eye-rolling Pouting/sulking Sighing</p> <p style="text-align: center;">Body language demonstrates rejection or avoidance</p> <p style="text-align: center;">Sarcastic Hostile Dishonest Polarized/dramatic (always/never) Exaggerated/over generalizing Minimizing/distorting information Us vs. Them Silent treatment Defensive Blaming Operating from a negative agenda Lateral Complaints</p>	<p style="text-align: center;">Cooperative Minimal conflict is present and tolerated. Usually moving between polite discussion and skillful discussion.</p> <p style="text-align: center;">Tolerant Accepting Responsive Maintains positive relationships Open to viewpoints of others</p> <p style="text-align: center;">Non-verbal: Attentive Pleasant Receptive</p> <p style="text-align: center;">Body language demonstrates acceptance</p> <p style="text-align: center;">Respectful Friendly Ethical Self-regulating Manages stress in a professional manner Above-board Positive attitude during changing conditions Flexible Understands and respects roles of others Seeks positive outcomes for all involved Questions are sincere (without agenda) Acknowledges contributions of others</p>	<p style="text-align: center;">Collaborative Conflict is understood as inevitable and valuable. Group members find it very normal to alternate between conflict and consensus, confusion and clarity.</p> <p style="text-align: center;">All those in Cooperative, Plus</p> <p style="text-align: center;">Non-verbal: Engaged Responsive Focused</p> <p style="text-align: center;">Body language demonstrates participation</p> <p style="text-align: center;">Supportive Inclusive Committed Effective conflict resolution No-fault approach to problem-solving Mutual respect and trust Thinks and acts systemically Shares responsibility for outcomes Future thinking</p>



Dallas School District Organization Chart 2025-2026

Dallas School Board

Steve Spencer
Superintendent

Sara LeRoy
Assistant
Superintendent

Tami Larson
Director of
Fiscal
Services

Juli Lichtenberger
Executive
Assistant

Pam Lybarger
Director of
Special
Education

Todd Baughman
Whole
Child
Administrator

Nick Ingalls
Director of
Teacher and
Learning

Bob Archer
Director of
Facilities

Sean Johnson
Director of
Tech and
Innovation

Secondary Programs

Elementary Programs

Ron Snively
Athletic
Director

Tim Larson
DHS
Principal

Todd Baughman
Morrison
Principal

Tyler Lalack
LaCreole
Principal

Liz Postlewait
Oakdale
Principal

Reed Langdon
Lyle
Principal

Darrick Bruns
Whitworth
Principal

Ron Snively
Assistant
Principal

Shannon Ritter
Assistant
Principal

Bill Masei
CTE
Coordinator