CHALLIS JOINT SCHOOL DISTRICT #181
Policy and Procedure – 5000 Series
Personnel

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Personal Guiding Principles **5000**

The Board adopts policies on District personnel. In doing so, the Board prioritizes the following principles, aims, and values

1. Schools function most efficiently and successfully when highly qualified individuals are employed as staff in the District.
2. Opportunities for targeted, job-specific staff development should be provided with deference to administrative recommendations.
3. Supervision is a necessary, ongoing function of the District's leadership.
4. Staff evaluation plays a vital role in achieving the District's goal.
5. The Board seeks to promote an efficient and positive school climate so that students can work toward their greatest potential, and the community will be proud of its investment.
6. The District will strive to recruit and train excellent staff.
7. Professional ethics are of the utmost importance to the District.
8. The District benefits from having a staff with varied skills, backgrounds, and experiences and from the support of one another.
9. The District will seek to recruit employees who believe in the importance of education and strive to improve the District’s schools.
10. District employees will help to cultivate an environment where students feel safe, valued, and ready to learn and excel.
11. The District seeks to cultivate a culture among its employers of mutual respect, cooperation, and excellence.

Policy History:
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Hiring Process and Criteria 5100

The Board of Trustees has the legal responsibility of hiring all employees. The Board assigns to the Superintendent the process of recruiting personnel and hiring all classified personnel. The Superintendent may involve various administrative and teaching staff as may be needed in recruiting potential personnel. All certificated personnel selected for employment must be recommended by the Superintendent or designee and approved by the Board. All personnel selected for employment must also go through the applicable screening process outlined in Idaho Code 33-1210.

To aid in obtaining quality staff members, the following non-exclusive list of factors will be considered, along with any other factors relevant to the position: qualifications, training, experience, personality, character, and ability to relate well with students. Every effort will be made to maintain wide diversity in staff experience and educational preparation. However, the welfare of the students of the District will be a paramount consideration in the selection of teachers and administrators.

All applicants applying for a certificated position who are pursuing an alternate route to certification shall be considered on a case-by-case basis. They must hold or demonstrate ability to hold any state certification required for the position and demonstrate they meet the alternate route requirements.

Except where otherwise specified, this policy applies to the hiring of all certificated and classified staff members in the District except for the Superintendent. This policy shall be made available to any District employee or person seeking employment with the District.

1. There will be no discrimination in the hiring process. See Policy 5120.

2. If the vacant position is that of the Superintendent, the hiring process and review of all applicants is the responsibility of the Board of Trustees.

3. Applicants for teaching and administrative positions shall provide evidence of meeting State requirements for certification as described below.

4. Applicants shall ~~and~~ sign a statement authorizing current and past school district employers, including those outside the state of Idaho, to release to the District all information relating to:
    a. Job performance or job related conduct.
    b. Any pending or prior investigations of the employee.
    c. Any resignations during investigations or in lieu of contemplated disciplinary action.
    d. Disciplinary actions for misconduct involving the applicant.
5. Applicants shall be required to provide a sworn written statement disclosing any pending or prior investigations, resignations, during investigations or in lieu of contemplated disciplinary action, or disciplinary actions involving the applicant for misconduct in connection with employment or professional licensure or certification. Applicants who make a material misrepresentation or willful omission associated with this sworn written statement or information required shall be subject to immediate termination of employment or recission of the applicant's offer of employment or employment contract.
6. Applicants must meet the applicable State standards for the position they are applying for. Applicants for high school and middle school teaching positions should have a major or its equivalent in the field they will be teaching. Applicants for elementary school teaching positions

should have a major or its equivalent in elementary education or in their area of assignment.

7. Applicants for all teaching positions should have a minimum over-all grade point average of 2.5 (A-4, B-3, C-2, D-l). All candidates should have a grade point average of 2.75 in their respective major teaching field(s).
8. When considering coaching assignments in secondary schools, preference for hiring will be given to qualified certificated professional employees in the school where the coaching vacancy exists. The Building Principal will be responsible for assuring that all qualified and interested applicants within the building have been given consideration. Giving such individuals consideration does not mean that such an individual will necessarily be retained for a coaching position. Another individual who is not a certificated employee of the building in question may receive the position.
9. As required in Idaho Code 65-505, the District will observe preference for veterans and disabled veterans when considering hiring employees to fill vacancies, selecting new employees, or implementing a reduction in force.
10. As required in Idaho Code 33-130 and 33-512 16, the District will conduct a criminal history check for applicable positions. See Policy 5110.
11. Each newly hired employee must complete an Immigration and Naturalization Service form, as required by federal law.

The employment of any certified staff member is not official until the contract is approved by the Board and signed by both the Board Chairman and the applicant.

To assist administrators in complying with the above policy for the hiring of staff, the following guidelines shall be used when hiring certificated staff:

Notice of Vacancies

Vacancies will be posted only after the Board has approved written resignation from a contracted professional employee of the District or pending Board approval, a termination or non-renewal has occurred, a release from contract has been granted, if a new position is created within the District or a vacancy has otherwise occurred. When that official resignation has been received or a position is otherwise available, the Superintendent or designee will post notices in all school buildings, on the District website and in the local newspaper. If a termination or release from contract requires Board approval to be final, the Superintendent may post the vacancy pending this approval

Job Vacancy Notices: Any notice from Challis Joint School District No. 181 will contain the following information:

A. Position available and job description.
B. Requirements for completed application, as applicable for position, include but are not limited to 1) completed District application form; 2) official transcript of all university or college credits; 3) placement center file; 4) personal resume; 5) verification or eligibility of Idaho certification. For all positions, a signed statement/release for current and past school district employers is required.
C. Timeline for receiving application.
D. Process notification of how applications will be handled.

The Superintendent's Office will post notice of any vacancy within the District for 8 school days for internal applicants to apply for the position. For purposes of this policy, "internal applicant" refers to a certified or classified employee currently employed by the District. Internal applicants will be offered the opportunity to apply and be considered for a position before the position is opened to applicants outside the District. However, the position may be opened to non-internal applicants regardless of whether qualified internal applicants apply, and internal candidates are not guaranteed to be selected as finalists for the position or to be hired for the position.

Application Procedures for Certificated Positions:
It will be the responsibility of any applicant to provide the information required for a completed application listed above.

A. Such information must be received prior to the cutoff date for receiving applications as specified in the vacancy notice.
B. It will be the discretion of the Superintendent, the appropriate administrator, and the building administrator to determine whether such deadlines should be extended to accommodate individuals where placement center files, transcripts or other materials are not yet received by the District for consideration. Such time extension will be restricted to a reasonable time frame.
C. In addition to the certification information provided by the applicant, the District will also use the Department of Education's website to verify the applicant's certification status, any past or pending violations of the professional code of ethics, any detail as to any prior or pending conditions placed upon a certificate holder's certificate, any prior or pending revocation, suspension or the existence of any prior letters of reprimand and information relating to job performance.
D. Once the District has determined the final applicants for the position, and received their statements releasing information from prior school district employers, as required by IC 33- 1210, these statements shall be sent to the prior employers with a request for release of information and documentation to be provided as required by that section.
E. Because responses to such requests may take up to 20 days, or possibly more for out-of-state school district employers, information received pursuant to such request may be reviewed prior to or after interviews have been concluded, at the discretion of the District. Where possible, such information should be utilized as part of the screening process. However, due to considerations of time, such early review may not be possible, and such information received pursuant to this process may be reviewed or utilized up to any time prior to offering employment to an applicant or during an applicant's period of provisional employment.
F. Upon receipt of the completed applications, those applications will be placed in a file for review and consideration at the District Office.

Preliminary Screening

For certificated and classified vacancies, at either the time the job vacancy is published, or prior to the conclusion of the application period, the school administrator will provide notice to the appropriate administrator of the desired number of qualified individuals to be included in the "screening pool". The screening pool shall be defined as the number of individuals having completed applications that may be submitted to the building or program administrator for final screening. In the event the open position is deemed by the Board to be an administrative or director position,

including principal, the size of the screening pool shall be determined by the Superintendent.

Screening

1) The building or program administrator may establish a committee to assist in the final screening process for certificated and classified positions. This committee will act in an advisory capacity to the Superintendent and to the Board.
2) The committee, upon receiving the written applications from the appropriate administrator will review those applications for the purpose to:
    (1) Determine those most suited to the position.
    (2) Make personal telephone contact with one or more references submitted by the applicant.
    (3) Contact individuals who might know the candidate, but were not listed as references, if needed.
    (4) Invite the top candidates to be interviewed for the position.
3) The Superintendent or committee will establish the procedures at the building or program level for interviewing the successful applicants and will have thoroughly vetted all applicants prior to committee review.
4) For those applicants who have no prior public school work experience or whose out-of-state former employers will not release documentation requested pursuant to I.C. § 33-1210, the screening committee or administrator may engage in whatever background checks it deems appropriate, but at a minimum shall verify all prior work experience and educational achievement listed by the applicant as the committee or administrator deems appropriate, preferably by contacting the prior employers and/or educational institutions listed by the applicant, and shall communicate with every person listed as a reference by the applicant.
5) Upon determining the qualified most applicant, the building administrator will submit to the Superintendent the written recommendation for the applicant to be offered the position.

Acceptance Procedure

Once the Committee or administrator has selected the final candidate, the name will be provided to the Superintendent who will review the applicant's credentials with the building/program administrator. If the Superintendent does not concur with the committee or administrator's recommendation, they shall ask the committee for their next choice until a selection the Superintendent concurs with is found. If the Superintendent concurs with the recommendation, the Superintendent will take the following steps:

A. Authorize a statement of intention to employ, pending Board approval, to be made to the candidate.
    1) If, at the time the statement of intention to employ is made, the District has not yet received documentation requested pursuant to I.C. 33-1210(3), the District may provisionally employ such applicant for a certificated position on a non-contracted basis for up to 30 days after receipt of the documentation. Within that 30-day time period, the Board may issue a written statement to the applicant identifying why a standard contract will not be issued and specifying which information justifies such decision. The Board may not identify any reason for non-issuance of a standard contract not based on the documentation received. If, within 30 days from the receipt of the information requested pursuant to I.C. 33-1210(3) no contract is issued or the written statement of non-employment is not provided to the applicant, the employee

will be deemed to be employed pursuant to the appropriate type of contract. During this provisional employment, the applicant shall be provided the same compensation and benefits as if the employee had been employed on a standard certificated contract.

2) If no documentation is received from out of state employers, the District may employ the applicant for the certificated position on of standard contract without utilizing the provisional, non-contracted employment.

B. Upon receiving a verbal or written statement of intention to accept employment, pending Board approval, by the candidate, the Superintendent will prepare the necessary papers for recommendation to the Board of Trustees at the next regular or special Board meeting.
C. Submit to the Board of Trustees such recommendation

Board Action on Hiring of Certificated or Classified Employees
When approving the hiring of an employee the Board of Trustees of Challis Joint School District No. 181 will:

A. Have placed before it all candidates for the position; and
B. Discuss hiring and in situations wherein the individual qualifications of the applicant are discussed go into executive session pursuant to law; and
C. Vote relating to approval or disapproval of the candidates. If members of the Board personally have knowledge not available to the building administrator and the screening committee, the Board will not take action until all concerns have been reviewed by the building/program administrator.

Approval of Candidate for Certificated or Classified Position
Upon approval of the certificated position by the Board of Trustees, a contract, in a form approved by the State Superintendent of Public Instruction, will be sent or given to the applicant pursuant to the requirements set out in I.C. 33-513. The applicant must sign the contract and return it within ten days from the date the contract is delivered to them. If the person willfully refuses to acknowledge receipt of the contract or if the contract is not signed and returned to the Board in the designated period of time, the Board or designee may declare the position vacant. If the candidate is not approved, or if the person willfully refuses to acknowledge receipt of the contract or if the contract is not signed and returned to the Board, the Superintendent will remand the situation to the building administrator and screening committee to provide the next applicant's name for consideration.

Any person on provisional employment pursuant to I.C. 33-1210(7) shall be subject to the same time limits and provisions for return of a signed contract when and if such contract shall be provided to them for signature.

Certification
To qualify for employment, each teacher, pupil service staff or administrator must have, and maintain during the entire school year, a valid Idaho instructional pupil service staff, administrator certificate, as applicable, on file in the District Office at the beginning of the school year. If at any time the certification lapses, is revoked, or suspended, the certificated employee may be subjected to action declaring a contract violation and action will be taken to terminate the employment of the individual with the District.

Cross Reference:
5110 Criminal History/Background Checks
5120 Equal Employment Opportunity and Non- Discrimination
5500 Personal Records
5740 Reduction in Force
5750 Employing Retired Teachers and Administrators
5751 Employing Retired School Resource Officers and Bus Drivers

Legal Reference:
I.C. § 33-1210 Information on past job performance
I.C. § 33-130 Criminal history checks for school district employees or applicants for certificates
I.C. § 33-512 Governance of schools
I.C. § 33-513 Professional personnel
I.C. § 74-206 Executive sessions-when authorized
IC 33-145 Idaho Student Safety and Educator Disclosure Act
I.C. § 65-501 *et seq*. Rights and Privileges of Veterans
IDAPA 08.02.02.015.02 Standard Pupil Service Staff Certificate
IDAPA 21.01.06 Rules for the Enforcement of the Veteran's Preference in Public Employment

Other References:
ISBA Policy Services https://www.idsba.org/member-services/policy/

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Authorization for Release of Information **5100F1**

AUTHORIZATION FOR RELEASE OF INFORMATION ON PAST EMPLOYMENT WITH SCHOOL EMPLOYERS IDAHO CODE 33-1210

Idaho Law requires Applicants for **any** position at any Idaho Public School to allow the hiring School District Employer to obtain a copy of past public-school employer personnel file materials and other documentation relating to the performance of the Applicant when such Applicant was employed by any other public school, whether in Idaho or any other state.

Before hiring an Applicant for any position, the District must request the Applicant sign this form. Should the Applicant refuse or fail to sign this form, the District is not permitted to hire the Applicant for any position. This authorization does not limit any employer from seeking additional information or disclosures from any Applicant.

This form:

1. Authorizes current and past public school employers of the Applicant/undersigned on this form, including Applicants outside of the State of Idaho, to release to the hiring School District all information relating to:
    a. The job performance and/or job-related conduct of the applicant.
    b. Any pending or prior investigations of employee.
    c. Any resignations during investigations or in lieu of contemplated disciplinary action.
    d. Disciplinary actions for misconduct involving the applicant.

    It also authorizes these parties to make available to the hiring school district copies of all documents in the previous employer's personnel file, investigative file (regardless of outcome or finding, if any), or other files relating to the job performance of the Applicant.
2. Releases the Applicant's/undersigned's current and past employers, and employees acting on behalf of the employer, from any liability for providing the above-mentioned information.

Pursuant to state law, "documentation related to the job performance or job related conduct of any employee/applicant is defined as, and may be limited by the producing district to include: all annual evaluations, letters of reprimand, letters of direction, letters of commendation or award, disciplinary actions and documentation of disciplinary investigations, recommendations for probation, notices of probation, notices of removal from probation, recommendations for termination or nonrenewal, notices of termination or nonrenewal, notices from the professional standards commission of Idaho or any other such similar state agency of action taken against an individual's certificate and any rebuttal documentation filed by the employee relative to any of the above documents." I.C. § 33-1210(2)(b).

§ 33-1210 RELEASE:

I understand that the above requirements are a condition of my obtaining employment with the District and I consent to my current and former employers, both inside and outside the State of Idaho, upon receipt of this signed authorization, to comply with Idaho law. I further consent that such authorization may be provided to the hiring District via electronic means.

_____ _____
Signature of Applicant Date

_____
Printed Name of Applicant

_____
Identifying Employee Number/Name of Applicant or other Identifying Information for Past Employer

- Information obtained through the use of this Release will be used only for the purpose of evaluating the qualifications of the Applicant for employment. This information will not be disclosed in any manner other than as provided by Statute.

- A copy of this Release and all information obtained through use of this Release will be placed into the Applicant's Personnel File with the District upon employment of the Applicant, if any.

- An Applicant's failure to disclose any former School District employer, whether within or outside of the State of Idaho, will serve as the basis for immediate termination and, for certificated personnel, may also result in the District's reporting of the individual to the Idaho Professional Standards Commission for a potential violation of the Code of Ethics for Professional Educators.

- By accepting an executed copy of this form, the hiring School District makes no guaranty or promise of employment to the Applicant. Further, the hiring School District may employ the Applicant on a conditional basis pending review of information gathered pursuant to this Release. Such conditional employment is not a guarantee or promise of continued employment with the hiring School District for any length of time or pursuant to any additional conditions.

Request to Employer **5100F2**

REQUEST TO EMPLOYER
IDAHO CODE 33-1210

Idaho Code 33-1210 requires all Idaho Public School employers to obtain past Idaho Public School employer performance information regarding any individual they are considering for hire, with regard to any position at an Idaho Public School. Specifically, the code section language states:

> *Before hiring an applicant, a School District shall request, in writing, electronic or otherwise, the Applicant's current or past employers, including out-of-state employers, to provide the information described in subsection (2)(a) of this section, if any.*

The aforementioned subsection (2)(a) of the statute requires Applicants to sign a statement "authorizing the applicant's current and past employers (meaning school district employers), including employers outside of the State of Idaho, to release to the hiring School District all information relating to the job performance and/or job related conduct, if any, of the applicant and making available to the hiring School District copies of all documents in the previous employer's personnel, investigative, or other files relating to the job performance by the Applicant."

Enclosed please find a copy of the signed Authorization for Release of Information from _____, an Applicant for employment with the Challis Joint School District. This individual has identified your Public School as a prior employer. Accordingly, we are requesting that you please provide to the District a copy of all information relating to this individual's performance as an employee with your District. In accordance with the terms of the statute in question, we request receipt of this information within 20 business days after receipt of this request. This information may be sent either as written documentation or in electronic format. We would request that you advance this information to:

Kim Williams at kim@d181.k12.id.us

It should be noted that this statute provides that any School District or employee acting on behalf of the School District, who in good faith discloses information pursuant to this section either in writing, printed material, electronic material, or orally is immune from civil liability for the disclosure. An employer is presumed to be acting in good faith at the time of the disclosure under this section unless the evidence establishes one or more of the following:

1. That the employer knew the information disclosed was false or misleading.
2. That the employer disclosed the information with reckless disregard for the truth; or
3. That the disclosure was specifically prohibited by a state or federal statute.

Should you have any questions regarding this matter, please contact: Kim Williams at the above contact information.

Request for Verification of Certificate Status **5100F3**

REQUEST FOR VERIFICATION OF CERTIFICATE STATUS

Attn:
Director of Certification/Professional Standards
Idaho State Department of Education
650 W. State Street
P.O. Box 83720
Boise, ID 83720-0027

Pursuant to § 33-1210(5), Idaho Code, the District is seeking information regarding the following individual:

Name of Applicant _____

D.O.B.: _____

Specifically, pursuant to the above-referenced statute, the District is seeking the following information in order to address a hiring decision:

1. Certificate status;
2. The existence of any past findings or complaints relating to violations of the Code of Ethics for Professional Educators;
3. The existence of any current complaints or investigations relating to alleged violations of the Code of Ethics for Professional Educators; and
4. Any information relating to job performance as defined by the State Board of Education, pursuant to Subsection (11) of Idaho Code 33-1210, for any applicants for certificated employment.

The District would greatly appreciate it if this information could be advanced to the attention of Kim Williams on or before the _____ day of _____ in order to allow a timely decision as to employment matters. This information may be mailed at the above address or sent via electronic format to: kim@d181.k12.id.us.

Sincerely,

_____
Human Resource Representative

Disclosure of Past Resignations, Investigations, and Disciplinary Action 5100f4

Idaho law requires applicants for **any** position at any Idaho public school to provide sworn written statement disclosing any:

1. Pending or prior investigations;
2. Resignations during investigations or in lieu of contemplated disciplinary action; or
3. Disciplinary actions involving the applicant for misconduct in connection with employment or professional licensure or certification.

Please describe any of the above that apply to you:

_____
_____
_____
_____

_____ None of the above circumstances apply to me.

For the purposes of this form, misconduct shall mean any conduct that violates the provisions of IC 33-1208 relating to educator-student relationships or the Code of Ethics for Idaho Professional Educators relating to educator-student relationships.

Any applicant who makes a material misrepresentation or willful omission related to the disclosure statements or information required in this subsection shall be subject to immediate termination or rescission of offer of employment or employment contract. This misrepresentation or omission may also result in a report to the Professional Standards Commission.

Sworn Statement

I swear that my statements above are true and include all applicable circumstances listed above.

_____ _____
Signature of Applicant Date

_____
Printed Name of Applicant

_____
Identifying Employee Number/Name of Applicant or other Identifying Information for Past Employer

Procedures for Obtaining Records for Applicants 5100p1

1. Before hiring an applicant for employment in a certificated or non-certificated position the District shall have the applicant sign the statement/release (form 5100f1) and provide a list of their previous employers and disclosure of past registrations, investigations, and disciplinary action (5100f4). The list may be obtained via resume or application. The District will not hire an applicant who refuses or fails to sign these forms.
2. The signed statement/release will then be sent by the District to all of the applicant's current or past, in state or out of state, school district employers along with a request for information relating to job performance and/or job related conduct (form 5100f2).
   Note: The District does not have to request the information for all applicants. The District only has to request the information for applicant(s) the District is considering offering the position to. However, in the interest of timeliness, as it may take up to 20 days to receive such information, the District may request the information of every applicant who has sent a signed statement/release.
3. The District may follow up with current or past school district employees if the information requested has not been received within 25 days from the date the request was sent. The District may hire non-certificated applicants on a conditional basis pending receipt of the information requested. Applicants shall not be prevented from being hired if an out of state current or past school district employer refuses to comply with the request. The District will attempt to obtain a written refusal along with the reason for the refusal from the non-compliant out of state school district employer. The written refusal shall be kept as a part of the applicant's file. The Board directs the Superintendent to establish steps to be taken in confirming prior work experience and checking references of new employees whose former employers refuse to release documentation and for those with no prior public school work experience.
4. The District shall also request State Department of Education verification of certification status as well as any past or pending violations of the Professional Code of Ethics and information related to the job performance of the applicants for any certificated position (form 5100f3).
5. When such information and documentation is not received prior to screening or interviews, the District will review such information no less than 30 days after it has been received. If an applicant has been offered provisional employment pursuant to IC 33-1210(7), the District should review the documentation within ten days of receipt. If a written request statement of non-employment is to be provided to the provisional employee, it shall be provided before the end of 30 days after the receipt of the documents. If the provisional employee is to be employed by the District, a written contract should be provided prior to the end of the 30 day period. It is the goal of the District to avoid any situation where an applicant or provisional employee is employed by default or without a written contract.
6. The District shall use information received from applicant's current or past employers only for the purposes of evaluating an applicant's qualifications for employment in the position for which the applicant has applied. No Board member or District employee shall disclose the information received to any person, other than the applicant, who is not directly involved in the process of evaluating the applicant's qualifications for employment.

Procedure History
Adopted on: 11/2022
Revised on: 9/2026
Reviewed on:

Veteran's Preference 5100p2

The District shall give preference in hiring, and in the case a reduction in force, consideration for a retention, to veterans, unmarried widows and widowers of veterans, and the spouse of any veteran who is unable to work in public employment due to a service-connected disability. Such applicants shall be referred to as "preference eligible applicants" throughout this policy.

This preference does not apply to temporary positions or to appointments to the Board.

For the purpose of this policy, "veterans" means any person who has been discharged or released from active duty in the armed forces under honorable conditions who served on active duty for at least 180 consecutive days.

The District shall post this procedure on the District's website and shall note on all announcements and advertisements of applicable vacancies that preference will be given to preference eligible applicants. Applications for qualifying positions shall ask whether the applicant is claiming veterans' preference and whether the applicant has previously claimed such a preference. The form shall also indicate what documentation is required to confirm veteran status.

Any application for a position submitted by a preference eligible applicant shall be considered, provided it is received before a candidate is chosen to fill the position, regardless of whether the application is received before the deadline to receive applications.

The District shall interview all preference eligible applicants who qualify for the position for which they have applied unless the total number of preference eligible applicants applying for a position exceeds ten.

A preference eligible applicant shall be hired in cases where no other employee is more qualified or there is no articulable reason to select another candidate.

Appeal Process

If an applicant or employee believes they have been denied preference to which they are entitled under this procedure, they may appeal the decision within 35 days of the alleged denial of preference by submitting a written request for appeal to the Board clerk. Such request must include:

1. The applicant or employee's full name and mailing address;
2. A request for either a telephonic or a face-to-face hearing. In the former case, the telephone number where a telephonic hearing may be conducted must be included;
3. The position applied for (if applicable);
4. A brief statement of the applicant or employee's basis of eligibility for a preference;
5. A brief statement of the issues the applicant or employee proposes to raise at the hearing; and
6. Any dates or times the petitioner or the petitioner's attorney cannot be available for a hearing.

The Board shall direct the Superintendent to notify the applicant or employee of the time and date of the hearing and that the Board shall be the presiding officer at the hearing. Such notice shall be provided at least seven days before the hearing and indicate:

1. Whether the meeting will be by phone or in person;
2. The location of the meeting, if it will be held in person. In person meetings may only be held in the city where the position is located unless the parties agree otherwise; and
3. The address to which relevant documents must be sent.

The hearing shall be held within 35 days of receipt of the request unless good cause to extend the hearing is shown by the Board or by the applicant/employee, in which case the hearing must be held within 70 days.

Prior to the hearing, each side shall notify the others of the witnesses they intend to call and provide one another with copies of any documents to be presented. Evidence may be considered or rejected in accordance with IDAPA 21.01.06.103.03.

The applicant or employee may be represented by an attorney, at their own expense, if they chose.

The Board shall issue a written order reflecting its decision on the matter within 35 days of the hearing. The order shall include:

1. Specific findings on all major facts at issue.
2. A reasoned statement in support of the decision.
3. All other findings and recommendations of the Board.
4. A preliminary decision finding that a preference was or was not applied by the public employer as required by Idaho law.
5. The procedure and time limits for filing an appeal to the district court under Section 65-506, Idaho Code.

Procedure History:
Promulgated on: 8/2019
Revised on:
Reviewed on: 11/2022

Certificated Personnel Employment 5105

Definitions

Category 1 Certificated Employees–Certificated personnel hired on a limited one-year contract after August 1st or the spouse of a Trustee hired under the limited provisions of Section 33-507(3), Idaho Code.

Category 2 Certificated Employees-Certificated personnel in the first and second years of continuous employment within the same school district.

Category 3 Certificated Employees—Certificated personnel in the third year of continuous employment by the same school district.

Renewable Contract Certificated Employees – With the exception of Interim Certificate holders, upon being offered a contract for a fourth full consecutive year of employment as a certificated teacher certificated personnel may automatically renew their employment with this District, for the next school year, by timely returning their contract.

The District shall have the option to grant renewable contract status when it hires a certificated employee who has been on a renewable contract with another Idaho school district or who has out-of-state experience which would otherwise qualify the certificated employee for renewable contract status in Idaho. Alternatively, the District can place the certificated employee on a Category 3 contract.

Retired: Certificated personnel receiving retirement benefits from the public employee retirement system of Idaho, except those who received benefits under the early retirement program previously provided by the State, hired as at-will employees. Retired school employee means any District employee employed as instructional staff, pupil service staff, or professionally endorsed staff and any staff holding a certificate as described in in to 33-1210A, Idaho Code, as well as school bus drivers.

Interim Certificate Holder: A certificated employee who holds an interim certificate while they pursue an alternate route to certification must complete at least nine semester credits annually toward the completion of their alternate route to certification and meet their annual progress goals toward the completion of the alternate route. The District may take action to terminate or non-renew a teacher with an interim certificate who fails to meet these requirements. Such termination or non-renewal shall be carried out in accordance with State law and administrative rules and District policy. Personnel who hold an interim certificate and/or emergency authorization and have not been issued their five-year renewable certificate shall not exceed a Category 3 Contract until conditions have been met.

Notice

Employees

1. Category 1 Certificated Employees' contract is specifically offered for the limited duration of the ensuing school year, and no further notice is required by the district to terminate the contract at the conclusion of the contract year.

2. Category 2 Certificated Employees shall be provided written statement of reason for non-reemployment by no later than July 1st and are not entitled to a review of the reasons or decision not to reemploy by the Board.

3. Category 3 Certificated Employees shall be provided a written statement of reason for non-reemployment by no later than July 1st and shall, upon written request, be given the opportunity for an informal review of such decision by the Board of trustees. The parameters for the informal review will be determined by the District Board. Before the Board determines not to renew the contract for the unsatisfactory performance of category 3 certificated employees, such employees shall be entitled to a defined period of probation as established by the Board, following at least one evaluation. In no case shall the probationary period be less than eight weeks. The probation shall be preceded by written notice from the Board, with the reasons for the probationary period and the areas of work which are deficient and with provisions for adequate supervision and evaluation of the employees' performance during the probationary period.
4. Contracts for all renewable contracted certificated employees shall be issued by July 1st. All employees on renewable contracts must timely return their contract. The employee's failure to timely return a renewable contract may be interpreted by the Board as a declination of the right to automatic renewal or the offer of another contract. Before the Board determines not to renew the contract for the unsatisfactory performance of renewable contracted certificated employees, such employees shall be entitled to a defined period of probation as established by the Board, following an observation, evaluation, or partial evaluation. The probation shall be preceded by written notice from the Board, or its designee, with the reasons for the probationary period and with provisions for adequate supervision and evaluation of the employees' performance during the probationary period.
5. Contracts for retired teachers are specifically offered for the limited duration of the ensuing school year, and no further notice is required by the District to terminate the contract at the conclusion of the contract year.

Supplemental Contracts

An extra duty assignment is, and extra duty supplemental contracts may be issued for, an assignment which is not part of a certificated employee's regular teaching duties. A supplemental contract for extra duties shall be separate and apart from the certificated employee's underlying contract (Category 1, 2, 3 or renewable) and no property rights shall attach. A written notice of non-reissuance of the extra duty supplemental contract with a written statement of reasons shall be provided. The employee, upon written request the certificated employee shall be given the opportunity for an informal review of such decision by the Board. The parameters for the informal review will be determined by the Board. The contract shall be in a form approved by the state superintendent of public instruction.

An extra day assignment is, and supplemental extra day contracts, may be issued for, an assignment of days of service in addition to the standard contract length used for the majority of certificated employees of the District. Such additional days may be in service of the same activities as the employee's regular teaching duties. Any such extra day contracts shall provide the same daily rate of pay and rights to due process and procedures as provided by the certificated employee's underlying contract (Category 1, 2, 3 or renewable).

The contract shall be in a form approved by the state superintendent of public instruction.

Delivery of Contract
Delivery of a contract may be made only in person, or by certified mail, return receipt requested, or electronically, return receipt requested. If delivery is made in person, the delivery must be acknowledged by a signed receipt.

If a District delivers contracts via electronic means, with return electronic receipt, and the District has not received a returned signed contract and has not received an electronic read receipt from the employee, the District shall then resend the original electronically delivered contract to the employee via certified mail, return receipt requested, and provide such individual with a new date for contract return.

Return of the Contract
A person who receives a proposed contract from the district shall have 10 days from the date of delivery to sign and return the contract.

Failure to Accept or Acknowledge
Should a person willfully refuse to acknowledge receipt of the contract, or the contract is not signed and returned to the Board within the designated time period, the Board may declare the position vacant. Through this policy the Board delegates to the Superintendent the power, as the designee of the Board, to declare such position vacant should a signed contract not be returned within the designated period.

Cross Reference:
Policy 5340 Evaluation of Certificated Personnel Policy
6100 Superintendent
Legal Reference:
I.C. § 33-507 Limitation upon Authority of Trustees
I.C. § 33-513 Professional Personnel
I.C. § 33-514 Issuance of Annual Contracts – Support programs – Categories of Contracts – Optional Placement
I.C. § 33-514A Issuance of Limited contract
I.C. § 33-515 Issuance of Renewable Contracts
I.C. § 33-515A Supplemental Contracts
I.C. § 59-1302 Definitions
IDAPA 08.02.02.016 Idaho Interim Certificate
IDAPA 08.02.02.042 Alternate Routes to Certification

Policy History:
Adopted on:5/11/2009
Reviewed on: 11/2022
Revised on: 8/8/2012, 8/2019, 8/2021, 7/2022

Informal Review 5107

The following employees may request an informal review for the board's decision to not reemploy:

1. Category 3 employees.
2. An administrative employee
3. A certificated employee on a supplemental contract.

The parameters for the informal review will be determined by the District.
The request for an informal review must be in writing and include a statement explaining the reasoning for disagreement with the Board's decision. The statement must not exceed two pages.
The District will use the following procedure:

1. The employee must request, in writing, an informal review within 10 school days of receiving notice of the events creating a right to Informal Review. The request must be submitted to the Board Clerk. Failure to request Informal Review within 10 days will result in the employee waiving the right to an Informal Review.
2. The employee will be given an opportunity to meet with the Board in executive session at the next regular board meeting of the board of trustees. At the option of the Board, the employee may be permitted to provide the Board with documentation in support of the employee's position. The Board, in its discretion, may limit the amount of time allocated for the presentation of any additional information by the employee during the Informal Review.
3. The Administration shall have the right to present during the Informal Review and may respond to the employee's presentation and/or respond to any inquiries by the Board.
4. The Board shall make a decision to uphold the earlier employment decision or make some other decision regarding the issue(s) raised during the executive session. Such decision must be made by the Board in open session, identifying the employee by number or letter.
5. The Board will notify the employee, in writing, of its final decision in the matter within 15 days of the date of the informal review.

The employee does not have the right to be represented by an attorney or a representative of the State teachers Association, present evidence and cross-examine witnesses unless specifically agreed to by the Board. The Board may elect to ask questions of the employee or administrator present at the Informal Review, but this does not confer upon the employee the right to ask questions of the Board or the administration.

Cross Reference:
5105 Certificated Personnel Employment
Legal Reference:
I.C. § 33-514 Issuance of Limited Contract
I.C. § 33-515 Issuance of Renewable Contracts
I.C. § 33-515A Supplemental Contracts

Policy History:
Adopted on: 12/09
Reviewed on: 8/2019
Revised on: 1/2020 , 11/2022

Criminal History/Background Checks 5110

General

It is the policy of the District not to employ or to continue the employment of classified, professional or administrative personnel who may be deemed unsuited for service by reason of arrest and/or criminal conviction. While an arrest or conviction of a crime, in and of itself, may not be an automatic bar to employment, if an arrest or conviction relates to suitability of the individual to perform duties in a particular position, such person may be denied employment or in the case of current employees, may face disciplinary action, up to and including termination.

It is the policy of this District to perform criminal history checks as required by Idaho law and to perform other types of background checks on employees or volunteers including, but not limited to:

1. Contacting prior employers for references;
2. Contacting personal references; and/or
3. Contacting other persons who, in the discretion of the District, could provide valuable information to the District.

Where a prior conviction is discovered, the District will consider the nature of the offense, the date of the offense and the relationship between the offense and the position for which application is sought, or the person is employed. Any individual convicted of a felony offense listed in I.C. 33-1208(2) shall not be hired.

If an applicant or employee makes any misrepresentation or willful omissions of fact about their prior criminal history, this misrepresentation or omission shall be sufficient cause for disqualification of the applicant or termination of employment.

Individuals desiring to be employed by, or volunteer for, Challis Joint School District #181 will not be allowed to begin working with students until an approved criminal history/background check has been submitted and/or completed. If the position needs filled immediately, the District will provide staff with the employee until the criminal history/background check is complete and reported to the District.

Any certificated employee who was hired prior to July 1, 2020, and has their teaching certificate revoked by the Professional Standards Commission due to the updated crimes listed in I.C. § 33-1208 shall be granted an informal review based on their contract category, as outlined in Policy 5105

Initial Hires

In order to protect the health, safety, and welfare of the students of the District, Idaho law requires the following employees hired on or after July 1, 2008, to submit to criminal history checks. The list is to include, but is not limited to:

1. Certificated and non-certificated employees.
2. All applicants for certificates.
3. Substitute staff.

4. Individuals involved in other types of student training such as practicums and internships; and
5. All individuals who have unsupervised contact with students.

A criminal history check shall be based on a complete ten finger fingerprint card and include the following:

1. Idaho bureau of criminal identification.
2. Federal bureau of investigation (FBI) criminal history check.
3. Statewide sex offender register.

Employees will be required to undergo a criminal history check no later than five days after starting employment or unsupervised contact with students, whichever is sooner.
The fee charged to an employee will be clarified when submitting paperwork. All criminal history check records will be kept on file at the state department of education. A copy of the records will be given to the employee upon request.

Employee Arrest or Conviction
All employees shall have a continuing duty to notify the District of any arrest or criminal conviction that occurs subsequent to being hired by the District. In the event that any employee, whether full-time or part-time, probationary, or non-probationary, classified or certified, is arrested, charged or indicted for a criminal violation of any kind, whether misdemeanor or felony, with the exception of minor traffic infractions, they are required to report such arrest promptly to the employee's supervisor or department head within one business day unless mitigating circumstances exist. This reporting requirement applies regardless of whether such arrest has occurred on-duty or off-duty. Failure to comply with this reporting requirement shall be grounds for disciplinary action, up to and including termination.

Additionally, if an employee has a protection order served against them, the employee shall follow the same reporting requirements as outlined above.

Supervisors or department heads shall contact the Superintendent or designee upon receiving notification that an employee has been arrested or has a protection order served against them. The District reserves the right to determine appropriate disciplinary action in such cases, up to and including termination, depending upon the facts and circumstances surrounding the incident.

The District, at its discretion, may terminate or take other action against any employee that has either been convicted of one or more of the felony offenses set forth in I.C.§ 33-1208 or made a material misrepresentation or omission on their job application.

Substitute teachers
The State Department of Education shall maintain a statewide list of substitute teachers. To remain on the statewide substitute teacher list, the substitute teacher shall undergo a criminal history check every five years. If a substitute teacher has undergone a criminal history check within five years as a result of employment with another District, the District, may in its sole discretion, not require a substitute to undergo a criminal history check. If the District does desire substitute teacher who has undergone a criminal history check within the last five years to undergo an additional criminal history check, the District will pay the costs of such check.

Other Employees
The District may require that any employee be subjected to criminal history checks. If required, the District will pay the costs of such checks.
Volunteers
Any volunteer in the District who has unsupervised contact with students or who volunteers regularly with the District, as determined by the Superintendent or the Superintendent's designee, shall submit to a fingerprint criminal background investigation conducted by the appropriate law enforcement agency prior to consideration for volunteering in the schools of this District.

Any requirement of a volunteer to submit to a fingerprint background check shall be in compliance with the Volunteers for Children Act of 1998 and applicable federal regulations. If a volunteer has any prior record of arrest or conviction by any local, state, or federal law enforcement agency for an offense other than a minor traffic violation, the facts must be reviewed by the Superintendent, who shall decide whether the volunteer is suitable to be in the presence of the students in the District. Arrests resolved without conviction shall not be considered in the hiring process unless the charges are pending.

Contractors
The District maintains a safe environment for students by developing a system that cross-checks all District contractors or other persons who have irregular contact with students against the statewide sex offender registry.

Confidentiality
Outstanding warrants, criminal charges and/or protective orders may be confidential. An employee who is provided access to such information relating to another employee shall ensure that the information remains confidential. If an employee discloses such information without authorization, the employee shall be subject to disciplinary action.
If an employee has a violation on their criminal background check the Board will be informed in executive session.

Cross Reference:
4605 Student Teachers
5100 Hiring Process and Criteria
5700 Substitutes
5725 Private Service Providers/Consultants

Legal Reference:
I.C. 33-130 Criminal history checks for school District employees or applicants for certificates
I.C. 33-512 Governance of schools
I.C. 74-106 Records Exempt from Disclosure
Pub. L. 105-251, Volunteers for Children Act

Policy History: Adopted
on: 7/11/05
Reviewed on:
Revised on: 1/08, 3/08, 12/08, 4/14, 8/2019, 7/2020, 11/2022, 9/2025

Equal Employment Opportunity and Non-Discrimination 5120

The District shall provide equal employment opportunities to all persons, regardless of their race, color, religion, creed, national origin, sex, gender identity, sexual orientation, age, ancestry, marital status, military status, citizenship status, pregnancy, use of lawful products while not at work, physical or mental handicap or disability if otherwise able to perform the essential functions of the job with reasonable accommodations, and other legally protected categories.

The District will make reasonable accommodation for an individual with a disability known to the District, if the individual is otherwise qualified for the position, unless the accommodation would impose an undue hardship upon the District.

Inquiries regarding discrimination should be directed to the Title IX Coordinator or Nondiscrimination Coordinator. Specific written complaints should follow the Uniform Grievance Procedure.

In compliance with federal regulations, the District will notify annually all students and applicants of this policy and the designated coordinator to receive inquiries. Notification should include the name and location of the coordinator.

Cross Reference:
4175 Required Annual Notices
5100 Hiring Process and Criteria
5250 Certificated Staff Grievance
Legal Reference:
8 U.S.C. §§ 1324(a), *et seq*. Immigration Reform and Control Act
20 U.S.C. §§ 1681-82, *et seq* Title IX of the Education Amendments of 1972
29 U.S.C. § 206(d) Equal Pay Act of 1963-Prohibiton of Sex Discrimination
29 U.S.C. §§ 621-34, *et seq*. Age Discrimination in Employment Act
29 U.S.C. §§ 791, *et seq*. Rehabilitation Act of 1973
42 U.S.C. §§ 12101 *et seq*. Title I Americans with Disabilities Act of 1990
42 U.S.C. §§ 2000(e), *et seq*. Title VII of Civil Rights Act of 1964 (Equal Opportunity Employment)
29 C.F.R., Part 1601 Title VII of Civil Rights Act
29 CFR 1604.10 Pregnancy Discrimination Act - Employment Policies Relating to Pregnancy and Childbirth
34 C.F.R., Part 106 Nondiscrimination of the Basis of Sex Education Programs or Activities Receiving Federal Financial Assistance
I.C. § 67-5909 State Government and State Affairs - Acts Prohibited
US Supreme Court Decision: Boystock v. Clayton County Georgia

Policy History:
Adopted on: 1/11/05
Reviewed on: 9/2022
Revised on: 8/2019, 1/2020, 7/2020, 11/2022

Reporting New Employees 5125

The Idaho Legislature has established an automated state directory of new hires to be administered by Idaho Department of Labor (herein after Department). The state directory of new hires provides a means for employers to assist in the State's efforts to prevent fraud in the welfare, worker's compensation and unemployment insurance programs; to locate individuals to establish paternity; to locate absent parents who owe child support; and to collect support from those parents by reporting information concerning newly hired and rehired employees directly to a centralized State database.

The District will report the hire or rehire of an individual by submitting to the department a copy of the employee's completed and signed United States and internal revenue service form W-4 (employee's withholding allowance certificate). Before submitting the W-4 form, the District will ensure that the W-4 form contains the following information:

1. The employee's name, address, and social security number.
2. The District's name, address, and federal tax identification number.
3. The District's Idaho unemployment insurance account number, which must be designated at the bottom of the form; and
4. The employee's date of hire or rehire, which must be designated at the bottom of the form.

This District will report the hiring or rehiring of any individual to the department within 20 calendar days of the date the employee actually commences employment for wages or remuneration. The report will be deemed submitted on the postmarked date or, if faxed or electronically submitted, on the date received by the Department. A copy of the report will be retained by the District, and the copy will set forth the date on which the report was mailed, faxed, or electronically transmitted.

Should the District choose to file its report electronically, the District will comply with the Department's regulations of such transmissions. Electronically transmitted reports will be filed by two monthly transmissions if necessary, not less than 12 days apart and not more than 16 days apart.

The District is not liable to the employee for the disclosure or subsequent use of the information by the Department or other agencies to which the Department transmits the information.

Legal Reference:
I.C. § 72-1601 *et seq*. State Directory of New Hires
Policy History:
Adopted on: 1/11/10
Reviewed on: 8/2019, 11/2022
Revised on:

Administrative Leave 5130

The Board hereby delegates to the Superintendent and any designee of the Superintendent the Board's authority to place a certificated employee on a period of paid administrative leave/ paid suspension if the Superintendent/designee believes that such action is in the best interest of the District.

Should this authority be exercised, and any certificated employee placed onto a period of paid administrative leave or suspension, this action shall be presented to the Board within 21 days of taking such action, whether at the next regularly scheduled Board meeting or a special meeting.

At the time the Board is presented with the action they shall either ratify or nullify the act of placing the certificated employee onto a period of paid leave or suspension. The Board may continue the period of administrative leave or suspension at the time the Board takes action.

Legal Reference:
I.C. 33-513 School District Trustees: Professional Personnel

Policy History:
Adopted on: 04/11/2012
Reviewed on: 8/2019
Revised on: 11/2022

Applicability of Personnel Policies 5200

Except where expressly provided to the contrary, personnel policies apply uniformly to the employed staff of the District. However, where there is a conflict between the terms of a collective bargaining agreement and the District's policy, the law provides that the terms of the collective bargaining agreement shall prevail for the staff covered by that agreement.

When a matter is not specifically provided for in an applicable collective bargaining agreement, the policies of the Board to effectively and efficiently manage the District shall govern.

Classified employees are employed at will and the District policy manual is not intended to express a term of an employment agreement. The provisions of this policy manual do not create a property right which would modify the District's right to terminate the employment relationship of classified employees at will.

Legal Reference:
Metcalf v. Intermountain Gas Co., 778 P.2d 744 (Idaho 1989)

Policy History:
Adopted on: 1/05
Reviewed on:
Revised on: 12/08, 8/2019, 11/2022

Job Descriptions 5205

There shall be written job descriptions for all positions and for all employees of the School District. The job description will describe the essential characteristics, requirements, and general duties of the job or position. All personnel shall be subject to the requirements delineated in the job descriptions so that they may effectively contribute to the goals and purposes for the school District. The descriptions shall not be interpreted as complete or limiting definitions of any job, and employees shall continue in the future, as in the past, to perform duties assigned by the Board, supervisors, or other administrative authority.

Once each year or as provided by Idaho Code, the supervisors of all employees shall confer with each person under their supervision to review the individual's work.

The evaluation shall be documented by use of the District evaluation form for classified or certificated personnel. No evaluation should be signed before it is fully discussed by both the employee and the supervisor. One signed copy will be given to the employee and one signed copy will be given to the Superintendent to be maintained in the employee's personnel file.

Cross Reference:
5500 Personnel Files
6300p Administrator Job Descriptions
Legal Reference:
I.C. § 33-514 Issuance of Annual Contracts
I.C. § 33-515 Issuance of Renewable Contracts
I.C. § 33-517 Non-certificated Personnel
Policy History:
Adopted on: 1/05
Reviewed on: 8/2019
Revised on: 6/2015, 1/2020, 11/2022

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Combination Superintendent/Building Principal

Qualifications

1. Idaho Administrator Certificate endorsed for principal and superintendent.
2. Central office, school administration, and teaching experience as determined by the Board of Trustees; previous successful superintendent experience preferred.
3. Strong background in curriculum, supervision, discipline, human relations skills, team building, and technology.
4. Demonstrated ability in personnel management, strategic planning, business practices, budgeting, school law, and research-based educational programs.
5. Demonstrated leadership and communication ability in working with students, staff, parents, and the public.
6. Capacity for maintaining the respect of the community and educational leaders in Idaho.
7. Excellent public relations and organizational skills.
8. Able to work under pressure and meet deadlines.
9. Maintain confidentiality of staff and students.

Primary Responsibility To

Board of Trustees

Job Summary

To inspire, lead, guide, and direct every member of the administrative, instructional, and support services staff in setting and achieving the highest standard of excellence. To provide leadership and managerial oversight to the instructional program and school operations. To oversee and administer the use of all district facilities, property, and funds so that each student enrolled in the district may be provided with an appropriate and effective education.

Duties and Responsibilities

Instructional Leadership

1. Assume responsibility for the management of the school in accordance with federal and state law, administrative rules, and Board policy.
2. Ensure that a system of thorough and efficient education, as defined in federal and state law, administrative rules, and Board policy is available to all students.
3. Ensure that the goals of the school system are reflected in its educational program and operations.
4. Be responsible for recommending to the Board of Trustees, for its adoption, all courses of study, curriculum guides, and major changes in texts and time schedules to be used in the schools.
5. Ensure implementation and evaluation of all Board-approved written curriculum for all subjects and inclusion of mandated programs and Idaho Core Standards.
6. Provide leadership and guidance in the processes of curriculum planning, coordination, and evaluation.
7. Provide for curriculum articulation among grades and schools in the district.
8. Exercise leadership in school-level planning for improvement of instruction.
9. Initiate, design, and implement programs to meet the specific needs of the school.

10. Encourage staff to develop programs, services, and projects that provide instructional alternatives and flexibility while assuring a consistent education for all students.
11. Ensure the effectiveness of the instructional program by measuring student achievement against state and local standards. Initiate program changes as necessary.
12. Review with staff all curriculum guides and courses of study as directed by the Board.
13. Seek out available sources for grant funding to support programs and projects.
14. Implement a Board-approved program of guidance and counseling services.
15. Establish and maintain an effective learning climate in the school.

Personnel Administration

1. Nominate for employment the best qualified and most competent personnel and ensure that the operation of the schools is conducted in accordance with district policy.
2. Develop recruitment and retention procedures to ensure qualified applicants for certificated and non-certificated positions.
3. Direct and supervise the administrative staff and through them all district staff.
4. Recommend to the Board the contract renewal, promotion, assignment, transfer, demotion, or discharge of all school employees.
5. Supervise all professional, paraprofessional, administrative, and non-professional personnel employed at the school.
6. Mentor staff and demand high performance from staff.
7. Ensure that teacher trainees are provided with direct assistance, including assistance regarding the purpose, expectations, procedures involved in the evaluation process, and close clinical supervision.
8. Evaluate and counsel all Elementary staff members and department heads regarding their individual and group performance in accordance with district policy.
9. Prepare written comments and offer suggestions for improvement when appropriate.
10. Represent the district as an active member of the negotiating team if requested by the Board of Trustees.
11. Supervise the administration of collective bargaining agreements if requested by the Board of Trustees.
12. Recommend and implement district staff professional development.
13. Ensure that all teaching staff members fulfill continuing professional development requirements and receive in-service training required by state and federal laws.
14. Act as a liaison between the Board and the school employees and transmit communications between the two.
15. Delegate responsible personnel for the supervision of the school in their absence.
16. Conduct staff meetings as necessary for the proper functioning of the school.

Curriculum, Instruction, and Contact with Students

1. Supervise the school's educational program and teaching process. Monitor delivery of the instructional program.

2. Be responsible for overseeing the offerings and scheduling of students into classes, establishing the schedule of class offerings, and maintaining a balance of student loads in each class.
3. Collaborate and supervise all curricular and extracurricular activities.
4. Develop and maintain academic programs. Oversee extracurricular programs, and work cooperatively with the business manager to schedule community use of the school building and grounds.
5. Assume responsibility for the attendance, conduct, and health of the students.
6. Greet students in a friendly and dependable manner during their morning arrival whenever possible.
7. Supervise the dismissal of students at the end of the school day whenever possible.
8. Interact appropriately with students during the school day.
9. Maintain high standards of student conduct and enforce the district's discipline policy in accordance with Board policy and the students' rights to due process.
10. Keep records of any disciplinary action and perform follow-up communication with students' parents, teachers, and other administrators as needed.
11. Develop and implement student handbooks and procedures for proper student conduct.
12. Develop and oversee the delivery of the district's intervention services for pupils who are experiencing difficulties in their classes.
13. Provide guidance to individual students and resolve individual behavioral problems.
14. Attend special events held to recognize student achievement and other school-sponsored activities and functions and speak with clarity, authority, and appropriate earnestness at such events.
15. Plan and supervise regularly scheduled parent/teacher conferences and make arrangements for special conferences as necessary.
16. Maintain an active relationship with students and parents based on respect and understanding.
17. Actively pursue all cases of truancy, excessive absences, and tardiness.

Financial and Facilities Management

1. Ensure that the budget implements the district's goals.
2. Oversee the financial planning of the district.
3. Initiate and supervise development of the annual budget, providing opportunity for staff input.
4. Recommend a budget for Board approval and communicate the educational and monetary impact of the budget to the community.
5. Oversee the implementation of the Board-approved budget.
6. Ensure the proper collection, safekeeping, and accounting of all instructional funds and school activity funds.
7. Ensure implementation of Board financial policies and district procedures. Provide direction to, and supervision, of school business functions.
8. Encourage the development and implementation of sound business practices.
9. Continually assess business management practices to achieve efficiency.

10. Ensure funds are spent prudently by providing adequate control and accounting of the district's financial and physical resources.
11. Ensure the maintenance of adequate records for the schools including financial records, business and property records, personnel records, and scholastic records.
12. Establish and maintain an efficient office system to support the administrative functions of the school.
13. Supervise the safekeeping of accurate student and personnel files and other confidential records and documents, including records on the progress and attendance of students.
14. Ensure the destruction of public records in accordance with federal and state law, administrative rules, and Board policy.
15. Supervise the preparation of all school reports, records, and other paperwork for the district office, and other reports required or appropriate to the school's administration.
16. Participate in administrative, Board, and other meetings as required or appropriate.
17. Keep appropriate personnel informed of the school's activities, problems, and needs.
18. Oversee school facility management to provide safe, efficient, and attractive buildings with strong emphasis on preventative maintenance and custodial care.
19. Ensure annual inspections of all school buildings for adherence to health and safety codes.
20. Plan and supervise fire and other emergency drills as required by federal and state law, administrative rules, and Board policy.
21. Be responsible for buildings, grounds, custodial, inventory, food service, transportation, insurance, and driver education, and be responsible for the supervision of supervisors in these areas.

School/Community Relations

1. Develop strategies to promote parental involvement in students' education and provide opportunities for parent-teacher interaction.
2. Greet and interact with parents and visitors, as appropriate.
3. Communicate information to parents and the community that is required by federal and state law, administrative rules, and Board policy.
4. Act as a liaison between the school and the community, interpreting policies of the school and encouraging community participation in school life.
5. Promote community support of the schools.
6. Identify available community resources and links to social service agencies that support education and healthy child development.
7. Establish necessary procedures for referral and cooperative planning with other children's services agencies.
8. Maintain contact and good relations with the local media.
9. Represent the district at local, state, and national professional meetings.
10. Liaise with professional, civic, volunteer, and other community agencies and groups having an interest in the schools.
11. Solicit community opinions regarding school and education issues.

12. Provide for the timely completion of annual district and school-level reporting and planning requirements including school report cards, pupil performance objectives, and a quality assurance report to the public.
13. Report incidents of violence, vandalism, and substance abuse.
14. Work cooperatively with law enforcement authorities in maintaining a safe and drug-free school environment.

Board Responsibilities

1. Provide leadership in the implementation of the district's vision, mission, and goals.
2. Serve as executive officer of the Board with such powers and duties as the Board prescribes.
3. Act as the authorized representative of the district as required.
4. Prepare and recommend short- and long-range plans for Board approval and implement those plans when approved.
5. Be responsible for the annual calendar for adoption by the Board.
6. Attend all regular and special meetings of the Board and participate in a professional leadership role whenever possible.
7. Designate an administrative staff member to serve in their absence, when appropriate.
8. Know Board policy and respect the policymaking authority and responsibility of the Board.
9. Be responsible for their dissemination to school employees and the general public.
10. Recommend drafts of new policies or changes to the Board.
11. Establish guidelines and processes for monitoring the implementation of Board policies.
12. Keep the Board informed of activities and any issues that may arise.
13. Keep the Board informed regarding developments in other districts or at state and national levels that would be helpful to the district.
14. Advise the Board on federal and state law and administrative rules pertaining to schools, and on the Board's policy.
15. Prepare, in conjunction with the Board Chair, agenda recommendations relative to all matters requiring Board action, including all facts, information, options, and reports needed to assure informed decisions.
16. Provide advice and counsel to the Board on matters before it.
17. Recommend the adoption of policies and procedures regarding appropriate training for Board members.

Policy Development

1. Create rules, procedures, and forms and give such instructions to school employees and students to implement Board policy.
2. Advise the Board on the need for new and revised policies.
3. Supervise the effective implementation of all federal and state law, administrative rules, and Board policy.
4. Supervise the efficient maintenance and dissemination of all Department of Education policy documents.
5. Act on their own discretion as needed in any matter not covered by Board policy, report such action to the Board as soon as practicable, and prepare a draft policy to address the issue for the Board to review, modify, and adopt.

6. Federal Programs Coordinator.

Other

1. Ensure that all local, state, and federal standards for the health and safety of students and staff are maintained and that required reports are maintained.
2. Be responsible for all federal programs.
3. Be responsible for all keys issued to personnel in their building.
4. Assume responsibility for their continuing professional growth and development by such efforts as attendance of professional meetings, membership in professional organizations, enrollment in advanced courses, and by reading professional journals and other publications.
5. Seek assistance should emergencies arise.
6. Represent the school district in a positive manner.
7. Know and follow school district policy and chain of command.
8. Perform other duties as assigned.

Evaluation

The performance of this position will be evaluated annually by the Board of Trustees in conformance with district policy; Section 33-513, Idaho Code; IDAPA 008.02.02.121.

Terms of Employment

Employment contract not to exceed three years.

Note: *All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Cross Reference:
6300p Administrator Job Descriptions
Legal Reference:
I.C. § 33-512 Governance of Schools
I.C. § 33-513 Professional Personnel
I.C. § 33-515 Issuance of Renewable Contracts
I.C. § 33-1201 Certificate Required
I.C. § 33-1210 Information on Past Job Performance
IDAPA 08.02.02.026 Administrator Certificate
IDAPA 08.02.02.121 Local District Evaluation Policy—School Principal

REV: 9/2023

Superintendent

Qualifications:

1. Idaho Administrator Certificate endorsed for superintendent.
2. District office, school administration, and teaching experience as determined by the Board of Trustees; previous successful superintendent experience preferred.
3. Strong background in curriculum, supervision, human relations skills, team building, and technology.
4. Demonstrated ability in personnel management; strategic planning; business practices; budgeting; research-based educational programs; and federal and state law, administrative rules, and Board policy pertaining to schools.
5. Demonstrated leadership and communication ability in working with students, staff, parents, the public and board of trustees.
6. Capacity for maintaining the respect of the community and educational leaders in Idaho.
7. Ability to work under pressure and meet deadlines.
8. Excellent public relations and organizational skills.
9. Maintain confidentiality of staff and students.

Primary Responsibility To

Board of Trustees

Job Summary

To inspire, lead, guide, and direct every member of the administrative, instructional, and support services staff in achieving the highest standard of excellence. To oversee and administer the use of all district facilities, property, and funds with maximum efficiency so that each student enrolled in the district may be provided with an appropriate and effective education.

Duties and Responsibilities

Instructional Leadership

1. Ensure that a system of thorough and efficient education is available to all students, in accordance with federal and state law, administrative rules, and Board policy.
2. Ensure that the goals of the school system are reflected in its educational program and operations.
3. Be responsible for recommending to the Board of Trustees, for its adoption, all courses of study, curriculum guides, and major changes in texts and time schedules to be used in the schools.
4. Ensure the implementation and evaluation of all Board-approved written curriculum for all subjects and ensure the inclusion of mandated programs and state core curriculum content standards.

5. Provide leadership and guidance in the processes of curriculum planning, coordination, and evaluation. Provide curriculum articulation among grades and schools in the district.
6. Encourage staff to develop programs, services, and projects that provide instructional alternatives and flexibility while assuring a consistent education for all students.
7. Ensure the effectiveness of the instructional program by measuring student achievement against state and local standards.
8. Initiate program changes as necessary.
9. Review with staff all curriculum guides and courses of study as directed by the Board.
10. Seek out available sources for grant funding to support programs and projects.
11. Develop and oversee the delivery of the district's intervention services for pupils who are experiencing difficulties in their classes.
12. Implement a Board-approved program of guidance and counseling services.

Personnel Administration

1. Nominate for employment the best qualified and most competent personnel and ensure that the operation of the schools is conducted in accordance with district policy.
2. Develop recruitment and retention procedures to ensure qualified applicants for certificated and non-certificated positions.
3. Direct and supervise the administrative staff and through them all district staff.
4. Recommend to the Board the contract renewal, promotion, assignment, transfer, demotion, or discharge of all school employees.
5. Mentor staff and demand high performance from staff.
6. Be responsible for the evaluation of all certified and non-certified employees.
7. Represent the district as an active member of the negotiating team if requested by the Board of Trustees.
8. Supervise the administration of collective bargaining agreements if requested by the Board of Trustees.
9. Recommend and implement district staff professional development.
10. Ensure that all teaching staff members receive continuing professional development and training required by federal and state law, administrative rules, and Board policy.
11. Act as a liaison between the Board and the school employees and transmit communications between the two.

Financial and Facilities Management

1. Ensure that the budget implements the district’s goals.
2. Oversee the financial planning of the district.
3. Initiate and supervise development of the annual budget, providing opportunity for staff input.
4. Recommend budget and budget priorities for Board approval and communicate the educational and monetary impact of the budget to the community.

5. Oversee the implementation of the Board-approved budget.
6. Ensure funds are spent prudently by providing adequate control and accounting of the district's financial and physical resources.
7. Ensure the maintenance of adequate records for the schools including financial records, business and property records, personnel records, and scholastic records.
8. Administration of the instructional accounts of the school budget.
9. Ensure implementation of Board financial policies and district procedures.
10. Provide direction to, and supervision, of school business functions.
11. Encourage development and implementation of sound business practices.
12. Oversee school facility management to provide safe, efficient, and attractive buildings with strong emphasis on preventative maintenance and custodial care.
13. Ensure annual inspections of all school buildings for adherence to federal and state law, administrative rules, and Board policy pertaining to health and safety.
14. Be responsible for buildings, grounds, inventory, food service, transportation, insurance, driver education, and for the management of supervisors in these areas.
15. Continually assess business management practices to achieve efficiency.

School/Community Relations

1. Develop strategies to promote parental involvement in their children's education and provide opportunities for parent-teacher interaction.
2. Promote community support of the schools.
3. Identify available community resources and links to social service agencies that support education and healthy child development.
4. Interpret and clarify the purpose and needs of the school system, as well as district programs and services, reports, plans, events, and activities of interest to the Board, staff, students, and the general public.
5. Establish necessary procedures for referral and cooperative planning with other children's services agencies.
6. Maintain contact and good relations with local media.
7. Represent the district at local, state, and national professional meetings.
8. Liaise with professional, civic, volunteer, and other community agencies and groups having an interest in the schools.
9. Solicit community opinions regarding school and education issues.
10. Provide for the timely completion of annual district and school-level reporting and planning requirements including school report cards, pupil performance objectives and a quality assurance report to the public.

Board Responsibilities

1. Provide leadership in the implementation of the district’s vision, mission, and goals.
2. Serve as executive officer of the Board with such powers and duties as the Board prescribes.
3. Act as the authorized representative of the district as required.
4. Prepare and recommend short- and long-range plans for Board approval and implement those plans when approved.
5. Attend all regular and special meetings of the Board and participate in a professional leadership role.

6. Designate an administrative staff member to serve in their absence at Board meetings when appropriate.
7. Know Board policy and respect the policymaking authority and responsibility of the Board.
8. Be responsible for the dissemination of board decisions to school employees and the general public.
9. Keep the Board informed of activities and any issues that may arise.
10. Keep the Board informed regarding developments in other districts or at state and national levels that would be helpful to the district.
11. Advise the Board on federal and state law, administrative rules, and Board policy pertaining to schools.
12. Prepare, in conjunction with the Board Chair, agenda recommendations relative to all matters requiring Board action, including all facts, information, options, and reports needed to assure informed decisions.
13. Provide advice and counsel to the Board on matters before it.
14. Recommend the adoption of policies and procedures regarding appropriate training for Board members.
15. Be responsible for the annual calendar for adoption by the Board.

Policy Development

1. Create rules, procedures, and forms and give such instructions to school employees and students to implement Board policy.
2. Advise the Board on the need for new and revised policies.
3. Supervise the effective implementation of all federal and state law, administrative rules, and Board policy.
4. Supervise the efficient maintenance and dissemination of all Department of Education policy documents.
5. Act on their own discretion as needed in any matter not covered by Board policy, report such action to the Board as soon as practicable, and prepare a draft policy to address the issue for the Board to review, modify, and adopt.

Other

1. Ensure that all local, state, and federal standards for the health and safety of students and staff are maintained and that required reports are maintained.
2. Be responsible for all federal programs.
3. Assume responsibility for their continuing professional growth and development by such efforts as attendance of professional meetings, membership in professional organizations, enrollment in advanced courses, and by reading professional journals and other publications.
4. Seek assistance should emergencies arise.
5. Represent the school district in a positive manner.
6. Know and follow school district policy and chain of command.
7. Gain approval of monthly travel calendar by school board chair
8. Perform other duties as assigned.

<u>Evaluation:</u>

The performance of this position will be evaluated annually by the Board of Trustees in conformance with district policy and Section 33-513, Idaho Code.

Terms of Employment:

****Required for districts other than elementary districts****
Employment contract not to exceed three years.

Note *All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Cross Reference:
6300p Administrator Job Descriptions
Legal Reference:
I.C. § 33-512 Governance of Schools
I.C. § 33-513 Professional Personnel
I.C. § 33-515 Issuance of Renewable Contracts
I.C. § 33-1201 Certificate Required
I.C. § 33-1210 Information on Past Job Performance
IDAPA 08.02.02.026 Administrator Certificate

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Building Principal

Qualifications:

1. Idaho Administrative Certificate endorsed for school principal.
2. Minimum experience as determined by the Board.
3. Strong background in curriculum, supervision, discipline, team building, and technology.
4. Excellent leadership, interpersonal, and communication skills.
5. Excellent organizational skills.
6. Able to work under pressure and meet deadlines.
7. Maintain confidentiality of staff and students.

Primary Responsibility To:

Superintendent and Superintendent's designee and/or Board of Trustees

Job Summary:

To provide leadership and managerial oversight to the instructional program and school operations. To promote the educational development of each student.

Duties and Responsibilities:

School Leadership

1. Be responsible for the management of the school in accordance with federal and state law, administrative rules, and Board policy.
2. Initiate, design, and implement programs to meet the specific needs of the school.
3. Exercise leadership in school-level planning for improvement of instruction.
4. Establish and maintain an effective learning climate in the school.
5. Collaborate with transportation, custodial, cafeteria, and other support services.
6. Communicate information to parents and the community that is required by federal and state law, administrative rules, and Board policy.
7. Act as a liaison between the school and the community (including all ethnic groups), interpreting activities and policies of the school and encouraging community participation in school life.
8. Report incidents of violence, vandalism, and substance abuse immediately.
9. Work cooperatively with law enforcement authorities in maintaining a safe and drug-free school environment.
10. Plan, schedule, and supervise fire and other emergency drills and an emergency preparedness program as required by federal and state law, administrative rules, and Board policy.
11. Greet and interact with parents and visitors, as appropriate.

Supervision and Evaluation of School Staff

1. Assist in the recruiting, screening, hiring, training, assigning, and evaluating of the school's personnel. Recommend finalists for hiring and reassignment to the superintendent and the Board of Trustees.

2. Ensure that all teaching staff members fulfill continuing professional development requirements and receive in-service training required by federal and state law, administrative rules, and Board policy.
3. Supervise all professional, paraprofessional, administrative, and non-professional personnel assigned to the school.
4. Ensure that student teachers are provided with direct assistance, including assistance regarding the purpose, expectations, and procedures involved in the evaluation process. This assistance should include close clinical supervision.
5. Evaluate and counsel all staff members regarding their individual and group performance in accordance with district policy and prepare written comments and offer constructive suggestions for improvement when appropriate.
6. Delegate responsible personnel for the supervision of the school in their absence.
7. Conduct staff meetings as necessary for the proper functioning of the school.
8. Recommend the removal of teachers whose work is unsatisfactory, according to established procedures.

Curriculum, Instruction, and Contact with Students

1. Supervise the school's educational program and teaching process.
2. Monitor delivery of the instructional program.
3. Be responsible for overseeing the scheduling of students into classes, establishing the schedule of class offerings, and maintaining a balance of student loads in each class.
4. Assist in the selection of appropriate instructional materials.
5. Plan, organize, supervise, and evaluate all curricular and extracurricular activities.
6. Develop and maintain a master schedule for the academic and extracurricular programs, and work cooperatively with the business manager to schedule community use of the school building and grounds.
7. Assume responsibility for the attendance, conduct, and health of the students.
8. Greet students in a friendly and dependable manner during their morning arrival whenever possible.
9. Supervise the dismissal of students at the end of the school day.
10. Interact appropriately with students during the school day.
11. Maintain high standards of student conduct and enforce the district's discipline policy in accordance with the students' rights to due process.
12. Keep records of any disciplinary action. Perform follow-up communication with students' parents, teachers, and other administrators as needed.
13. Develop and implement student handbooks and procedures for proper student conduct.
14. Participate in the planning and delivery of intervention and referral services for pupils who are having difficulty in their classes and who have not been classified in need of special education.
15. Provide guidance to individual students and individual behavioral problems.
16. Attend special events held to recognize student achievement and other school-sponsored activities and functions, and speak with clarity, authority, and appropriate earnestness at such events.

17. Plan and supervise regularly scheduled parent/teacher conferences.
18. Make arrangements for special conferences as necessary.
19. Maintain an active relationship with students and parents based on respect and understanding.
20. Actively pursue all cases of truancy and excessive absences and tardies.

Financial and Office Management

1. Ensure the proper collection, safekeeping, and accounting of school activity funds.
2. Initiate and supervise development of the annual budget, providing opportunity for staff input.
3. Establish and maintain an efficient office system to support the administrative functions of the school.
4. Supervise the safekeeping of accurate student and personnel files and other confidential records and documents, including records on the progress and attendance of students.
5. Ensure the destruction of public records in accordance with federal and state law, administrative rules, and Board policy.
6. Supervise the preparation of all school reports, records, and other paperwork for the district office, and other reports required or appropriate to the school's administration.
7. Participate in administrative, Board, and other meetings as required or appropriate.
8. Keep appropriate personnel informed of the school's activities, needs, and any issues that may arise.
9. Work cooperatively with central office staff on matters relating to the school and the district.
10. Provide adequate inventories of property under school jurisdiction and for the security of that property.

Other

1. Assume responsibility for the safety and administration of the school building and grounds.
2. Be responsible for all keys issued to personnel in their building.
3. Assume responsibility for their continuing professional growth and development by such efforts as attendance of professional meetings, membership in professional organizations, enrollment in advanced courses, and by reading professional journals and other publications.
4. Adhere to The Code of Ethics for Idaho Professional Educators adopted by the Professional Standards Commission and the State Board of Education.
5. Seek assistance should emergencies arise.
6. Represent the school district in a positive manner.
7. Know and follow school district policy and chain of command.
8. Perform other duties as assigned.

<u>Evaluation:</u>

Performance of this position will be evaluated annually by the superintendent and the superintendent's designee in conformance with district policy; Section 33-513, Idaho Code; and IDAPA 008.02.02.121

Terms of Employment:
Employment contract not to exceed two years.

Note: *All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Cross Reference:
6300p Administrator Job Descriptions
Legal Reference:
I.C. § 33-512 Governance of Schools
I.C. § 33-513 Professional Personnel
I.C. § 33-515 Issuance of Renewable Contracts
I.C. § 33-1201 Certificate Required
I.C. § 33-1210 Information on Past Job Performance
IDAPA 08.02.02.026.01 School Principal Endorsement (Pre-K-12)
IDAPA 08.02.02.121Local District Evaluation Policy—School Principal

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Director of Special Education

Qualifications

1. Idaho Administrator Certificate endorsement as a Director of Special Education and Related Services (K-12).
2. Minimum experience as determined by the Board in the areas of special education services and supervision of staff.
3. Broad knowledge of reporting requirements, federal and state law, administrative rules, and Board policy.
4. Able to effectively administer special education programs and to work with staff, parents, community groups, and agencies.
5. Strong background in the use of technology.
6. Strong leadership and organizational skills.
7. Relates extremely well to students.
8. Excellent public relations, interpersonal, and communication skills.
9. Able to work under pressure and meet deadlines.
10. Maintain confidentiality of staff and students.

Primary Responsibilities To
Superintendent

Job Summary
To provide leadership and direction to enable special education pupils to benefit from educational opportunities to the fullest by eliminating or ameliorating problems that interfere with student learning. To assist the district in providing an educational program that is sensitive to the needs of all students within the requirements of federal and state law, administrative rules, and Board policy.

Duties and Responsibilities

Instructional Leadership

1. Provide leadership in the development of the district's special education program and coordinate and supervise related activities.
2. Evaluate existing programs and make recommendations for improvement.
3. Keep informed of all legal requirements governing special education.
4. Keep staff informed of legal requirements and ensure that all requirements under federal and state law, administrative rules, and Board policy are met.
5. Serve as a member of the child study team and assume responsibility for the preparation and timely submission of all required documents and reports, in order to assure district compliance with the legal requirements of this process.
6. Monitor the implementation of Individualized Education Plans (IEP).
7. Provide intervention and planning through direct consultation with individuals and teams concerning instruction, curriculum, and assessment.
8. Coordinate individual student-related activities to meet the needs of an individual student being served by more than one service agency.
9. Interface activities such as general planning for transitioning students, cooperative funding, and service requests.
10. Consult with individuals and teams regarding students with special needs.

11. Establish procedures for the evaluation, placement, and reappraisal of students in need of special education and/or related services.
12. Supervise and coordinate home instruction for homebound or hospitalized special education pupils.
13. Assume responsibility for district compliance with federal and state law, administrative rules, and Board policy regarding school special education programs.
14. Plan, develop, and coordinate the district's system of special education services.
15. Oversee the development and effective delivery of the district's special education program, including the development and maintenance of the cumulative records of students receiving special services.
16. Interpret the objectives of the district's special education program to parents, students, staff, and the community.
17. Meet with parents to discuss the implementation of IEPs and to resolve grievances.
18. Handle parent complaints effectively.
19. Establish annual and long-term goals and objectives to improve Special Services programs.
20. Gather appropriate data in support of the status of annual objectives.

Staff Supervision and Coordination

1. Assist the superintendent and building principals in the recruitment and selection of special services personnel.
2. Supervise all special education personnel.
3. Schedule and assign psychologists, communication disorders specialists, gifted/talented facilitators, social workers, and other ancillary personnel assigned to special services.
4. Provide observation and evaluation through classroom visits, formal observation, supervision, evaluation, and contact with building principals.
5. Supervise and coordinate the activities of child study team members and ensure the placement of individual students with special needs in those educational situations best suited to their requirements.
6. Coordinate contracted services such as physical therapy and occupational therapy.
7. Coordinate professional development for the special education program through such activities as needs identification, planning, development, and implementation.

Other

1. Attend meetings as required.
2. Help prepare and administer the departmental budget.
3. Authorize purchases of equipment and material needed in special education programs.
4. Complete federal and state forms related to special services program.
5. Approve district forms and procedures for special education.
6. Initiate, facilitate, and maintain relationships with community agencies and other resources to meet pupils' special needs.
7. Refer parents and children to agencies when appropriate.

8. Keep immediate supervisor informed of activities and any issues that may arise.
9. Assume responsibility for their continuing professional growth and development by attendance at professional meetings, membership in professional organizations, enrollment in advanced courses, and by reading professional journals and other publications.
10. Seek assistance should emergencies arise.
11. Represent the school district in a positive manner.
12. Know and follow school district policy and chain of command.
13. Perform other duties as assigned.

Evaluation
Performance of this position will be evaluated annually by the superintendent in conformance with district policy.

Terms of Employment
By contract as determined by the Board of Trustees in conformance with federal and state law, administrative rules, and Board policy.

NOTE: *All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:
I.C. § 33-512 Governance of Schools
I.C. § 33-513 Professional Personnel
I.C. § 33-515 Issuance of Renewable Contracts
I.C. § 33-1201 Certificate Required
I.C. § 33-1210 Information on Past Job Performance
IDAPA 08.02.02.026 Administrator Certificate

REV: 9/2023

Special Education Teacher

Qualifications

1. Early Childhood/Early Childhood Special Education Blended Certificate or Exceptional Child Certificate.
2. Strong background in teaching methods, developmentally appropriate classroom activities, and effective classroom management.
3. Strong background in behavior management, curriculum, and writing and implementing Individualized Education Plans.
4. Strong background in federal and state law, administrative rules, and Board policy pertaining to special education.
5. Ability to lift up to forty pounds and push and pull up to one hundred pounds.
6. Knowledge of the diverse needs of children with disabilities and appropriate special education classroom practices.
7. The ability to work with students with emotional, physical, and mental disabilities.
8. Ability to instruct students one-on-one and small group situations.
9. Demonstrated knowledge of subject matter and effective teaching methods.
10. Strong background in curriculum and the Idaho Core Standards.
11. Strong background in the integration of technology with instruction and in creating and completing required reports.
12. Ability to maintain a positive learning environment.
13. Work well with students, staff, and the public.
14. Excellent organizational skills.
15. Excellent interpersonal and communication skills.
16. Able to work under deadlines.
17. Maintain confidentiality of staff and students.

Primary Responsibilities To

Director of Special Education and Building Principal

Job Summary

To provide students with a daily and ongoing instructional program that will provide for them the best possible academic knowledge and skills. To help pupils to develop skills, attitudes, and knowledge needed to provide a good foundation for continued education according to the guidelines outlined in each student's Individual Education Plan.

Duties and Responsibilities

Instruction

1. Prepare for assigned classes.
2. Design lessons with an appropriate level of difficulty which provide content in a logical and sequential manner.
3. Employ a variety of instructional techniques and media consistent with the physical limitations of the classroom and the needs and capabilities of the individuals or student groups involved.
4. Meet and instruct assigned classes in the locations and at the times designated.

5. Identify pupil needs and provide instruction appropriate to those needs.
6. Follow modifications and accommodations as specified in Individual Education Plans (IEPs).
7. Devise written and oral assignments and tests that require analytical and critical thinking as well as the reproduction of facts and use them to evaluate student progress on a regular basis.
8. Prepare students academically for all district, state, and federal testing.
9. Display command of the subject matter.
10. Budget class time effectively.

Other Duties to Students

1. Encourage students to strive to meet their highest potential.
2. Establish and communicate classroom rules and encourage students to set and maintain standards of classroom behavior.
3. Engage children in conversation to encourage language development.
4. Make provisions for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
5. Work to establish and maintain open lines of communication with students and their parents concerning both the academic and behavioral progress of all assigned students.
6. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
7. Assist, where appropriate, in loading and unloading the special education pupil from transportation buses or vans.

Professional Contacts and Activities

1. Attend and participate in faculty meetings.
2. Organize a meeting at least once annually with the case manager, parents, and other professional staff to review and revise the IEP and placement of each assigned pupil.
3. Keep immediate supervisor informed of activities and any issues that may arise.
4. Cooperate with other members of the staff in planning instructional goals, curriculum, objectives, and methods.
5. Provide needed and requested information on a timely and effective basis.

Special Education-Specific Duties

1. Provide instruction to classified staff in accordance with each pupil's Individualized Education Program (IEP).
2. Work cooperatively with regular education teaching staff to coordinate instructional activities and to monitor the progress of each pupil.
3. Provide support instruction in the regular classroom or the resource center as assigned.
4. Coordinate and cooperate with other members of the staff in the development of adaptations, modifications, accommodations, and instructional methods.
5. Provide home instruction to confined special education pupils as assigned.
6. Consult with members of the child study team regarding each pupil's educational program, academic program, and personal growth.

7. Plan, coordinate, and lead the implementation of IEPs including modifications and accommodations.
8. Participate in the development of the District's plan for special education.
9. Evaluate student progress on a regular basis, as indicated on IEP's, and as often as general education students are evaluated and informed of their progress.
10. Assist in the evaluation of students referred for special education services.
11. Maintain accurate, complete, and correct records in accordance with applicable federal and state law, (including IDEA, ADA, and 504), administrative rules, and Board policy.

Other

1. Assist in upholding and enforcing school rules.
2. Assume responsibility for their continuing professional growth and development. Such as attendance at professional meetings, membership in professional organizations, enrollment in advanced courses, and by reading professional journals and other publications.
3. Adhere to The Code of Ethics of the Idaho Teaching Profession adopted by the Professional Standards Commission and the State Board of Education.
4. Seek assistance should emergencies arise.
5. Represent the school district in a positive manner.
6. Know and follow school district policy and chain of command.
7. Perform other duties as assigned.

Evaluation

Performance of this position will be evaluated annually by the director of special education in conformance with District policy and IDAPA 08.02.02.120.

Terms of Employment

By contract as determined by the Board of Trustees in accordance with federal and state law, administrative rules, and Board policy.

NOTE: *All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:

I.C. § 33-512 Governance of Schools
I.C. § 33-513 Professional Personnel
I.C. § 33-515 Issuance of Renewable Contracts
I.C. § 33-1201 Certificate Required
I.C. § 33-1210 Information on Past Job Performance
IDAPA 08.02.02.019 Early Childhood/Early Childhood Special Education Blended Certificate
IDAPA 08.02.02.028 Exceptional Child Certificate
IDAPA 08.02.02.120 Local District Evaluation Policy—Teacher and Pupil Personnel Certificate Holders
REV: 9/2023

Gifted/Talented Teacher

Qualifications

1. Idaho Teaching Certificate with appropriate endorsements, such as Gifted and Talented (K-12).
2. At least three years of teaching experience preferred.
3. Strong background in teaching methods, developmentally appropriate classroom activities, and effective classroom management.
4. Demonstrated knowledge of effective teaching methods for gifted and talented students.
5. Strong background in curriculum and the Idaho Core Standards.
6. Strong background in the integration of technology with instruction.
7. Ability to maintain a positive learning environment.
8. Works well with students, staff, and the public.
9. Excellent organizational skills.
10. Excellent interpersonal and communication skills.
11. Able to work under deadlines.
12. Maintain confidentiality of staff and students.

Primary Responsibility To
Building Principal

Job Summary
To provide for the implementation of instructional programs for students of exceptionally high abilities within the context of a total educational plan.

Duties and Responsibilities

Instruction and Pupil Contact

1. Assist in educational assessment and determining student eligibility for the enrichment program.
2. Participate in Child Study Team meetings when students are considered for evaluation or placement in the enrichment program.
3. Organize and implement enrichment activities in individualized or small group settings.
4. Re-evaluate and modify students' instructional programs where and when appropriate.
5. Assist in providing appropriate social and emotional support to students, their parents, classroom teachers, and others regarding special needs of the target population.

Working with Staff

1. Provide in-service and public information concerning the special needs of students with exceptionally high abilities, including identification, educational programming, and social and emotional adjustments.
2. Assist classroom teachers in meeting the needs of high ability students emphasizing making teachers aware of available materials and methods specifically designed for this purpose.

3. Maintain communication with the Director of Special Education and Building Principals regarding the activities of the enrichment program.
4. Submit reports and data upon request.

Other

1. Assist the Director of Special Education in evaluation of enrichment program effectiveness.
2. Act as a liaison between students and the community to establish mentorships when appropriate.
3. Assume responsibility for their continuing professional growth and development. Such efforts as attendance at professional meetings, membership in professional organizations, enrollment in advanced courses, and by reading professional journals and other publications.
4. Adhere to The Code of Ethics of the Idaho Teaching Profession adopted by the Professional Standards Commission and the State Board of Education.
5. Seek assistance should emergencies arise.
6. Represent the school district in a positive manner.
7. Know and follow school district policy and chain of command.
8. Perform other duties as assigned.

Evaluation
Performance of this position will be evaluated annually by the building principal in conformance with district policy and IDAPA 08.02.02.120.

Terms of Employment
By contract as determined by the Board of Trustees in accordance with federal and state law, administrative rules, and Board policy.

NOTE: *All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:
I.C. § 33-512 Governance of Schools
I.C. § 33-513 Professional Personnel
I.C. § 33-515 Issuance of Renewable Contracts
I.C. § 33-1201 Certificate Required
I.C. § 33-1210 Information on Past Job Performance
I.C. § 33-2003 Responsibility of School Districts for Education of Gifted/Talented Children
IDAPA 08.02.02.023.08 Gifted and Talented (K-12)
IDAPA 08.02.02.120 Local District Evaluation Policy-Teacher and Pupil Personnel Certificate Holders

REV: 9/2023

Media Specialist

Qualifications

1. Idaho Teaching Certificate with Library Media Specialist (K-12) or Teacher Librarian endorsement.
2. Previous library experience preferred.
3. Demonstrated ability related to collection development, information technology, research methodology, and library program designs for children and adolescents.
4. Ability to effectively present information in one-on-one and small group situations.
5. Excellent oral communication skills including ability to read stories and keep students' attention.
6. Works well with students and staff.
7. Interest in and aptitude for books and libraries.
8. Knowledgeable with computers, including knowledge of word processing, data bases, spreadsheets, reports, and periodical, reference, electronic and/or online books, mobile computing devices, and book search programs.
9. Works well under pressure and meets deadlines.
10. Excellent organizational skills.
11. Maintain confidentiality of staff and students.

Primary Responsibility To
Building Principal

Job Summary
To develop and coordinate educational media services, and to assist teachers and students in the effective use of the media center and information technology as a learning resource to support the school's curriculum. To develop students' information literacy skills.

Duties and Responsibilities

Media Center Materials and Operations

1. Be responsible for the operation and supervision of the school media center.
2. Maintain a comprehensive and efficient system for cataloging all media center materials and instruct teachers and students on use of the system.
3. Evaluate, select, and purchase new media center materials based on current curriculum and recommendations from building staff, students, and book catalogs.
4. Prepare and administer the media center budget.
5. Supervise the clerical activities necessary for the effective operation of the media center.
6. Make labels as needed.
7. Shelve and maintain books, audio-visual equipment, and other library resources appropriately.
8. Mend and repair books and other library materials, create labels.
9. Assess and assist in collecting library fines, if applicable, and reimbursements for lost or damaged books.

10. Conduct a yearly inventory of books and equipment.
11. Troubleshoot computer and technology problems on library computers.
12. Order, display, and file periodical literature.
13. Check books in and out or train teachers or parent volunteers to perform this task.
14. Maintain bookkeeping functions regarding overdue books, fines, and notices of fines.
15. Circulate library materials.
16. Operate equipment such as computers, copiers, the intercom system, calculators, laminators, the telephone system, scanners, and digital cameras.
17. Create a positive atmosphere in the library that encourages student and staff use.

Work Directly with Students

1. Provide a sequential program of library skills instruction and instructs students in the use of various types of materials and information technology.
2. Help students to develop skills in the use of reference material in relation to planned assignments.
3. At the request of the teacher, present and discuss materials with a class studying a particular topic.
4. Conduct orientations in library procedures for student library assistants.
5. Supervise student library assistants.
6. Monitor student computer and library materials use on a sign-in basis.
7. Teach students library science skills and promote proper use of library resources.
8. Share books with students through oral readings, book talks, reading programs, and dramatizations to stimulate interest in reading.
9. Be familiar with online resources such as websites, search engines, and databases to assist students with information retrieval.

Work with Staff

1. Collaborate with teachers to integrate information literacy competencies across the curricula.
2. Assist teachers in the selection of books and other instructional materials and make media center materials available to supplement the instructional program.
3. Inform teachers and other staff of new acquisitions by the media center.
4. Conduct in-service education for teachers in the effective evaluation, selection, and use of media, and maintain professional library materials for teacher use.
5. As requested by teachers, select, and pull items for thematic units.
6. Coordinate library skills instruction with classroom instruction, and work to achieve curriculum content standards and district educational goals and objectives.
7. Help create and distribute a library class schedule for the instructional year.

Other

1. Promote relationships with external information sources and participate in electronic networks and resource sharing systems to expand the media center's capacity to access information globally.
2. Be familiar with all relevant federal and state law, administrative rules, and Board policy and follow them.

3. Keep immediate supervisor informed of activities and any issues that may arise.
4. Attend faculty meetings as required.
5. Assume responsibility for their continuing professional growth and development by such efforts as attendance at professional meetings, membership in professional organizations, enrollment in advanced courses, and by reading professional journals and other publications.
6. Adhere to The Code of Ethics of the Idaho Teaching Profession adopted by the Professional Standards Commission and the State Board of Education.
7. Seek assistance should emergencies arise.
8. Represent the school district in a positive manner.
9. Know and follow school district policy and chain of command.
10. Perform other duties as assigned.

Evaluation
Performance of this position will be evaluated annually by the Building Principal in conformance with district policy and IDAPA 08.02.02.120.

Terms of Employment
By contract as determined by the Board of Trustees in accordance with federal and state law, administrative rules, and Board policy.

NOTE: *All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:
I.C. § 33-512 Governance of Schools
I.C. § 33-513 Professional Personnel
I.C. § 33-515 Issuance of Renewable Contracts
I.C. § 33-1201 Certificate Required
I.C. § 33-1210 Information on Past Job Performance
IDAPA 08.02.02.023.13 Library Media Specialist
IDAPA 08.02.02.120 Local District Evaluation Policy—Teacher and Pupil Personnel Certificate Holders

REV: 9/2023

Elementary Education Teacher

Qualifications

1. Idaho teaching certificate with an appropriate endorsement, such as Standard Elementary Certificate, Early Childhood/Early Childhood Special Education Blended Certificate (K-3 only), or Generalist Endorsement (K-12).
2. Strong background in teaching methods, developmentally appropriate classroom activities, and effective classroom management.
3. Demonstrated knowledge of subject matter and effective teaching methods.
4. Strong background in curriculum and Idaho Core Standards.
5. Strong background in the integration of technology with instruction.
6. Ability to maintain a positive learning environment.
7. Works well with students, staff, and the public.
8. Excellent organizational skills.
9. Excellent interpersonal and communication skills.
10. Able to work under deadlines.
11. Maintain confidentiality of staff and students.

Primary Responsibility To

Building Principal

Job Summary

To provide an elementary education program to help pupils develop skills, attitudes, and knowledge needed to provide a good foundation for continued education. To promote academic, social, and citizenship development through leadership and classroom supervision.

Duties and Responsibilities

Instruction

1. Prepare for assigned classes.
2. Design lessons with an appropriate level of difficulty which provide relevant content.
3. Employ a variety of instructional techniques and media, consistent with the physical limitations of the classroom and the needs and capabilities of the individuals or student groups involved.
4. Meet and instruct assigned classes in the locations and at the times designated.
5. Identify pupil needs and provide instruction appropriate to those needs.
6. Follow modifications and accommodations as specified in Special Education Plans.
7. Implement the Idaho Core Standards, as well as the district's philosophy of education and instructional goals and objectives, in lesson plans, classroom instruction, unit planning, and assessments.
8. Devise written and oral assignments and tests that require analytical and critical thinking as well as the reproduction of facts and use them to evaluate student progress on a regular basis.
9. Prepare students academically for all district, state, and federal testing.

10. Display command of the subject matter.
11. Budget class time effectively.

Other Duties to Students

1. Encourage students to strive to meet their highest potential.
2. Establish and communicate classroom rules and encourage students to set and maintain standards of classroom behavior.
3. Make provisions for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
4. Work to establish and maintain open lines of communication with students and their parents concerning both the academic and behavioral progress of all assigned students.
5. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

Elementary Education

1. Promote active learning using structured and unstructured activities that foster the social, physical, cognitive, and emotional development of young pupils.
2. Observe children in a variety of settings and evaluate the cognitive, social, emotional, and physical skills of pupils.
3. Maintain records of student progress toward the stated objectives of instruction.
4. Assist in facilitating smooth transitions from preschool, kindergarten, and early primary grades programs.

Professional Contacts and Activities

1. Attend and participate in faculty meetings.
2. Attend Special Education meetings and collaborate with special education teachers as needed.
3. Keep immediate supervisor informed of activities and any issues that may arise.
4. Cooperate with other members of the staff in planning instructional goals, curriculum, objectives, and methods.
5. Provide needed and requested information on a timely and effective basis.

Other

1. Assist in upholding and enforcing school rules.
2. Maintain accurate and complete records as required by federal and state law, administrative rules, and Board policy.
3. Assume responsibility for their continuing professional growth and development. Such as attendance at professional meetings, membership in professional organizations, enrollment in advanced courses, and by reading professional journals and other publications.
4. Adhere to The Code of Ethics of the Idaho Teaching Profession adopted by the Professional Standards Commission and the State Board of Education.
5. Seek assistance should emergencies arise.
6. Represent the school district in a positive manner.
7. Know and follow school district policy and chain of command.
8. Perform other duties as assigned.

Evaluation

Performance of this position will be evaluated annually by the building principal in conformance with district policy and IDAPA 08.02.02.120.

Terms of Employment

By contract as determined by the Board of Trustees in accordance with federal and state law, administrative rules, and Board policy.

NOTE *All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:
I.C. § 33-512 Governance of Schools
I.C. § 33-513 Professional Personnel
I.C. § 33-515 Issuance of Renewable Contracts
I.C. § 33-1201 Certificate Required
I.C. § 33-1210 Information on Past Job Performance
IDAPA 08.02.02.018 Standard Elementary Certificate
IDAPA 08.02.02.019 Early Childhood/Early Childhood Special Education Blended Certificate
IDAPA 08.02.02.028 Generalist Endorsement (K-12)
IDAPA 08.02.02.120 Local District Evaluation Policy—Teacher and Pupil Personnel Certificate Holders

REV: 9/2023

Elementary School Counselor

Qualifications

1. Holds a Pupil Personnel Services Certificate with a Counselor Endorsement (K-12) or is a certified social worker.
2. Minimum experience as determined by the Board.
3. Broad knowledge of theories of individual and group guidance techniques, and elementary school guidance program design.
4. Knowledge of state and federal testing procedures and requirements.
5. Strong background in the use of technology.
6. Relates extremely well to students.
7. Demonstrated ability to communicate and work effectively with students, parents, staff, and community groups and organizations.
8. Able to work under pressure and meet deadlines.
9. Excellent interpersonal, communication, organizational, and leadership skills.
10. Maintain confidentiality of staff and students.

Primary Responsibility To
Principal

Job Summary
To help students overcome problems that impede learning and to assist them in making educational and life plans. The counselor will guide, listen, and lend support to students who will need services beyond the scope of the regular classroom.

Duties and Responsibilities
Direct Assistance to Students

1. Interpret grades and test scores for parents and students.
2. Assist when requested with follow-up on students that are below grade level/failing with weekly progress reports.
3. Maintain a close relationship with the child study team following directives and recommendations as needed.
4. Assist in the resolution of school-related problems.
5. Provide responsive services including consultation, personal counseling, crisis counseling, and referral.
6. Provide a guidance curriculum consisting of structured developmental experiences presented systematically through classroom and group activities for all students.
7. Assist with teacher/student/parent conferences.
8. Assist students in evaluating their aptitudes and abilities through the use of teacher comments, interpretation of individual standardized test scores, and other pertinent data.

9. Provide counseling for students that will assist them to develop increased personal growth, self-understanding, and maturity.

Office Management

1. Maintain a professional office environment.
2. Provide interim assistance to students or parents with urgent needs.
3. Maintain student records and ensure their confidentiality.
4. Consult with teachers and other staff regularly to provide information and support to staff and to receive feedback on emerging needs of students.
5. Help lead out during emergencies in a friendly, supportive, and calm manner.
6. Assist agitated or confused students in re-composing themselves during situations where the student has a problem or personal setback.

Program Evaluation

1. Participate in follow-up studies of former students for the purpose of improving services and evaluating the effectiveness of the educational program being offered by the school.
2. Share research and findings with colleagues and students in order to improve counseling services.
3. Research, develop, and write proposals to enhance the guidance curriculum.
4. Evaluate the effectiveness of the comprehensive counseling program.

Other

1. Serve as a resource person to local community organizations.
2. Network and consult with local businesses, industries, and social service agencies on a regular basis.
3. Provide information to the community regarding guidance services or other relevant programs.
4. Work closely with the school in interpreting the school's philosophy and objectives to students and parents.
5. Participate in building meetings such as special education meetings and class meetings.
6. Assist in arranging education services for hospitalized or homebound students in conjunction with the special services staff.
7. Assist with teacher/student and teacher/parent conflicts.
8. Keep immediate supervisor informed of activities and any issues that may arise.
9. Assume responsibility for their continuing professional growth and development by such efforts as attendance at professional meetings, membership in professional organizations, enrollment in advanced courses, and by reading professional journals and other publications.
10. Adhere to The Code of Ethics of the Idaho Teaching Profession adopted by the Professional Standards Commission and the State Board of Education
11. Seek assistance should emergencies arise.
12. Represent the school district in a positive manner.
13. Know and follow school district policy and chain of command.
14. Perform other duties as assigned.

Evaluation
Performance of this position will be evaluated annually by the principal in conformance with district policy and IDAPA 08.02.02.120.

Terms of Employment
By contract as determined by the Board of Trustees in accordance with federal and state law, administrative rules, and Board policy.

NOTE: *All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:
I.C. § 33-512 Governance of Schools
I.C. § 33-513 Professional Personnel
I.C. § 33-515 Issuance of Renewable Contracts
I.C. § 33-1210 Information on Past Job Performance
I.C. § 33-1212 Elementary School Counselors
I.C. § 54-3201 et seq. Social Work Licensing Act
IDAPA 08.02.02.027.01 Counselor Endorsement (K-12)
IDAPA 08.02.02.120 Local District Evaluation Policy—Teacher and Pupil Personnel Certificate Holders

REV: 9/2023

K-12 Subject Area Teacher

Qualifications

1. Idaho teaching certificate with appropriate endorsement(s).
2. Strong background in teaching methods, developmentally appropriate classroom activities, and effective classroom management.
3. Demonstrated knowledge of subject matter and effective teaching methods.
4. Strong background in curriculum and the Idaho Core Standards.
5. Strong background in the integration of technology with instruction.
6. Ability to maintain a positive learning environment.
7. Work well with students, staff, and the public.
8. Excellent organizational skills.
9. Excellent interpersonal and communication skills.
10. Able to work under deadlines.
11. Maintain confidentiality of staff and students.

Primary Responsibility To

Principal

Job Summary

To provide students with a daily and ongoing instructional program that will provide for them the best possible academic knowledge and skills. To promote academic, social, and citizenship development through leadership and classroom supervision.

Duties and Responsibilities

Instruction

1. Prepare for assigned classes.
2. Design lessons with an appropriate level of difficulty that provide content in a logical and sequential manner.
3. Employ a variety of instructional techniques and media, consistent with the physical limitations of the classroom and the needs and capabilities of the individuals or student groups involved.
4. Meet and instruct assigned classes in the locations and at the times designated.
5. Identify pupil needs and provide instruction appropriate to those needs.
6. Follow modifications and accommodations as specified in Individual Education Plans (IEPs) and 504 Plans.
7. Implement the Idaho Core Standards, as well as the district's philosophy of education and instructional goals and objectives, in lesson plans, classroom instruction, unit planning, and assessments.
8. Devise written and oral assignments and tests that require analytical and critical thinking as well as the reproduction of facts and use them to evaluate student progress on a regular basis.
9. Prepare students academically for district, state, and federal testing.
10. Display command of the subject matter.

11. Budget class time effectively.

Other Duties to Students

1. Encourage students to strive to meet their highest potential.
2. Establish and communicate classroom rules and encourage students to set and maintain standards of classroom behavior.
3. Make provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
4. Work to establish and maintain open lines of communication with students and their parents concerning both the academic and behavioral progress of all assigned students.
5. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

Professional Contacts and Activities

1. Attend and participate in faculty meetings.
2. Attend IEP and 504 meetings and collaborate with special education teachers as needed.
3. Keep immediate supervisor informed of activities and any issues that may arise.
4. Cooperate with other members of the staff in planning instructional goals, curriculum, objectives, and methods.
5. Provide needed and requested information on a timely basis.

Other

1. Assist in upholding and enforcing school rules.
2. Maintain accurate and complete records as required by federal and state law, administrative rules, and Board policy.
3. Assume responsibility for their continuing professional growth and development. Such as attendance at professional meetings, membership in professional organizations, enrollment in advanced courses, and by reading professional journals and other publications.
4. Adhere to The Code of Ethics of the Idaho Teaching Profession adopted by the Professional Standards Commission and the State Board of Education.
5. Seek assistance should emergencies arise.
6. Represent the school district in a positive manner.
7. Know and follow school district policy and chain of command.
8. Perform other duties as assigned.

Evaluation

Performance of this position will be evaluated annually by the principal in conformance with district policy and IDAPA 08.02.02.120.

Terms of Employment

By contract as determined by the Board of Trustees in accordance with federal and state law, administrative rules, and Board policy.

NOTE: *All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of*

the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference:
I.C. § 33-512 Governance of Schools
I.C. § 33-513 Professional Personnel
I.C. § 33-515 Issuance of Renewable Contracts
I.C. § 33-1201 Certificate Required
I.C. § 33-1210 Information on Past Job Performance
IDAPA 08.02.02.022 Endorsements A-D
IDAPA 08.02.02.023 Endorsements E-L
IDAPA 08.02.02.0234 Endorsements M-Z
IDAPA 08.02.02.120 Local District Evaluation Policy—Teacher and Pupil Personnel Certificate Holders

REV. 9/2023

K-12 Art Teacher

Qualifications

1. Idaho teaching certificate with appropriate endorsements, such as Art K-12, or Art 6-12.
2. Strong background in teaching methods, developmentally appropriate classroom activities, and effective classroom management.
3. Demonstrated knowledge of subject matter and effective teaching methods.
4. Strong background in curriculum and the Idaho Core Standards.
5. Strong background in the integration of technology with instruction.
6. Ability to maintain a positive learning environment.
7. Works well with students, staff, and the public.
8. Excellent organizational skills.
9. Excellent interpersonal and communication skills.
10. Able to work under deadlines.
11. Maintain confidentiality of staff and students.

Primary Responsibility To
Building Principal

Job Summary
To provide students with a daily and ongoing instructional program that will provide for them the best possible academic knowledge of artistic styles, techniques, and history. To promote academic, social, and citizenship development through leadership and classroom supervision.

Duties and Responsibilities

Instruction

1. Prepare for assigned classes.
2. Design lessons with an appropriate level of difficulty that provide content in a logical and sequential manner.
3. Employ a variety of instructional techniques and media consistent with the physical limitations of the classroom and the needs and capabilities of the individuals or student groups involved.
4. Meet and instruct assigned classes in the locations and at the times designated.
5. Identify pupil needs and provide instruction appropriate to those needs.
6. Follow modifications and accommodations as specified in Individual Education Plans (IEPs).
7. Implement the Idaho Core Standards, as well as the district's philosophy of education and instructional goals and objectives in lesson plans, classroom instruction, unit planning, and assessments.
8. Devise written and oral assignments and tests that require analytical and critical thinking as well as the reproduction of facts and use them to evaluate student progress on a regular basis.
9. Prepare students academically for any district, state, and federal testing in the subject area of art.
10. Display command of the subject matter.

11. Budget class time effectively.

Other Duties to Students

1. Encourage students to strive to meet their highest potential.
2. Establish and communicate classroom rules and encourage students to set and maintain standards of classroom behavior.
3. Make provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
4. Work to establish and maintain open lines of communication with students and their parents concerning both the academic and behavioral progress of all assigned students.
5. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

Subject-Specific Duties

1. Instruct pupils in art, such as painting, sketching, designing, and sculpturing.
2. Prepare participatory lesson plans and establish course goals including art appreciation and the creation of art objects.
3. Demonstrate method and procedure to pupils.
4. Observe and evaluate pupils' work to determine student progress and to make suggestions for improvement.
5. Accompany pupils on field trips to museums or art galleries.
6. Instruct pupils in taking “virtual trips” to museums or art galleries via the internet.
7. Direct planning and supervision of student contests and arranging of art exhibits.
8. Select books and art supplies for courses.
9. Specialize in teaching one or more areas of art, such as illustration, art history, or commercial art.
10. Work with students to leave the art room clean at the end of class time.

Professional Contacts and Activities

1. Attend and participate in faculty meetings.
2. Attend IEP meetings and collaborate with special education teachers as needed.
3. Keep immediate supervisor informed of activities and any issues that may arise.
4. Cooperate with other members of the staff in planning instructional goals, curriculum, objectives, and methods.
5. Provide needed and requested information on a timely and effective basis.

Other

1. Assist in upholding and enforcing school rules.
2. Maintain accurate and complete records as required by federal and state law, administrative rules, and Board policy.
3. Assume responsibility for their continuing professional growth and development by attendance at professional meetings, membership in professional organizations, enrollment in advanced courses, and by reading professional journals and other publications.
4. Adhere to The Code of Ethics of the Idaho Teaching Profession adopted by the Professional Standards Commission and the State Board of Education.
5. Seek assistance should emergencies arise.
6. Represent the school district in a positive manner.

7. Know and follow school district policy and chain of command.
8. Perform other duties as assigned.

Evaluation
Performance of this position will be evaluated annually by the building principal in conformance with district policy and IDAPA 08.02.02.120.

Terms of Employment
By contract as determined by the Board of Trustees in accordance with federal and state law, administrative rules, and Board policy.

NOTE: *All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:
I.C. § 33-512 Governance of Schools
I.C. § 33-513 Professional Personnel
I.C. § 33-515 Issuance of Renewable Contracts
I.C. § 33-1201 Certificate Required
I.C. § 33-1210 Information on Past Job Performance
IDAPA 08.02.02.022.03 Art (K-12 or 6-12)
IDAPA 08.02.02.120 Local District Evaluation Policy—Teacher and Pupil Personnel Certificate Holders

REV: 9/2023

Driver Education Teacher

Qualifications

1. Idaho teaching certificate with appropriate endorsements or must be a licensed public driver education instructor.
2. Must possess and maintain a clean driving record.
3. Strong background in teaching methods, developmentally appropriate classroom activities, and effective classroom management.
4. Demonstrated knowledge of subject matter and effective teaching methods.
5. Strong background in curriculum and Idaho Core Standards.
6. Strong background in the integration of technology with instruction.
7. Ability to maintain a positive learning environment.
8. Works well with students, staff, and the public.
9. Excellent organizational skills and able to work under deadlines.
10. Excellent interpersonal and communication skills.
11. Maintain confidentiality of staff and students.

Primary Responsibility To
Building Principal

Job Summary
To instruct students in federal and state law and administrative rules pertaining to operating a personal motor vehicle. Instructing, demonstrating, and providing practice for students in the operation of a motor vehicle.

Duties and Responsibilities

Instruction

1. Prepare for assigned classes.
2. Design lessons with an appropriate level of difficulty that provide content in a logical and sequential manner.
3. Employ a variety of instructional techniques and media, consistent with the physical limitations of the teaching environment and the needs and capabilities of the students.
4. Meet and instruct assigned classes in the locations and at the times designated.
5. Identify pupil needs and provide instruction appropriate to those needs.
6. Follow modifications and accommodations as specified in Individual Education Plans (IEPs)
7. Implement the Idaho Core Standards in lesson plans, classroom instruction, unit planning, and assessments.
8. Devise written and oral assignments and tests that require analytical and critical thinking as well as the reproduction of facts and use them to evaluate student progress on a regular basis.
9. Prepare students academically for all district, state, and federal testing.
10. Display command of the subject matter.
11. Budget class time effectively.

Other Duties to Students

1. Encourage students to strive to meet their highest potential.

2. Establish, communicate, and enforce rules to establish a classroom environment conducive to effective learning within the limits of available resources.
3. Make provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
4. Work to establish and maintain open lines of communication with students and their parents concerning both the academic and behavioral progress of all assigned students.
5. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

Subject-Specific Duties

1. Teach students the manipulative skills, defensive techniques, and perception skills necessary for driving through traditional instruction and practical experience on various types of roads and highways.
2. Strive to instill in students' attitudes and behaviors conducive to the safe and proper operation of a motor vehicle.
3. Instruct students in how to cope with typical emergencies associated with the operation of a motor vehicle.
4. Assist students in preparing applications for the Department of Motor Vehicles student driver permits.
5. Prepare and issue Department of Motor Vehicles certificates to students who successfully complete the course.
6. Explain and interpret the school's driver education program to students, school personnel, car dealers, and the community at large.
7. Provide services for the driver training cars such as gasoline, oil, washing, and garaging at district approved locations, and may arrange for other maintenance service with automobile dealers or a contracted provider approved by the district.

Professional Contacts and Activities

1. Attend and participate in faculty meetings.
2. Attend IEP meetings and collaborate with special education teachers as needed.
3. Keep immediate supervisor informed of activities and any issues that may arise.
4. Cooperate with other members of the staff in planning instructional goals, curriculum, objectives, and methods.
5. Provide needed and requested information on a timely and effective basis.

Other

1. Assist in upholding and enforcing school rules.
2. Maintain accurate and complete records as required by federal and state law, administrative rules, and Board policy.
3. Assume responsibility for their continuing professional growth and development by attendance at professional meetings, membership in professional organizations, enrollment in advanced courses, and by reading professional journals and other publications.
4. Adhere to The Code of Ethics of the Idaho Teaching Profession adopted by the Professional Standards Commission and the State Board of Education.
5. Seek assistance should emergencies arise.
6. Represent the school district in a positive manner.

7. Know and follow school district policy and chain of command.
8. Perform other duties as assigned.

Evaluation
Performance of this position will be evaluated annually by the building principal in conformance with district policy and IDAPA 08.02.02.120.

Terms of Employment
By contract as determined by the Board of Trustees in accordance with federal and state law, administrative rules, and Board policy.

NOTE: *All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:
I.C. § 33-512 Governance of Schools
I.C. § 33-513 Professional Personnel
I.C. § 33-1201 Certificate Required
I.C. § 33-1210 Information on Past Job Performance
IDAPA 08.02.02.022.11 Driver Education (6-12)
IDAPA 08.02.02.120 Local District Evaluation Policy—Teacher and Pupil Personnel Certificate Holders

REV: 9/2023

Health and Physical Education Teacher

Qualifications

1. Idaho Teaching Certificate with appropriate endorsements, such as Health K- 12, Health 6-12, Physical Education K-12, Physical Education 6-12, or Physical Education/Health.
2. Strong background in teaching methods, developmentally appropriate classroom activities, and effective classroom management.
3. Demonstrated knowledge of health and physical education subject matter and effective teaching methods.
4. Strong background in curriculum and the Idaho Core Standards.
5. Strong background in the integration of technology with instruction.
6. Ability to maintain a positive learning environment.
7. Works well with students, staff, and the public.
8. Excellent organizational skills.
9. Excellent interpersonal and communication skills.
10. Able to work under deadlines.
11. Maintain confidentiality of staff and students.

Primary Responsibility To

Building Principal

Job Summary

To promote pupils' safety, wellness, health maintenance, and physical fitness, and to provide pupils with an understanding of the relationship of a healthy body to healthy behaviors. To promote academic, social, and citizenship development through leadership and classroom supervision.

Duties and Responsibilities

Instruction

1. Prepare for assigned classes.
2. Design lessons with an appropriate level of difficulty which provide content in a logical and sequential manner.
3. Employ a variety of instructional techniques and media consistent with the physical limitations of the classroom and the needs and capabilities of the individuals or student groups involved.
4. Meet and instruct assigned classes in the locations and at the times designated.
5. Identify pupil needs and provide instruction appropriate to those needs.
6. Follow the modifications and accommodations specified in Individual Education Plans (IEPs)
7. Implement the Idaho Core Standards, as well as the district's philosophy of education and instructional goals and objectives, in lesson plans, classroom instruction, unit planning, and assessments.
8. Devise written and oral assignments and tests that require analytical and critical thinking as well as the reproduction of facts and use them to evaluate student progress on a regular basis.

9. Prepare students academically for any district, state, and federal testing in the subject areas of health and/or physical education.
10. Display command of the subject matter.
11. Budget class time effectively.

Other Duties to Students

1. Encourage students to strive to meet their highest potential.
2. Establish and communicate classroom rules and encourage students to set and maintain standards of classroom behavior.
3. Make provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
4. Work to establish and maintain open lines of communication with students and their parents concerning both the academic and behavioral progress of all assigned students.
5. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

Subject-Specific Duties

1. Provide health, safety and physical education instruction as assigned.
2. Provide appropriate safety instruction and make safety checks on equipment and field areas to ensure the overall safety of pupils.
3. Assume responsibility for the proper use and storage of physical education equipment.
4. Establish and maintain standards of pupil behavior needed to provide an orderly, productive learning environment in a physical education class environment.

Professional Contacts and Activities

1. Attend and participate in faculty meetings.
2. Attend IEP meetings and collaborate with special education teachers as needed.
3. Keep immediate supervisor informed of activities and any issues that may arise.
4. Cooperate with other members of the staff in planning instructional goals, curriculum, objectives, and methods.
5. Provide needed and requested information on a timely and effective basis.

Other

1. Assist in upholding and enforcing school rules.
2. Maintain accurate, and complete records as required by federal and state law, administrative rules, and Board policy.
3. Assume responsibility for their continuing professional growth and development by attendance at professional meetings, membership in professional organizations, enrollment in advanced courses, and by reading professional journals and other publications.
4. Adhere to The Code of Ethics of the Idaho Teaching Profession adopted by the Professional Standards Commission and the State Board of Education.
5. Seek assistance should emergencies arise.
6. Represent the school district in a positive manner.
7. Know and follow school district policy and chain of command.
8. Perform other duties as assigned.

Evaluation
Performance of this position will be evaluated annually by the building principal in conformance with district policy and IDAPA 08.02.02.120.

Terms of Employment
By contract as determined by the Board of Trustees in accordance with federal and state law, administrative rules, and Board policy.

NOTE: *All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:
I.C. § 33-512 Governance of Schools
I.C. § 33-513 Professional Personnel
I.C. § 33-515 Issuance of Renewable Contracts
I.C. § 33-1201 Certificate Required
I.C. § 33-1210 Information on Past Job Performance
IDAPA 08.02.02.023 Endorsements E-L
IDAPA 08.02.02.024 Endorsements M-Z
IDAPA 08.02.02.120 Local District Evaluation Policy—Teacher and Pupil Personnel Certificate Holders

REV: 9/2023

Guidance Counselor

Qualifications
(Same as those for TEACHERS, above)

Primary Responsibility To
The Counselor is responsible to the Principal of their building.

Guidance Philosophy
Guidance in the Challis School District is based on the philosophy that everyone counts; that every individual has certain aptitudes that should be discovered and developed; and that the individual can become a mature person capable of living successfully as a member of society.

Duties and Responsibilities
The School Counselor is the guidance service specialist. The duties and responsibilities include:

1. Counsel on a one-to-one or small group basis.
2. Direct conferences involving teachers, administrators, pupils, parents, and others who may be able to arrive at a better understanding of the pupil.
3. Maintain a systematic collection of pertinent data about each pupil. This data includes test scores, grades, anecdotal records, and health information.
4. Interpret the data adequately to pupils, parents, and school personnel.
5. Orient pupils to assist them in becoming acquainted with and adjusted to the school environment as they begin their school experiences or as they progress from one school setting to another.
6. Prepare occupational and educational information in order that a pupil can establish adequate occupational and educational goals early in life and acquire a suitable educational background before leaving school.
7. Recommend the placing of pupils so the educational programs are appropriate to their needs and abilities.
8. Coordinate the school services with those provided by out-of-school agencies, such as service organizations libraries, juvenile courts, psychiatrists, nurses, clinics, and by such government agencies as the Vocational Rehabilitation Department, the Employment Security Agency, and the Public Health Department.
9. Administer, or supervise, scoring and measuring of pupils' aptitudes, interests, achievements, skills, and intellectual abilities.
10. Interpret curriculum needs from student needs and test results.
11. Work closely with teachers to assist them in continuing classroom teacher counseling approaches and developing more in depth understanding of the role of teacher-student relationships in personality and character growth.

High School Counselor and Registrar

Qualifications

1. Holds a Pupil Personnel Services Certificate with a Counselor Endorsement (K-12).
2. Vocational counseling endorsement preferred.
3. Minimum experience as determined by the Board.
4. Knowledge of computerized master schedule development.
5. Broad knowledge of theories of individual and group guidance techniques, secondary school guidance program design, and career educational information and placement.
6. Knowledge of state and federal testing procedures and requirements.
7. Strong background in the use of technology.
8. Relates extremely well to students.
9. Demonstrated ability to communicate and work effectively with students, parents, staff, and community groups and organizations.
10. Able to work under pressure and meet deadlines.
11. Excellent interpersonal, communication, organizational, and leadership skills.
12. Maintain confidentiality of staff and students.
13. Demonstrated knowledge of admissions, enrollment, and student records for an educational organization.
14. Knowledge of student retention issues, as well as the federal and state law, administrative rules, and Board policy regarding student records.
15. Knowledge of admissions standards.
16. Knowledgeable about word processing, data bases, spread sheets, and reports.
17. Demonstrated proficiency in data processing and use of automated office equipment and software packages.
18. Ability to gather and analyze statistical data and generate reports.
19. Skill in organizing resources and establishing priorities.
20. Self-motivated.

Primary Responsibility To

Building Principal

Job Summary

To help students overcome problems that impede learning and to assist them in making educational, occupational, and life plans. The counselor will guide, listen, and lend support to students who will need services beyond the scope of the regular classroom. To provide information about the school leading to the enrollment of students and maintenance of student records.

Duties and Responsibilities

Direct Assistance to Students

1. Assist students with education planning, course selection, and adding and dropping courses.

2. Develop individual four (4) year plans with 8th graders and students newly enrolling and assist in monitoring and managing these plans.
3. Register students new to the school, provide orientation and information relative to school policies and procedures, schedules, curriculum, and extracurricular opportunities.
4. Interpret grades and test scores for parents and students, as well as permanent record information such as GPA, credit status, class rank, and honors.
5. Assist when requested with follow-up on students that are below grade level/failing with weekly progress reports.
6. Maintain a close relationship with the child study team following directives and recommendations as needed.
7. Assist in the resolution of school-related problems.
8. Provide responsive services including consultation, personal counseling, crisis counseling, and referral.
9. Arrange for summer work and/or enrollment in summer school programs to make up for noted deficiencies.
10. Provide for a smooth transition between middle/junior high and high school, which may include orientation programs for students and parents.
11. Provide a guidance curriculum consisting of structured developmental experiences presented systematically through classroom and group activities for all students.
12. Assist with teacher/student/parent conferences.

Registration & Admissions

1. Organize and perform admissions and registration.
2. Review and compile student admission applications and related documents
3. Meet with newly enrolled students and parents in person or on the phone to review forms and explain the enrollment and planning process.
4. Assist with the collection of all paperwork by responding to specific questions during the form completion process and follow up on missing forms until the file is complete.
5. Review, compile, and update student credentials needed for admissions status, and monitor progress of applicants.
6. Coordinate the preparation and distribution of school publications pertaining to admissions and enrollment.
7. Assist in all admissions, special events such as open house, career day, orientations, and high school tours, as assigned.
8. Respond to requests for public information about the district's admissions and enrollment policies and programs.
9. Speak at public meetings and with groups of students and teachers on matters related to the district's admissions programs and policies as requested by the superintendent.

Record-Keeping

1. Develop and maintain recordkeeping systems and procedures.
2. Oversee grade and transcript processing.
3. Coordinate academic information for graduation clearance.

4. Maintain academic records, verify enrollment, coordinate graduation, and implement applicable student policies in accordance with accreditation standards and federal and state law, administrative rules, and Board policy pertaining to privacy.
5. Compile statistical information and prepare reports.
6. May monitor academic standing, coordinate probation and suspension actions, and administer the Honors lists.
7. Resolve problems regarding the management of student records.

Transition to College and Career

1. Assist students in evaluating their aptitudes and abilities through the use of teacher comments, interpretation of individual standardized test scores, and other pertinent data.
2. Provide career development materials and activities (classroom and individual) and follow-up.
3. Work closely with and involve parents in students' career planning.
4. Provide counseling for students that will assist them to develop increased personal growth, self-understanding, and maturity.
5. Provide information and prepare recommendations to colleges for admissions and scholarships, as well as to potential employers and other agencies.
6. Help students with scholarship information and with application procedures including preparing written recommendations.
7. Hold a financial aid seminar for parents and students.
8. Notify students of upcoming opportunities to meet with college recruiters, job fairs, and outside career counselors.
9. Assist students with applications to post-secondary institutions, meeting with recruiters, and planning campus visits.
10. Provide timely notice and information to students and parents of opportunities to take SAT, ACT, and AP exams.
11. Gather information on colleges and careers and keep this information accessible to students and parents in an organized arrangement.
12. Work to prevent students from dropping out of school and assist those that do in finding alternative educational programs and/or employment.

Office Management

1. Maintain a professional office environment.
2. Provide interim assistance to students or parents with urgent needs.
3. Maintain student records and ensure their confidentiality.
4. Consult with teachers and other staff regularly to provide information and support to staff and to receive feedback on emerging needs of students.
5. Deal with confusion and emergencies in a friendly, supportive, and calm manner.
6. Assist agitated or confused students in re-composing themselves during situations where the student has a problem or personal setback.
7. Screen and coordinate new student records.
8. Assist the principal in building the master schedule and determining what courses are going to be taught at each grade level.

Program Evaluation

1. Assist in the evaluation of current curriculum offerings and in the planning, selection, and implementation of new course offerings.
2. Participate in follow-up studies of former students for the purpose of improving services and evaluating the effectiveness of the educational program being offered by the school.
3. Use the internet to gather current information about colleges and career programs.
4. Compare on-line and published information with first-hand accounts from returning graduates in order to gain a full, current picture of the situation.
5. Share research and findings with colleagues and students in order to improve counseling services.
6. Research, develop, and write proposals to enhance the guidance curriculum.
7. Evaluate the effectiveness of the comprehensive counseling program.

Community Outreach

1. Serve as a resource person to local community organizations.
2. Promote and provide assistance to community organizations that provide scholarships.
3. Network and consult with local businesses, industries, and social service agencies on a regular basis.
4. Provide information to the community regarding guidance services, GED programs, etc.

Other

1. Supervise the district's testing program and interpretation of test scores and attend state sponsored district test coordinator meetings.
2. Work closely with the school in interpreting the school's philosophy and objectives to students and parents.
3. Participate in building meetings such as special education meetings and class meetings.
4. Assist in arranging education services for hospitalized or homebound students in conjunction with the special services staff.
5. Assist with teacher/student and teacher/parent conflicts.
6. Provide letters to senior parents informing them of student academic status, including credit checks, reviews, and graduation status.
7. May lead, guide, and train staff, students, interns, and volunteers performing related work.
8. Advise students, parents, and faculty on academic advising procedures, as well as financial aid policies, procedures, and eligibility requirements.
9. Coordinate the grade petition process and respond to inquiries concerning academic performance.
10. Provide special program certifications, as appropriate.
11. May coordinate the acceptance and receipt of fees.
12. Provide administrative support, which may include scheduling meetings and events, maintaining various office files, initiating, and drafting correspondence, and other related duties.
13. Keep immediate supervisor informed of activities and any issues that may arise.

14. Assume responsibility for their continuing professional growth and development. Such efforts as attendance at professional meetings, membership in professional organizations, enrollment in advanced courses, and by reading professional journals and other publications.
15. Adhere to The Code of Ethics of the Idaho Teaching Profession adopted by the Professional Standards Commission and the State Board of Education.
16. Seek assistance should emergencies arise.
17. Represent the school district in a positive manner.
18. Know and follow school district policy and chain of command.
19. Perform other duties as assigned.

Evaluation
Performance of this position will be evaluated annually by the Building Principal in conformance with district policy and IDAPA 08.02.02.120.

Terms of Employment
By contract as determined by the Board of Trustees in accordance with federal and state law, administrative rules, and Board policy.

NOTE: *All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:
I.C. § 33-512 Governance of Schools
I.C. § 33-513 Professional Personnel
I.C. § 33-515 Issuance of Renewable Contracts
I.C. § 33-1210 Information on Past Job Performance
I.C. § 33-1212 Elementary School Counselors
I.C. § 54-3201 et seq. Social Work Licensing Act
IDAPA 08.02.02.027.01 Counselor Endorsement (K-12)
IDAPA 08.02.02.120 Local District Evaluation Policy—Teacher and Pupil Personnel Certificate Holders

REV: 9/2023

Lead Teacher

Qualifications

1. Idaho Teaching Certificate with appropriate endorsements.
2. Strong background in teaching methods, supervision, discipline, team- building, and technology.
3. Demonstrated knowledge of subject specialty and effective teaching methods.
4. Strong background in curriculum and the Idaho Core Standards.
5. Strong background in the integration of technology with instruction.
6. Ability to maintain a positive learning environment.
7. Works well with students, staff, and the public.
8. Excellent organizational skills.
9. Excellent interpersonal and communication skills.
10. Able to work under deadlines.
11. Maintain confidentiality of staff and students.

Primary Responsibility To

Principal

Job Summary

Provide an approved education program and establish a class environment that fosters learning and personal growth. To use leadership, supervisory, and administrative skills to promote the educational development of each student.

Duties and Responsibilities

Curriculum, Instruction, and Student Supervision

1. Supervise the school's teaching process, establishing, and maintaining effective learning in the school.
2. Coordinate the efforts of classroom staff to teach pupils through an approved course of study using Board-adopted curricula, textbooks, and other appropriate teaching materials.
3. Assist in the development, revision, and evaluation of the curriculum.
4. Initiate, design, and implement programs to meet the specific needs of the school.
5. Coordinate and assist the efforts of classroom staff to develop lesson plans and instructional materials, serving as a resource person to staff for this and other activities.
6. Assist in staff efforts to assess pupil academic progress and personal growth toward stated objectives of instruction.
7. Coordinate and assist classroom staff in their efforts to identify pupil needs and to cooperate with other professional staff members in assessing and resolving learning problems.
8. Coordinate and assist classroom staff in their efforts to communicate with parents.
9. Coordinate and assist classroom staff in their efforts to make effective use of community resources to enhance the instructional program.

10. Work to establish and maintain open lines of communication with students and their parents concerning both the academic and behavioral progress of all assigned students.
11. Maintain high standards of student conduct and enforce the district's discipline policy.
12. Complete referrals and discipline reports.
13. Actively pursue all cases of truancy, excessive absences, and tardies.
14. Assume responsibility for the implementation and observance of all Board policy and procedures by the school's staff and students.
15. Be responsible for overseeing the scheduling of students into classes and establishing the schedule of class offerings and maintaining a balance of student loads in each class.
16. Assume responsibility for the attendance, conduct, and health of the students.
17. Supervise the maintenance of accurate records on the progress and attendance of students.

Personnel

1. Assist the principal in the supervision of all professional, paraprofessional, administrative, and non-professional personnel employed at the school.
2. Assist the principal in the recruiting, screening, hiring, training, assigning, and evaluating of the school's personnel.
3. Assist the principal in evaluating and counseling all staff members regarding their individual and group performance in accordance with district policy.
4. Make recommendations concerning the school's staff and instruction.

Other

1. Act as a liaison between the school and the community, interpreting activities and policies of the school and encouraging community participation in school life.
2. Assist with the preparation of all reports for the district office.
3. Assume responsibility for the safety and administration of the school ~~plant~~.
4. Plan and supervise fire drills and emergency preparedness programs.
5. Keep immediate supervisor informed of activities and any issues that may arise.
6. Assume responsibility for their continuing professional growth and development by attendance at professional meetings, membership in professional organizations, enrollment in advanced courses, and by reading professional journals and other publications.
7. Adhere to The Code of Ethics of the Idaho Teaching Profession adopted by the Professional Standards Commission and the State Board of Education.
8. Seek assistance should emergencies arise.
9. Represent the school district in a positive manner.
10. Know and follow school district policy and chain of command.
11. Perform other duties as assigned.

<u>Evaluation</u>

Performance of this position will be evaluated annually by the principal in conformance with district policy and IDAPA 08.02.02.120.

Terms of Employment

By contract as determined by the Board of Trustees in accordance with federal and state law, administrative rules, and Board policy.

NOTE: *All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:

I.C. § 33-512 Governance of Schools
I.C. § 33-513 Professional Personnel
I.C. § 33-515 Issuance of Renewable Contracts
I.C. § 33-1201 Certificate Required
I.C. § 33-1210 Information on Past Job Performance
IDAPA 08.02.02.029 Consulting Teacher/Teacher Leader Endorsement
IDAPA 08.02.02.120 Local District Evaluation Policy— Teacher and Pupil Personnel Certificate Holders

REV: 9/2023

Class Advisor

Qualifications

1. Demonstrated knowledge of school spirit and recreational class events.
2. Related experience as determined by the Board.
3. Ability to foster and sustain students' interest in recreational and school spirit events and to promote skill development.
4. Possesses good organizational skills.
5. Strong interpersonal and communication skills, and ability to work harmoniously with students, parents, and colleagues.
6. Maintain confidentiality of staff and students.

Primary Responsibility To

Building Principal

Job Summary

To provide freshman, sophomore, junior or senior students with an opportunity to explore their interests and talents through organizing activities such as homecoming events, dances, and graduation. To promote self-confidence and leadership skills, and to provide a variety of worthwhile learning experiences which enhance and enrich the regular school program.

Duties and Responsibilities

1. Supervise and chaperone activities such as homecoming events, school spirit weeks, dances, and graduation.
2. Attend all related meetings and in-school events and supervise students on related field trips and other out-of-school functions.
3. Attend out-of-school meetings and supervise fundraisers.
4. Arrange for any necessary transportation related to activities.
5. Ensure the safety of the students and maintain responsibility for the security of equipment and facilities.
6. Actively promote the class activity organizing program and seek student participation.
7. Oversee the development, production, sales/distribution, and advertising of any product produced by the students.
8. Assist with selling concessions, raising funds, and making posters.
9. Model positive behavior and maintain a supportive environment.
10. Prepare the activities budget, order necessary supplies and equipment, and maintain appropriate records related to activity expenses and revenues.
11. Be responsible for the collection, depositing of funds, payment of bills, and financial reporting in accordance with federal and state law, administrative rules, and Board policy.
12. Organize events which may include school-wide contests and participation in local, state, or national contests.
13. Act as liaison between the class and the building principal and obtain the approval of the principal for all activities.
14. Coordinate with other class advisors as appropriate.

15. Help the class president recruit students to assist with events.
16. Seek parental and community support for activities.
17. Evaluate the program annually and make recommendations for improvements as necessary.
18. Assume responsibility for their continuing professional growth and development through such efforts as attendance at professional meetings, and by reading professional publications.
19. Seek assistance should emergencies arise.
20. Represent the school district in a positive manner.
21. Know and follow school district policy and chain of command.
22. Perform other duties as assigned.

Evaluation

The performance of this position will be evaluated annually by the building principal in conformance with federal and state law, administrative rules, and Board policy.

Terms of Employment

This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

NOTE: *All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:

I.C. § 33-512 Governance of Schools
I.C. § 33-1210 Information on Past Job Performance

REV: 9/2023

Director of Band and Choir

Qualifications

1. High school diploma required; certification preferred.
2. Demonstrated knowledge of school musical programs.
3. Related experience as determined by the Board.
4. Ability to foster and sustain students' interest in band and promote skill development.
5. Possesses good organizational skills.
6. Strong interpersonal and communication skills, and ability to work harmoniously with students, parents, and colleagues.
7. Maintain confidentiality of staff and students.

Primary Responsibility To

Building Principal

Job Summary

To provide students with an opportunity to explore their interests and talents through participation in the band/choir program. To promote self-confidence and leadership skills and to provide a variety of worthwhile learning experiences which enhance and enrich the regular school program.

Duties and Responsibilities

1. Plan, organize, and supervise a series of regularly scheduled activities, such as practices, for participating students after school hours.
2. Direct school band/choir activities including concerts and performances at athletic events, festivals, and community events.
3. Attend all band/choir meetings and in-school events and supervise students on related field trips and other out-of-school functions.
4. Attend out-of-school meetings, supervise fundraisers, and help students prepare for competitions.
5. Arrange for any necessary transportation or scheduling of competition officials related to an activity.
6. Ensure the safety of the students and maintain responsibility for the security of equipment and facilities.
7. Actively promote the band/choir programs and seek student participation.
8. Oversee the development, production, sales/distribution, and advertising of any product produced by the students.
9. Model positive behavior and maintain a supportive environment.
10. Prepare the band/choir budget(s), order necessary supplies and equipment, and maintain appropriate records related to activity expenses and revenues.
11. Be responsible for the collection, depositing of funds, payment of bills, and financial reporting in accordance with federal and state law, administrative rules, and Board policy.
12. Organize events which may include school-wide contests and participation in local, state, or national contests.

13. Work with the athletics director and/or building principal to assist in determining which games bands will perform.
14. Work with coaches, parents, news reporters and community members.
15. Coordinate the use of facilities such as the auditorium and gym for rehearsals and concerts.
16. Assist other district music personnel.
17. Perform and coordinate work with elementary and high school programs.
18. Evaluate the band/choir program annually and make recommendations for improvements as necessary.
19. Assume responsibility for their continuing professional growth and development through such efforts as attendance at professional meetings, and by reading professional publications.
20. Seek assistance should emergencies arise.
21. Represent the school district in a positive manner.
22. Know and follow school district policy and chain of command.
23. Perform other duties as assigned.

Evaluation

The performance of this position will be evaluated annually by the building principal in conformance with federal and state law, administrative rules, and Board policy.

Terms of Employment

This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

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Legal Reference:

I.C. § 33-512 Governance of Schools
I.C. § 33-1210 Information on Past Job Performance

REV: 9/2023

National Honor Society Advisor

Qualifications

1. Demonstrated knowledge of National Honor Society.
2. Related experience as determined by the Board.
3. Ability to foster and sustain students' interest in National Honor Society and promote skill development.
4. Possesses good organizational skills.
5. Strong interpersonal and communication skills, and ability to work harmoniously with students, parents, and colleagues.
6. Maintain confidentiality of staff and students.

Primary Responsibility To

Building Principal

Job Summary

To provide students with an opportunity to explore their interests and talents through National Honor Society designed to promote self-confidence and leadership skills and to provide a variety of worthwhile learning experiences which enhance and enrich the regular school program.

Duties and Responsibilities

1. Help organize events such as induction ceremonies and group trips.
2. Attend all National Honor Society meetings and in-school events and supervise students on related field trips and other out-of-school functions.
3. Arrange for any necessary transportation or scheduling of competition officials related to an activity.
4. Ensure the safety of the students and maintain responsibility for the security of equipment and facilities.
5. Actively promote National Honor Society and seek participation from eligible students.
6. Oversee the development, production, sales/distribution, and advertising of any product produced by the students.
7. Model positive behavior and maintain a supportive environment.
8. Prepare the National Honor Society budget, order necessary supplies and equipment, and maintain appropriate records related to activity expenses and revenues.
9. Be responsible for the collection, depositing of funds, payment of bills, and financial reporting in accordance with federal and state law, administrative rules, and Board policy.
10. Organize events which may include school-wide contests and participation in local, state, or national contests.
11. Evaluate the National Honor Society program annually and make recommendations for improvements as necessary.
12. Assume responsibility for their continuing professional growth and development through such efforts as attendance at professional meetings, and by reading professional publications.

13. Seek assistance should emergencies arise.
14. Represent the school district in a positive manner.
15. Know and follow school district policy and chain of command.
16. Perform other duties as assigned.

Evaluation

The performance of this position will be evaluated annually by the building principal in conformance with federal and state law, administrative rules, and Board policy.

Terms of Employment

This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

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Legal Reference:

I.C. § 33-512 Governance of Schools
I.C. § 33-1210 Information on Past Job Performance

REV: 9/2023

Natural Helper's Advisor

Qualifications

1. Demonstrated knowledge of the Natural Helpers program.
2. Related experience as determined by the Board.
3. Ability to foster and sustain students' interest in Natural Helpers program and promote skill development.
4. Possesses good organizational skills.
5. Strong interpersonal and communication skills, and ability to work harmoniously with students, parents, and colleagues.
6. Maintain confidentiality of staff and students.

Primary Responsibility To

Building Principal

Job Summary

To provide students with an opportunity to explore their interests and talents through participation in Natural Helpers. To promote self-confidence and leadership skills, and to provide a variety of worthwhile learning experiences which enhance and enrich the regular school program.

Duties and Responsibilities

1. Attend all Natural Helpers meetings and in-school events and supervise students on related field trips and other out-of-school functions.
2. Arrange for any necessary transportation related to activities.
3. Ensure the safety of the students and maintain responsibility for the security of equipment and facilities.
4. Actively promote the Natural Helpers program and seek student participation.
5. Model positive behavior and maintain a supportive environment.
6. Prepare the Natural Helpers budget, order necessary supplies and equipment, and maintain appropriate records related to activity expenses and revenues.
7. Be responsible for the collection, depositing of funds, payment of bills, and financial reporting in accordance with federal and state law, administrative rules, and Board policy.
8. Organize events which may include school-wide contests and participation in local, state, or national contests.
9. Evaluate the Natural Helpers program annually and make recommendations for improvements as necessary.
10. Assume responsibility for their continuing professional growth and development through such efforts as attendance at professional meetings, and by reading professional publications.
11. Seek assistance should emergencies arise.
12. Represent the school district in a positive manner.
13. Know and follow school district policy and chain of command.
14. Perform other duties as assigned.

Evaluation

The performance of this position will be evaluated annually by the building principal in conformance with federal and state law, administrative rules, and Board policy.

Terms of Employment

This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

NOTE: *All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:
I.C. § 33-512 Governance of Schools
I.C. § 33-1210 Information on Past Job Performance

REV: 9/2023

Senior Project Advisor

Qualifications

1. Idaho teaching certificate with appropriate endorsement(s) for teaching high school students.
2. Strong background in teaching methods, developmentally appropriate classroom activities, and effective classroom management.
3. Demonstrated knowledge of research methods, research paper composition, and effective teaching methods.
4. Strong background in curriculum.
5. Strong background in the integration of technology with instruction.
6. Ability to maintain a positive learning environment.
7. Work well with students, staff, and the public.
8. Excellent organizational skills.
9. Excellent interpersonal and communication skills.
10. Able to work under deadlines.
11. Maintain confidentiality of staff and students.

Primary Responsibility To

Building Principal

Job Summary

Aid high school seniors in completing a senior project, including a written report, oral presentation, and any other components required by the district.

Duties and Responsibilities

Working with Students

1. Confer with students to plan the steps of completing their senior project, monitor their progress, and provide advice and assistance as needed.
2. Assist students in selecting a topic.
3. Obtain documentation of parental approval of each student's senior project proposal.
4. Assess intermediate and supporting activities in the completion of the senior project, as needed.
5. Assist students in selecting mentors, interview subjects, etc. as needed.
6. Maintain student senior project portfolios or monitor students' maintenance of portfolios.
7. Proofread drafts of students' written reports and recommend improvements.
8. Coach students in practicing their oral presentations.
9. Assist students in scheduling a date and time for the oral presentation component of the senior project.
10. Assess completed senior project.
11. Encourage students to strive to meet their highest potential.
12. Make provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.

13. Work to establish and maintain open lines of communication with students and their parents concerning both the academic and behavioral progress of all assigned students.
14. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

Instruction of Senior Project Class

1. Prepare for assigned classes.
2. Design lessons with an appropriate level of difficulty that provide content in a logical and sequential manner.
3. Employ a variety of instructional techniques and media, consistent with the physical limitations of the classroom and the needs and capabilities of the individuals or student groups involved.
4. Meet and instruct assigned classes in the locations and at the times designated.
5. Identify pupil needs and provide instruction appropriate to those needs.
6. Follow modifications and accommodations as specified in Individual Education Plans (IEPs).
7. Implement the district's philosophy of education and instructional goals and objectives, in lesson plans, classroom instruction, unit planning, and assessments.
8. Devise written and oral assignments and tests that require analytical and critical thinking as well as the reproduction of facts and use them to evaluate student progress on a regular basis.
9. Budget class time effectively.
10. Establish and communicate classroom rules and encourage students to set and maintain standards of classroom behavior.

Professional Contacts and Activities

1. Attend and participate in faculty meetings.
2. Attend IEP meetings and collaborate with special education teachers as needed.
3. Keep immediate supervisor informed of activities and any issues that may arise.
4. Cooperate with other members of the staff in planning instructional goals, curriculum, objectives, and methods.
5. Provide needed and requested information on a timely basis.

Other

1. Recommend expenditures for activities, equipment, and supplies to aid students in completing their senior projects.
2. Assist in upholding and enforcing school rules.
3. Maintain accurate and complete records as required by federal and state law, administrative rules, and Board policy.
4. Assume responsibility for their continuing professional growth and development by attendance at professional meetings, membership in professional organizations, enrollment in advanced courses, and by reading professional journals and other publications.
5. Adhere to The Code of Ethics of the Idaho Teaching Profession adopted by the Professional Standards Commission and the State Board of Education.
6. Seek assistance should emergencies arise.
7. Represent the school district in a positive manner.

8. Know and follow school district policy and chain of command.
9. Perform other duties as assigned.

Evaluation
Performance of this position will be evaluated annually by the building principal in conformance with district policy and IDAPA 08.02.02.120.

Terms of Employment
By contract as determined by the Board of Trustees in accordance with federal and state law, administrative rules, and Board policy.

NOTE: *All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:
I.C. § 33-512 Governance of Schools
I.C. § 33-513 Professional Personnel
I.C. § 33-515 Issuance of Renewable Contracts
I.C. § 33-1201 Certificate Required
I.C. § 33-1210 Information on Past Job Performance
IDAPA 08.02.02.022 Endorsements A-D
IDAPA 08.02.02.023 Endorsements E-L
IDAPA 08.02.02.0234 Endorsements M-Z
IDAPA 08.02.02.120 Local District Evaluation Policy—Teacher and Pupil Personnel Certificate Holders
IDAPA 08.02.03.105.04 Senior Project

REV: 9/2023

Student Council Advisor

Qualifications

1. Demonstrated knowledge of student council.
2. Related experience as determined by the Board.
3. Ability to foster and sustain students' interest in student council and promote skill development.
4. Possesses good organizational skills.
5. Strong interpersonal and communication skills, and ability to work harmoniously with students, parents, and colleagues.
6. Maintain confidentiality of staff and students.

Primary Responsibility To

Building Principal

Job Summary

To provide students with an opportunity to explore their interests and talents through participation in student council. To promote self-confidence and leadership skills, and to provide a variety of worthwhile learning experiences which enhance and enrich the regular school program.

Duties and Responsibilities

1. Provide guidance to the student council while allowing the students to manage its affairs and make their own decisions as much as possible.
2. Help with fundraisers, dances, and other student council activities.
3. Supervise student body elections.
4. Attend all student council meetings and in-school events and supervise students on related field trips and other out-of-school functions.
5. Arrange for any necessary transportation related to an activity.
6. Ensure the safety of the students and maintain responsibility for the security of equipment and facilities.
7. Actively promote the student council program and seek student participation.
8. Oversee the development, production, sales/distribution, and advertising of any product produced by the students.
9. Model positive behavior and maintain a supportive environment.
10. Help students prepare the student council budget, order necessary supplies and equipment, and maintain appropriate records related to activity expenses and revenues.
11. Be responsible for the collection, depositing of funds, payment of bills, and financial reporting in accordance with federal and state law, administrative rules, and Board policy.
12. Organize events which may include school-wide contests and participation in local, state, or national contests.
13. Act as a liaison between the student council and the school employees who work with the student council.
14. Evaluate the student council program annually and make recommendations for improvements as necessary.

15. Assume responsibility for their continuing professional growth and development through such efforts as attendance at professional meetings, and by reading professional publications.
16. Seek assistance should emergencies arise.
17. Represent the school district in a positive manner.
18. Know and follow school district policy and chain of command.
19. Perform other duties as assigned.

Evaluation

The performance of this position will be evaluated annually by the building principal in conformance with federal and state law, administrative rules, and Board policy.

Terms of Employment

This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

NOTE: *All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:

I.C. § 33-512 Governance of Schools
I.C. § 33-1210 Information on Past Job Performance

REV: 9/2023

Theater/Drama Advisor

Qualifications

1. High school diploma.
2. Demonstrated knowledge of acting, stagecraft, and other theater skills.
3. Related experience as determined by the Board.
4. Ability to foster and sustain students' interest in theater and promote skill development.
5. Possesses good organizational skills.
6. Strong interpersonal and communication skills, and ability to work harmoniously with students, parents, and colleagues.
7. Maintain confidentiality of staff and students.

Primary Responsibility To

Building Principal

Job Summary

To provide students with an opportunity to explore their interests and talents through theater. Promote self-confidence and leadership skills, and to provide a variety of worthwhile learning experiences which enhance and enrich the regular school program.

Duties and Responsibilities

1. Work one-on-one and in groups with students on acting, memorization, blocking, costuming, and stagecraft.
2. Plan and schedule rehearsal and performance schedules.
3. Attend all meetings, rehearsals, performances, and in-school events; and supervise students on related field trips and other out-of-school functions.
4. Attend out-of-school meetings and supervise fundraisers.
5. Arrange with the athletics and activities director for any necessary transportation or scheduling of competition officials related to an activity.
6. Ensure the safety of the students and maintain responsibility for the security of equipment and facilities.
7. Actively promote the theater program and seek student participation.
8. Oversee the development, production, sales/distribution, and advertising of any product produced by the students.
9. Model positive behavior and maintain a supportive environment.
10. Prepare the theater budget, considering expenses relating to advertising, prop purchases, backdrop and stage expenses, costuming, and incoming money from ticket sales.
11. Order necessary supplies and equipment, and maintain appropriate records related to activity expenses and revenues.
12. Be responsible for the collection, depositing of funds, payment of bills, and financial reporting in accordance with federal and state law, administrative rules, and Board policy.
13. Advertise and work with community members to promote shows.
14. Meet with sponsors, advertisers, printers, colleagues, parents, and students as needed.

15. Evaluate the theater program annually and make recommendations for improvements as necessary.
16. Assume responsibility for their continuing professional growth and development through such efforts as attendance at professional meetings, and by reading professional publications.
17. Seek assistance should emergencies arise.
18. Represent the school district in a positive manner.
19. Know and follow school district policy and chain of command.
20. Perform other duties as assigned.

Evaluation
The performance of this position will be evaluated annually by the building principal in conformance with federal and state law, administrative rules, and Board policy.

Terms of Employment
This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

NOTE: *All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:
I.C. § 33-512 Governance of Schools
I.C. § 33-1210 Information on Past Job Performance

REV: 9/2023

Yearbook Advisor

Qualifications

1. Demonstrated knowledge of publishing, including the ability to use and teach others to use software needed to complete and publish.
2. Related experience as determined by the Board.
3. Ability to foster and sustain students' interest in photography, journalism, and related skills and promote skill development.
4. Possesses good organizational skills.
5. Strong interpersonal and communication skills, and ability to work harmoniously with students, parents, and colleagues.
6. Maintain confidentiality of staff and students.

Primary Responsibility To

Building Principal

Job Summary

To provide students with an opportunity to explore their interests and talents through creating the annual yearbook. To promote self-confidence and leadership skills, and to provide a variety of worthwhile learning experiences which enhance and enrich the regular school program. To produce a yearbook based on student work that reflects the current year's activities, student body, and faculty.

Duties and Responsibilities

1. Organize and supervise student duties as well as a series of regularly scheduled yearbook activities for students after school hours.
2. Teach students such subjects as journalism, layout design, cropping, photography techniques, advertisement sales, yearbook sales, and accounting.
3. Attend all yearbook meetings and in-school events and supervise students on related field trips and other out-of-school functions.
4. Attend out-of-school meetings and supervise fundraisers.
5. Arrange for any necessary transportation related to activities.
6. Ensure the safety of the students and maintain responsibility for the security of equipment and facilities.
7. Actively promote yearbooks and seek student participation.
8. Oversee the development, production, sales/distribution, and advertising of the yearbook This includes previewing all pictures and text to appear in the yearbook and working with a publishing representative and company to agree and implement a contract.
9. Model positive behavior and maintain a supportive environment.
10. Prepare the yearbook budget, order necessary supplies and equipment, and maintain appropriate records related to activity expenses and revenues.
11. Be responsible for the collection, depositing of funds, payment of bills, and financial reporting in accordance with federal and state law, administrative rules, and Board policy.
12. Evaluate the yearbook program annually and make recommendations for improvements as necessary.

13. Assume responsibility for their continuing professional growth and development through such efforts as attendance at professional meetings, and by reading professional publications.
14. Seek assistance should emergencies arise.
15. Represent the school district in a positive manner.
16. Know and follow school district policy and chain of command.
17. Perform other duties as assigned.

Evaluation

Performance of this position will be evaluated annually by the Building Principal in conformance with federal and state law, administrative rules, and Board policy.

Terms of Employment

This position shall be considered in all respects "employment at will". The "employment period" and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

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Legal Reference:

I.C. § 33-512 Governance of Schools
I.C. § 33-1210 Information on Past Job Performance

REV: 9/2023

504 Coordinator

Qualifications

11. Idaho Teaching Certificate (K-12) or other Board approved qualifications.
12. Minimum experience as determined by the Board in the areas of special education services.
13. Broad knowledge of reporting requirements, federal and state law, administrative rules, and Board policy.
14. Able to effectively administer 504 plans and to work with staff, parents, community groups, and agencies.
15. Strong background in the use of technology.
16. Strong leadership and organizational skills.
17. Relates extremely well to students.
18. Excellent public relations, interpersonal, and communication skills.
19. Able to work under pressure and meet deadlines.
20. Maintain confidentiality of staff and students.

Primary Responsibilities To
Superintendent

Job Summary
To provide direction to enable pupils to benefit from educational opportunities to the fullest by eliminating or ameliorating problems that interfere with student learning. To assist the district in providing an educational program that is sensitive to the needs of all students within the requirements of federal and state law, administrative rules, and Board policy.

Duties and Responsibilities

1. Attend and participate in faculty meetings.
2. Organize a meeting at least once annually with the case manager, parents, and other professional staff to review and revise the 504 plan and placement of each assigned pupil.
3. Keep immediate supervisor informed of activities and any issues that may arise.
4. Cooperate with other members of the staff in planning instructional goals, curriculum, objectives, and methods.
5. Provide needed and requested information on a timely and effective basis.
6. Coordinate and cooperate with other members of the staff in the development of adaptations, modifications, accommodations, and instructional methods.
7. Consult with members of the child study team regarding each pupil's educational program, academic program, and personal growth.
8. Plan, coordinate, and lead the implementation of 504 plans including modifications and accommodations.
9. Maintain accurate, complete, and correct records in accordance with applicable federal and state law, (including IDEA, ADA, and 504), administrative rules, and Board policy.

Other

8. Assist in upholding and enforcing school rules.
9. Assume responsibility for their continuing professional growth and development. Such as attendance at professional meetings, membership in professional organizations, enrollment in advanced courses, and by reading professional journals and other publications.
10. Adhere to The Code of Ethics of the Idaho Teaching Profession adopted by the Professional Standards Commission and the State Board of Education.
11. Seek assistance should emergencies arise.
12. Represent the school district in a positive manner.
13. Know and follow school district policy and chain of command.
14. Perform other duties as assigned.

Evaluation

Performance of this position will be evaluated annually by the superintendent in conformance with District policy and IDAPA 08.02.02.120.

Terms of Employment

By contract as determined by the Board of Trustees in accordance with federal and state law, administrative rules, and Board policy.

NOTE: *All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

REV: 10/2023

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Business Manager

Qualifications

1. Associate degree in business required, bachelor's degree preferred.
2. Post high school training in business, accounting, or secretarial skills preferred.
3. Previous experience as determined by the Board.
4. Strong background in budgeting preferred, including an understanding of the principles and practices of financial accounting and reporting procedures consistent with Generally Accepted Accounting Principles (GAAP), federal and state law, administrative rules, and Board policy.
5. Knowledge of accepted business practices, federal and state law, administrative rules, and Board policy governing school districts, including those related to administration, risk management, purchasing, transportation, food services, school plant operations, and facility planning.
6. Ability to maintain accurate and precise records according to federal and state law, administrative rules, and Board policy.
7. Knowledgeable with computers, including word processing, data bases, spread sheets, and reports.
8. Organizational, communication, and interpersonal skills.
9. Self-motivated.
10. Maintain confidentiality of staff and students.

Primary Responsibility To

Superintendent and School Board

Job Summary

To maintain district financial records according to federal and state law, administrative rules, and Board policy. To prepare and administer the district budget.

Duties and Responsibilities

Keep Financial Records

1. Assist the superintendent in the preparation of the annual district budget.
2. Be responsible for the administration of all phases of the budget throughout the year.
3. Assist the superintendent in developing budget guidelines.
4. Serve as general accountant for the Board.
5. Keep accurate and detailed accounts of all financial transactions as prescribed by federal and state law, administrative rules, and Board policy.
6. Accurately report the district's accounting and financial condition, including all revenues and expenditures, to the Board of Trustees, auditors, state and local sources, and patrons of the district.
7. Assure that all financial and accounting records are maintained in conformity with Generally Accepted Accounting Principles (GAAP).
8. Accurately complete required financial and budgetary reports to the State Department of Education.

9. Maintain a record of the daily balances in the cash accounts and oversee reconciling the general ledger cash balance to the monthly bank reconciliation.
10. Monitor student account reports submitted by school secretaries for accuracy and timeliness.
11. Assure that any fiscal year-end and calendar year-end file maintenance is completed.
12. Monitor the property tax collections, prepare the reports, and calculate the yearly tax levies.
13. Monitor the cash flow of the district and investments as specified by state statute and sound investment guidelines.
14. Maintain financial data used to assist the Board negotiation team during the process of negotiations.
15. Shall account for the deposit of all money of the district in accordance with the provisions of the public depository law.

Manage Financial Transactions

1. Assume responsibility for the audit of all claims, invoices, and demands against the Board, and present them for Board approval and arrange for payment.
2. Collects fees and other money due to the Board not payable directly to the treasurer and deposit such funds or transmit them to the treasurer for deposit.
3. Be responsible for investment of Board funds in accordance with statute and Board policy.
4. Assure that the district's payroll is properly processed and maintained in conjunction with all federal and state law, administrative rules, and Board policy.
5. Calculate and monitor related activities including salary schedules, contracts, taxes, insurance, flexible spending, TSA's, garnishments, and all other deductions.
6. Provide advanced warning of changes in expenditures or revenues as compared to the adopted budget.

Board Record Keeping

1. Post and publish all legal notices.
2. Submit paperwork and reports as directed by the Board.

Other

1. Administer the district's insurance and risk management program.
2. Keep the Board informed of activities and any issues that may arise.
3. When assigned, attend district Board meetings, and speak on assigned topics.
4. Assure that district office personnel are cross trained to fill in as the business manager in the absence of the business manager.
5. Respond to common inquiries or complaints from patrons, regulatory agencies, or members of the business community.
6. Schedule meetings with staff when needed.
7. Assume responsibility for their continuing professional growth and development by such efforts as attendance at professional meetings, membership in professional organizations, enrollment in advanced courses, and by reading professional journals and other publications.
8. Seek assistance should emergencies arise.
9. Represent the school district in a positive manner.

10. Know and follow school district policy and chain of command.
11. Perform other duties as assigned.

Evaluation
Performance of this position will be evaluated annually by the superintendent and/or School Board in conformance with federal and state law, administrative rules, and Board policy.

Terms of Employment
This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

Note: *All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:
I.C. § 33-508 Duties of the Clerk
I.C. § 33-512 Governance of Schools
I.C. § 33-1210 Information on Past Job Performance

REV: 9/2023

District Clerk

Qualifications

1. High School Diploma or equivalent required, associate degree preferred.
2. Successful experience in running a business office (preferred).
3. Experience with computer programs; including, but not limited to, the use of word processing and data-based formats.
4. Knowledge of accounting procedures that includes bookkeeping, and the receipt, posting, and disbursement of funds.
5. Ability to type, edit and run general office machines, including computer, duplicator, copy machine, 10 key calculator, laminator, intercom system.
6. Temperament, attitude, and aptitude to work with students, staff, and community members.

Primary Responsibility To

Superintendent

Salary

The District Clerk is a classified exempt employee and will be paid in accordance with the District salary schedule for the position.

Job Goals

To administer the total operational affairs of the office in such a manner that the students, teachers, administrators, board members and patrons served will receive the maximum benefits available through the school.

Duties and Responsibilities

1. Coordinates the detail and written work relating to Board operations.
2. Displays a high standard of ethical behavior, and confidentiality as required.
3. Gives public notice of, attends, and keeps full and accurate minutes of all meetings of the Board of Trustees.
4. Assists in the preparation of the Board meeting agendas; compiles and delivers Board packet information to Trustees in preparation for meetings.
5. Maintains the historical archive of Board of Trustees business.
6. Supports Superintendent with policy manual additions and amendments; assists in monitoring District adherence to policy.
7. Fulfills school election responsibilities.
8. Prepares and maintains individual and collective personnel contracts.
9. Prepares District payroll.
10. Calculates and monitors related activities, including salary schedules, contracts, taxes, insurance benefits, and other deductions.
11. Prepares reports and checks for proper agencies converting all deduction.
12. Prepares and maintains all necessary earning records, deduction records, and similar personnel payment records.
13. Prepares the W-2’s annually.
14. Records staff leaves and absences.
15. Compiles State attendance and enrollment reports.

16. Works with other departments to ensure accurate ISEE data uploads.
17. Advertises open positions and organizes applicant information.
18. Processes purchase orders, and monitors procurement process.
19. Coordinates credit applications, accounts payable billings, and follow-ups.
20. Performs personnel and financial secretarial duties for Transportation and Maintenance Departments.
21. Acts as secretary to Superintendent, coordinates mailings, telephone calls, messages email correspondence etc.
22. Orders and maintains office supplies as needed.
23. Performs typical office routines, including typing and compiling reports, typing letters, filing information related to the position, scheduling appointments, faxing information, greeting, and assisting persons who have business in the main office and similar tasks.
24. Is the Equal Opportunity Officer for the District.
25. Pursues professional training opportunities as available.
26. Performs such other reasonable duties as may be assigned.

This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the District at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person’s designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said District’s rules, regulations and policies which have been reduced to writing and made available to the employee at the building principal’s office and the District-wide administration office.

The employment period shall be for twelve (12) months with vacations as specified in District Rules and Regulations. The salary shall be established by the Board.

Evaluation
The performance of this position will be evaluated periodically by the superintendent or a designee in conformance with District policy relation to evaluations of classified employees.

Terms of Employment
This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

Note: *All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:
I.C. § 33-508 Duties of the Clerk
I.C. § 33-512 Governance of Schools
I.C. § 33-1210 Information on Past Job Performance Revision Date 5/2017

REV: 9/2023

Human Resources

Qualifications

1. Associate degree (A.A. or A.S.) or equivalent in education, personnel, or another relevant field, or four to ten years of related experience or an equivalent combination of education and experience.
2. Background that provides comprehensive experience in a personnel related field, extensive personnel experience in the public sector and educationally related or service organizations.
3. Knowledge of principles, practices, and trends of public personnel administration in such areas as the evaluation of certificated and classified employees, classification, and wage and salary administration.
4. Knowledge of the operations of school district educational and administrative functions.
5. Familiarity with policies and laws which impact employer/employee relations, content of collective bargaining agreements, approaches to negotiations, law, risk management principles, and organizational psychology.
6. Demonstrated ability to work effectively in the areas of supervision of programs and staff.
7. Strong communication skills.
8. Ability to assemble and analyze data and make appropriate recommendations to the superintendent.
9. Maintain confidentiality of staff and students.

Primary Responsibility To

Superintendent

Job Summary

To be responsible for the administration and coordination of classified and certificated functions of the Human Resources Division. To plan, organize, and direct a comprehensive human resources program, including classification, wage and salary administration, employee relations and collective bargaining. To serve as the principal advisor to the superintendent regarding employee and labor relations matters.

Duties and Responsibilities

Sharing Knowledge

1. Interpret federal and state law, administrative rules, and Board policy relating to employer/employee relations and advise, direct, and assist, as necessary, in their implementation.
2. Interpret district policies, practices, and procedures to administrators, teachers, classified staff, and applicants.
3. Serve as a resource person for information relative to the federal and state law, administrative rules, and Board policy pertaining to education and personnel practices.

4. Conduct analyses for district and state reports.
5. File reports in a timely manner, seeking Board approval when appropriate.
6. Plan, direct, and manage the human resources function for the district's certificated and classified employees.
7. Administer all classified and certificated personnel programs of the district in conformity with the requirements of appropriate federal and state law, administrative rules, and Board policy.
8. Manage all personnel actions, assignments, transfers, reassignments, promotions, demotions, and dismissals of personnel.
9. Manage and maintain a district-wide staffing profile.
10. Manage and maintain the record-keeping for a system of performance evaluation for employees.
11. Provide specialized assistance in the handling of employee problems.
12. Train subordinates.

Employee Relations and Evaluations

1. Assist with collective bargaining for all bargaining units.
2. Be responsible for representing the district in the investigation and resolution of compliance issues and contractual disputes.
3. Assist in employer/employee relations, labor negotiations, contract management, grievance processing.
4. Participate as a representative of the district during employer/employee contract negotiations.
5. Coordinate retirement incentive/option programs.
6. Consult with employees on retirement related issues.
7. Manage human resources functions related to certificated and classified personnel.

Evaluation

Performance of this position will be evaluated annually by the superintendent in conformance with federal and state law, administrative rules, and Board policy.

Terms of Employment

This position shall be considered in all respects "employment at will". The "employment period" and other descriptions and terms set forth shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

Note: *All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:

I.C. § 33-512 Governance of Schools
I.C. § 33-1210 Information on Past Job Performance
REV: 9/2023

District Office Assistant

Qualifications

1. High school diploma or General Education Degree, preference may be given to applicants with college education.
2. Basic secretarial training.
3. Minimum experience as receptionist or school office work as determined by the Board.
4. Knowledge of word processing, data bases, spread sheets, and reports.
5. High level of competence in typing, filing, and general computer knowledge.
6. Knowledge of automated office equipment and efficient office procedures.
7. Strong telephone skills and ability to communicate effectively.
8. Work well with students, staff, and the public.
9. Work well under pressure and deadlines.
10. Excellent analytical and organizational skills.
11. Maintain confidentiality of staff and students.

Primary Responsibility To
Superintendent

Job Summary
To greet visitors, and to answer and direct incoming calls to appropriate individuals. Provide support for district office staff and the superintendent.

Duties and Responsibilities

Interacting with the Public

1. Receive and route incoming calls and correspondence.
2. Arrange meetings and handle follow-up activities as necessary.
3. Explain and advise patrons about school organization, programs, and functions.
4. Give out information and appropriate forms to the public and collect and organize completed forms.

Miscellaneous Office Tasks

1. Prepare such documents as reports, correspondence, handbooks, letters, memos, and monthly statements as necessary to assist the district office staff.
2. Compile and post information on standard forms.
3. Using specific formats and systems, enter a variety of administrative data and review for accuracy.
4. Maintain schedules and calendars.
5. Receive and account for district revenues.
6. Be responsible for routine clerical functions related to attendance, charts, and record keeping.
7. Maintain a well-organized, up-to-date filing system.
8. Operate equipment, such as computers, copiers, intercom systems, calculators, laminators, telephone systems, and scanners.

Other

1. Relieve other office staff during lunch breaks.
2. Substitute for other office personnel when required.
3. Assume responsibility for their continuing professional growth and development by attendance at in-services or training courses.
4. Seek assistance should emergencies arise.
5. Represent the school district in a positive manner.
6. Know and follow school district policy and chain of command.
7. Perform other duties as assigned.

Evaluation

Performance of this position will be evaluated annually by the superintendent in conformance with federal and state law, administrative rules, and Board policy.

Terms of Employment

This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

Note: *All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:

I.C. § 33-512 Governance of Schools
I.C. § 33-1210 Information on Past Job Performance

REV: 9/2023

Jr./Sr. High School Secretary

Qualifications

1. High school diploma or General Education Degree, preference may be given to applicants with college education.
2. Previous secretarial experience as determined by the Board.
3. Knowledge of word processing, data bases, spread sheets, and reports.
4. High level of competence in typing, filing, and general computer knowledge.
5. Knowledge of automated office equipment and efficient office procedures.
6. Good telephone skills and ability to communicate effectively.
7. Work well with students, staff, and the public.
8. Work well under pressure and deadlines.
9. Excellent organizational skills.
10. Maintain confidentiality of staff and students.

Primary Responsibility To

Building Principal

Job Summary

To assist the building principal in the efficient operation of the school so maximum positive impact can be made on the education of secondary school students. To carry out all secretarial and clerical duties necessary for the smooth and efficient operation of the office.

Duties and Responsibilities

Interacting with Students and the Public

1. Receive and route incoming calls and correspondence.
2. Arrange meetings, prepare agendas, and handle follow-up activities as necessary.
3. Assist, log in, and direct visitors to the school.
4. Select, train, and oversee student office aides.
5. Administer medications to students according to school policy.
6. Supervise students in emergency situations, attend to ill or hurt students, administer basic first aid and contact parents as instructed.
7. Handle daily announcements.
8. Register students and set up permanent records entering student demographics and all other needed information.
9. Help schedule parent-teacher conferences with teachers and help coordinate them with other schools.
10. Issue lockers and maintain records of the same.
11. Process midterm reports and report cards.
12. Develop list for honor roll students.
13. Assist high school counselor with graduation arrangements.
14. Order and compile all awards.
15. Assist high school counselor in mailing transcripts to colleges and universities and in providing verifications for jobs and social security.

Records and Reports

1. Maintain accurate enrollment and attendance records for various reports and forward them to the district clerk as needed.
2. Run daily tardy reports and mail attendance letters home when necessary.
3. Prepare quarterly state attendance reports.
4. Send student records as requested by schools and promptly request newly enrolled student records from other schools.
5. Be responsible for maintaining accurate teacher and student accounts, including receipting, counting, and depositing all money received.
6. Maintain records on all accidents, incidents, fire drills, and suspension notices, forwarding copies to the district office.
7. Prepare such documents as reports, correspondence, handbooks, letters, student records, memos, and monthly statements.
8. Maintain employee records, such as absences, and submit to the district office monthly.
9. Prepare a monthly substitute teacher report for the payroll department of the district Office.
10. Assemble and maintain reports and information in an acceptable manner, providing ready access for the building principal and the district office, including the individual school's banking, and checking accounts.

Miscellaneous Office Tasks

1. Call and schedule substitute teachers and prepare their timesheets.
2. Maintain a well-organized, up-to-date filing system.
3. Operate equipment, such as computers, copiers, intercom systems, calculators, laminators, telephone systems, and scanners.
4. Process all purchase orders and send to the district office for supplies to be ordered.
5. Keep track of expenditures on account encumbrance sheets.
6. Assist the building principal in processing incoming supplies and equipment, checking original purchase orders, authorizing purchases, and submitting appropriate paperwork to the district office to facilitate proper payments for goods or services received by the school.
7. Distribute and inventory supplies.
8. Maintain records of all fines during the school year.

Other

1. Assist teachers in preparing instructional material as requested within the allowable time frame as set forth by the building principal.
2. Exercise administrative authority and perform such tasks as may be delegated by the principal.
3. Keep immediate supervisor informed of activities and any issues that may arise.
4. Assume responsibility for their continuing professional growth and development by attendance at in-services or training courses.
5. Seek assistance should emergencies arise.
6. Represent the school district in a positive manner.
7. Know and follow school district policy and chain of command.
8. Perform other duties as assigned.

Evaluation
The performance of this position will be evaluated annually by the building principal in conformance with federal and state law, administrative rules, and Board policy.

Terms of Employment
This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

NOTE: *All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:
I.C. § 33-512 Governance of Schools
I.C. § 33-1210 Information on Past Job Performance

REV: 9/2023

Elementary School Secretary

Qualifications

1. High school diploma or General Education Degree, preference may be given to applicants with college education.
2. Previous secretarial experience as determined by the Board.
3. Knowledge of word processing, data bases, spread sheets, and reports.
4. Knowledge of automated office equipment and efficient office procedures.
5. Strong telephone skills and ability to communicate effectively.
6. Work well with students, staff, and the public.
7. Excellent organizational skills.
8. Maintain confidentiality of staff and students.

Primary Responsibility To

Building Principal

Job Summary

To assist the building principal in the efficient operation of the school so maximum positive impact can be made on the education of elementary school students. Carry out all secretarial and clerical duties necessary for the smooth and efficient operation of the office.

Duties and Responsibilities

Interacting with Students and the Public

1. Receive and route incoming calls and correspondence.
2. Arrange meetings, prepare agendas, and handle follow-up activities as necessary.
3. Assist, log in, and direct visitors to the school.
4. Administer medications to students according to school policy, as instructed.
5. Supervise students in emergency situations, attend to ill or hurt students, administer basic first aid, and contact parents as instructed.
6. Handle daily announcements.
7. Schedule appointments, meetings, and conferences as requested.
8. Register students and set up permanent records entering student demographics and all other needed information.
9. Help schedule parent-teacher conferences with teachers and help coordinate them with other schools.

Records and Reports

1. Maintain accurate enrollment and attendance records for various reports and forward them to the district clerk as needed.
2. Run daily tardy reports and mail attendance letters home when necessary.
3. Prepare quarterly state attendance reports.

4. Send student records as requested by schools and promptly request newly enrolled student records from other schools.
5. Be responsible for maintaining accurate teacher and student accounts in the form of monthly reports to the district office, including receipting, counting, and depositing all money received.
6. Maintain records on all accidents, incidents, fire drills, and suspension notices, forwarding copies to the district office.
7. Prepare such documents as reports, staff duty rosters, correspondence, and handbooks.
8. Maintain employee records, such as absences, and submit to the district office monthly.
9. Assemble and maintain reports and information in an acceptable manner, providing ready access for the building principal and the district office, including the individual school's banking, and checking accounts.

Miscellaneous Office Tasks

1. Call and schedule substitute teachers and prepare their timesheets.
2. Maintain a well-organized, up-to-date filing system.
3. Operate equipment, such as computers, copiers, intercom systems, calculators, laminators, telephone systems, and scanners.
4. Process all purchase orders and send to the district office for supplies to be ordered.
5. Keep track of expenditures on account encumbrance sheets.
6. Assist the building principal in processing incoming supplies and equipment, checking original purchase orders, authorizing purchase and submits appropriate paperwork to the district office to facilitate proper payments for good or services received by the school.
7. Distribute and inventory supplies.
8. Supervise and monitor front office to ensure safety and security of school facility.

Other

1. Assist teachers in preparing instructional material as requested within the allowable time frame as set forth by the building principal.
2. Exercise such administrative authority and perform such tasks as may be delegated by the principal.
3. Keep immediate supervisor informed of activities and any issues that may arise.
4. Attend faculty meetings as required.
5. Assume responsibility for their continuing professional growth and development by attendance at in-services or training courses.
6. Seek assistance should emergencies arise.
7. Represent the school district in a positive manner.
8. Know and follow school district policy and chain of command.
9. Perform other duties as assigned.

Evaluation

The performance of this position will be evaluated annually by the building principal in conformance with federal and state law, administrative rules, and Board policy.

Terms of Employment

This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

NOTE: *All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:
I.C. § 33-512 Governance of Schools
I.C. § 33-1210 Information on Past Job Performance

REV: 9/2023

Food Service Director

Qualifications

1. Baccalaureate degree or equivalent training in business, administration, food services management, or a related field.
2. Food Manager Certificate.
3. Minimum experience in menu planning, food purchasing, and cafeteria food service as determined by the Board.
4. Previous supervisory experience preferred.
5. Demonstrated knowledge of principles of nutrition, food preparation, health and safety federal and state law, administrative rules, and Board policy governing school food services programs.
6. Ability to effectively market the food services program to students, staff, and community, and manage the financial aspects of the program.
7. Ability to plan own work schedule and to direct and supervise others.
8. Ability to perform simple bookkeeping and inventory procedures.
9. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees.
10. Strong background in budget management.
11. Knowledgeable about word processing, data bases, spread sheets, and reports.
12. Self-motivated.
13. Work well with students and staff.
14. Excellent organizational skills.
15. Maintain confidentiality of staff and students.

Primary Responsibility To

Superintendent

Job Summary

To provide leadership in developing and maintenance of the District's food services program. Ensure that students are served attractive and nutritious meals in an atmosphere of efficiency, cleanliness, and warmth in harmony with state and federal guidelines.

Duties and Responsibilities

Supervision of Food Preparation and Personnel

1. Assume responsibility for the operation of the District's food services program in accordance with Board policies and local, state, and federal requirements.
2. Plan and supervise the preparation and serving of menus at all schools and special meals required for district-sponsored events.
3. Supervise and instruct kitchen personnel in the safe, proper, and efficient use of all kitchen equipment.
4. Conduct frequent inspections of all school kitchens and cafeterias to ensure that high standards of nutrition, cleanliness, health, and safety are maintained; and make recommendations for improvement.

5. Develop and implement standards for food storage and meal preparation and service, including health and safety practices, standardized recipes and menus, portion control system, and prices charged for meals and other food items.
6. Determine personnel needs.
7. Interview and recommend the appointment of all food service employees.
8. Supervise, observe, and evaluate the performance of all food service personnel.
9. Establish standards for the professional development of food service personnel.
10. Arrange for relevant in-service training, including nutrition, food storage and preparation, sanitation and safety, and equipment use and care.
11. Development of a school lunch and breakfast program and prepare a plan for submission to the State Department of Agriculture.

Administration and Budget

1. Prepare and administer the department's budget and establish financial goals and objectives for the food service program.
2. Maintain cafeteria accounting procedures in accordance with federal and state law, administrative rules, and Board policy.
3. Coordinate the audit of cafeteria accounts with the Board's auditor.
4. Oversee the purchasing and maintenance of an inventory of all foods, supplies, and equipment.
5. Be responsible for the transport and distribution of government commodities.
6. Check all bills and purchase orders for accuracy before presenting them to the Business Manager for payment.
7. Conduct the required annual application to determine eligibility for free and reduced-price meals and free milk.
8. Verify applications and keep an accurate record of all free and reduced lunches.
9. Process all applications, records, and reports required under federal and state law, administrative rules, and Board policy or assigned by the superintendent.
10. Evaluate the food services program.

Other

1. Keep the administration and the Board informed of the food services operation and make recommendations for changes in programs, procedures, facilities, and equipment that would improve quality and efficiency.
2. Assist in the development of policy relevant to the food services program.
3. Develop and maintain effective communication with parents, students, and the community.
4. Report immediately any problem or accident occurring in the kitchen or the cafeteria area to the superintendent.
5. Assume responsibility for their continuing professional growth and development through such efforts as attendance at in-services.
6. Seek assistance should emergencies arise.
7. Represent the school district in a positive manner.
8. Know and follow school district policy and chain of command.
9. Perform other duties as assigned.

Evaluation
Performance of this position will be evaluated annually by the superintendent in conformance with federal and state law, administrative rules, and Board policy.

Terms Of Employment
This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

NOTE: *All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:
I.C. § 33-512 Governance of Schools
I.C. § 33-1210 Information on Past Job Performance

REV: 9/2023

Head Cook

Qualifications

1. High school diploma or General Education Degree.
2. Minimum experience in cafeteria food service as determined by the Board.
3. Experience with bookkeeping/budgeting procedures preferred.
4. Knowledge of the principles of food management, nutrition, sanitation, and applicable federal and state law, administrative rules, and Board policy.
5. General knowledge of the best methods of preparing and cooking food in large quantities and ability to adjust recipes to the quantity required.
6. Ability to plan own work schedule and to direct and supervise others.
7. Ability to perform simple bookkeeping and inventory procedures.
8. Ability to stand and walk for most of the day, carry hot pans, push carts, stoop, and reach for heavy items.
9. A general understanding of HACCP.
10. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees.
11. Self-motivated.
12. Work well with students and staff.
13. Excellent organizational skills.
14. Maintain confidentiality of staff and students.

Primary Responsibility To

Food Service Director and Building Principal

Job Summary

To prepare and serve students attractive and nutritious meals in an atmosphere of efficiency, cleanliness, and warmth in harmony with state and federal guidelines. To coordinate the work or the school kitchen and cafeteria.

Duties and Responsibilities

Kitchen and Food Operations

1. Prepare daily school meals on time and according to a planned menu and to standards set forth by the appropriate state and federal agencies and the District's food service department.
2. Maintain the highest standard of safety and cleanliness in the kitchen and cafeteria.
3. Prepare food according to a planned menu and tested, uniform recipes and determine if the finished product is of high quality both in flavor and appearance before it is served.
4. Consult with the Food Service Director regarding special dietary needs and serious food allergies of students and staff.
5. Be responsible for the proper storage of all food items, keeping frozen and

refrigerated items at the required temperatures.
6. Determine the quantities of each food to be prepared daily and the size of serving to meet the necessary age requirements.
7. Supervise and instruct kitchen personnel in the safe, proper, and efficient use of all kitchen equipment.
8. Supervise and assist in the serving of food.
9. Supervise the daily cleaning of all kitchen equipment, dishes, utensils, and tables.
10. Cooperate with Food Service Director, Building Principals and custodians in maintaining healthful and sanitary conditions of the food preparation, storage, serving, and dining areas.

Financial and Inventory Responsibilities

1. Report to the Food Service Director any faulty or inferior quality food that is received.
2. Oversee the locking of the storeroom and the maintaining of correct inventories.
3. Keep daily records of what is used.
4. Requisition food stuffs and verify receipt of food shipments.
5. Assume responsibility for the security of food and supplies.

Other

1. Report immediately to the building principal any problem or accident occurring in the kitchen or cafeteria area.
2. Maintain friendly relations with other school staff and with lunchroom customers.
3. Confer with the Food Service Director regarding any personnel problems and matters related to the food service operation.
4. Prepare all reports as directed by the Food Service Director.
5. Keep the Food Service Director and Building Principal informed of activities and problems.
6. Assume responsibility for their continuing professional growth and development through such efforts as attendance at in services.
7. Seek assistance should emergencies arise.
8. Represent the school district in a positive manner.
9. Know and follow school district policy and chain of command.
10. Perform other duties as assigned.

<u>Evaluation</u>

Performance of this position will be evaluated annually by the Food Service Director and/or building principal in conformance with federal and state law, administrative rules, and Board policy.

<u>Terms of Employment</u>

This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

NOTE: *All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:
I.C. § 33-512 Governance of Schools
I.C. § 33-1210 Information on Past Job Performance

REV: 9/2023

Assistant Cook

Qualifications

1. High school diploma or General Education Degree.
2. Previous experience in large-scale food service preferred.
3. Knowledge of the principles of food management, nutrition, sanitation, and applicable federal and state law, administrative rules, and Board policy.
4. General knowledge of the best methods of preparing and cooking food in large quantities and ability to adjust recipes to the quantity required.
5. Ability to stand and walk for most of the day, carry hot pans, push carts, stoop and reach for heavy items.
6. A general understanding of HACCP.
7. Excellent interpersonal and communication skills.
8. Self-motivated.
9. Works well with students and staff.
10. Excellent organizational skills.
11. Maintain confidentiality of staff and students.

Primary Responsibility To

Head Cook and Food Service Director

Job Summary

To assist the cook in preparing and serving students attractive and nutritious meals in an atmosphere of efficiency, cleanliness, and warmth in harmony with state and federal guidelines. To perform dishwashing and cleaning tasks that promote the food service program in accordance with Federal and State law, administrative rules, and Board policy regarding health, safety, and cleanliness.

Duties and Responsibilities

1. Help prepare daily school meals on time and according to a planned menu and to standards set forth by the appropriate state and federal agencies and the District's food service department.
2. Maintain the highest standard of safety and cleanliness in the kitchen and cafeteria.
3. Prepare food according to a planned menu and tested, uniform recipes and determine if the finished product is of high quality both in flavor and appearance before it is served.
4. Assist in the proper storage of all food items, keeping frozen and refrigerated items at the required temperatures.
5. Help determine the quantities of each food to be prepared daily and the size of serving to meet the necessary age requirements as requested.
6. Assist in the serving of food and be responsible for replenishing the supply of foods during serving periods.
7. Assist in the daily clean-up of the kitchen and service areas.
8. Keep the refrigerators and storerooms clean.

9. Report to the head cook any faulty or inferior quality food that is received.
10. Assist in the disposal of unused food.
11. Report immediately to the Food Service Director any problem or accident occurring in the kitchen or cafeteria area.
12. Maintain friendly relations with other school staff and with lunchroom customers.
13. Prepare all reports as directed by the Food Service Supervisor.
14. Seek assistance should emergencies arise.
15. Represent the school district in a positive manner.
16. Know and follow school district policy and chain of command.
17. Clean all dishes pots, pans, trays, and cutlery.
18. Use dishwasher and other equipment as directed.
19. Put away all trays, pans, kettles, utensils, bowls, and silverware daily.
20. Clean the dishwasher.
21. Make sure garbage disposal is free of food and clean it.
22. Clean under the counters.
23. Clean the sinks.
24. Take the trash out.
25. Keep all work areas as neat and clean as possible.
26. Perform other duties as assigned.

Evaluation

Performance of this position will be evaluated annually by the ~~head cook and/or~~ Food Service Director in conformance with federal and state law, administrative rules, and Board policy.

Terms of Employment

This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

NOTE: *All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:

I.C. § 33-512 Governance of Schools
I.C. § 33-1210 Information on Past Job Performance

REV: 9/2023

Maintenance Director

Qualifications

1. High school diploma or General Education Degree (GED).
2. Has a driver's license and an excellent driving record.
3. Relevant training preferred.
4. Minimum experience in maintenance, cleaning methods and procedures, repairs, security, heating and ventilation, care of carpet, cleaning, housekeeping, and proper handling of hazardous materials, electrical, and plumbing and direct supervision of maintenance personnel, or an equivalent mix of maintenance and custodial experience of large corporate facilities including school maintenance experience preferred.
5. Is familiar with material safety data sheets and asbestos abatement documents.
6. Ability to respond to a wide variety of institutional situations and emergencies at any time, including fire alarms, sprinkler activation, heat, access, elevator, transportation, refrigeration, and safety problems that arise.
7. Knowledge of building codes, federal and state law, administrative rules, and Board policy pertaining to fire, workplace safety, and the environment.
8. Supervisory ability.
9. Ability to perform long periods of standing; walking; climbing; bending; stooping; kneeling; bending and twisting at the neck and trunk; moving of furniture; pushing/pulling items such as tables, bleachers, and scrubbing machines; frequent lifting of objects weighing up to fifty pounds and occasionally move objects weighing up to ninety pounds; and climbing ladders.
10. Ability to use hands and fingers to handle or feel objects, to reach above the head and reach forward, to grasp tools.
11. Have a working knowledge of budget procedures and the ability to provide cost estimates for necessary upkeep, and to work within specific budget guidelines.
12. Self-motivated.
13. Works well under pressure and deadlines.
14. Works well with students, staff, and the community.
15. Excellent interpersonal, communication, and organizational skills.
16. Maintain confidentiality of staff and students.

Primary Responsibility To

Superintendent

Job Summary

To oversee the custodial operations of individual school facilities and ensure a safe, clean, and comfortable school environment. To maintain the physical grounds in an excellent condition so that full use of grounds are available at all times and are aesthetically pleasing to staff and the general public.

Duties and Responsibilities

1. Develops, administers, and communicates a building and grounds maintenance and janitorial program to meet all the requirements of the daily instructional program and extracurricular activities.

2. Advises the Superintendent regarding all operations.
3. Ensures 24-hour contact to address emergencies and answer alarms.
4. Addresses all safety issues and coordinates inspections.
5. Prepares and administers the maintenance and custodial budgets.
6. Uses computer for budgeting, reports, communication, inventory control, and ordering.
7. Administers the bidding and purchasing process for maintenance and janitorial supplies and equipment.
8. Receives, warehouses, and delivers all District supplies.
9. Coordinates mail delivery service.
10. Develops and implements a Preventative Maintenance program.
11. Maintains the structural integrity, appearance, and cleanliness of all District buildings and developed areas.
12. Maintains the appearance and functions of District grounds and systems for watering, mowing, and related tasks.
13. Services heating and cooling systems regularly.
14. Certifies as Drinking Water Operator and maintains water system and inspections.
15. Certifies as or contracts for Asbestos Inspector and assures compliance.
16. Plans and maintains all District security systems.
17. Repairs or refers damaged equipment and replaces as needed.
18. Holds a valid driver's license, with a satisfactory driving record.
19. Recruits, trains, and supervises all maintenance and janitorial personnel, and makes recommendations on their employment, transfer, promotion, and release.
20. Maintains all fire alarm and suppression equipment and complies with inspection requirements.
21. Coordinates snow removal with Transportation Supervisor.
22. Participates with other members of the Administrative Council in planning and administering the overall operation of the District.
23. Delivers reports to the Board of Trustees as requested.
24. Uses District vehicle appropriately to commute from home to work.
25. Cooperates with school Principals regarding building and grounds needs.
26. Attends appropriate committee and staff meetings.
27. Attends appropriate training programs provided by the state and other authorities.
28. Follows board policy and established building procedures.
29. Performs other reasonable duties supervisor assigns from time to time.

Supervisory Duties

1. Schedule daily tasks, supervise the work of the custodians, and participate in daily cleaning of facilities.
2. Participate in the assignment and scheduling of the custodial staff.
3. Assist in interviewing, screening, and recommending for hire, promotion, or termination of custodians.
4. Help new employees learn rules, procedures, and duties; and provide hands-on training.

5. Monitor the time records of custodians working during the day, certify them for salary payment, and turn time sheets in at the district office.
6. Evaluate the performance of custodians in accordance with Board guidelines, the superintendent's instructions, and any contract requirements.
7. Communicate information and needed repairs to night shift staff for further follow up or repair.

Finances & Inventory

1. Assist in the formulation of the maintenance and custodian budgets.
2. Authorize all expenditures from these budget categories throughout the year.
3. Select the supplies, tools, equipment, and fuel to be used and maintain an appropriate inventory of them.
4. Purchase in accordance with budgetary limitations and district policies.
5. Supervise and oversee the improvement and renovation work performed by both in-house personnel and outside contractors, verifying that terms of all such contracts have been fulfilled before recommending final payment.
6. Check invoices and prepare purchase orders monthly so bills will be paid on time.

Maintenance Emergencies and Safety

1. Respond to emergencies such as lock problems, core changes, floods, sewage back-ups, and urgent cleanup of substances such as bodily fluids or broken glass.
2. Use a cellphone to communicate with other staff and emergency personnel to provide information regarding the incident.
3. Call in and assist maintenance experts, such as plumbers, roofers, etc., during emergency situations.
4. Be on-call and available for maintenance emergencies.
5. Ensure that all federal and state law, administrative rules, and Board policy pertaining to plant maintenance and operation, fire, safety, and the environment are followed.
6. Comply with all federal and state law, administrative rules, and Board policy pertaining to the storage and disposal of recyclables, trash, waste, and debris.
7. Assist in updating safety and security plans and procedures for drilling, managing, and responding to school emergencies.
8. Act as the designated safety person for the district and be responsible for all safety inspections for buildings according to local, state, and federal guidelines.
9. Coordinate with local emergency responders during safety drills.

Other Building Maintenance

1. Check regularly to ensure that all exit doors and panic devices are working properly.
2. Operate heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to ensure economical use of fuel, water, and electricity.
3. Examine school buildings on a regular basis for necessary repairs and maintenance.
4. Confer with the building principal regarding necessary repairs.

5. Conduct periodic inspections and tests of all electrical installations in the school to ensure their safe condition.
6. Conduct an ongoing program of general and preventative maintenance, upkeep, and repair, making minor repairs and arranging for specialists to attend to major repair needs, unsafe situation, vandalism, or other damage to school property as needed.
7. Arrange for and supervise maintenance work such as electrical, roofing, plumbing, fencing, asphalt, concrete, ceilings, and other work too extensive to personally complete.
8. Estimate the cost of repair projects in terms of labor, material, and overhead.
9. Move furniture or equipment within the building as required for various activities and as needed.
10. Complete job orders as assigned.
11. Plan and oversee all maintenance and repair work in the building.
12. Establish and recommend priorities on repair projects.
13. Identify maintenance problems and troubleshoot or diagnose a problem and determine root causes and corrective action.
14. Perform minor emergency repairs.

Grounds Maintenance

1. Keep buildings and premises, including sidewalks, roof drains, driveways, and play areas neat and clean at all times.
2. Develop schedules for routine grounds activities, as well as short- and long-range plans for construction, landscaping, and major repairs to or replacement of grounds equipment, and assist with such activities as necessary.
3. Trim, mow, water, weed, and fertilize all planted areas as necessary.
4. Ensure that sport fields are mowed for athletic events.
5. Be responsible for all safety inspections to school grounds according to local, state, and federal guidelines.
6. Maintain tools and equipment and guard against breakage, loss, and theft.
7. Operate all maintenance vehicles in a safe and lawful manner.
8. Be responsible for monitoring fuel and water systems according to state requirements.
9. Coordinates snow removal in district with Transportation Supervisor.

Other

1. Plan for, review, and monitor all district capital projects.
2. Work with the Board’s architectural and or engineering firms on capital projects and district initiatives.
3. Apply for permits before beginning work that requires permitting and inspection by a licensed code official.
4. Maintain records to allow the Board to remain informed about the number and status of maintenance and repair projects being done pursuant to permits.
5. Assist the business administrator with preparation and implementation of the Long-Range Facilities Plan.
6. Maintain and prepare work-related records and reports as directed.
7. Coordinates district mail delivery service.
8. Assist with the set-up and coordination of school and public use of facilities.

9. Attend appropriate Board committee and other meetings.
10. Assume responsibility for their continuing professional growth and development.
11. Keep immediate supervisor informed of activities and any issues that may arise.
12. Represent the school district in a positive manner.
13. Know and follow school district policy and chain of command.
14. Perform other duties as assigned.

Evaluation
Performance of this position will be evaluated annually by the Superintendent in conformance with federal and state law, administrative rules, and Board policy.

Terms of Employment
This position shall be considered in all respects "employment at will". The "employment period" and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

Note: *All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:
I.C. § 33-512 Governance of Schools
I.C. § 33-1210 Information on Past Job Performance

REV: 9/2023

Maintenance Assistant

Qualifications

1. High school diploma or General Education Degree (GED)
2. Has a driver's license and an excellent driving record.
3. Experience in maintenance, procedures, repairs, heating and ventilation, and proper handling of hazardous materials, electrical, and plumbing, or an equivalent mix of maintenance.
4. Ability to respond to a wide variety of institutional situations and emergencies at any time.
5. Ability to perform long periods of standing; walking; climbing; bending; stooping; kneeling; bending and twisting at the neck and trunk; moving of furniture; pushing/pulling items such as tables, bleachers, and scrubbing machines; frequent lifting of objects weighing up to fifty pounds and occasionally move objects weighing up to ninety pounds; and climbing ladders.
6. Ability to use hands and fingers to handle or feel objects, to reach above the head and reach forward, to grasp tools.
7. Self-motivated.
8. Works well under pressure and deadlines.
9. Works well with students, staff, and the community.
10. Excellent interpersonal, communication, and organizational skills.
11. Maintain confidentiality of staff and students.

Primary Responsibility To

Maintenance Supervisor

Job Summary

Assists the maintenance supervisor with day-to-day activities.

Duties and Responsibilities

Maintenance Emergencies and Safety

1. Respond to emergencies such as lock problems, core changes, floods, sewage back-ups, and urgent cleanup of substances such as bodily fluids or broken glass.
2. Use a cellphone or two-way radio to communicate with other staff and emergency personnel to provide information regarding the incident.
3. Remain on school premises during working hours unless specific tasks off-campus.
4. Be on-call and available for maintenance emergencies.

5. Assist in updating safety and security plans and procedures for drilling, managing and responding to school emergencies.

Other Building Maintenance

1. Check regularly to ensure that all exit doors and panic devices are working properly.
2. Assist in the operation of heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to ensure economical use of fuel, water, and electricity.
3. Assist in examining school buildings on a regular basis for necessary repairs and maintenance.
4. Confer with the building maintenance supervisor regarding necessary repairs.
5. Move furniture or equipment within the building as required for various activities and as needed.
6. Complete job orders as assigned.
7. Recommend priorities on repair projects.
8. Perform minor emergency repairs.

Grounds Maintenance

1. Trim, mow, water, weed, and fertilize all planted areas as necessary.
2. Ensure that sport fields are mowed for athletic events.
3. Maintain tools and equipment and guard against breakage, loss, and theft.
4. Operate all maintenance vehicles in a safe and lawful manner.

Other

1. Remain on school premises for entire shift unless required to leave for work-related errands or meetings.
2. Assume responsibility for their continuing professional growth and development through such efforts as attendance at in-services.
3. Keep immediate supervisor informed of activities and any issues that may arise.
4. Represent the school district in a positive manner.
5. Know and follow school district policy and chain of command.
6. Perform other duties as assigned.

Evaluation

The performance of this position will be evaluated annually by the maintenance supervisor and/or superintendent in conformance with federal and state law, administrative rules, and Board policy.

Terms of Employment

This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth in this job description shall not create

a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

NOTE: *All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:
I.C. § 33-512 Governance of Schools
I.C. § 33-1210 Information on Past Job Performance

REV: 10/2023

Lead Custodian

Qualifications

1. High school diploma or General Education Degree.
2. Valid driver's license and excellent driving record.
3. Minimum experience as determined by the Board in plant operation and maintenance, cleaning methods and procedures, repairs, security, heating and ventilation, care of carpet, cleaning, housekeeping, and proper handling of hazardous materials.
4. Ability to respond to a wide variety of institutional situations and emergencies at any time, including fire alarms, sprinkler activation, heat, plumbing, electrical, access, elevator, transportation, refrigeration, and safety problems that arise.
5. Knowledge of federal and state law, administrative rules, and Board policy pertaining to fire and safety.
6. Ability to perform long periods of standing; walking; climbing; bending; stooping; kneeling; bending and twisting at the neck and trunk; moving of furniture; pushing/pulling items such as tables, bleachers, and scrubbing machines; frequent lifting of objects weighing up to fifty pounds and occasionally move objects weighing up to ninety pounds; and climbing ladders.
7. Ability to use hands and fingers to handle or feel objects, to reach above the head and reach forward, to grasp tools.
8. Ability and willingness to do general cleaning and minor repairs.
9. Self-motivated.
10. Works well under pressure and deadlines.
11. Works well with students and staff.
12. Excellent interpersonal, communication, and organizational skills.
13. Maintain confidentiality of staff and students.

Job Summary

To oversee the custodial operations of school facilities and ensure a safe, clean, and comfortable school environment.

Primary Responsibility To

Maintenance Supervisor and Building Principal

Duties and Responsibilities

1. Help new employees learn rules, procedures, and duties and provide hands-on training.
2. Monitor the time records of any custodians working at night in the school(s) and certify them for salary payment.
3. Provide input into the evaluation of the performance of custodians.
4. Communicate information and needed repairs to day shift staff for further follow up or repair.
5. Assist Maintenance Supervisor with scheduling substitute custodians as necessary to ensure proper staffing during school week and for special events.

6. Assist in coordinating a summer cleaning crew with maintenance supervisor to provide thorough, attention to detail cleaning of all facilities during summer recess.

Maintenance Emergencies

1. Respond to emergencies such as lock problems, core changes, elevator malfunctions, floods, sewage back-ups, and urgent cleanup of substances such as bodily fluids or broken glass.
2. Use a cellphone to communicate with other staff and emergency personnel to provide information regarding the incident.

Inspecting facilities and readying them for use

1. Provide service during evening and night hours.
2. Close the building each day and determine, before leaving, that all doors and windows are secured, and all appropriate lights are turned off.
3. Operate heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to ensure economical use of fuel, water, and electricity.
4. Check outside lighting monthly and replace burned out lamps or report them for replacement, as required.
5. Move furniture or equipment within the building as required for various activities and as directed.
6. Complete job orders as assigned.

Other Building Maintenance

1. Plan and oversee all night maintenance and repair work in the building.
2. Clean classrooms, offices, the library, and the faculty room daily including dust mopping, vacuuming, dusting, and emptying waste baskets in these areas.
3. Clean corridors after each school day.
4. Clean and sanitize bathroom and locker room fixtures and floors daily and replenish paper and soap supplies as needed.
5. Clean and sanitize all fixtures including telephones, door handles, and drinking fountains daily.
6. Clean all windows on both the inside and outside as scheduled.
7. Take out trash.
8. Identify maintenance problems, troubleshoot, or diagnose a problem, and determine the root cause and corrective action.
9. Perform minor emergency repairs.
10. Keep maintenance closets in a clean and tidy condition.
11. Use supplies and chemicals properly and safely according to instructions on the labels of the manufacturer’s containers.

Grounds Maintenance

1. Keep the building premises, including sidewalks, driveways, and play areas neat and clean at all times.
2. Shovel, salt, and sweep sidewalks, steps, driveways, and parking areas as necessary.
3. Make sure all maintenance vehicles have gas.
4. Check and replace fluids in maintenance vehicles as required and have them cleaned monthly.

Other

1. Obey all building codes, federal and state law, administrative rules, and Board policy pertaining to plant operation and fire, safety, and the environment.
2. Comply with all federal and state law, administrative rules, and Board policy for the storage and disposal of recyclables, trash, waste, and debris.
3. Seek assistance as needed should emergencies arise.
4. Represent the school district in a positive manner.
5. Know and follow school district policy and chain of command.
6. Perform other duties as assigned.

Evaluation

Performance of this position will be evaluated annually by the maintenance supervisor in conformance with federal and state law, administrative rules, and Board policy.

Terms of Employment

This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

Note: *All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:

I.C. § 33-512 Governance of Schools
I.C. § 33-1210 Information on Past Job Performance

REV: 9/2023

Custodian

Qualifications

1. High school diploma or General Education Degree.
2. Minimum experience as determined by the Board in plant operation and maintenance, cleaning methods and procedures, repairs, security, heating and ventilation, care of carpet, cleaning, housekeeping, and proper handling of hazardous materials.
3. Is familiar with material safety data sheets and asbestos abatement documents.
4. Ability to perform long periods of standing; walking; climbing; bending; stooping; kneeling; bending and twisting at the neck and trunk; moving of furniture; pushing/pulling items such as tables, bleachers, and scrubbing machines; frequent lifting of objects weighing up to fifty pounds and occasionally move objects weighing up to ninety pounds; and climbing ladders.
5. Ability to use hands and fingers to handle or feel objects, to reach above the head and reach forward, to grasp tools.
6. Ability and willingness to do general cleaning and minor repairs.
7. Self-motivated.
8. Works well under pressure and deadlines.
9. Works well with students and staff.
10. Excellent interpersonal, communication, and organizational skills.
11. Maintain confidentiality of staff and students.

Job Summary

To provide students and staff with a safe, clean, and comfortable school environment.

Primary Responsibility To

Maintenance Supervisor and/or Lead Custodian.

Duties and Responsibilities

1. Inspecting facilities and readying them for use.
2. Close the building each day and determine, before leaving, that all doors and windows are secured, and all appropriate lights are turned off.
3. Conduct an ongoing program of general and preventative maintenance, upkeep, and repair, making minor repairs and reporting major repair needs, unsafe situation, vandalism, or other damage to school property promptly to the maintenance and grounds supervisor or night shift head custodian.
4. Move furniture or equipment within the building as required for various activities and as directed.

Other Building Maintenance

1. Clean classrooms, offices, the library, and the faculty room daily including dust mopping, vacuuming, dusting, and emptying waste baskets in these areas.
2. Clean corridors after each school day.
3. Clean and sanitize bathroom and locker room fixtures and floors daily and replenish paper and soap supplies as needed.
4. Clean and sanitize all fixtures including telephones, door handles, and drinking fountains daily.

5. Clean all windows on both the inside and outside as scheduled.
6. Identify maintenance problems and report larger problems to the appropriate person in a timely manner.
7. Keep maintenance closets in a clean and tidy condition.
8. Use supplies and chemicals properly and safely according to instructions on the labels of the manufacturer's containers.

Grounds maintenance

1. Keep the building premises, including sidewalks, driveways, and play areas neat and clean at all times.
2. Shovel, salt, and sweep sidewalks, steps, driveways, and parking areas as necessary.

Other

1. Communicate information and needed repairs to staff working the following shift for further follow up or repair.
2. Obey all federal and state law, administrative rules, and Board policy pertaining to plant operation, fire, safety, and environment.
3. Comply with all federal and state law, administrative rules, and Board policy pertaining to the storage and disposal of recyclables, trash, waste, and debris.
4. Inform the maintenance supervisor or lead custodian of replacements in advance of need.
5. Keep an inventory of supplies and equipment and inform the maintenance supervisor or lead custodian of replacements in advance of need.
6. Seek assistance should emergencies arise.
7. Represent the school district in a positive manner.
8. Know and follow school district policy and chain of command.
9. Perform other duties.

Evaluation

Performance of this position will be evaluated annually by the maintenance supervisor in conformance with federal and state law, administrative rules, and Board policy.

Terms of Employment

This position shall be considered in all respects "employment at will". The "employment period" and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

NOTE: *All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:

I.C. § 33-512 Governance of Schools
I.C. § 33-1210 Information on Past Job Performance

REV: 9/2023

Reset Room Coordinator

Qualifications

1. Bachelor's degree in education or behavioral Science preferred, but not required.
2. Emotionally mature and stable.
3. Ability to work with staff, students, and the public.
4. Previous experience working with children and adolescents.
5. Demonstrated aptitude for the work to be performed.
6. Able to perform assigned tasks.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Primary Responsibility To

Building Administrator

Job Goals

1. To support the delivery of Challis School District's written, taught, tested, and reported curriculum and contribute to maximizing student achievement.
2. To support students and teachers by providing access to the Reset Room to implement the core component of the Trauma Informed School Model.
3. To provide immediate response to student's emotional and educational needs based on assessment protocol upon arrival to the Reset Room.
4. To provide support for the referral component of the Trauma-Informed Model by overseeing the data collection, referrals, and documentation to be reviewed with the Student Support Team.

Duties and Responsibilities

1. Provide crisis intervention, short-term stabilization services, and safety planning for all students K-12.
2. Provide Trauma-Informed support based upon sound theoretical principles, with knowledge of the special issues and needs of the population served.
3. Promote the core principles of Trauma-Informed care, ensuring that all services provided for students foster resilience.
4. Provides service in a manner that is appropriate for the student's age; demonstrates knowledge and skills necessary to meet the student's physical, psychosocial, and educational standards, promoting the overall safety of the student.
5. Collaborate with school staff to support the overall well-being of the students.
6. Provide classroom support to teachers, consulting on trauma sensitive behavior management tools and strategies that promote student success and empowerment.
7. Conduct data collection, teacher narratives, and progress monitoring.

8. Attend school meetings concerning assigned students.
9. Maintain and participate in mandatory Trauma informed/sensitive training.
10. Strong working/communication skills with students, staff, and peers.
11. Maintains professional work habits and adheres to The Code of Ethics of the Idaho Teaching Profession adopted by the Professional Standards Commission and the State Board of Education.
12. Willing to implement any other programs designated by the Principal for school improvement.
13. Seeks out opportunities for professional growth.
14. Participates in the supervision of students.
15. Maintains high standards of ethical behavior and confidentiality.
16. Has regular and predictable attendance.
17. Performs all other duties as assigned.

Evaluation

The performance of this position will be evaluated annually by the Building Administrator in accordance with the Board's policy on the evaluation of classified personnel.

Terms of Employment

This position is full-time during the school year. Wages will be in accordance with the Classified Salary Schedule.

This position shall be considered in all respects "employment at will". The "employment period" and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

NOTE: *All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

REV: 9/2023

Transportation Director

Qualifications

1. High school diploma or General Education Degree.
2. Hold a class B Commercial Driver's License with passenger endorsement.
3. Meet the physical examination standards required by federal and state law, administrative rules, or Board policy.
4. Is twenty-one years of age or older.
5. Previous school transportation and supervisory experience preferred.
6. Able to coordinate and conduct driver training.
7. Skills in personnel management, route scheduling, gas and/or diesel vehicle repair, fleet maintenance, and cost containment, and bookkeeping.
8. Minimum safe driving experience as determined by the Board.
9. Personally, or by designee, maintain radio/telephone contact with drivers of all buses when transporting students, and responds to emergencies as necessary.
10. Pass a pre-employment drug test and random drug tests while employed.
11. Must not be addicted to the use of intoxicants or narcotics.
12. Ability to pass CPR and first aid courses.
13. Knowledge of bus passenger safety and effective discipline procedures.
14. Knowledge of federal and state law, administrative rules, and Board policy pertaining to transportation and safety regulations.
15. Knowledge pertaining to safety busing.
16. Sufficient mechanical aptitude to diagnose minor problems and make appropriate repairs.
17. Knowledge of general upkeep of equipment for student safety.
18. Able to maintain passenger discipline to ensure their safety and well-being and to protect against vandalism.
19. Works well with students, staff, and parents.
20. Ability to work with and supervise School Bus Drivers.
21. Awareness of and commitment to proper bus maintenance.
22. Able to sit and occasionally required to walk or stand.
23. Able to grasp tools and occasionally lift or move up the seventy-five pounds.
24. Excellent interpersonal and communications skills.
25. Excellent organizational skills.
26. Maintain confidentiality of staff and students.

Primary Responsibility To

Superintendent

Job Summary

To oversee the operation of the school transportation program and to ensure the safe and efficient transport of pupils to curricular and extracurricular activities.

Duties and Responsibilities

Personnel Management

1. Be responsible for the safe and efficient operation of the school transportation program.

2. Supervise and evaluate all transportation personnel, and make recommendations regarding their employment, promotion, and release.
3. Arrange for substitute school bus drivers, and act in this capacity when no other substitutes are available.
4. Act as a liaison with drivers and parents for complaints and special requests.
5. Respond to transportation inquiries by the public and handle all complaints.
6. Investigate complaints of inappropriate behavior by transportation staff while on duty and preserve evidence in order to have fair inquiries and prompt resolution of complaints.
7. Develop and implement a program of pre-service and regularly scheduled in-service training of bus drivers and substitute drivers.
8. Develop and train bus drivers in a program that will investigate and report accidents involving school buses.

Bus Maintenance

1. Perform repairs to district vehicles and equipment to their capability.
2. Maintain safety standards in conformance with federal and state law, administrative rules, and Board policy and develop a program of preventative safety.
3. Conduct emergency evacuation drills.
4. Establish standards of bus cleanliness that are acceptable and achievable with the resources available.
5. Inspect all school buses on a regular basis to determine that high standards of operability, cleanliness, safety, and security are maintained.
6. Schedule district vehicles for regular maintenance and safety inspections, and in accordance with state guidelines.
7. Organize work, equipment, and supplies to attain an efficient, safe, and healthy environment.
8. Advise the superintendent on road hazards for decisions on school closing during inclement weather.

Routes and Services

1. Prepare and update all bus routes and bus schedules with school bus driver input.
2. Determine bus stops and pick-up times and ensure compliance with bus capacity limitations.
3. Meet the needs of the daily instructional program, field trips, and extracurricular activities.
4. Coordinate bus activity trips with principals, teachers, and the athletics and activities director.
5. Inform the superintendent immediately when changes of routes occur and are required to be adopted by the Board of Trustees.
6. Work cooperatively with the special education director and team in arranging the transportation of pupils with disabilities.
7. Evaluate methods for transporting students attending a special education or vocational school outside the district and nonpublic school students.
8. Coordinate authorized transportation services for community groups in accordance with Board policy.

Finances, Reports, and Records

1. Prepare and administer the transportation budget.
2. Conduct an annual cost analysis of the transportation operation.
3. Recommend the purchase of necessary equipment and supplies and maintain an inventory of them.
4. Prepare purchase orders according to district policy and purchase equipment, supplies, and mechanical needs within district budget limitations.
5. Recommend the purchase of new vehicles and assist in the preparation of bid specifications for them.
6. Work with the business manager to formulate specifications for transportation contracts with private vendors as necessary.
7. Develop recommendations for future personnel needs.
8. Immediately report any theft or misappropriation of supplies to the superintendent.
9. Provide updates and timely notice to the clerk to the superintendent when existing funds, supplies, and equipment will be insufficient for the current fiscal year.
10. Assist in collecting, maintaining, and submitting data and reports required by federal and state law, administrative rules, and Board policy.
11. Maintain an individual and permanent file on each district-owned vehicle as required by federal and state law, administrative rules, and Board policy and make the files available for inspection upon request.

Other

1. Take an active role in solving discipline problems occurring on school buses.
2. Administer a transportation program in accordance with federal and state law, administrative rules, and Board policy.
3. Know and follow Board policy and the chain of command.
4. Keep immediate supervisor informed of activities and problems.
5. Assume responsibility for their continuing professional growth and development through attending meetings and trade exhibits.
6. Seek assistance should emergencies arise.
7. Represent the school district in a positive manner.
8. Know and follow school district policy and chain of command.
9. Perform other duties as assigned.

Evaluation

Performance of this position will be evaluated annually by the superintendent in conformance with federal and state law, administrative rules, and Board policy.

Terms of Employment

This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

NOTE: *All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:
I.C. § 33-512 Governance of Schools
I.C. § 33-1210 Information on Past Job Performance

REV: 9/2023

Transportation Assistant

Qualifications

1. High school diploma or General Education Degree.
2. Hold a class B Commercial Driver's License with passenger endorsement.
3. Minimum experience as determined by the Board.
4. Pass a pre-employment drug test and random drug tests while employed.
5. Must not be addicted to the use of intoxicants or narcotics.
6. Have an acceptable driving record.
7. Ability to pass CPR and first aid courses.
8. Knowledge of bus repair.
9. Works well with students, staff, and the community.
10. Able to stand, walk, grasp, and handle tools, squat, stoop or kneel, reach above the head, reach forward, and lift and move up to fifty pounds.

Primary Responsibility To

Transportation Director

Job Summary

To repair school buses in order to provide students with safe transportation.

Duties and Responsibilities

Bus Maintenance and Garage

1. Follow a program of required preventive maintenance for each school bus and report these activities in an annual comprehensive bus maintenance plan.
2. Assist in maintaining schedules of work for each bus.
3. Ensure proper maintenance and operation of district equipment, including motorized vehicles, tools, and machinery.
4. Inspect all school buses on a regular basis to determine that high standards of operability, cleanliness, safety, and security are maintained.
5. Assist with the inspection and maintenance of fire alarm systems and fire extinguishers on a regularly scheduled basis with special focus on the area where vehicle repairs are carried out.
6. Avoid oil spills or other pollution and maintain a clean work area.

Finances, Reports, and Records

1. Recommend to the Transportation Director the purchase of necessary equipment and supplies and maintain an inventory of them.
2. Immediately report any theft or misappropriation of supplies to the Transportation Director.
3. Assist in supervising and inspecting mechanical repairs performed by outside contractors, and in verifying that the terms of all such contracts have been fulfilled.
4. Maintain preventative maintenance logs and other records as required.

Other

1. May be required, for security purposes, to wear specific work clothing or uniform while on duty.
2. Keep immediate supervisor informed of activities and any issues that may arise.

3. Assume responsibility for their continuing professional growth and development through such efforts as attendance at in-services.
4. Seek assistance should emergencies arise.
5. Represent the school district in a positive manner.
6. Know and follow school district policy and chain of command.
7. Perform other duties as assigned.

Evaluation
Performance of this position will be evaluated annually by the Transportation Director in conformance with federal and state law, administrative rules, and Board policy.

Terms of Employment
This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

NOTE: *All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:
I.C. § 33-512 Governance of Schools
I.C. § 33-1210 Information on Past Job Performance

REV: 9/2023

School Bus Driver

Qualifications

1. High school diploma or General Education Degree.
2. Hold a class B Commercial Driver's License with passenger and school bus endorsement.
3. Meet the physical examination standards of the federal and state law, administrative rules, and Board policy.
4. Is twenty-one years of age or older.
5. Minimum safe driving experience as determined by the Board.
6. Pass a pre-employment drug test and random drug tests while employed.
7. Must not be addicted to the use of intoxicants or narcotics.
8. Have an acceptable driving record.
9. Ability to pass CPR and first aid courses.
10. Knowledge of bus passenger safety and effective discipline procedures
11. Sufficient mechanical aptitude to diagnose minor problems and make appropriate repairs.
12. Able to maintain passenger discipline to ensure their safety and well-being and to protect against vandalism.
13. Works well with students, staff, and parents.
14. Awareness of and commitment to proper bus maintenance.
15. Able to sit and occasionally required to walk or stand.
16. Able to grasp tools and occasionally lift or move up to fifty pounds.
17. Excellent interpersonal and communications skills.
18. Maintain confidentiality of staff and students.

Primary Responsibility To

Transportation Director

Job Summary

To transport pupils in a safe and efficient manner and perform all activities related to the operation of the school bus.

Duties and Responsibilities

Maintenance and Driving

1. Perform the prescribed pre-trip inspection prior to each trip.
2. Notify the transportation supervisor in writing, using approved forms when applicable, of any mechanical malfunctions, safety hazards, or necessary repairs.
3. Maintain the cleanliness of the interior and exterior of the bus, paying particular attention to windshields and mirrors.
4. Refuel the vehicle.
5. Adhere to established routes, designated bus stops, and the assigned schedule.
6. Obey all federal and state law, administrative rules, and Board policy pertaining to traffic regulations and school bus safety.
7. Stop at all railroad crossings and check visually and audibly that it is safe to cross before proceeding.

8. Report all bus accidents to local authorities and report all accidents and pupil injuries immediately to the building principal and transportation director, and complete required reports.
9. If ticketed as a result of an accident or traffic stop by police, pay any fines and court costs and attend any driving safety classes ordered by a judge.
10. Refrain from using cell phones while the bus is in route.
11. Report all information necessary for vehicles violating the "Stop Arm Law".
12. Attend any required training and demonstrate driving proficiency.

Interacting with Students

1. Transport only authorized pupils and ensure that all students have left the bus at the end of the route.
2. Abide by all federal and state law, administrative rules, and Board policy when loading and unloading passengers.
3. Unload passengers seat by seat.
4. Maintain discipline on the bus and write up students that violate rules.
5. Require all students to remain seated when the bus is in motion.
6. Participate in emergency evacuation drills in accordance with federal and state law, administrative rules, and Board policy and instruct passengers regarding safety regulations and other bus rules.

Other

1. Maintain records as assigned by the transportation supervisor.
2. Abide by all federal and state law, administrative rules, and Board policy.
3. Know and follow school district policy and the chain of command.
4. Interact with students, parents, staff, and others in a positive manner.
5. Keep immediate supervisor informed of activities and issues that may arise.
6. Assume responsibility for their continuing professional growth and development through such efforts as attendance at in-services.
7. Seek assistance should emergencies arise.
8. Represent the school district in a positive manner.
9. Know and follow school district policy and chain of command.
10. Perform other duties as assigned.

Evaluation

Performance of this position will be evaluated annually by the transportation supervisor in conformance with district policy and Idaho law and administrative rules.

Terms of Employment

This position shall be considered in all respects "employment at will". The "employment period" and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

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applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference:
I.C. § 33-512 Governance of Schools
I.C. § 33-1210 Information on Past Job Performance
IDAPA 08.02.02.004.02 Standards for Idaho School Buses and Operations

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Transportation Assistant/Groundkeeper

Qualifications

1. Mechanical abilities and sufficient experience to perform listed Duties and Responsibilities.
2. Health sufficient to carry out the performance responsibilities.
3. Pass health examinations and drug and alcohol test screenings as required by state and federal codes and local school District policy.
4. Able to lift 100 pounds.
5. Hold or willing to acquire a Commercial Driver's License endorsed to drive a School Bus.
6. Knowledge of horticulture and lawn care (desirable).
7. Willingness to learn and accept directions.

Primary Responsibility To

Transportation Supervisor or Maintenance Supervisor, as appropriate for duties.

Duties and Responsibilities

Transportation Assistant

1. Assist in maintaining a safe and operable fleet of buses and vehicles by performing all phases of mechanical repairs as needed:
    a. Annual and 60-Day inspections
    b. Scheduled maintenance work
    c. Tune-ups
    d. Transmission and engine repairs or replacement
    e. Tire and brake repairs
    f. Interior bus repairs
    g. Washing and cleaning
    h. Fueling
    i. Filing and updating of maintenance records
2. Substitute for regular route drivers as needed. Be on-call during the week to respond to emergencies or relief driver needs.
3. Drive for field trips and activity trips as needed, including weekend, late night, and overnight trips.
4. Meet the Duties and Responsibilities listed in the Job Description for a Bus Driver.
5. Respond quickly and on short notice to emergencies by maintaining, moving, or repairing vehicles and buses.
6. Substitute for Transportation Supervisor as needed.
7. Attend training classes as assigned.

Groundskeeper (during growing season)

1. Maintain the grounds of all District schools in a condition of optimum plant health, safety, neatness, and aesthetic attractiveness.
2. Irrigate areas as assigned in scheduled rotation or hours allowed.
3. Mow grass weekly as scheduled; control weeds as needed by mowing or pulling. Repair or replace sprinklers, heads, and hoses.
4. Trim grass around all buildings, walls, sidewalks, playgrounds, and track.

5. Keep all grounds clear of paper and trash.

Perform other appropriate duties as assigned.

Evaluation

Performance of this position will be evaluated annually by the transportation supervisor and/or maintenance supervisor in conformance with district policy and Idaho law and administrative rules.

Terms of Employment

This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

NOTE: *All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

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Testing Supervisor

Qualifications

1. Minimum experience as determined by the Board.
2. Knowledge of state and federal testing procedures and requirements.
3. Training in testing.
4. Able to prepare and maintain reports.
5. Able to plan, organize, and administer a district-level testing program.
6. Works well with school personnel, administrators, students, parents, and community groups.
7. Excellent organizational skills.
8. Excellent interpersonal, communication, and leadership skills.
9. Able to work under pressure and meet deadlines.
10. Maintain confidentiality of staff and students.

Primary Responsibility To

Building Principal and/or Superintendent

Job Summary

To facilitate the district testing program as mandated by federal and state law, administrative rules, and Board policy.

Duties and Responsibilities

Curriculum and Instruction

1. Work with building principals, department heads, subject matter specialists, and teachers to use test data to improve the content and delivery of the school curriculum.
2. Recommend to the superintendent the addition of new programs, activities, and software to upgrade the district's ability to use test data to improve curriculum and learning.
3. Research, develop, and write proposals to enhance the guidance curriculum.
4. Assist in the educational process of any hospitalized or homebound student in conjunction with the special services staff.

Meetings and Committees

1. Answer questions and instruct other district personnel regarding procedural requirements in the use and application of specific sections of the student data base.
2. Cooperate with the school counseling services, building principals, and staff in the use of test data.
3. Participate as assigned in Individualized Education Plan meetings to contribute analysis of individual test results.

Information and Resources

1. Maintain a reference library on testing and test data analysis for the use of the staff.
2. Secure and make available to the staff samples of various testing series and software.
3. Recommend to the superintendent the acquisition of testing software.

4. Keep abreast of, and interpret to the staff, current research in the area of testing and analysis of test data to improve teaching and learning.
5. Produce bulletins or guides on testing and test data to be distributed to the staff as required.
6. Prepare reports on test results of individuals, classes, grade levels, schools, and the district, including use of graphs and charts to make results understandable, and including conclusions and recommendations for action.

Other

1. Assist in the administration of testing.
2. Maintain the security of district records.
3. Keep immediate supervisor informed of activities and any issues that may arise.
4. Assume responsibility for their continuing professional growth and development by attendance at professional meetings, membership in professional organizations, enrollment in advanced courses, and by reading professional journals and other publications.
5. Seek assistance should emergencies arise.
6. Represent the school district in a positive manner.
7. Know and follow school district policy and chain of command.
8. Perform other duties as assigned.

Evaluation

The performance of this position will be evaluated annually by the building principal and/or superintendent in conformance with federal and state law, administrative rules, and Board policy.

Terms of Employment

By contract as determined by the Board of Trustees in accordance with federal and state law, administrative rules, and Board policy.

NOTE: *All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:

I.C. § 33-512 Governance of Schools
I.C. § 33-513 Professional Personnel
I.C. § 33-515 Issuance of Renewable Contracts
I.C. § 33-1201 Certificate Required
I.C. § 33-1210 Information on Past Job Performance
IDAPA 08.02.02.026.01 School Principal Endorsement (Pre-K-12)

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School Psychologist

Qualifications

School Psychologists shall hold the Pupil Personnel Services Certificate endorsed for School Psychologists. Knowledge, skills, and abilities to deal effectively within a wide range of handicapped areas. Minimal educational experience preferred. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Primary Responsibility To

Director of Special Education and/or Superintendent

Duties and Responsibilities

1. Provide a wide range of psychological services designed to promote the intellectual, emotional, and behavioral growth of students within the school District.
2. Design, administer, score, and interpret informal and criterion-referenced tests.
3. Observe children systematically and collect baseline data.
4. Collate assessed information and communicate the results via written and verbal reports.
5. Sharing assessment results and recommending strategies with teachers in order to increase their understanding regarding a particular child.
6. Sharing assessment results and recommending strategies to parents in order to increase their understanding regarding a particular child.
7. Counseling with individual member(s) of the entire school community as needed.
8. Staffing for the purpose of group decision-making regarding placement, educational planning, and behavioral management for a particular child.
9. Accounting for services that have been provided by keeping a daily log.
10. Scheduling follow-up conferences with individual member(s) of the school communities to solicit feedback regarding the efficiency of recommended intervention strategies.
11. Supervise supportive staff personnel through assignment and performance evaluation of workloads.
12. Perform other reasonable duties that the Superintendent may assign from time to time.

Terms of Employment

School year. Work day and year to be established by the Superintendent of Schools.

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Athletic Director

Qualifications:

1. Idaho Teaching Certification recommended or other board approved qualifications.
2. Minimum experience in organizing and administering an athletic program as determined by the Board.
3. Strong background in coaching and athletic rules.
4. Works well with students, staff, and the public.
5. Excellent organizational skills.
6. Excellent interpersonal and communication skills.
7. Models fair play and respect.
8. Able to maintain a positive environment and high standards of conduct for athletes.
9. Treats all athletes fairly and equally.
10. Able to work under pressure and meet deadlines.
11. Maintain confidentiality of staff and students.

Job Summary

To provide leadership and coordination among the various teams and extracurricular groups to facilitate programs that provide young people with a variety of programs for personal recreation, knowledge of such activities, physical training, and development of values including a sense of fair play.

Primary Responsibility To

Building Principal

Duties and Responsibilities

Managing Extracurricular Events

1. Oversee all extracurricular events and activities or, if unable to attend an event, find a substitute to oversee the activity.
2. Prepare and distribute an activity and special events calendar.
3. Prepare programs for all appropriate extracurricular events.
4. Arrange team and club pictures for league, district, and state tournaments through approved vendors.
5. Arrange with the building principal for the cancellation or postponement of home events due to adverse weather conditions.
6. Plan and supervise all awards and banquets and assume general coordination of those events.
7. Administer and coordinate all student elections.
8. Arrange field and gym practice schedules and schedule all athletic events.
9. Assume responsibility for providing officials, ticket takers, and other personnel necessary for all home games and other extracurricular activities (including EMT's).
10. Arrange all details of visiting teams' and officials' needs, including lodging, meals, towels, gymnasium services, security, and field assistance, as appropriate.

11. Prepare facilities for athletic events such as setting up score tables, bleachers, ticket taker tables, and locker rooms.
12. Oversee facility clean-up such as in the high school gym, locker rooms, hospitality rooms, and outdoor fields and facilities.
13. Arrange transportation and housing for all extra-curricular events and communicate with the transportation supervisor regarding busing needs for off-campus events.
14. Schedule all departure times for athletic events after meeting with administrators, coaches, and club advisors.
15. Be responsible for compliance with Board-adopted emergency medical procedures for all practice sessions and competitive events.
16. Coordinate use of high school athletic facilities by groups outside the school in conjunction with the building principal, and maintenance supervisor.

Supervisory Duties

1. Assist in screening and hiring of all athletic personnel.
2. Conduct a coach's meeting at the beginning of each year to communicate federal and state law, administrative rules, Board policy, and IHSAA rules.
3. Work as a liaison between the administration and the extracurricular activities staff.
4. Supervise coaches, observing them sufficiently to make recommendations to the Building Principal regarding coaching assignments.
5. Provide and instruct sponsors for school clubs and organizations.
6. Develop and implement appropriate rules governing the conduct of athletic activities.
7. Be responsible for administering all interscholastic policies and procedures in accordance with the rules of the Idaho High School Activities Association (IHSAA).
8. Interpret Board policy to the extent necessary to provide guidance for the athletic program.
9. Resolve any conflicts within the athletic department or among extracurricular activities.
10. Provide formal written evaluation of all coaching positions in collaboration with Building Principal.
11. Assist the administration in monitoring fan and student behavior and sportsmanship in the arena, halls, bathrooms, and outside arena.
12. Communicate with coaches (head, assistant, volunteer) that a completed background check, board approval of hire, must be 100% completed before any coaching begins.

Records & Finances

1. Monitor each student's eligibility to participate in athletic activities according to IHSAA rules and relevant federal and state law, administrative rules, and Board policy.
2. Establish physical and academic requirements for eligibility to participate in each sport and verify each student's eligibility.
3. Obtain written parent permission for students to participate as required.
4. Secure IHSAA approval for transfer students.

5. Ensure each sport has an up-to-date team roster and that it is sent to all participating schools.
6. Prepare and administer the extracurricular program budget.
7. Supervise all ticket sales and fundraising events of the extracurricular program.
8. Request all cash boxes needed for event gates and concessions, and secure cash boxes after events according to school procedures.
9. Maintain records of athletic contests and a record of all award winners, stating the date and type of award, including athletic scholarships.
10. Administer and coordinate membership requirements and financial activities of all school-sponsored clubs.

Other

1. Arrange for any applicable physical examinations of athletes.
2. Assume responsibility for the purchase and dissemination of all first aid and other medical supplies used in athletic programs.
3. Assume responsibility for public relations with the community including newspaper and radio coverage of athletic events.
4. Represent the school in all conferences and state extracurricular meetings.
5. Supervise the care, maintenance, and storage of all athletic equipment and supplies.
6. Coordinate with coaches and the principal to determine uniform and equipment needs, ordering when necessary.
7. Require coaches to check in uniforms and equipment at the end of each sport season, keeping an accurate inventory.
8. Constantly evaluate the extracurricular program and seek ways to improve it.
9. Keep the building principal informed of activities and any issues that may arise.
10. Assume responsibility for their continuing professional growth and development through such efforts as attendance at professional meetings and by reading professional publications.
11. Adhere to The Code of Ethics of the Idaho Teaching Profession adopted by the Professional Standards Commission and the State Board of Education.
12. Seek assistance should emergencies arise.
13. Represent the school district in a positive manner.
14. Know and follow school district policy and chain of command.
15. Documented evaluation of coaches at the end of each season.
16. Perform other duties as assigned.

Evaluation

Performance of this position will be evaluated periodically by the building principal in conformance with district policy and IDAPA 08.02.02.120.

Terms of Employment

By contract as determined by the Board of Trustees in accordance with federal and state law, administrative rules, and Board policy.

NOTE: *All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of*

the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference
I.C. § 33-512 Governance of Schools
I.C. § 33-513 Professional Personnel
I.C. § 33-515 Issuance of Renewable Contracts
I.C. § 33-1210 Information on Past Job Performance
IDAPA. 08.02.02.022 Endorsements A-D
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IDAPA 08.02.02.0234 Endorsements M-Z
IDAPA 08.02.02.120 Local District Evaluation Policy—Teacher and Pupil Personnel Certificate Holders

REV: 9/2023

Assistant Athletic Director

Qualifications

1. Demonstrated ability in coaching and organization skills.
2. Have a valid Idaho Teaching Certification recommended or other board approved qualifications.
2. NFHS/ASEP Coaching Certificate.
3. First Aide/CPR Required.

Primary Responsibility To

Athletic Director

Job Goal

1. To maintain the highest quality athletic program possible and to represent the district and patrons at the highest level of sportsmanship.
2. To assist the Athletic Director.

Duties and Responsibilities

1. Have knowledge of all board policy concerning athletics and apply them.
2. Have knowledge of all IHSAA rules and regulations and apply them.
3. Have knowledge of all league rules and apply them.
4. Assist in scheduling officials for Jr. Sr. High football, volleyball, and basketball games.
5. Facilitates procedures for payment of officials.
6. Assists in supervision of athletic activities.
7. Assists in determining eligibility of students to participate in athletic programs: Academic, Medical, Citizenship.
8. Organizes athletic award banquets and dinners.
9. Order plaques, medals, pins bars, etc.
10. Assists the Athletic Director with inventory and storage records, determining needs for and ordering supplies.
11. Performs other duties as assigned by the Athletic Director.
12. Adhere to and follow the Code of Ethics of the Idaho Teaching Profession.
13. Attend Scheduling Meeting with Athletic Director to help with schedules.

Terms of Employment

By contract as determined by the Board of Trustees in accordance with federal and state law, administrative rules, and Board policy.

NOTE: *All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

REV: 2/2024

Head Coach

Qualifications:

1. Idaho Teaching Certification, American Sport Education Program Certification, or National Federation of Interscholastic Coaches Association Certification, or qualifications approved by the Board of Trustees.
2. Certification in first aid and CPR.
3. Demonstrated knowledge of the sport they are coaching sports training, conditioning, injury prevention, kinesiology, management, and the rules of the Idaho High School Activities Association Handbook.
4. Ability to foster and sustain students' interest in the activity and promote skill development.
5. Possesses good organizational skills.
6. Strong interpersonal and communication skills, and ability to work well with students, parents, and colleagues.
7. Maintain confidentiality of staff and students.

Job Summary

To motivate and develop each athletes' skills, attitudes, and habits that will guide them toward success, personal growth, and good character. To provide examples of fair play, team building, and respect. Provide leadership and motivation to excel.

Primary Responsibility To

Athletic Director

Duties and Responsibilities:

Working with Student Athletes

1. Attend all tryouts, practice meetings, and Assemblies, and supervise students during related field trips and other out-of-school functions.
2. Organize practice schedules and game rosters.
3. Assign positions to players and develop strategies and styles of play.
4. Attend out-of-school meetings, supervise fundraisers, and help students prepare for competitions.
5. Coach individual participants of varying abilities in the skills necessary for achievement in the sport they are coaching.
6. Track student performance throughout the season and develop stat sheets on players.
7. Arrange with the athletics director for any necessary transportation, scheduling, hiring of officials, or other arrangements for competitions related to the sport.
8. Ensure the safety of the students and maintain responsibility for the security of equipment and facilities and ensure that safety equipment is used correctly.
9. Comply with federal and state law, administrative rules, and Board policy pertaining to medical procedures and student athletes, including the district's concussion policy.
10. Ensure that students are eligible to participate, and that they have had any necessary physical examinations.

11. Actively promote the athletic program, seek student participation, and select team members.
12. Model positive behavior, maintain a supportive environment, and remain professional, even when tension is high.
13. Maintain high standards of conduct for student athletes, including respect and fair play.
14. Abide by the rules of the Idaho High School Activities Association Handbook.

Other

1. Prepare the team's budget, order necessary supplies and equipment, and maintain appropriate records related to activity expenses and revenues.
2. Follow district policy in the collection, depositing of funds, payment of bills and financial reporting in accordance with federal and state law, administrative rules, and Board policy.
3. Work with other coaches, parents, referees, media, and operators of non-district facilities used for practice or competition as appropriate.
4. Work closely with the athletics and activities director in scheduling interscholastic contests.
5. Act as a liaison with the cheerleading program, drill team program, and the other coaches.
6. Assist the athletics director, when requested to do so, in maintaining necessary attendance forms, insurance records, physical check-up forms, accident reporting, and all other required paperwork.
7. Train and assign duties to team managers, assistant coaches and direct event volunteers, if applicable, including assistant coach's evaluations.
8. Evaluate the program annually and make recommendations for improvements as necessary.
9. Assume responsibility for his or her continuing professional growth and development through such efforts as attendance at professional meetings, and by reading professional publications.
10. Adhere to The Code of Ethics of the Idaho Teaching Profession adopted by the Professional Standards Commission and the State Board of Education.
11. Seek assistance should emergencies arise.
12. Represent the school district in a positive manner.
13. Know and follow school district policy and chain of command.
14. Perform other duties assigned.

Evaluation

Performance of this position will be evaluated periodically by the athletic director in conformance with district policy and IDAPA 08.02.02.120.

Terms of Employment

By contract as determined by the Board of Trustees in accordance with federal and state law, administrative rules, and Board policy.

NOTE: *All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of*

the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference
I.C. § 33-512 Governance of Schools
I.C. § 33-513 Professional Personnel
I.C. § 33-515 Issuance of Renewable Contracts
I.C. § 33-1210 Information on Past Job Performance
IDAPA 08.02.02.022 Endorsements A-D
IDAPA 08.02.02.023 Endorsements E-L
IDAPA 08.02.02.0234 Endorsements M-Z
IDAPA 08.02.02.120 Local District Evaluation Policy—Teacher and Pupil Personnel Certificate Holders

REV: 9/2023

Assistant Coach

Qualifications:

1. Idaho Teaching Certification, or American Sport Education Program Certification, or National Federation of Interscholastic Coaches Association Certification, or qualifications approved by the Board of Trustees.
2. Certification in first aid and CPR.
3. Demonstrated knowledge of the sport they are coaching sports training, conditioning, injury prevention, kinesiology, management, and the rules of the Idaho High School Activities Association Handbook.
4. Ability to foster and sustain students' interest in the sport and promote skill development.
5. Possesses good organizational skills.
6. Strong interpersonal and communication skills, and the ability to work well with students, parents, and colleagues.
7. Maintain confidentiality of staff and students.

Job Summary:

To motivate and develop in each participant skills, attitudes, and habits that will guide them toward success, personal growth, and good character. To provide examples of fair play, team building, and respect. Provide leadership and motivation to excel.

Primary Responsibility To

Head Coach

Duties and Responsibilities:

Working with Student Athletes

1. Supervise assigned teams and players, overseeing an assigned area of focus.
2. Attend all tryouts, practice meetings, and in-school events, and help supervise students during related field trips and other out-of-school functions.
3. Help organize practice schedules and game rosters.
4. Assist the Head Coach in assigning positions to players and develop strategies and styles of play.
5. Have parent meeting before season begins to review expectations and rules.
6. Coach, manage, and maintain all aspects of the corresponding JV team as assigned by the head coach.
7. Attend out-of-school meetings, supervise fundraisers, and help students prepare for competitions.
8. Coach individual participants of varying abilities in the skills necessary for achievement in the sport involved.
9. Help track student performance throughout the season and develop stat sheets on players.
10. Ensure the safety of the students and maintain responsibility for the security of equipment and facilities.
11. Ensure that safety equipment is used correctly.

12. Comply with federal and state law, administrative rules, and Board policy pertaining to medical procedures and student athletes, including the district's concussion policy.
13. Help ensure that students are eligible to participate, and that they have had any necessary physical examinations.
14. Actively promote the athletic program, seek student participation, and select team members.
15. Model positive behavior and maintain a supportive environment and remain professional, even when tension is high.
16. Maintain high standards of conduct for student athletes, including respect and fair play.
17. Assist the Head Coach in upholding the rules of the Idaho High School Activities Association Handbook.

Other

1. Work with other coaches, parents, referees, and operators of non-district facilities used for practice or competition as directed by the head coach.
2. Assist the head coach, when requested to do so, in maintaining necessary attendance forms, insurance records, physical check-up forms, accident reporting, and all other required paperwork.
3. Be prepared to take over full coaching duties in the event the head coach is absent or becomes ill.
4. Assist in evaluating the program annually and making recommendations for improvements as necessary.
5. Assume responsibility for his or her continuing professional growth and development through such efforts as attendance at professional meetings, and by reading professional publications.
6. Adhere to The Code of Ethics of the Idaho Teaching Profession adopted by the Professional Standards Commission and the State Board of Education.
7. Seek assistance should emergencies arise.
8. Represent the school district in a positive manner.
9. Know and follow school district policy and chain of command.
10. Perform other duties as assigned.

Evaluation

Performance of this position will be evaluated periodically by the head coach and/or the athletic director in conformance with district policy and IDAPA 08.02.02.120.

Terms of Employment

By contract as determined by the Board of Trustees in accordance with federal and state law, administrative rules, and Board policy.

NOTE: *All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference
I.C. § 33-512 Governance of Schools
I.C. § 33-513 Professional Personnel
I.C. § 33-515 Issuance of Renewable Contracts
I.C. § 33-1210 Information on Past Job Performance
IDAPA 08.02.02.022 Endorsements A-D
IDAPA 08.02.02.023 Endorsements E-L
IDAPA 08.02.02.0234 Endorsements M-Z
IDAPA 08.02.02.120 Local District Evaluation Policy—Teacher and Pupil Personnel Certificate Holders

REV: 9/2023

Cheerleading Advisor

Qualifications

1. High school diploma.
2. Certification in first aid and CPR.
3. Demonstrated knowledge of cheerleading, sports training, conditioning, injury prevention, kinesiology, management, and the rules of the Idaho High School Activities Association Handbook.
4. Related experience as determined by the Board.
5. Technical knowledge of stunts and spotting.
6. Ability to foster and sustain students' interest in cheerleading and promote skill development.
7. Possesses good organizational skills.
8. Strong interpersonal and communication skills, and ability to work harmoniously with students, parents, and colleagues.
9. Maintain confidentiality of staff and students.

Primary Responsibility To
Athletic Director

Job Summary
To motivate and develop each participants' skills, attitudes, and habits that will guide them toward success, personal growth, and good character. To provide examples of fair play, team building, and respect. Provide leadership and motivation to excel.

Duties and Responsibilities

Working with Student Athletes

1. Attend all tryouts, practice meetings, and in-school events, and supervise students during related field trips and other out-of-school functions.
2. Organize practice schedules and event rosters.
3. Assign positions to participants and develop routines for performances.
4. Attend out-of-school meetings, supervise fundraisers, and help students prepare for competitions.
5. Coach individual participants of varying abilities in the skills necessary for achievement in cheerleading.
6. Track student performance throughout the season and develop stat sheets on participants.
7. Arrange with the athletic director for any necessary transportation or scheduling of competition officials related to activities.
8. Ensure the safety of the students and maintain responsibility for the security of equipment and facilities and that safety equipment is used correctly.
9. Comply with federal and state law, administrative rules, and Board policy pertaining to medical procedures and student athletes, including the district's concussion policy.
10. Ensure that students are eligible to participate, and that they have had any necessary physical examinations.

11. Actively promote the cheerleading program, seek student participation, and select team members.
12. Model positive behavior, maintain a supportive environment, and remain professional, even when tension is high.
13. Maintain high standards of conduct for participants, including respect and fair play.
14. Abide by the rules of the Idaho High School Activities Association Handbook.

Other

1. Prepare the team's budget, order necessary supplies and equipment, and maintain appropriate records related to activity expenses and revenues.
2. Be responsible for the collection, depositing of funds, payment of bills, and financial reporting in accordance with federal and state law, administrative rules, and Board policy.
3. Work with other coaches, parents, referees, news reporters, operators of non-district facilities used for practice or competition as appropriate.
4. Work closely with the athletics and activities director in scheduling interscholastic contests.
5. Act as a liaison between the cheerleading program, drill team program, and the coaches.
6. Assist the Athletics and Activities Director, when requested to do so, in maintaining necessary attendance forms, insurance records, physical check-up forms, accident reporting, and all other required paperwork.
7. Evaluate the cheerleading program annually and make recommendations for improvements as necessary.
8. Assume responsibility for their continuing professional growth and development through such efforts as attendance at professional meetings, and by reading professional publications.
9. Seek assistance should emergencies arise.
10. Represent the school district in a positive manner.
11. Know and follow school district policy and chain of command.
12. Perform other duties as assigned.

Evaluation

The performance of this position will be evaluated annually by the athletic director in conformance with federal and state law, administrative rules, and Board policy.

Terms of Employment

This position shall be considered in all respects "employment at will". The "employment period" and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

NOTE: *All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any*

applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference
I.C. § 33-512 Governance of Schools
I.C. § 33-1210 Information on Past Job Performance

REV: 9/2023

Classroom Paraprofessional

Qualifications

1. At least two years of college-level coursework or an associate degree in education or related field, demonstrate proficiency on Praxis Test.
2. Previous aide or teaching experience preferred.
3. Knowledge of child growth and development and appropriate classroom practices.
4. Demonstrated ability to assist with instructional activities.
5. Knowledge of subject matters and ability to instruct students at the direction of the teacher.
6. Knowledgeable with word processing, data bases, spread sheets, and reports.
7. Ability to maintain a positive learning environment.
8. Works well with students, staff, and the public.
9. Excellent organizational skills.
10. Excellent interpersonal and communication skills.
11. Able to work under pressure and meet deadlines.
12. Maintain confidentiality of staff and students.

Primary Responsibility To
Building Principal and Classroom Teacher

Job Summary
To work under the direction of the K-12 Teacher or Building Principal in achieving the educational goals and objectives of all students through individual, small group, or whole group instruction.

Duties and Responsibilities
Working with Students

1. Maintain high academic standards and expectations.
2. Provide tutorial help to students following lessons prescribed by the teacher and reinforce material and skills using a variety of methods as directed by certified staff.
3. Provide immediate feedback on student performance to students and to the supervising teacher.
4. Respond to students' questions and requests for assistance.
5. Observe students' work and study habits.
6. Observe and record students' time on task when needed.
7. Assist students in locating prescribed instructional materials and starting their assignments.
8. Assist the classroom teacher in the delivery of an effective instructional program.
9. Work with individual students or small groups of students to reinforce learning of material and skills introduced by the teacher.
10. Help students master equipment or instructional materials assigned by teacher.
11. Provide individualized instruction activities using materials and sequences

selected by the supervising teacher.
12. Assist in identifying pupil needs and provide instruction appropriate to those needs.
13. Follow modifications and accommodations as specified in Individual Education Plans (IEPs).
14. Assist with such large group activities as drill and practice, reading aloud, and storytelling, and participate in other forms of oral communication with students.
15. Guide independent study, enrichment work, and remedial work assigned by the teacher.
16. Assist students in the library or media center.
17. Check notebooks, correct papers, and supervise testing and make-up work as assigned by the teacher.
18. Assist with the supervision of students during emergency drills, assemblies, play periods, and field trips.
19. Administer, score, and record such achievement and diagnostic tests as the teacher recommends for individual students.
20. Encourage students to strive to meet their highest potential.
21. Communicate classroom rules and encourage students to set and maintain standards of classroom behavior.

Other Classroom Assistance

1. Assist the teacher in devising special strategies for reinforcing material or skills based on an understanding of individual students, their needs, interests, and abilities.
2. Alert the supervising teacher to any problem or special information about an individual student.
3. Serve as the chief source of information and help to any substitute teacher assigned in the absence of the regular teacher.
4. Keep the supervising teacher informed of activities and any issues that may arise.
5. Operate and care for equipment used in the classroom for instructional purposes.
6. Distribute and collect workbooks, papers, and other materials for instruction.
7. Help the teacher to plan and maintain bulletin Boards and other classroom learning displays.
8. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
9. Help primary age students with their clothing and snack time routines.

Other

1. Assist in keeping accurate records and maintain individual records for each student.
2. Complete clerical duties as assigned by the supervising teacher.
3. Attend faculty meetings as required.
4. Assume responsibility for their continuing professional growth and development through such efforts as reading professional journals and other publications.
5. Seek assistance should emergencies arise.
6. Represent the school district in a positive manner.
7. Know and follow school district policy and chain of command.

8. Perform other duties as assigned.

Evaluation
The performance of this position will be evaluated annually by the building principal in conformance with any applicable federal and state law, administrative rules, and Board policy.

Terms of Employment
This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

NOTE: *All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference
I.C. § 33-513 Professional Personnel
I.C. § 33-1210 Information on Past Job Performance

REV: 9/2023

Special Education Paraprofessional

Qualifications

1. At least two years of college-level coursework or an associate degree in education or related field or successful passing of the Praxis Test.
2. Previous aide or teaching experience preferred.
3. Ability to lift up to forty pounds and push and pull up to one hundred pounds.
4. Knowledge of child growth and the diverse needs of children with disabilities.
5. Knowledge of appropriate special education classroom practices.
6. The ability to work with students with emotional, physical, and mental disabilities.
7. Ability to instruct students one-on-one and small group situations, at the direction of the Special Education Teacher.
8. Strong background in teaching methods and developmentally appropriate classroom activities.
9. Demonstrated knowledge of subject matter and effective teaching methods.
10. Knowledgeable about word processing, data bases, spread sheets, and reports.
11. Ability to maintain a learning environment.
12. Works well with students, staff, and the public.
13. Excellent organizational skills.
14. Excellent interpersonal and communication skills.
15. Able to work under pressure and meet deadlines.
16. Maintain confidentiality of staff and students.

Primary Responsibility To

Special Education Teacher, Director of Special Education, and Building Principal

Job Summary

Assists the classroom teacher and/or special education teacher in achieving the goals and objectives as stated on each child's current Individual Education Plan (IEP) through individual, small group, or whole group instruction.

Duties and Responsibilities

Working with Students

1. Maintain high academic standards and expectations.
2. Repeat lessons to Title I students who were absent for that lesson.
3. Provide tutorial help to students following lessons prescribed by the teacher and reinforce material and skills using a variety of methods as directed by certified staff.
4. Provide immediate feedback on student performance.
5. Respond to students' questions and requests for assistance.
6. Observe students' work and study habits.
7. Observe and record students' time on task when needed.
8. Assist students in locating prescribed instructional materials and starting their assignments.
9. Assist the classroom teacher in the delivery of an effective instructional program.
10. Work with individual students or small groups of students to reinforce learning of material and skills introduced by the teacher.
11. Help students master equipment or instructional materials assigned by the teacher.
12. Provide individualized instruction activities using materials and sequences selected by the special education teacher and other related services personnel.

13. Identify pupil needs and provide instruction appropriate to those needs.
14. Follow modifications and accommodations as specified in IEPs.
15. Administer informal assessments to accommodate students' specific modifications at the direction of a certified teacher.
16. Assist with such large group activities as drill and practice, reading aloud, and storytelling, and participate in other forms of oral communication with students.
17. Guide independent study, enrichment work, and remedial work assigned by the teacher.
18. Assist students in the library or media center.
19. Check notebooks, correct papers, and supervise testing and make-up work as assigned by the teacher.
20. Assist with the supervision of students during emergency drills, assemblies, play periods, and field trips.
21. Administer, score, and record such achievement and diagnostic tests as the teacher recommends for individual students.
22. Encourage students to strive to meet their highest potential.
23. Communicate classroom rules and encourage students to set and maintain standards of classroom behavior.

Other Classroom Assistance

1. Assist the teacher in devising special strategies for reinforcing material or skills based on an understanding of individual students, their needs, interests, and abilities.
2. Alert the supervising teacher to any problem or special information about an individual student.
3. Serve as the chief source of information and help to any substitute teacher assigned in the absence of the regular teacher.
4. Keep the supervising teacher informed of activities and any issues that may arise.
5. Operate and care for equipment used in the classroom for instructional purposes.
6. Distribute and collect workbooks, papers, and other materials for instruction.
7. Engage children in conversation to encourage language development.
8. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
9. Meet the personal needs of children with disabilities including toileting, feeding, locomotion, and health needs.
10. Assist, where appropriate, in loading and unloading the special education pupil from transportation buses or vans.

Other

1. Keep accurate records and maintain individual records for each student.
2. Become familiar with basic special education knowledge as covered by the Individuals with Disabilities in Education Act with an emphasis on due process procedures and confidentiality of information and records.
3. Complete clerical duties as assigned by the supervising teacher.
4. Attend faculty meetings as required.
5. Keep immediate supervisor informed of activities and problems.
6. Assume responsibility for their continuing professional growth and development through such efforts as reading professional journals and other publications.
7. Seek assistance should emergencies arise.
8. Represent the school district in a positive manner.
9. Know and follow school district policy and chain of command.

10. Perform other duties as assigned.

Evaluation
Performance of this position will be evaluated annually by the special education teacher and/or the director of special education in conformance with any applicable federal and state law, administrative rules, and Board policy.

Terms of Employment
This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

NOTE: *All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference
I.C. § 33-512 Governance of Schools
I.C. § 33-1210 Information on Past Job Performance

REV: 9/2023

Substitute Teacher

Qualifications

1. High school diploma, college-level coursework in education or a related field preferred.
2. Minimum age of 21 years old.
3. Previous aide or teaching experience preferred.
4. Ability to instruct students at the direction of the regular teacher.
5. Ability to follow lesson plans left by the regular teacher.
6. Ability to maintain a positive learning environment.
7. Works well with students and staff.
8. Excellent interpersonal and communication skills.
9. Maintain confidentiality of staff and students.

Primary Responsibility To

Substitutes are responsible to the Building Principal

Salary

Substitute teachers will be paid at the current rate as determined by the Board of Trustees. If teaching for the same teacher continues beyond 15 consecutive school days, the certificated substitute teacher will be paid a salary based on the beginning teachers' pay schedule beginning on the 16 consecutive school day. This salary applies only to substitute teachers who hold a valid teaching certificate.
If a regular classroom teacher is unable to perform their duties for a period beyond 15 consecutive school days, and no certified substitute teacher is available, a non-certified substitute teacher will be employed. The non-certified substitute teacher will be paid a salary based on two times the current hourly rate as determined by the Board of Trustees, beginning on the 16 consecutive school day for the same teacher, provided they are performing all duties of the regular classroom teacher.

Job Summary

To manage a classroom in the absence of the regular teacher and deliver lesson presentations in a way that is age-appropriate for the class.

Duties and Responsibilities

Instruction and Student Contact

1. Arrive in the classroom on schedule to greet students and remain in the assigned classroom so that students are effectively supervised.
2. Maintain, as fully as possible, the established routines and procedures of the school and classroom to which they are assigned.
3. Deliver the lesson presentations in a way that is age-appropriate for the class and meets the individual needs, interests, and ability levels of all pupils.
4. Budget class time effectively.
5. Encourage students to strive to meet their highest potential.
6. Maintain discipline and classroom control.
7. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

8. Report all student injuries, accidents, illnesses, and discipline problems to the appropriate authority as soon as reasonably possible.

Standard Procedures and Reporting

1. Report to office upon arrival at school.
2. Check for messages or materials requiring immediate attention.
3. Request clarification of school rules and procedures including emergency and lockdown drills and procedures, if necessary.
4. Follow all policies, rules, and procedures established for regular teachers.
5. Collect and place students' papers in an appropriate location.
6. Maintain records of pupils' educational progress in class record books or Board approved forms and summarize these marks for reporting purposes.
7. Return instructional materials, equipment, and keys to their proper places.
8. Determine if their services will be required for the next school day, following the district protocol for making substitute teacher assignments.

Other

1. Keep the building principal informed of activities and any issues that may arise.
2. Assume responsibility for their continuing professional growth and development through such efforts as reading professional journals and other publications.
3. Follow and implement procedures in School District Crisis Manual.
4. Represent the school district in a positive manner.
5. Know and follow school district policy and chain of command.
6. Perform other duties as assigned.

Evaluation

The performance of this position will be evaluated annually by the building principal in conformance with any applicable federal and state law, administrative rules, and Board policy.

Terms of Employment

This position shall be considered in all respects "employment at will". The "employment period" and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

NOTE: *All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference

I.C. § 33-513 Professional Personnel
I.C. § 33-1210 Information on Past Job Performance

REV: 9/2023

Workday **5210**

For purposes of this policy, the Workday for certificated employees is defined as the time an employee is expected to be on the school's premises. This shall be between the following times:

Challis Elementary School 7:30 AM – 4:30 PM
Challis Jr. Sr. High School 7:30 AM – 4:30 PM
Stanley School 7:30 AM – 4:30 PM

The Board and Administration recognize that certificated teaching professionals put in hours far in excess of those hours which they are expected to be at the school; however, this excess time is not considered as part of the Work Day for the purposes of this policy.

Classified Employees

Workday for classified employees, the workday is defined as the length of time the individual classified employee is scheduled to work. No work outside of this time frame is expected, required, or approved.

The length of a workday for a certified employee shall be 9 hours for a full-time certified employee. The workday is generally exclusive of lunch and extracurricular assignments, but inclusive of preparation time and assigned duties.

Normal office hours in the District will be 7:30 AM – 5:00 PM M – Th

Breaks

A daily morning and afternoon rest period of 15 minutes may be available to all full-time classified employees. Hourly personnel may take one 15-minute rest period for each four hours they work in a day. Breaks will normally be taken approximately in mid-morning and mid-afternoon and should be scheduled in accordance with the flow of work and with the approval of the employee's supervisor.

Cross Reference:
5296 Limits on Local Education Association Activities
5810 Compensatory Time and Overtime/Classified Employees
7600 Declaration of Financial Emergency
7600p Declaration of Financial Emergency - Financial Emergency Declaration Requirements

Legal Reference:
29 USC 201 to 219 Fair Labor Standards Act of 1985
29 CFR 516, et seq. FLSA Regulations, Idaho Department of Labor

Other References:
ISBA Policy Services https://www.idsba.org/member-services/policy/

Policy History:
Adopted on: 1/11/05
Revised on: 6/11/12, 9/2019, 1/2023, 9/2026
Reviewed:

Assignments, Reassignments, Transfers 5220

All staff shall be subject to assignment, reassignment and/or transfer of position and duties by the Board, Superintendent, supervisor, and/or other administrative staff. Changes in assignment may also be made at the request of an employee. Assignment shall be based upon the qualifications of the candidate and the philosophy and needs of the District.

If a change of assignment was not requested by the employee, they should be consulted and have an opportunity to express their preferences. However, the final decision on transfer or alteration of any assignment rests with the Board of Trustees.

Teachers shall be assigned at the levels and in the subjects for which their certificates are endorsed. The Superintendent shall provide for a system of assignment, reassignment and transfer of classified staff, including voluntary transfers and promotions consistent with this policy and State law. Nothing in this policy shall prevent the reassignment of a staff member during the school year.

When the Board reassigns an administrative employee to a non-administrative position, the employee shall be entitled to an informal review as described Policy 5107.

Classified Staff

The right of assignment, reassignment and transfer shall remain that of the Board and/or Superintendent. Written notice of a reassignment or involuntary transfer shall be given the employee. Opportunity shall be given for the staff member to discuss the proposed transfer or reassignment with the Superintendent.

Teaching

All teachers shall be given notice of their teaching assignments relative to grade level, building and subject area before the beginning of the school year, recognizing that such placement could change subsequent to this initial notice including during the course of the school year.

Cross reference:
5107 Informal Review
6100-6100P Superintendent
6200 District Organization

Legal Reference:
I.C. § 33-513 School District Trustees: Professional Personnel
I.C. § 33-515 Issuance of Renewable Contracts

Policy History:
Adopted on: 1/11/05
Revised on: 3/10/08, 9/2019, 1/2023
Reviewed on:

Accommodating Individuals with Disabilities 5230

Individuals with disabilities shall be provided a reasonable opportunity to participate in all school-sponsored services, programs, or activities on an equal basis to those without disabilities and will not be subject to illegal discrimination. The District will provide auxiliary aids and services where necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

Each service, program, or activity operated in existing facilities shall be readily accessible to, and useable by, individuals with disabilities. New construction and alterations to facilities existing before January 26, 1992, will be accessible when viewed in their entirety.

The Superintendent is designated the Americans With Disabilities Act, Title II Coordinator and, in that capacity, is directed to:

1. Oversee the District's compliance efforts, recommend necessary modifications to the Board, and maintain the District's final Title II self-evaluation document and keep it available for public inspection.
2. Institute plans to make information regarding Title II's protection available to any interested party.

Individuals with disabilities should notify the Superintendent or building Principal if they have a disability which will require special assistance or services and, if so, what services are required. This notification should occur as far as possible before the school-sponsored function, program, or meeting.

Cross Reference:
5250 Certificated Staff Grievance

Legal Reference:
42 U.S.C. §§ 12111, et seq., The Americans with Disabilities Act of 1990 and 12131, et seq.;
28 C.F.R. Part 35. Nondiscrimination on the Basis of Disability in State and Local Government Services

Policy History:
Adopted on: 1/11/05
Revised on: 1/2020, 1/2023
Reviewed on: 9/2019

Health Examination 5235

The District has a legal obligation to protect the morals, health, and safety of the District's students and personnel and in furtherance of such has an obligation to prohibit the presence of and/or provide for the removal of individuals whose presence is detrimental to the morals, health, safety, academic/learning environment, or discipline of pupils. The District further has a legal obligation to assure that professional teaching personnel are free from contagious disease.

Should a situation arise where the Superintendent or designee has reasonable and articulable grounds to believe that any school employee, certificated or non-certificated, is suffering from a physical or mental illness and that such illness that:

1. Prevents or impairs the ability of the employee to perform their duties; or
2. Poses a risk and/or is detrimental to the health, welfare, or safety of students; or
3. Poses a risk and/or is detrimental to the health, welfare, or safety of other employees; or
4. Falls within the requirements of Section 33-1202(3), Idaho Code, for certificate holders to be free from contagious diseases that may pose a health or safety risk to students or other employees.

The Superintendent or designee may require the employee to secure a physical or mental examination and obtain a written medical certificate clearing the employee for work to be submitted to the Superintendent and may put such employee on a period of paid leave, pursuant to District and State statutory leave requirements, until such time as the examination and clearance to return to work has been obtained. Should such a request be made:

1. The requested examination shall be at the cost of the District.
2. The information obtained by the District as a result of the examination shall remain confidential and disclosed only to employees in a position to require knowledge.
3. The employee shall not suffer any loss of compensation during the period of absence associated with the requested examination.

Legal Reference:
I.C. § 33-512 Governance of Schools
I.C. § 33-1202 Eligibility for Certificate

Policy History:
Adopted on: 4/11/2012
Revised on: 1/2023
Reviewed on: 9/2019

Sexual Harassment/Sexual Intimidation in the Workplace 5240

According to the Equal Employment Opportunity Commission, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, including unwanted touching, verbal comments, sexual name calling, gestures, jokes, profanity, and spreading of sexual rumors.

The District shall do everything in its power to provide employees an employment environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, as defined and otherwise prohibited by State and federal law. In addition, Principals and Supervisors are expected to take appropriate steps to make all employees aware of the contents of this policy. A copy of this policy will be given to all employees.

District employees shall not make sexual advances or request sexual favors or engage in any conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.
3. Such conduct has the purpose or effect of substantially interfering with the individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment prohibited by this policy includes verbal or physical conduct. The terms "intimidating", "hostile", or "offensive" include, but are not limited to, conduct which has the effect of humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all of the circumstances.

Aggrieved persons who feel comfortable doing so, should directly inform the person engaging in sexually harassing conduct or communication, that such conduct or communication is offensive and must stop.

Employees who believe they may have been sexually harassed or intimidated should address the matter as described in Policy 3085 and Procedure 3085p. An individual with a complaint alleging a violation of this policy which does not fall within scope of Policy 3085 and Procedure 3085p shall follow the Uniform Grievance Procedure.

Investigation

If an allegation of sexual harassment is found to not fall within the scope of Policy 3085 and Procedure 3085, but still claims conduct which violates this policy, the designated school officials will take immediate steps to:

1. Protect the grievant from further harassment.
2. Discuss the matter with and obtain a statement from the accused and their representative, if any.
3. Obtain signed statements of witnesses.

4. Prepare a report of the investigation.

Confidentiality

Due to the damage that could result to the career and reputation of any person accused falsely or in bad faith of sexual harassment, all investigations and hearings surrounding such matters will be designed to the maximum extent possible to protect the privacy of, and minimize suspicion towards, the accused as well as the complainant. Only those persons responsible for investigating and enforcing this policy will have access to confidential communications, unless otherwise required by Policy 3085 or Procedure 3085p. In addition, all persons involved in an allegation which falls within the scope of this policy, and not within the scope of 3085 or 3085p are prohibited from discussing the matter with co-workers and/or other persons not directly involved in resolving the matter.

A violation of this policy may result in discipline, up to and including discharge. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action, up to and including discharge.

Cross Reference:
4120 Uniform Grievance Procedure
3085 Sexual Harassment, Discrimination and Retaliation Policy
3085p Title IX Sexual Harassment Grievance Procedure, Requirements and Definitions

Legal Reference:
42 U.S.C. §§ 2000(e), *et seq* Title VII of the Civil Rights Act of 1964
20 U.S.C. §§ 1681, et seq. Title IX of Education Amendments of 1972
29 C.F.R. §1604.11 Sexual Harassment
I.C. § 67-5909 Acts Prohibited

Policy History:
Adopted on: 1/11/05
Revised on: 7/11/05, 1/2023
Reviewed on: 9/2019, 11/2020

Sexual Harassment/Intimidation in the Workplace Policy Acknowledgment 5240F

I have read and been informed about the content and expectations of the Sexual Harassment/Intimidation in the Workplace Policy. I have received a copy of the policy and agree to abide by the guidelines as a condition of employment and continuing employment by the District.

_____
Employee Signature

_____
Employee Printed Name

_____
Date

Certificated Staff Grievances 5250

It is the Board's desire that administrative procedures for settling certificated staff grievances be an orderly process within which solutions may be pursued. Further, that the procedure provides prompt and equitable resolution at the lowest possible administrative level. Additionally, it is the Board's desire that each certificated employee be assured an opportunity for orderly presentation and review of grievances without fear of reprisal.

Grievance Definition

A grievance pursuant to this policy shall be a written allegation of a violation of Board approved District policies or a written allegation of a violation of the Master Agreement between the District and the teachers' association.

Grievance Procedure

The District will first review the collective bargaining agreement for any applicable grievance procedures. If such a provision exists, such procedures shall govern the resolution of certificated staff grievances.

A staff member with a grievance is encouraged to first discuss it with their immediate supervisor, with the objective of resolving the matter promptly and informally. An exception is that complaints of sexual harassment should be addressed according to Policy 3085 and Procedure 3085p, and violation of any other protected status should be discussed with the first line administrator that is not involved in the alleged grievance. This attempt at informal resolution is not a required component of the grievance policy but is suggested in an effort to attempt to resolve disputes informally.

If the grievance is not resolved informally, and the grievant wishes to continue to seek to address the grievance, the grievant shall file the written grievance with their immediate building principal. The written grievance shall state:

1. The policy or provision of the Master Agreement the employee believes was violated.
2. The alleged date of violation.
3. The actor involved in the alleged violation.
4. The remedy requested by the employee.

The written grievance must be filed with the immediate building principal within ten working days of the date of the initial event allegedly giving rise to the grievance.

The immediate building principal or designee of the building principal shall meet with the grievant and shall, at the discretion of the principal or designee, conduct whatever additional meetings or investigative activities the principal or designee believes are necessary to address the grievance.

Subsequent to these activities and within a period of ten working days, the principal shall provide the grievant with a written response to the grievance of the certificated employee.

If the grievant is not satisfied with the decision of the principal or designee, the individual shall have a period of five working days to advance the grievance to the Superintendent by submitting a written objection to the decision with the Superintendent.

If the principal or designee does not provide a written response to the grievance at the conclusion of ten working days and no extension of this time period has been agreed to between the grievant and principal or designee, the grievance shall be advanced to the Superintendent without written response of the principal or designee.

Upon receipt by the Superintendent, the Superintendent or designee shall schedule a meeting between the parties and the Principal or supervisor. The parties shall be afforded the opportunity to either dispute or concur with the Principal or supervisor's report. The Superintendent or designee shall, within a period of 15 working days, decide the matter notifying all the parties in writing of the decision. The decision of the Superintendent or designee shall be controlling, regardless of whether it is in agreement or in disagreement with the decision of the principal.

If either party is not satisfied with the decision of the Superintendent, the Board is the next avenue for appeal. A written appeal must be submitted to the Board within five days of receiving the Superintendent's decision. The Board is the policy-making body of the District, however, and appeals to that level must be based solely on whether or not policy has been followed. Any individual appealing a decision of the Superintendent to the Board bears the burden of proving a failure to follow Board policy.

Upon receipt of a written appeal of the decision of the Superintendent, and assuming the individual alleges a failure to follow Board policy, the matter shall be placed on the agenda of the Board for consideration not later than their next regularly scheduled meeting. A decision shall be made and reported in writing to all parties within 30 days of that meeting. The decision of the Board will be final.

Grievances will be processed according to the step-by-step process outlined in the Uniform Grievance Procedure 4120, however, in the case where a person designated to hear a grievance is the subject of the grievance, the grievance process will begin at the next highest step and the process shall be modified as needed to meet the objectives of the Grievance Procedure. If a grievance is directly based on official Board action, the grievance shall be directed to the Clerk of the Board. The grievance may be heard by the Board at the sole discretion of the Board.

Cross Reference:
3085 Sexual Harassment, Discrimination and Retaliation Policy
3085p Title IX Sexual Harassment Grievance Procedure, Requirements and Definitions

Procedure History:
Adopted on: 1/11/05
Revised on: 7/11/05, 11/2019, 1/2020, 11/2020, 1/2023
Reviewed:

Abused and Neglected Child Reporting 5260

The personal safety and welfare of each child is of paramount concern to the Board of Trustees, employees and patrons of the Challis School District. It is of particular importance that employees within the District become knowledgeable and thoroughly educated as to their legal and ethical responsibilities regarding observation and reporting of suspected child abuse, child abandoned or child neglect. At the start of every year, the administration shall review with staff the legal requirements concerning suspected child abuse.

“Abuse" is defined in I.C. § 16-1602 of the Idaho Code as any case in which a child has been the victim of conduct or omissions resulting in skin bruising, bleeding, malnutrition, burns, fracture of any bone, subdural hematoma, soft tissue swelling. Abuse is further defined in I.C. 16-1602 to include sexual conduct including rape, molestation, incest, prostitution, obscene or pornographic photographing, filming or depiction for commercial purposes, or other similar forms of sexual exploitation harming or threatening the child's health or welfare, or mental injury to the child. Abuse also includes abandonment or neglect.

"Abandoned" is defined as the failure of the parent to maintain a normal parental relationship with their child including, but not limited to, reasonable support or regular personal contact. Failure to maintain this relationship without just cause for a period of one year is evidence of abandonment. I.C. § 16-1602(2).

"Neglected" means a child:

> *Who is without proper parental care and control, or subsistence, education, medical or other care or control necessary for their well-being because of the conduct or omission of their parents, guardian or other custodian or their neglect or refusal to provide them with these items; see I.C. 16-1602(25).*

A District employee who has reasonable cause to suspect that a student may have been abused, abandoned or neglected as defined above or who observes a child being subjected to conditions which would reasonably result in abuse, abandonment or neglect shall report or cause to be reported such a case to local law enforcement or the Department of Health and Welfare within 24 hours.

Employees of the Challis School District shall notify their supervisor immediately of the case. The supervisor shall immediately notify the Superintendent or the Superintendent’s designee, who shall in turn report or caused to be reported the case to local law enforcement or the Department of Health and Welfare. The District shall not conduct its own review or investigation of alleged abuse, abandonment, or neglect of a child in lieu of reporting to law enforcement as required by IC 16-1605. The District may conduct its own internal review or investigation and may take administrative or employment action in addition to reporting the alleged abuse, abandonment, or neglect.

Any person who has reason to believe that a child has been abused, abandoned or neglected and, acting upon that belief, makes a report of abuse, abandonment or neglect as required in Idaho Code 16-1605 is immune from any liability, civil or criminal, that might otherwise be

incurred or imposed. Any person who reports a child has been abused, abandoned, or neglected in bad faith or with malice is not entitled to immunity from any civil or criminal liability that might otherwise be incurred or imposed. I.C. 16-1606.

In addition, according to I.C. § 16-1607:

> *"Any person who makes a report or allegation of child abuse, abandonment or neglect knowing the same to be false or who reports or alleges the same in bad faith or with malice shall be liable to the party or parties against whom the report was made for the amount of actual damages sustained or statutory damages of $500, whichever is greater, plus attorney's fees and costs of suit. If the court finds that the defendant acted with malice or oppression, the court may award treble actual damages or treble statutory damages, whichever is greater."*

Any District employee who fails to report a suspected case of abuse, abandonment or neglect to the Department of Health and Welfare or local law enforcement, or who prevents another person from doing so, may be civilly liable for the damages proximately caused by such failure or prevention, and is guilty of a misdemeanor. The employee will also be subject to disciplinary action up to and including termination.

Cross Reference:
3545 Student Questioning and Arrests
4400 Relations with Law Enforcement and Child Protective Agencies
5275 Adult Sexual Misconduct
Legal Reference:
I.C. 16-1602 Child Protection Act: Definitions
I.C. 16-1605 Child Protection Act: Reporting of Abuse, Abandonment or Neglect
I.C. 16-1606 Child Protection Act: Immunity
I.C. 16-1607 Child Protection Act: Reporting in Bad Faith-Civil Damages
IC 33-145 Idaho Student Safety and Educator Disclosure Act
Other References:
ISBA Policy Services https://www.idsba.org/member-services/policy/
Policy History:
Adopted on:1/11/05
Revised on: 7/11/05, 1/14/08, 9/2019, 1/2023, 9/2026
Reviewed on:

Report of Suspected Child Abuse, Abandonment, or Neglect 5260F

Report of Suspected Child Abuse, Abandonment or Neglect

Original to: Local Law Enforcement_____
Department of Health and Welfare _____
Copy to: Superintendent _____
Building Principal _____
From: Title:
School: Phone:

Persons contacted: Principal □ Teacher □ Other_____
Name of Minor: Date of Birth:
Address: Phone:
Date of Report: Attendance Pattern:
Father: Mother:
Guardian or Step-Parent: Address: Phone:
Address: Phone:
Address: Phone:

Any suspicion of injury/neglect to other family members:

Nature and extent of the child's injuries, including any evidence of previous injuries, and any other information which may be helpful in showing abuse or neglect, including all acts which lead you to believe the child has been abused, abandoned and/or neglected:

Previous action taken, if any:

Follow-up by Local Law Enforcement / Department of Health and Welfare (copy to be completed and returned to the Superintendent/Building Principal):

Date Received: Date of Investigation:

Employee Responsibilities Regarding Student Harassment, Intimidation, and Bullying

5265

The personal safety and welfare of each student is of paramount concern to the Board of Trustees, employees, and patrons of the District. It is of particular importance that employees within the District be informed of their legal and ethical responsibilities regarding intervention and reporting of student harassment, intimidation, and bullying.

Intervention

District employees are authorized and expected to intervene or facilitate intervention on behalf of students facing harassment, intimidation, and bullying which includes cyber bullying.
Intervention shall be designed to:

1. Correct the problem behavior.
2. Prevent another occurrence of the problem.
3. Protect and provide support for the victim of the act.
4. Take corrective action for documented systemic problems related to harassment, intimidation, or bullying.

Professional Development

The District shall provide ongoing professional development to assist school employees in preventing, identifying, intervening, and responding to harassment, intimidation, and bullying.
The content of ongoing professional development for District employees shall include, but is not limited to:

1. School philosophy regarding school climate and student behavior expectations.
2. Definitions of harassment, intimidation, and bullying with specific examples.
3. School prevention strategies or programs including the identification of materials to be distributed annually to students and parents.
4. Expectations and examples of staff intervention in harassment, intimidation, and bullying; and
5. School process for responding to harassment, intimidation, and bullying including the reporting process for students and staff, investigation protocol, the involvement of law enforcement, related student support services, and parental involvement.

Student Discipline

When disciplinary action is necessary for students engaging in harassment, intimidation and bullying, employees shall follow relevant District policies, including policies [3330 and 3340].

Reporting

Any District employee who has witnessed, or has reliable information, that a student has been subject to harassment, intimidation or bullying, must report the incident to the designated school official in accordance with District Policy [3295] and Procedure [3295P].
Knowingly submitting a false report under this policy shall subject the employee to discipline up to and including termination.
The Superintendent, building principal, and/or their designee shall be responsible for receiving complaints alleging student harassment, intimidation, and bullying and will ensure that documented complaints will be maintained as a confidential file in the District office.

Policy Distribution

The Superintendent or designee shall annually distribute and review with employees the requirements, policies, and procedures to be followed concerning the handling of student harassment, intimidation, and bullying and shall include this information in employee handbooks. All new employees will be given these policies and procedures as part of their orientation program.

Cross Reference:
2335 Digital Citizenship and Safety Education
3295-3295P Hazing, Harassment, Intimidation, Bullying, and Inappropriate Online Behavior
3330 Student Discipline
3340 Corrective Actions and Punishment
4175 Required Annual Notices

Legal References:
I.C. § 18-917 Assault and Battery - Hazing
I.C. § 18-917 A Student Harassment – Intimidation – Bullying
I.C. § 33-1631 Requirements for Harassment, Intimidation, and Bullying Information and Professional Development
I.D.A.P.A. 08.02.03.160 Safe Environment and Discipline

Other References:
ISBA Policy Services https://www.idsba.org/member-services/policy/

Policy History:
Adopted on: 9/2019
Revised on: 7/2020, 1/2023, 9/2026
Reviewed on: 9/2022

Personal Conduct 5270

Employees are expected to maintain high standards of honesty, integrity and impartiality in the conduct of District business and required to comply and conform to the Idaho law and the Code of Ethics of the Idaho Teaching Profession.

In addition to the conduct enumerated in Idaho law and the Code of Ethics of the Idaho Teaching Profession, an employee should not dispense or utilize any information gained from employment with the District, accept gifts or benefits, or participate in business enterprises or employment which create a conflict of interest with the faithful and impartial discharge of the employee's District duties. A District employee may, prior to acting in a manner which may impinge on any fiduciary duty, disclose the nature of the private interest which creates a conflict. Care should be taken to avoid using, or avoid the appearance of using, official positions and confidential information for personal advantage or gain.

Further, employees should hold confidential all information deemed to be not for public consumption as determined by law and Board policy. Employees shall also respect the confidentiality of people served in the course of the employee's duties and use information gained in a responsible manner. Discretion should be employed even within the school system's own network of communication.

District Employees who are contacted by the media should direct such inquiries to either the individual in question or to the Superintendent, or designee.

Administrators and supervisors may set forth specific rules and regulations governing an employee's conduct on the job within a particular building.

Personnel Conflict of Interest

It is not uncommon for a District to employ people who are related to one another or romantically involved with one another. However, it is inappropriate for one family member or romantic partner to have direct influence over the other's conditions or employment (i.e., salary, hours worked, shifts, evaluation, etc.).

For the purpose of this policy, family member or romantic partners are defined as spouse, domestic partner, daughter, son, parent, grandparent, grandchild, sister, brother, mother-in-law, father-in-law, daughter-in-law, or son-in-law.

In any case, when employees are unsure about a potential conflict, they should fully disclose the circumstances in writing to their supervisor. If one family member or romantic partner has influence over another family member or romantic partner's conditions of employment, the following should occur:

1. In collaboration with the supervisor, the involved employees will be provided 30 days to make a decision regarding a change. Options include, but are not limited to:
    a. One employee applying to transfer to another area.
    b. Revising the reporting structure in the department so that one employee no longer has direct influence over the other employee's conditions of employment.

2. If a decision is not reached by the end of the thirty-day period, the department head, or next level of administrator, will resolve the situation.

Nothing in this policy shall require the Superintendent or Board, in the case when the conflict of interest directly relates to the Superintendent, to transfer an employee to a different position in an effort to avoid a conflict of interest if doing so would not be in the best interest of the District.

Insubordinate Conduct

In the educational setting there are high expectations for employee behavior. This is necessary to ensure effective and efficient operation of the school and to model and reinforce appropriate professional interactions for our students. Accordingly, employees shall treat all administrators, students, and colleagues in an appropriate professional manner.

Employees shall comply with all work-related orders, instructions, and directives issued by a proper authority. Insubordination; manifest disrespect; acts or language which hamper(s) the school's ability to control, manage, or function; displays of unacceptable modeling of rules for students or staff; or any other serious breaches involving improper attitudes or improper action toward persons in positions of authority are just cause for and may result in employee discipline, up to and including possible termination.
Examples of improper conduct include, but are not limited to:

1. Disobeying an appropriate order, instruction or directive of a supervising employee or administrator.
2. Refusing to accept a reasonable and proper work assignment or directive of a supervising employee or administrator.
3. Disputing or ridiculing authority.
4. Exceeding authority.
5. Using vulgar or profane language to a supervising employee or administrator.

Legal Reference:
I.C. § 33-1208 Teachers - Revocation, Suspension ~~or~~ Denial or Place Reasonable Conditions on Certificate – Grounds
I.C. § 33-1209 Teachers - Proceedings to Revoke, Suspend or Deny or Place Reasonable Conditions on a Certificate
IDAPA 08.02.02.076 Code of Ethics of the Idaho Teaching Profession

Policy History:
Adopted on: 1/11/05
Revised on: 11/14/05, 9/2019, 1/2023
Reviewed on:

Adult Sexual Misconduct 5275

This policy shall apply to all staff, contractors, and volunteers who have contact with students.

For the purposes of this policy, sexual misconduct is defined as any sexual activity directed at a student, regardless of age, with the purpose of developing a romantic or sexual relationship. It includes activities that are:

1. Physical and non-physical.
2. Conducted in person or through other modes of communication.
3. Conducted before, during, or after school.
4. On District property or elsewhere.
5. Legal and illegal.

Illegal sexual misconduct is characterized by sexual contact between an adult and a child under the age of 18 and includes explicit sexual conduct, solicitation of a minor child to participate in a sexual act, sexual exploitation and dissemination of sexual material harmful to minors. Sexual misconduct also includes such inappropriate verbal conduct and inappropriate physical conduct.

Sexual misconduct is prohibited. Staff and volunteers who engage in sexual misconduct shall be subject to disciplinary activity, including termination. They may also be reported to law enforcement and/or the Department of Health and Welfare, as described in Policy 5260.

To avoid the appearance of impropriety, staff should avoid singling students out for personal attention such as frequent hugging or other physical contact, the giving of gifts, frequent compliments directed toward a particular student, overly personal cards, notes, or electronic communications, or teasing that references gender or contains sexual innuendo. Staff should take reasonable measures to avoid being alone with any student unless there is a legitimate, work-related need to be alone with the student. In cases such as before or after school tutoring, teachers may ask another teacher to be present in the classroom, or such tutoring may be conducted in a less private area with other adults present, such as in the school library.

The District recognizes that some student interactions occur outside the classroom. School employees and volunteers should avoid the appearance of impropriety by refraining from the following behavior:

1. Conducting ongoing, private conversations with individual students that are unrelated to school activities or the well-being of the student and take place in locations inaccessible to others.
2. Inviting a student or students for home visits without informing parents.
3. Visiting the homes of students without the knowledge of parents.
4. Inviting students for social contact off school grounds without the permission or knowledge of the parents.
5. Transporting students in personal vehicles without the knowledge of parents or supervisors.

Reporting Sexual Misconduct

Any staff member, contractor, or volunteer who has reasonable cause to believe a staff member, contractor, or volunteer has engaged in misconduct or that any other adult has engaged in sexual misconduct on District property or at a District event shall report the misconduct to their supervisor, who shall notify the Superintendent or the Superintendent's designee. The matter shall be investigated in accordance with Policy 3085 and Procedure 3085p. Investigation of any report of sexual misconduct shall include an investigation of whether the incident constitutes a violation of Title IX. Sexual misconduct not which does not fall within the definition of sexual harassment provided in Procedure 3085p may still result in disciplinary action up to and including dismissal.

The individual with reasonable cause to believe sexual misconduct has occurred shall also report the incident in accordance with Policy 5260, if applicable.

False Reports
Making a knowingly false report of sexual misconduct is prohibited and may result in the termination of a staff member or volunteer who makes such a report or in the suspension or expulsion of a student who makes such a false report.

Distribution of Policy and Training
This policy shall be posted on the District website and provided to all new employees upon hiring, to all volunteers upon acceptance as volunteers. The employee or volunteer shall sign an acknowledgment, to be retained by the District, indicating that they have received and reviewed a copy of this policy.

The District shall provide training on preventing and reporting sexual misconduct to all staff who have contact with students.

Cross References:
3085 Sexual Harassment, Discrimination and Retaliation Policy
3085p Title IX Sexual Harassment Grievance Procedure, Requirements and Definitions
3290 Sexual Harassment/Intimidation of Students
5240 Sexual Harassment/Sexual Intimidation in the Workplace
5260 Abused and Neglected Child Reporting
5280 Professional Standards Commission (PSC) Code of Ethics
5325 Employee Use of Social Media Sites, Including Personal Sites

References:
US Department of Education: Office of Safe and Healthy Students Readiness and Emergency Management for Schools (REMS) Technical Assistance (TA) Center, *A Training Guide for Administrators and Educators on Addressing Adult Sexual Misconduct in the School Setting, Readiness and Emergency Management for Schools* (March, 2017) (available at https://rems.ed.gov/docs/ASMTrainingGuide.pdf).

Policy History:
Adopted on:11-11-19
Revised on: 1/2020, 11/2020, 1/2023
Reviewed on:

Professional Standards Commission (PSC) Code of Ethics 5280

The Code of Ethics for Idaho Professional Educators was developed by the Professional Standards Commission, approved by the Idaho State Board of Education, and approved by the Idaho Legislature.

The District's professional educators are required to comply with the most current version of the Code of Ethics provided in IDAPA 08.02.02.076.

Additionally, the Board requires all classified employees and volunteers of the District to comply with the Code of Ethics to the extent applicable to their work. Violation of the Code of Ethics may result in disciplinary action up to and including termination of employment or volunteer position with the District.

Cross References:
4170 District or School Operated Social Media
5275 Adult Sexual Misconduct

Legal Reference:
IC § 33-1208 Teachers - Revocation, Suspension, Denial, or Place Reasonable Conditions on Certificate—Grounds
IC § 33-1208A Teachers - Reporting Requirements and Immunity
IC § 33-1209 Teachers - Proceedings to Revoke, Suspend, or Deny or Place Reasonable Conditions on a Certificate
IC § 33-5204A Applicability of Professional Codes and Standards – Limitations upon Authority
IDAPA 08.02.02.076 Code of Ethics for Idaho Professional Educators
IDAPA 08.02.02.077 Definitions for Use with the Code of Ethics for Idaho Professional Educators

Policy History:
Adopted on: 1/11/05
Revised on: 1/11/10, 9/2019, 12/2022, 1/2023, 12/2023
Reviewed on:

Solicitations 5285

Solicitations by Staff Members

Employees will not sell, solicit for sale, or advertise for sale for personal gain any merchandise or service. Nor will employees organize students for such purposes without the approval of the Superintendent.

Solicitations of Staff Members

No non-school organization may solicit funds from employees or distribute flyers related to fund drives through the schools without the approval of the Superintendent.

Policy History:
Adopted on: 1/11/05
Revised on:
Reviewed on: 9/2019, 1/2023

Political Activity - Staff Participation 5290

The Board recognizes its individual employees' rights of citizenship, including, but not limited to, engaging in political activities. An employee of the District may seek an elective office, or advocate for or against a political candidate or ballot measure, provided that the staff member does not campaign during instructional times or while they are responsible for other duties, or while they are in settings where they are likely to have contact with students; and provided all other legal requirements are met. "Ballot measure" includes, but is not limited to, bond or levy elections.
No person may attempt to coerce, command or require a public employee to support or oppose any political committee, the nomination or election of any person to public office, or the passage of a ballot issue.

The District shall not restrict constitutionally protected political speech of employees during non-instructional times in non-student contact settings, such as during duty-free periods in faculty break rooms and lounges during the school day or during afterschool events. Nothing in this section is intended to restrict the right of a District employee to express their personal constitutionally protected political views.

No District employee may use public facilities, equipment, including, but not limited to, telephones, fax machines, copy machines, computers, e-mail, etc., or supplies, including, but not limited to, paper clips, staples, pens, pencils, paper, envelopes, tape, etc., that are purchased with public funds for election or political campaigns, private or charitable organizations or foundations or ballot issues.

No District employee may work on election, political campaigns, ballot issues or issues dealing with private or charitable organizations or foundations during the work day.

Legal Reference:
Pub. L. 76-252, The Hatch Act of 1939
Id. Const. art. III, 1 Initiatives and Referenda
I.C. § 74-601*, et seq.* Public Integrity in Elections Act

Policy History:
Adopted on: 1/11/05
Revised on: 9/2019, 1/2023
Reviewed on:

Professional Employee Representation for Purposes of Negotiations 5295

In accordance with the applicable provisions of Idaho Code, in order for the District to engage in negotiations with an authorized local education association (LEA), upon Board request, the LEA shall be required to demonstrate to the District that it has been duly chosen and selected by fifty 50% plus one of the professional employees of the District, excluding administrative personnel, as their representative organization for negotiations.
Any efforts to demonstrate the association represents a majority of certified employees or to otherwise engage in association activities must follow Policy 5296.

Starting Negotiations
A party that wants to start negotiation shall provide the other party notice of such interest, in writing.
If the Board is interested in starting negotiations, it shall provide written notification to all representative education association for which membership is known to exist at the District (i.e. local IEA, AFT, NWPEA etc. affiliate). If the District is not aware of any membership, the District has no obligation to provide notice. However, if the District is aware that an association has 50% plus one dues paying members, the District need only contact this one LEA about starting negotiations.

If an association is interested in the starting negotiations, a written letter shall be advanced by the association to the Board's Clerk. An association interested in starting negotiations need not be a formal association with any ties to any state or national entity. The association may be entirely comprised of a local group of professional employees of the District, with no affiliation to any outside association.

Identification of the Number of Professional Employees Required for Negotiations
Upon notification of interest in starting negotiations, whether the notice is from the District or by an association, the District shall prepare a list of all professional employees of the District currently on contract, excluding those serving as administrative personnel.

District personnel shall ascertain from this list how many individuals the association must represent to obtain LEA status for the purpose of negotiations pursuant to the 50% plus one statutory requirement. If there is only one education association active in the District, and the Board is confident it represents 50% plus one of the eligible employees, the Board may, at its option, waive the requirement for the association to demonstrate they represent 50% plus one of the eligible employees.

The District shall notify the association of the representation number necessary to meet the 50% plus one statutory requirement. This notification shall be in writing or via electronic communication to maintain a record of the communication.

If an employee is a partial administrative FTE and a partial teaching FTE and is counted as such on the District's State reporting, the District may include the partial teaching FTE, only to the extent of the percentage of the partial teaching FTE, in the listing and calculation for representative status.

If there is any questions about the number of professional employees required to reach the 50% plus one representative status, a meeting shall be held between one or more District representative and representation of the association to review the manner in which the figure was reached.

Obtaining Authorizations and Representative Status

The association's process for obtaining authorization for representative status for the purposes of negotiations must include the following:

1. Representation authority for the purpose of negotiations must be documented in writing.
2. Representation authority for the purpose of negotiations must be associated with the current or immediate previous school year in question, even if the authority is contended to be continuing or rolling. The current or immediate previous school year's representation authority status shall be noted on the written authorization from the professional employee.
3. For representation status for the purpose of negotiations, the subject employee need not be a member, dues paying or otherwise, of any official labor organization, association or union.

Both parties shall comply with the requirements of the Code of Ethics for Idaho Professional Educators and the Idaho Right to Work Laws and IC 33-1272 et seq. as well as the requirements set out in Policy 5296.

Neutral Party Selection

The District shall create a list of three neutral individuals from which one will be selected by the parties to serve as the "Neutral Party", the individual responsible for reviewing and determining if the association has met the representative status of 50% plus one as required by statute.

This list shall be prepared in writing, and all individuals on the list shall have been contacted to confirm their willingness and ability to perform these duties and to confirm:

1. The neutral individual is not and has never been an employee with the District, and they do not have a spouse, parent, child, or grandchild who was an employee of the District.
2. The neutral individual is not and has never been a member of any LEA.
3. The neutral individual list shall be generated from a review of local current and/or former public officials and public citizens who serve the community. Examples may include, but not limited to: local city council members or employees, local mayor or mayor's office employees, local legislators, employees of the State Department of Education, employees of the State Board of Education, local judges or county clerk's, officials or officers at a local banking institution, etc.

A meeting shall be held between one or more District representatives and representatives of the association seeking to obtain LEA status. At the meeting, the written list of neutral individuals will be provided and discussed. If the parties cannot mutually agree to select one of the individuals from the list, the parties shall take alternative turns, each striking one individual from the list to leave a final selection, with the association seeking to obtain representative status having the first option to strike a name. The final name left after each side has had the chance to strike one will serve as the neutral party responsible for determining if the association has met the representative status of 50% plus one as required by statute.

After selection of the neutral party, both the District and association shall sign written notification of the selection, and neither party shall have communications, directly or indirectly, with the neutral party unless, both parties consent to the communication and participates in them.

Neutral Party Review

Jointly, the District and the association shall provide the neutral party with the following information to ascertain representative status:

1. The District shall provide, in writing, to the neutral party, the list of certified employees on contract, excluding administrative personnel, prepared as described , above.
2. The association shall provide to the neutral party, in writing, written authorization documentation from each certified employee who has signed such, documenting authority to act as a representative for the purpose of negotiations. This documentation must be no more than two years old.
3. The association is not required to provide the current written authorization documentation to the District or its administration but it may choose to do so.
4. The District shall provide a copy of this policy as well as a copy of Section 33-1272, Idaho Code.

The neutral party shall then compare the list provided by the District and the current the authorizations from the association ~~organization~~. Any authorizations that are older than two years shall not be counted in the establishment of representative status. Upon completion of the comparison, the neutral party shall prepare a written letter indicating the exact percentage of District certified employees ~~Professional Employees~~, to the second decimal, that have provided written authorization to the ~~organization~~ association to serve as a representative for negotiations purposes. This letter shall be notarized and jointly provided to the District and the ~~organization~~ association seeking representation status for the purpose of negotiations.

Final Steps

If representative status of 50% plus one has been obtained, the District and the now LEA may start the negotiation process. If such representative status has not been met due to failure to meet the statutory required levels, negotiations shall not commence.

If no new association seeks to obtain representative status for the purpose of negotiations and to be deemed the LEA the District's Board may establish compensation and benefits and other working conditions as it deems appropriate in due course.

Cross Reference:
5296 – 5296p Limits on Local Education Association Activities
7600 – 7600p Declaration of Financial Emergency

Legal Reference:
33-1275 Terms of Agreement
33-1279 Released Time for Service on State Committees And Commission
IC 33-1216 et seq. Teachers – Sick and Other Leave
I.C. § 33-1271 School Districts – Professional Employees – Negotiation Agreements
I.C. § 33-1272 Teachers – Definitions
IC 33-513 Professional Personnel
I.C. § 44-2001 Right to Work - Declaration of Public Policy

I.C. § 44-2003 Right to Work - Freedom of Choice Guaranteed, Discrimination Prohibited
I.C. § 44-2004 Right to Work - Voluntary Deductions Protected
I.C. § 44-2006 Right to Work - Coercion and Intimidation Prohibited
IC 13-1277 Taxpayer Funding of Teachers Unions Prohibited
IDAPA 08.02.02.076 Code of Ethics for Professional Educators

Other References:
ISBA Policy Services https://www.idsba.org/member-services/policy/

Policy History:
Adopted on: 9/2019
Revised on: 1/2023, 9/2026
Reviewed on:

Limits on Teacher Union Activities 5296

Prohibited Activities

Idaho Code prohibits the District from doing any of the following:

1. Deducting dues, fees, assessments, fines, or contributions from the pay of a certified employee on behalf of a local education association (LEA). For the purposes of this policy, a LEA means a teachers union or its affiliate as defined in IC 33-1272, and it may include, but is not limited to, the Idaho Education Association the Northwest Professional Education Association, the American Federation of Teachers, and their local affiliates;
2. Increasing a certified employee's compensation for the purpose of paying LEA dues, fees, assessments, fines, or contributions;
3. Providing certificated employees' personal or contact information to a LEA except for:
    a. Information whose disclosure is required upon a public records request; and
    b. Information whose release has been authorized by the employee.
4. Requiring any certified employee to meet, communicate with, listen to, or otherwise interact with a LEA. This shall include:
    a. Allowing anyone to speak at a staff meeting or other work activity in their capacity as a representative of the LEA or to promote membership in the LEA;
    b. Seeking signatures for membership cards during work hours;

This shall not include such activities outside of work hours at events held on District property when used by the LEA as described in Policy 4210 Community Use of Facilities. Any use of a school facility by a LEA or for a LEA activity must be done through this process for community use of facilities, and the LEA shall be treated in the same way as other community groups seeking to use District facilities. Such activities may only take place outside of work hours.

5. Distributing communications or membership solicitations on behalf of a LEA. This shall include providing such materials in the following ways:
    a. Via District email or devices;
    b. Using staff mailboxes unless such mailboxes are made available to distribute communications by other community groups; and
    c. Using any District bulletin boards unless such boards are made available to publicize communications by other community groups.

LEA activities shall not be conducted by the District, employees, or representatives of the LEA using District email.

6. Contributing funds to, or expending funds on behalf of a LEA.
7. Providing any compensation or paid leave to a certified employee, directly or indirectly, for the purpose of engaging in LEA activities, except the following:
    a. A leave of absence which the Board may grant a certified employee for up to one year of service to a LEA of which they are a member and have been elected president as described in IC 33-1216.
    b. Released time for a certified employee to serve on a committee or commission established by the State of Idaho, the State Legislature, or by a department or agency of the State of Idaho as described in IC 33-1279. Such leave shall be provided for up to five days, and more time may be provided at the Board's discretion.

Local Education Association Activities

For the purposes of this policy, LEA activities include any of the following if done at the direction of, on behalf of, or to advance the purposes of a LEA:

1. Supporting or opposing any candidate for federal, state, or local public office;
2. Influencing the passage or defeat of any federal or state legislation or regulation or any local ordinance or ballot measure;
3. Promoting or soliciting membership or participation in, or financial support of a LEA;

4. Seeking to become the exclusive representative of all professional employees in a district;
5. Participating in the administration, business, or internal governance of a LEA;
6. Preparing, conducting, or attending LEA events, conferences, conventions, meetings, or trainings, unless the training is directly related to their performance of their job duties;
7. Distributing LEA communications;
8. Representing or speaking on behalf of a LEA in any setting, venue, or procedure in which the District is not a participant;
9. Representational activities, which shall mean:
    a. Preparing, filing, or pursuing grievances;
    b. Representing professional employees in investigatory interviews, disciplinary proceedings, appeals, or other administrative or legal proceedings;
    c. Engaging in negotiations and any related mediation;
    d. Administering a negotiation agreement; or
    e. Participating in labor-management committees.

Permissible Practices

Employees may only engage in LEA activities outside of work hours as described in Policy 5210 or under one of the following circumstances, provided the current negotiated agreement provides for the following.

1. The District may grant a certified employee time off without pay or benefits to engage in LEA activities. The LEA may compensate the employee for these activities.
2. The District may allow a certified employee to use their own compensated personal leave engage in LEA activities. This leave can only be used if the employee can freely choose how to use the leave and if the leave used is accrued at the same rate by similarly situated certified employees regardless of LEA membership or participation.
3. In the case of representational activities as described above, a certified employee may engage in the activity while on duty without loss of pay or benefits if:
    a. The LEA reports to the District the amount of time the employee spent on representational activities. The report must be provided at least twice per year and indicate how much time each employee spent on these activities and on which days. The amount of time must be reported to the nearest quarter hour.
    b. The District calculates the pro rata value of compensation, including wages and benefits, paid or accruing to a professional employee for time spent engaged in representational activities and provides an invoice for this amount to the LEA at least twice per year; and
    c. Upon receipt of the invoice from the District, the LEA provides full payment to the District within 30 days.

If the District has a negotiated agreement with an LEA, the agreement shall state whether representational activities may take place during work hours through one of the processes listed above permitting such activities. Whenever feasible, representational activities shall be conducted outside of work hours. When an allowable method of conducting such activities during work hours is used, the District shall maintain records to document that the appropriate process has been followed.

Other LEA Restrictions

The District and its employees shall comply with the requirements of the Code of Ethics for Idaho Professional Educators and the Idaho Right to Work Laws. These include, but are not limited to, the following requirements:

1. They shall refrain from unethical conduct, which includes willfully interfering with the free participation of colleagues in education associations.

2. No person shall be required, as a condition of employment or continuation of employment, to:
    a. Resign or refrain from voluntary membership in, voluntary affiliation with, or voluntary financial support of a labor organization, including an LEA; or
    b. Become or remain a member of a labor organization, including an LEA; or
    c. Pay any dues, fees, assessments, or other charges of any kind or amount to a labor organization, including an LEA; or
    d. To pay to any charity or other third party, in lieu of such payments, any amount equivalent to or a pro-rata portion of dues, fees, assessments, or other charges regularly required of members of a labor organization, including an LEA; or
    e. To be recommended, approved, referred, or cleared by or through a labor organization, including the LEA.
3. It is unlawful for any person, by any threatened or actual intimidation or by any damage or threatened damage to the property of an employee or prospective employee or the family of an employee or prospective employee, to compel or attempt to compel an employee to join, affiliate, or financially support a labor organization, including the LEA, or to refrain from doing so.

4. It is unlawful to cause or attempt to cause an employee to be denied employment or discharged from employment because of support or nonsupport of a labor organization, including the LEA, by inducing or attempting to induce any other person to refuse to work with an employee.

Cross Reference:
5210 Workday
5295 Professional Employee Representation for Purposes of Negotiations
7600 Declaration of Financial Emergency
Legal Reference:
33-1275 Terms of Agreement
33-1279 Released Time for Service on State Committees And Commission
IC 33-1216 et seq. Teachers – Sick and Other Leave
IC 33-513 Professional Personnel
IC 74-101, et seq. Idaho Public Records Act
IC 13-1277 Taxpayer Funding of Teachers Unions Prohibited
Other References:
ISBA Policy Services https://www.idsba.org/member-services/policy/
Policy History:
Adopted on: 9/2026
Revised on:
Reviewed on:

Tobacco Free Policy 5310

The District maintains tobacco free buildings and grounds. Use of tobacco will not be allowed in any buildings or grounds, or on any school property, buses, vans, or vehicles that are owned, leased, or controlled by the District. Nor will employees be allowed to use tobacco while on duty. New employees of the District will be hired with the understanding that they will be directed not to use tobacco in school buildings or grounds, or on any school property, buses, vans, or vehicles that are owned, leased, or controlled by the District. Limitations or prohibitions on tobacco use are applicable to all hours.

Definition

For the purposes of this policy, tobacco use shall be defined as the use of a cigarette, cigar, pipe, smokeless tobacco in any form, and other smoking products specifically including electronic cigarettes, electronic nicotine delivery systems, or vaporizer smoking devices.

Legal Reference:
I.C. § 39-5501 et seq. Clean Indoor Air Act

Policy History:
Adopted on: 1/11/05
Revised on: 9/2019
Reviewed on: 1/2023

Drug and Alcohol-Free Workplace 5320

Purpose

The Challis School District is committed to a safe working environment, to making adequate provisions for the safety and health of its employees at their place of employment and to the safety and health of the students we serve as well as the general public.

The use of alcohol and illegal drugs, and the misuse of prescription drugs is unacceptable. All District workplaces are hereby declared to be drug- and alcohol-free workplaces.

All employees are prohibited from:

1. Unlawful manufacture, dispensing, distributing, possessing, being under the influence of a controlled substance, or using illegal drugs or drug paraphernalia, while on District premises, while performing work for the District, or in attendance at District-approved or school-related functions.
2. Distributing, manufacturing, selling, consuming, using, possessing, or being under any degree of intoxication or odor from alcohol while on District premises, while performing work for the District or at attendance at school-approved or school-related functions.
3. Taking prescription drugs above the level recommended by the prescribing physician and using prescribed drugs for purposes other than those for which they are intended. In addition, employees will not distribute a prescribed drug to another employee or student.

As a condition of employment, each employee shall:

1. Abide by the terms of District policy respecting a drug and alcohol-free workplace; and
2. Notify the Superintendent of their conviction under any criminal drug statute including but not limited to the use of controlled substances, alcohol, prescription, or over-the-counter drugs for a violation occurring on the District premises or while performing work for the District, no later than five days after such a conviction.

Definitions Used in This Policy

"Illegal use of drugs" means the use of drugs, the possession or distribution of which is unlawful. Such term does not include the use of a drug taken under the supervision by licensed health care professional.

"Drug" or "Illegal drug" means a controlled substance as defined in Schedules I through V of Section 202 of the Controlled Substances Act found in Chapter 27, Title 37 of Idaho Code.

"Conviction" means a finding of guilt, including a plea of no-contest, or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes.

"Criminal Drug Law" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, possession or use of any controlled substance.

"Controlled Substance" means any drug or substance that is:

1. Not legally obtainable.
2. Being used in a manner different than prescribed.
3. Legally obtainable, but has not been legally obtained.
4. Referenced in Federal or State controlled substance acts.

"Substance Abuse" is the misuse of illicit use of alcohol, drugs, or controlled substances, including but not limited to marijuana, heroin, or cocaine.

Confidentiality

Records that pertain to the District's employee required substance screens are recognized to be private and sensitive records. They shall be maintained by the Superintendent or designee in a secure fashion to ensure confidentiality and privacy and be disclosed only to the extent necessary to address any work-related safety risks occasioned by either the drug or alcohol use. Medical records, and information relating directly thereto, shall be maintained in accordance with provision of Idaho law and used with the highest regard for employee privacy consistent with law and purpose of achieving and maintaining a drug free workplace. All personnel records and information regarding referral, evaluation, substance screen results, and treatment shall be maintained in a confidential manner and no entries concerning such shall be placed in an employee's personnel file.

Pre-Employment Testing

Applicants being considered for employment positions shall be required to submit to a urinalysis test for the detection of the illegal use of drugs. Applicants shall be given a copy of this policy in advance of employment. Applicants must acknowledge having read or had this policy explained to them and should understand that as a condition of employment they are subject to its contents. Applicants shall sign an acknowledgment prior to substance screening, permitting the summary results to be transmitted to the Superintendent or his designee.

An Applicant refusing to complete any part of the drug testing procedure shall not be considered a valid candidate for employment with the District, and such will be considered as a withdrawal of the individual's application for employment. If substance screening shows a confirmed positive result for which there is no current physician's prescription, a second confirming test may be requested by the Superintendent or designee. If the first or any requested second confirming test is positive, any job offer shall be revoked.

Physical Examination/Screening Based Upon Reasonable Suspicion

Whenever the Board, through its authorized designee, and/or the Superintendent, reasonable suspects that an employee's work performance or on-the-job behavior may have been affected in any way by illegal drugs or alcohol or that an employee has otherwise violated the District's Drug and Alcohol-Free Workplace Substance Abuse policy, the employee may be required to submit a breath, saliva, urine, hair and or blood sample for drug and alcohol testing. When a supervisor observes or is notified of behaviors or events that lead the supervisor to believe that the employee is in violation of the Drug and Alcohol-Free Workplace Substance Abuse policy, the supervisor shall notify the Superintendent.

An employee who is required to submit to drug/alcohol testing based upon reasonable suspicion and refuses shall be charged with insubordination and necessary procedures will be taken to terminate the employee in accordance with Board policy and State law.

An employee who tests positive on reasonable suspicion test will be in violation of this policy. Violation of this policy shall constitute grounds for termination in accordance with Board policy and State law.

The District's authorized designee, or the Superintendent are the only individuals in the District authorized to make the determination that reasonable suspicion or cause exists to order a drug screen and are the only individuals who may order an employee to submit to a drug screen.

Two types of cases for which reasonable suspicion procedures may be invoked are:

1. Chronic Case-Deteriorating job performance or changes in personal traits characteristics where the use of alcohol or drugs may be reasonably suspected as the cause.

2. Acute Case-Appearing to be under the present influence of alcohol and/or drugs or investigation of an accident where the use of alcohol or drugs is reasonably suspected to be a contributing cause in a specific incident or observation.

Circumstances under which substance screening may be considered, in either the chronic or acute cases, included, but are not limited to the following:

1. Observed use, possession, or sale of illegal drugs and/or use, possession, sale or abuse of alcohol and/or the illegal use or sale of prescription drugs.
2. Apparent physical state of impairment of motor functions.
3. Marked changes in personal behavior not attributable to other factors.
4. Employee involvement in or contribution to an accident where the use of alcohol or drugs is reasonably suspected or employee involvement in a pattern of repetitive accidents, whether or not they involve actual or potential injury.
5. Violations of criminal drug law statutes involving the use of illegal drugs, alcohol, or prescription drugs and or violations of drug statutes.

The circumstances under which substance screening may be considered, as outlined above, are strictly limited in time and place to employee conduct on duty or during work hours, or on or in District property, or at school District-approved or school-related functions.

Post-Accident Testing

Drivers while on school business or operating a school vehicle involved in a motor vehicle accident which involves either a fatality or the issuance of a citation for moving violation to the District employee shall be tested for alcohol misuse and controlled substance abuse.

The driver will contact the District at the time of the accident unless they are physically impaired as a result of the accident. The District will contact the testing lab. The testing lab will specify where the alcohol and/or controlled substance testing is to be completed.

If a driver is not able to produce enough breath to test for alcohol using a state approved breath analyzer, a blood test may be done for alcohol.

Law enforcement officials may require a driver involved in an accident to submit to tests administered as part of their jurisdiction. For purposes of this policy, only the test results provided by the District testing laboratory will be accepted.

Failure of an employee to submit to testing for either alcohol and/or controlled substance will be considered a positive test and will be determined as cause for disciplinary action.

Testing for alcohol must be done within eight hours of the time of the accident. Testing for controlled substances must be done within 32 hours of the time of the accident.

The driver subject to post-accident testing must refrain from consuming alcohol for either eight hours following the accident or until they submit to an alcohol test, whichever comes first. Failure to do so will constitute a positive test result and will be determined as cause for disciplinary action.

Opportunity to Contest or Explain Results

Employees or job applicants who have a positive confirmed test result may explain or contest the result to the Superintendent or his designee within five working days after the Superintendent or designee contacts the employee or job applicant and shows them the positive test result as it was received from the laboratory in writing.

Return to Duty Testing

An employee who has been given the opportunity to undergo rehabilitation for drugs or alcohol shall, as a condition of returning to duty, be required to agree to a reasonable follow-up testing established by the Superintendent or designee. The extent and duration of the follow-up testing will depend upon the safety or security nature of the employee's position and the nature and extent of the employee's substance abuse problem. The Superintendent or designee is to review the conditions of continued employment with the employee prior to the employee's returning to work. Any such condition for continued employment shall be given to the employee in writing. This agreement must be signed by the employee before the employee is allowed to return to the job. Prior to employee coming back on the job, the employee must complete a drug and/or alcohol test which shows negative results.
The Superintendent or designee may consult with the employee's rehabilitation program in determining an appropriate follow-up testing program, including the frequency of any substance screening contained in a follow-up testing program. In no instance shall such screening be ordered by the Superintendent or his designee more than one time within a 72-hour period. In the event of positive test results, the Superintendent or designee will work out disciplinary procedures, if any, in accordance with Board policy and State law.
Any employee subject to return to duty testing that has a confirmed positive drug test shall be in violation of this policy. Violation of this policy shall constitute grounds for immediate termination in accordance with Board policy and State law.

Inspections
Employees may be assigned District owned offices, vehicles, lockers, desks, cabinets, etc. for the mutual convenience of the District and personnel. Employees have no expectation of privacy in any of these locations or any personal belongings which they may place in such areas. Whenever the Board reasonably suspects that an employee's work performance or on- the-job behavior may be been affected in any way by alcohol or drugs or that an employee has sold, purchased, used or possessed alcohol, drugs or drug paraphernalia on District premises, the Board may search the employee, the employee's locker, desk, or other District property under the control of the employee.
Inspections under this policy are limited to investigations into work related misconduct and offenses. Any searches for law enforcement purposes must comply with all applicable State laws.

District Action Upon Violation of Policy
Employees in violation of the provisions of this policy shall be subject to disciplinary action up to and including termination. Alternatively, the Board may require an employee to successfully complete an appropriate drug or alcohol abuse, employee- assistance rehabilitation program. The fact that an employee has been referred for assistance and their willingness or ability to rehabilitate are appropriate considerations as to what, if any, disciplinary action may be taken. Should District employees be engaged in the performance of work under federal contract or grant, or under a State contract or grant of $5,000 or more, the Superintendent or designee shall notify the appropriate State or federal Agency from which the District receives the contract or grant moneys of the employees' conviction within ten days after receiving notice of the conviction. In determining whether and to what extent an employee will be disciplined or discharged in regard to violating this policy, the Board will consider the following factors: the degree to which the nature of the criminal offense reduces the District's ability to maintain a safe working environment; the degree to which the nature of the criminal offense unreasonably endangers the

safety of other employees and/or students; the degree to which the conviction unreasonably undermines the public confidence in the District's operations; the nature of the criminal offense; the nature of the employee's job with the District; the existence of any explanatory or mitigating facts or circumstances; whether the employee promptly reports the conviction; and any other facts relevant to the employee, including but not limited to years of service and record of performance with the District.

An employee can be discharged for work-related misconduct as provide in I.C 72-1366, for the following reasons:

1. A confirmed positive drug and/or alcohol test with a result of not less than .02 BAC;
2. The employee refusing to provide a sample for testing purposes;
3. The employee altering or attempting to alter a test sample by adding a foreign substance; or
4. The employee submitting a sample that is not their own.

Within 30 days after receiving notice of a conviction, the District will take appropriate disciplinary action and/or refer the employee to an appropriate substance abuse rehabilitation program.

Legal Reference:
41 USC, 81 Drug Free Workplace Act of 1988
29 CFR 94.205 What Must I Include in my Drug-free Workplace Statement
34 CFR Subpart B Requirements for [Financial Assistance] Recipients Other Than Individuals
I.C. 72-1701, *et seq.* Idaho Employer Alcohol and Drug-Free Workplace Act

Policy History:
Adopted on: 1/11/05
Revised on: 10/12/09, 9/2019, 1/2023
Reviewed on:

Drug and Alcohol Abuse Testing Program and Procedures 5320P

Drug and Alcohol Abuse Testing Program

Purpose: The purpose of this procedure is to establish guidelines to be followed in the drug/alcohol testing of applicants for positions with the District as well as current District employees.

Program Responsibility: The Superintendent or designee has the overall responsibility for this program and will be responsible for reviewing the results of drug tests; reviewing and interpreting each confirmed positive test to determine if there is an alternative medical explanation for the positive result conducting an interview with the individual testing positive to determine if the positive result was caused by legally prescribed medication; requiring a retest of the original specimen if the Superintendent of designee deems it necessary; and verifying that the laboratory report and the specimen are correct.

If the Superintendent or designee determines that there is a legitimate medical explanation for the positive test other than the use of a prohibited drug the Superintendent or designee will conclude that the test is negative and will not take any further action.

Any employee or prospective employee who has a positive test result may request that the same sample be retested by a laboratory mutually agreed upon by the employee and the District.

Designation of Laboratory: Quest has been selected to perform the testing on specimens submitted. Quest will be responsible for performing the required drug test. Quest will also be responsible for properly handling specimens for alcohol testing. Quest is a certified lab approved for drug testing. A breath analysis test will be performed by a certified Breath Alcohol Technician.

Collection Site: Challis Area Health Center is the designated collection site for collecting urine specimens.

Authorization for Testing: When the person reports to the collection site, the drug and or alcohol screening procedure will be explained, and the person will be asked to assist in completing any necessary forms. All person's subject to testing for any reason shall be asked to sign necessary authorization forms which will allow the test to be performed and for the information to be provided to the Superintendent about the required drug and or alcohol test.

Refusal to Test: The following constitutes refusal to test:

1. Refusing to sign and of the following forms:
    a. Statement that a copy of alcohol and drug testing procedure and policy has been given and explained.
    b. Agreement to be tested according to the alcohol and drug testing procedures and policy.

The following constitutes alcohol testing refusals:

1. Refusal by any employee to complete and sign the breath alcohol testing form.

2. Failure to provide adequate breath without a valid medical explanation in writing.
3. Failure of employee to remain readily available for testing for eight hours following an accident that requires testing.

The following constitutes drug testing refusals:

1. Failure to provide a urine sample within four hours without a valid medical explanation in writing.
2. Conduct that clearly obstructs testing procedures.
3. Failure of employee to remain readily available for testing for 32 hours following an accident requiring testing.

Notification and Administrative Processing of Positive Results: All analytical results, negative and positive, will be reported by the laboratory to the Superintendent or designee with an average of five days after receiving the specimens. The Superintendent or his designee will interview the person to determine if there is any satisfactory explanation for the positive result. The Superintendent or designee may conduct an addition medical interview with the individual and may require the original specimen to be reanalyzed if necessary.

Record Retention: Confidentiality records of drug test results are recognized to be private and sensitive records, which will be maintained in a secure fashion to ensure confidentiality. Records showing an employee passed a drug test will be dept for at least one year. Records showing that an employee failed a drug test, the type of test (e.g. reasonable suspicion), the illegal drug(s) used by the employee, and the disposition of each employee will be kept for at least five years. These records, or any of them, may be maintained by the Superintendent or designee's discretion for an indefinite period of time beyond the above specified minimums.

Information regarding an individual's drug testing results is confidential and will be released by the Superintendent or designee only upon the written consent of the individual, except that results may be released and relied upon by the District in any administrative or court action the employee involving the drug test or any discipline resulting from a violation of this policy, including employment and court proceedings.

Collections of Specimens: At least 30 ml of urine will be required to complete the test, or the test will be rejected and must be re-performed. The designated collection site shall have an enclosure within which private urination can occur, a toilet for completion of urination, and a source of water for washing hands. Procedures for collecting urine specimens shall allow individual privacy unless there is reason to believe that a particular individual may alter or substitute the specimen. Examples of reasonable cause to believe a specimen will be altered or substituted include: the presentation of a urine specimen that falls outside the normal temperature range (90.0 deg. F-100.0 deg F) and presentation of a specimen with a specific gravity of less than 1.0003.

Changes to procedures: This procedure may be amended from time to time to facilitate changes in the District's Drug Free Workplace/Substance Abuse Policy as necessary.

<u>Drug and Alcohol Abuse Testing Procedures for Job Applicants</u>

All applicants will be furnished a copy of the Drug Free Workplace Substance Abuse Policy of the drug testing and alcohol testing and will have the screening procedure explained to them.

Applicants will be asked to sign an authorization for the tests which will release the Superintendent or designee to disclose the results of the drug and alcohol test. In the event an applicant refuses to execute the appropriate authorization or to submit to the drug and alcohol tests, the Superintendent or designee will suspend the procedure at that point.

The Superintendent or designee will review the analytical results of the drug and alcohol tests, and interview the applicant, either by phone or in person, to determine whether there is any satisfactory explanation for a positive result.

The Superintendent or designee may require the original specimen to be reanalyzed if necessary.

The Superintendent or designee will advise the applicant that they have tested positive and if requested will allow the applicant a reasonable period, not to exceed three days, to provide additional medical evidence of a proper prescription for the drug(s) which caused the positive test. Nothing herein shall be construed as requiring the Superintendent or designee to disclose to the applicant the drug(s) for which the applicant tested positive. Rather, it is the duty of the applicant to disclose to the Superintendent or designee and, upon request, to provide the Superintendent or designee with evidence of all drugs taken by prescription.

Drug and Alcohol Testing of Current Employees Reasonably Suspected of Drug or Alcohol Abuse

Once the determination has been made that an employee is to be tested based upon reasonable suspicion the Superintendent or designee should then transport the employee to the collection site or make other appropriate arrangements for transportation. The collection site personnel should be notified that the reason for testing is reasonable suspicion.

Upon arriving at the collection site, the employee will be asked to sign a release for testing and to assist in completing the necessary forms for testing. After the employee has signed the necessary releases for testing, then the standard procedures for drug and alcohol testing should be followed by the collection site personnel.

Once the procedure has been completed, the employee should be transported back to the Superintendent's office where the employee will be placed on administrative leave with pay until the results of the tests are available.

If the employee refuses to sign the release or refuses to be tested by Challis Area Health Center, the employee should be advised that refusal under Board Policy is insubordination. If the employee continues to refuse, the employee should be transported back to the Superintendent's office. The Superintendent will place the employee on administrative leave with pay with

instruction to call their office before the normal reporting time for that employee on the following workday.

If the Superintendent or designee feels the employee is in no condition to operate a vehicle, then the employee should be transported home. Under no circumstances should the employee be allowed to drive. If the employee insists, the Superintendent or designee should tell the employee that if they get in a vehicle to drive that they will call the police or the Sheriff's Department and give them the location and license plate number etc.

In the event of positive test results the Superintendent or designee will review other records of the employee and work out proper disciplinary procedure, if any, in accordance with Board policy and State law.

Once the employee has been scheduled for testing, if the employee refuses to be tested, the employee will be considered insubordinate and subject to disciplinary procedures. If an employee has been notified to go for testing and fails to show up for the test, this will be considered the same as refusal to test, unless a medical emergency or accident prevents the employee from testing, in which case credible documentation will be required that substantiates the reason for being absent from the testing. If in the sole discretion of the Superintendent, the employee is allowed to be tested at a later date, the above procedure will be repeated. In no case will an employee be allowed more than one opportunity to be rescheduled for testing.

Employees who refuse to be tested or who do not appear for testing and do not have a documented credible reason for being absent from the testing time will be subject to disciplinary procedures, and will cease to be considered a viable candidate for the current position and or any future position openings in this classification until the employee has signed a release for drug testing at the time of submitting any future applications for this classification. The collection site personnel should notify the Superintendent in the event an employee refuses to test or does not show for testing. In the event of positive test results, the Superintendent will then review other records of the employee and work out proper disciplinary procedures, if any, in accordance with Board Policy and State law.

Policy History:
Adopted on: 10/12/09
Revised on: 9/2019, 1/2023
Reviewed on:

Drug and Alcohol-Free Workplace 5320F

Drug and Alcohol Testing Agreement

I agree to be tested according to the drug and alcohol testing policy and procedures.

I understand that agreeing to be tested according to the drug and alcohol testing policy and procedures is a condition of employment and continuing employment by the District.

I understand that if I have questions, at any time, regarding the Drug and Alcohol Abuse Testing Policy Procedures, I will consult the Superintendent or designee.

I understand that refusal to sign this document constitutes a refusal to test and the Superintendent will follow the Drug and Alcohol Abuse Testing Policy and Procedures regarding a refusal to test in accordance with Board policy and State law.

_____
Employee Signature

_____
Employee Printed Name

_____
Date

Policy History:
Adopted on: 10/12/09
Revised on:
Reviewed on:9/2019, 1/2023

Employee Use of Social Media Sites, Including Personal Sites 5325

Because of the unique nature of social media sites, such as Facebook and Twitter, and because of the District's desire to protect its interest with regard to its electronic records, the following rules have been established to address social media site usage by all employees:

Protect Confidential and Proprietary Information
Employees shall not post confidential or proprietary information about the District, its employees, students, agents, or others. The employee shall adhere to all applicable privacy and confidentiality policies adopted by the District or as provided by State or federal law.

Do Not Use District Name, Logos, or Images
Employees shall not use the District logos, images, iconography, etc. on personal social media sites. Nor shall employees use the District name to promote a product, cause or political party, or political candidate. Nor shall employees use personal images of students, or names or data relating to students, absent written authority of the parent of a minor or authority of an adult or emancipated student.

Respect District Time and Property

Limited Use of Social Media on District Equipment Permitted
Employees will use e-mail and social media for personal purposes only during non-work times, such as during lunch or before or after school. Employees are prohibited from downloading the TikTok app or visiting the TikTok website on any district device or using internet access provided by the district. Any use of permissible social media sites must occur during times and places that the use will not interfere with job duties, negatively impact job performance, or otherwise be disruptive to the school environment or its operation.

On Personal Sites
If you identify yourself as a District employee online, it should be clear that the views expressed, posted, or published are personal views, not necessarily those of the District, its Board, employees, or agents.

Opinions expressed by staff on a social networking website have the potential to be disseminated far beyond the speaker's desire or intention and could undermine the public perception of fitness of the individual to educate students, and thus undermine teaching effectiveness. In this way, the effect of the expression and publication of such opinions could potentially lead to disciplinary action being taken against the staff member, up to and including termination or nonrenewal of the contract of employment.

Keep Personal and Professional Accounts Separate
Staff members who decide to engage in professional social media activities will maintain separate professional and personal email addresses. Staff members will not use their District email address for personal social media activities. Use of District email for this purpose is prohibited and will be considered a violation of District policy that may result in disciplinary action.

Contact with Students

Although it is desired that staff members have a sincere interest in students as individuals, partiality and the appearance of impropriety must be avoided. Pursuant to the Code of Ethics for Idaho Professional Educators, individuals shall maintain a professional relationship with all students, both inside and outside of the classroom. Excessive informal and/or social involvement with students is therefore prohibited. This includes:

1. Listing current students as “friends” on networking sites wherein personal information is shared or available for review which results in the certificated professional employee not maintaining the Code of Ethics requiring professional relationships with students both inside and outside the classroom.
2. Contacting students through electronic means other than the District’s email and telephone system.
3. Coaches electronically contacting a team member or members without including all team members in the communication.
4. Giving private cell phone or home phone numbers to students without prior approval of the District.
5. Inappropriate contact of any kind including via electronic media.

Nothing in this policy prohibits District staff and students from the use of education websites and/or use of social networking websites created for curricular, co-curricular, or extracurricular purposes where the professional relationship is maintained with the student.

Failure to maintain a professional relationship with students, both inside and outside of a classroom setting, including interaction via social networking websites of any nature, e-mailing, texting, or any other electronic methods will result in the required reporting of such conduct to the Professional Standards Commission by the District’s Administration.

Rules Concerning District-Sponsored Social Media Activity

If an employee wishes to use social media sites to communicate meetings, activities, games, responsibilities, announcements etc., for a school-based club or a school-based activity or an official school-based organization, the employee must also comply with the following rules:

1. The employee must set up the club, activity, etc. as a group list which will be “closed and moderated.”
2. The employee must set up mechanisms for delivering information to students that are not members of the group via non-electronic means.
3. Members will not be established as “friends” but as members of the group list.
4. Anyone who has access to the communications conveyed through the site may only gain access by the permission of the employee. Persons desiring to access the page may join only after the employee invites them and allows them to join.
5. Parents shall be permitted to access any site that their child has been invited to join and at least one parent or guardian of each student who is a group member must also be a member of the group. Parents shall report any communications they believe to be inappropriate by students or school personnel to District Administration.
6. Access to the site may only be permitted for educational purposes related to the club, activity, organization, or team.
7. The employee responsible for the site will monitor it regularly.

8. The employee's supervisor shall be permitted access to any site established by the employee for a school-related purpose.
9. Employees are required to maintain appropriate professional boundaries in the establishment and maintenance of all such District-sponsored social media activity. This includes maintaining a separation between the school activity pages and employees' personal social media profiles and pages.
10. Postings made to the site must comply with the District's Policy 5335 Employee Use of Electronic Communication Devices.
11. Building administrator should have administrative rights to the site.
12. The Superintendent or building administrator, reserves the right to shut down or discontinue the group if they believes it is in the best overall interest of the students.

Cross Reference:
3270P Acceptable Use of Electronic Networks
5335 Employee Use of Electronic Communications Devices

Legal Reference:
IC § 18-6726 TikTok Use by State Employees on a State-Issued Device Prohibited
IDAPA 08.02.02.076 Code of Ethics for Idaho Professional Educators
Idaho Executive Order 2022-06

Policy History:
Adopted on: 12/12/12
Revised on: 9/2019, 1/2023, 8/2023
Reviewed on:

Recommended Practices for Use of Social Media Sites, Including Personal Sites

5325P

Think Before Posting
Privacy does not exist in the world of social media; therefore, the District recommends that employees consider what could happen if a post becomes widely known or how that may reflect on the poster, the District, or its patrons. Search engines can turn up posts years after they are created, and comments can be easily forwarded or copied. If you would not say it at a Board Meeting or to a member of the media or a colleague, consider the propriety of posting it online.

Be Respectful
Posts should be considered carefully in light of how they would reflect on the poster, colleagues, the District, and its students, patrons, and employees.

Remember Your Audience
Be aware that a presence in the social media world is or easily can be made available to the public at large. This includes students, fellow employees, and peers. Consider this before publishing to ensure the post will not unnecessarily alienate, harm, or provoke any of these groups.

Contact with Students
Pursuant to the Code of Ethics for Idaho Professional Educators, individuals shall maintain a professional relationship with all students, both inside and outside of the classroom. In order to avoid the appearance of partiality or impropriety, all electronic communications with students should be through the official District e-mail or your work phone. Do not list current students as friends on social media sites, do not give students your personal e-mail address or phone number, and do not text students.

Keep Personal and Professional Use Separate
Staff members who decide to engage in personal social media activities will maintain separate professional and personal email addresses. Staff members will not use their District email address for personal social media activities. Such uses will be considered a violation of District policy and may result in disciplinary action. The District reserves the right to monitor communications transmitted and received through the District network. This may include social media messages and updates sent to a District e-mail account.

District Social Media Sites
Notify the District: Employees that have or would like to start a school social media page should contact their Superintendent or designee. All District pages must have an appointed employee who is responsible for content. Districts should outline the duties of the employee responsible for the site, including how often the site must be checked for comments and who is allowed to post to the site. Superintendents should be aware of the content on the site, arrange for periodic monitoring of the site, and for the receipt and addressing of any complaints about the content on the site. The Superintendent reserves the right to shut down or discontinue the site if they believe it is in the best overall interest of the students.

Have a Plan: Districts should consider their messages, audiences, and goals as well as their strategy for keeping information on social media sites up to date, accurate, and in the best interest of the students.

Protect the District Voice: Posts on District affiliated social media sites should protect the District's voice by remaining professional in tone and in good taste. Carefully consider the naming of pages or accounts, the selecting of pictures or icons, compliance with District policy and State and federal laws with regard to student and employee confidentiality and the determination of content.

Procedure History:
Promulgated on: 9/2019
Revised on: 1/2023
Reviewed on:

Employee E-mail and On-Line Services Usage 5330

Internet access and interconnected computer systems may be available to the District's faculty. Electronic networks, including the internet, are a part of the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication.

Staff may, consistent with the computer use policies of the district and the District's educational goals, use ~~the~~ approved internet sites throughout the curriculum.

The District e-mail and internet systems are provided for educational purposes only. The District's electronic network is part of the curriculum and is not a public forum for general use.

Uses

Use for other informal or personal purposes is permissible within reasonable limits provided it does not interfere with work duties and complies with District policy. All e-mail and internet records are considered District records and should be transmitted only to individuals who have a need to receive them and only relating to education purposes.
Staff has no expectation of privacy in any materials that are stored, transmitted, or received via the District's electronic network or District computers. The District reserves the right to access, monitor, inspect, copy, review, and store, at any time and without prior notice, any and all usage of the computer network and internet access and any and all information transmitted or received in connection with such usage, including email and instant messages.

Unacceptable Uses of Network

The following are considered examples of unacceptable uses and constitute a violation of this policy. Additional unacceptable uses can occur other than those specifically listed or enumerated herein:

1. Uses that violate the law or encourage others to violate the law including local, State, or federal law; accessing information pertaining to the manufacture of weapons; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials.
2. Uses that cause harm to others or damage their property, person, or reputation, including but not limited to engaging in defamation; employing another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating; reading or sharing another person's communications or personal information; or otherwise using their access to the network or the internet.
3. Uploading a worm, virus, other harmful form of programming or vandalism; participating in "hacking" activities or any form of unauthorized access to other computers, networks, or other information. Staff will immediately notify the school's system administrator if they have identified a possible security problem.
4. Downloading the TikTok app or visiting the TikTok website.
5. Uses amounting to harassment, sexual harassment, bullying, or cyber-bullying (defined as using a computer, computer system, or computer network to convey a message in any format that is intended to harm another individual).

6. Uses that jeopardize the security of access and of the computer network or other networks on the internet; uses that waste District resources.
7. Uses that are commercial transactions, including commercial or private advertising.
8. The promotion of election or political campaigns, issues dealing with private or charitable organizations or foundations, ballot issues, or proselytizing in a way that presents such opinions as the view of the District.
9. Sending, receiving, viewing, or downloading obscene materials, materials harmful to minors, materials that depict the sexual exploitation of minors, or other inappropriate materials.
10. Sharing one's password with others or allowing them to use one's account.
11. Downloading, installing, or copying software or other files without authorization of the Superintendent or the Superintendent's designee.
12. Posting or sending messages anonymously or using a name other than one's own.
13. Attempting to access the internet using means other than the District network while on campus or using District property.
14. Sending unsolicited messages such as advertisements, chain letters, junk mail, and jokes.
15. Sending e-mails that are libelous, defamatory, offensive, or obscene.
16. Notifying patrons or the public of the occurrence of a school election by providing anything other than factual information associated with the election – such as location, purpose, etc. Such factual information shall not promote one position over another.
17. Forwarding or redistributing the private message of an e-mail sender to third parties or giving the sender's e-mail address to third parties without the permission of the sender.
18. Downloading or disseminating copyrighted or otherwise protected works without permission or license to do so.

Records

District records, including e-mail/internet records may be subject to public records requests, disclosure to law enforcement or government officials, or to other third parties through subpoena or other processes. The Superintendent or their designee may review any and all e-mail of any employee, at any time, with or without cause. Consequently, employees should always ensure that all information contained in e-mail/internet messages is accurate, appropriate, and lawful. When sending student records or other confidential information by email, staff shall be aware of the security risks involved and shall take all steps to reduce such risks.
When communicating with students and parents by email, employees should use their District email rather than a personal email account. Email/internet messages by employees may not necessarily reflect the views of the District. Abuse of the email or internet systems, through excessive and/or inappropriate personal use, or use in violation of the law or District policies, will result in disciplinary action, up to and including termination of employment.

Privacy

While the District does not intend to regularly review employees' email/internet records, employees have no right or expectation of privacy in their use of email or the internet, via devices or internet access provided by the district, and the District may review any and all email of any employee, at any time, with or without cause. Depending upon content, email and internet communications may potentially be disclosed to any member of the public through a public records request.

Internet Access Conduct Agreements
Each staff member will be required to sign the Procedure 5330F Employee Electronic Mail and Online Services Use Policy Acknowledgment upon the adoption of this policy or upon hiring.

Warranties/Indemnification
The District makes no warranties of any kind, express or implied, in connection with its provision of access to and use of its computer networks and the internet provided under this policy. The District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved or transmitted via the internet. The District will not be responsible for any unauthorized charges or fees resulting from access to the internet, and any user is fully responsible to the District and shall indemnify and hold the District, its Trustees, administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from such user's access to its computer network and the internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user.

Violations
If any staff member violates this policy, they may be subject to disciplinary action. The system administrator and/or the building principal will make all decisions regarding whether or not a user has violated this policy and any related rules or regulations. Actions which violate local, State, or federal law may be referred to the local law enforcement agency.

Cross Reference:
5290 Political Activity-Staff Participation
5325 Employee Use of Social Media Sites, Including Personal Sites
Legal Reference:
IC § 18-6726 TikTok Use by State Employees on a State-Issued Device Prohibited
Idaho Executive Order 2022-06
Board of County Commissioners v. Idaho Health Facilities Authority, 531 P.2d (1975)
Other Reference:
Idaho Attorney General Opinion No. 95-07 ("What are the limitations on loaning and/or sharing State of Idaho employees or facilities to or with private charitable foundations?") (available at: https://www.ag.idaho.gov/content/uploads/2017/12/1995.pdf)

Policy History:
Adopted on: 1/11/05
Revised on: 2/13/08; 11/12/12, 9/2019, 1/2020, 2/2023, 8/2023
Reviewed on:

Employee E-mail and On-Line Services Usage- Employee Email and Online Services Use Policy Acknowledgment **5330F**

I have read and been informed about the content, procedures, and expectations of the Employee Electronic Mail and On-Line Services Use Policy. I have received a copy of the policy and agree to abide by the guidelines as a condition of employment and continuing employment by the District.

_____
Employee Signature

_____
Employee Printed Name

_____
Date

Employee Use of Electronic Communications Devices 5335

The Board recognizes that employees may carry electronic communications devises either District-issued or personally owned and hereby adopts this policy.

Communication devices issued by the District may include, for example, cell phones, walkie-talkies, laptop computers and CB radios, either installed in vehicles or hand-held.
Before they are issued an electronic communications device, each staff member must submit an executed Electronic Communications Device Agreement and the Employee Email and Online Services Usage Agreement. Each form must be signed by the staff member.
The Superintendent shall establish procedures for the maintenance of records regarding the devices, including tracking device inventory and which device is issued to which staff member.

Care and Safety

Employees in receipt of District-issued equipment shall be held responsible for the safekeeping of the equipment and exercise of reasonable efforts to see that the equipment is not lost, stolen, or damaged. Reckless or irresponsible use of District equipment, resulting in loss or damage may result in the employee having to reimburse the District for any associated costs of replacement or repair.

Managing Files

Once details are known about the availability of file space that is shared or is backed up automatically, the Superintendent will set a procedure for where staff should save important documents.
Staff members should also back up their work frequently.

Software

The software originally installed by the District must remain on the device in usable condition and be easily accessible at all times.
From time to time the school may add or update software applications. The licenses for this software sometimes require that the software be deleted from devices at the completion of a course taught by staff. Periodic reviews of devices may be made to ensure that staff members have deleted software that is no longer required and that the school has not exceeded its licenses.
All devices will be equipped with anti-virus protection software which will be upgraded regularly. Staff members wishing to add additional software onto a device must first obtain the permission of the school's technology department. Each staff member is responsible for ensuring that only licensed software pre-approved by the school's technology department is loaded onto their device.

Inspection and Filtering

Filtering software will be used to prevent access to material considered inappropriate or harmful to minors. Such filter shall also block access to the TikTok website. Measures shall also be undertaken to prevent the downloading of TikTok onto any District devices or via the District's electronic network.
If technical difficulties occur or unauthorized software or any other violation of District policy is discovered on the device, any files on the device may be deleted and programs may be uninstalled. Only authorized software will be installed. The District does not accept responsibility for loss of any software or other materials deleted.
Email, network usage, and any stored files shall not be considered confidential and may be monitored at any time by the designated District staff. The District or is designee may demand the return of the device at any time for inspection, copying, or review of all files, histories, saved data, meta-data, or other information on the device. After the inspection, copying or review of the device, it shall be returned to the employee unless there is a reason not to return it. Failure to turn over the device upon demand may result in disciplinary action, up to and including termination. The District will cooperate fully with local, State, or federal officials in any investigation concerning or relating to violations of law.

Remote Access of Devices
Devices may be equipped with the ability to be accessed remotely in the case of technical problems requiring remote assistance, missing or stolen devices, or for any other appropriate District purpose. A staff member does not need to be asked for permission prior to remote software maintenance.
Any individual in receipt of a school-issued device does not have the authority to deactivate the remote access feature of the device. Any employee doing so may be subject to discipline and may be required to return the device to the District.

Personalizing District-Issued Electronic Communications Devices
While at no time does the device become the personal property of staff members: they may place individualized items on the device, which are limited to music, pictures, and other items that do not hinder the network or device functionality.
Staff members may be permitted to select their own screen savers and backgrounds provided they are appropriate.
Staff members may not add options or upgrades to the device, change the operating system, or add unauthorized software or safety controls.
Should staff members place personalized items on the device such items may be accessed or viewed by the District staff at any time, for any reason, including randomly selected device reviews. Further, the content on such device may be subject to disclosure pursuant to a public records request under the Idaho Public Writings Act. No content placed on District provided devices is privileged or confidential.

Electronic Communications with Students
Electronic communications between any District employee and any District student must be via a District-approved device and via a District-approved platform. The following are devices approved by the District:

1. District-issued electronic devices;

2. A personal staff cell phone, provided the staff member notified the building principal or their supervisor they will be using the device for this purpose.

The following are platforms approved by the District:

1. District-issued email account; and
2.

Both an approved device and approved platform must be used for any electronic communication between staff and students. A student's parent/guardian shall be included on any email, text message, or between the staff member and the student.

The Board delegates to the Superintendent the ability to temporarily approve additional platforms and devices. The Superintendent shall report such temporary approvals at the next board meeting. The Board may then revise this policy to include such devices or platforms permanently or direct the Superintendent to discontinue approval of them.

Use

Any such devices issued shall be with the expectation that they are to be used for District-related business purposes and are not intended for personal use except in emergencies involving employee health or safety and/or as specifically authorized under this policy.

District-issued equipment shall be used in a manner that does not disrupt instruction or other work-related activities unless there is a reason of personal health or safety involved.

District-issued equipment may be used only in a manner consistent with the Code of Ethics for Idaho Professional Educators as well as all State and federal laws relating to electronic communications with students and/or minors.

Use of this equipment for local education association activities, as described in Policy 5296, shall be prohibited.

Any District-issued equipment is to be surrendered to the District immediately upon request.

Protecting and Storing Devices

Staff members are expected to password protect their devices and shall keep their password confidential, except for requested disclosure by the school's administration or technology department personnel.

Under no circumstances should devices be left in unsupervised areas. Unsupervised areas include the school grounds, the cafeteria, computer lab, locker rooms, the library, unlocked classrooms, dressing rooms, and hallways.

Repair of Devices

Staff members are to report all device problems to technology personnel. The Superintendent will issue a document clarifying staff responsibility for lost and damaged devices when the details of the District's insurance policy are known.

Personally, Owned Communications Devices

Employees may carry and use personally owned electronic communication devices during the school day on school property, except that personally owned hand-held CB radios, portable police scanners, and long or short-range walkie-talkies should not be used or carried by employees on school property during the school day unless by specific permission of their immediate supervisor based on a personal health or safety need.

Personal electronic communications devices should not be used during the employee's normal duty times to send/receive messages of a personal nature, but such use is allowable during normal break times, lunch times, and preparation times. Personally owned devices should not be used during the employee's normal duty times unless they are being used solely for the purposes of one's job duties for the school. Use of personal electronic communication devices should be curtailed during instructional time or at school-sponsored programs, meetings, in-services, parent/guardian conferences, or any other time when there would be a reasonable expectation of quiet attentiveness.

Any employee violating the above rules may be subject to disciplinary action.

Cross Reference:
5325, 5325p Employee Use of Social Media Sites, Including Personal Sites
5330, 5330f Employee Email and Online Services Usage – Employee Email and Online Service Use Policy Acknowledgement
Legal Reference:
IC § 18-6726 TikTok Use by State Employees on a State-Issued Device Prohibited
Idaho Executive Order 2022-06
IDAPA 08.02.02.076 Code of Ethics for Idaho Professional Educators
Other References:
ISBA Policy Services https://www.idsba.org/member-services/policy/
Policy History:
Adopted on:1/11/05
Revised on: 9/2019, 9/2026
Reviewed on: 2/2023

Electronic Communications Device Agreement 5335f

Every staff member must read and sign below:

I have read, understand, and agree to abide by the terms of the Challis Joint School District's policies regarding District-provided electronic communications devices (Policy No. 5335). Should any violation or misuse of the device occur while it is in my custody, I understand that I may be subject to disciplinary action and will forfeit any fees paid for use of the device, regardless of whether the misuse was committed by me or another person.

I accept full responsibility for the safe and secure handling of the device for this school year. I accept full responsibility for the proper use and safeguarding of the device under all applicable policies. I understand that it is my responsibility to immediately report any damage, theft, or problems with the device to the designated administrator.

_____I do not wish to take the device home at this time.

User's Name (Print)_____ Home Phone:_____

User's Signature: _____ Date: _____

Address:_____

Signature: _____

Evaluation of Certificated Personnel 5340

The District has a firm commitment to performance evaluation of District personnel, whatever their category and level, through the medium of a formalized system. The primary purpose of such evaluation is to assist personnel in professional development and in achieving District goals. This policy applies to certificated personnel, both pupil instructional personnel and non-instructional personnel. The Superintendent is hereby directed to create procedures that differentiate between certificated non-instructional and certificated pupil instructional personnel in a way that aligns with the *Charlotte Danielson Framework for Teaching Second Edition* to the extent possible and aligns to the pupil service staff's applicable national standards.

Each certificated staff member shall receive at least one written evaluation to be completed by no later than June 1 for each annual contract year of employment and shall use multiple measures that are research based and aligned to the *Charlotte Danielson Framework for Teaching Second Edition*. The evaluation of certificated personnel shall annually include a minimum of two documented observations, one of which shall be completed prior to January 1st. In situations where certificated personnel are unavailable for two documented classroom observations, due to situations such as long-term illness, late year hire, etc., one documented classroom observation is acceptable.

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Objectives

The formal performance evaluation system is designed to:

1. Maintain or improve each employee's job satisfaction and morale by letting them know that the supervisor is interested in their job progress and personal development.
2. Serve as a systematic guide for supervisors in planning each employee's further training.
3. Assure considered opinion of an employee's performance and focus maximum attention on achievement of assigned duties.
4. Assist in determining and recording special talents, skills, and capabilities that might otherwise not be noticed or recognized.
5. Assist in planning personnel moves and placements that will best utilize each employee's capabilities and to align to District goals.
6. Provide an opportunity for each employee to discuss job problems and interests with their supervisor.
7. Assemble substantiating data for use as a guide, although not necessarily the sole governing factor, for such purposes as wage adjustments, promotions, disciplinary action, and termination.

Responsibility

The Superintendent, or the Superintendent's designee, shall have the overall responsibility for the administration and monitoring of the performance evaluation system and will ensure the fairness and efficiency of its execution, including:

1. Distributing proper forms in a timely manner.
2. Ensuring completed forms are returned for filing by a specified date.
3. Reviewing forms for completeness.
4. Identifying discrepancies.
5. Ensuring proper safeguard and filing of completed forms.

6. Creating and implementing a plan for ongoing training for evaluators and certificated personnel on the District's evaluation standards, forms, process and a plan for collecting and using data gathered from evaluations.

7. Creating a plan for ongoing review of the District's performance evaluation system that includes stakeholder input from teachers, Board members, administrators, parents/guardians, and other interested parties.
8. Creating a procedure for remediation for employees that receive evaluations indicating that remediation would be an appropriate course of action.
9. Creating an individualized evaluation rating system for how evaluations will be used to identify proficiency and record growth over time with a minimum of four rankings used to differentiate performance of certificate holders including: unsatisfactory being equal to a rating of 1; basic being equal to a rating of 2; proficient being equal to a rating of 3 and distinguished being equal to a rating of 4.

The Immediate Supervisor is the employee's evaluator and has the responsibility for:

1. Continuously observing and evaluating an employee's job performance including a minimum of two documented observations annually for certificated personnel, one of which shall be completed prior to January 1st of each year;
2. Holding periodic counseling sessions with each employee to discuss job performance.
3. Completing Performance Evaluation Forms as required.
4. Completing training on the District's Performance Evaluation Program.

Written Evaluation

A written evaluation form will be completed for each certificated employee by June 1st. A copy will be given to the employee. The record of the evaluations will be kept in the employee's personnel file. The evaluation should be reviewed annually and used to assist in the development of annual goals and objectives. The evaluation is designed to increase planning and relate performance to assigned responsibilities through joint understanding between the evaluator and the employee as to the job description and major performance objectives.

The written evaluation will identify the sources of data used in conducting the evaluation. Aggregate data shall be considered as part of the District and individual school needs assessment in determining professional development offerings.

Evaluation Measures

Observations: Periodic classroom observations will be included in the evaluation process with a minimum of two documented observations annually for certificated personnel, one of which shall be completed prior to January 1st. In situations where certificated personnel are unavailable for two documented classroom observations, due to situations such as long-term illness, late year hire, etc., one documented classroom observation is acceptable.

Professional Practice: A majority of the evaluation of certificated personnel will be comprised of Professional Practice based on the *Charlotte Danielson Framework for Teaching Second Edition*. The evaluation will include at least one of the following as a measure to inform the Professional Practice portion: input received from parents/guardians, input received from students, and/or portfolios. The Board shall determine the manner and weight of parental input, student input, and/or portfolios on the evaluation.

Student Achievement: Instructional staff evaluation ratings must, in part, be based on measurable student achievement as defined in Section 33-1001, Idaho Code, applicable to the subjects and grade ranges taught by the instructional staff. All other certificated staff evaluations must include measurable student achievement or student success indicators as applicable to the position. This portion of the evaluation may be calculated using current and/or the immediate past year's data and may use one or both years of data.
Charlotte Danielson Framework: The evaluation will be aligned with minimum State standards and based upon the *Charlotte Danielson Framework for Teaching Second Edition* and will include, at a minimum, the following general criteria upon which the Professional Practice portion will be based.
Individuals who hold a Professional or Advanced Professional Endorsement will be evaluated annually. The District shall evaluate these employees on the basis of all the domains. All other instructional or pupil service staff employees must also be evaluated across all domains.

1. Planning and Preparation
    A. Demonstrating Knowledge of Content and Pedagogy;
    B. Demonstrating Knowledge of Students;
    C. Setting Instructional Outcomes;
    D. Demonstrating Knowledge of Resources;
    E. Designing Coherent Instruction; and
    F. Designing Student Assessments.
2. Classroom Learning Environment
    A. Creating an Environment of Respect and Rapport;
    B. Establishing a Culture for Learning;
    C. Managing Classroom Procedures;
    D. Managing Student Behavior; and
    E. Organizing Physical Space.
3. Instruction and Use of Assessment
    A. Communicating with Students;
    B. Using Questioning and Discussion Techniques;
    C. Engaging Students in Learning;
    D. Using Assessment in Instruction; and
    E. Demonstrating Flexibility and Responsiveness.
4. Professional Responsibilities
    A. Reflecting on Teaching;
    B. Maintaining Accurate Records;
    C. Communicating with Families;
    D. Participating in a Professional Community;
    E. Growing and Developing Professionally; and
    F. Showing Professionalism.

Meeting with the Employee
Counseling Sessions: Counseling sessions between supervisors and employees may be scheduled periodically. During these sessions, an open dialogue should occur which allows the exchange of performance-oriented information. The employee should be informed of how they have performed to date. If the employee is not meeting performance expectations, the employee should be informed of the steps necessary to improve performance to the desired level.

Counseling sessions should include, but not be limited to, the following: job responsibilities, performance of duties, progress on goals, and attendance. A memorandum for record will be prepared following each counseling session and maintained by the supervisor.

Communication of Results: Each evaluation shall include a meeting with the affected employee to communicate evaluation results. At the scheduled meeting with the employee, the supervisor will:

1. Discuss the evaluation with the employee, emphasizing strong and weak points in job performance. Commend the employee for a job well done if applicable and discuss specific corrective action if warranted. Set mutual goals for the employee to reach before the next performance evaluation. Recommendations should specifically state methods to correct weaknesses and/or prepare the employee for future promotions.
2. Allow the employee to make any written comments they desire. Inform the employee that they may turn in a written rebuttal/appeal of any portion of the evaluation within seven days and outline the process for rebuttal/appeal. Have the employee sign the evaluation indicating that they have been given a copy and initial after supervisor's comments.

No earlier than seven days following the meeting, if the supervisor has not received any written rebuttal/appeal, the supervisor will forward the evaluation in a confidential manner to the Superintendent, or the designee, for review. The supervisor will also retain a copy of the completed form.

Individualized Professional Learning Plan

Each certificated staff member shall have an individualized professional development plan based on the Idaho framework for teaching evaluation outlined in IDAPA 08.02.02.120 and developed by the staff member and their evaluator. This plan shall include interventions based on the individual's strengths and areas the staff member and their evaluator seek to emphasize of needed growth.

Rebuttals/Appeal

Within seven days from the date of the evaluation meeting with their supervisor, the employee may file a written rebuttal/appeal of any portion of the evaluation. The written rebuttal/appeal shall state the specific content of the evaluation with which the employee disagrees, a statement of the reason(s) for disagreement, and the amendment to the evaluation requested.

If a written rebuttal/appeal is received by the supervisor within seven days, the supervisor may conduct additional meetings or investigative activities necessary to address the rebuttal/appeal. Subsequent to these activities, and within a period of ten working days, the supervisor may provide the employee with a written response either amending the evaluation as requested by the employee or stating the reason(s) why the supervisor will not be amending the evaluation as requested.

If the supervisor chooses to amend the evaluation as requested by the employee, then the amended copy of the evaluation will be provided to, and signed by, the employee. The ~~original~~ amended evaluation will then be forwarded to the Superintendent, or the designee, for review in

a sealed envelope, marked Personnel-Evaluation. The supervisor will also retain a copy of the completed form.

If the supervisor chooses not to amend the evaluation as requested by the employee, then the evaluation along with the written rebuttal/appeal, and the supervisor's response, if any, will be forwarded to the Superintendent, or the designee, for review in a sealed envelope, marked Personnel-Evaluation. The supervisor will also retain a copy of the completed evaluation including any rebuttal/appeal and responses.

Action
Each evaluation will include identification of the actions, if any, available to the District as a result of the evaluation as well as the procedure(s) for implementing each action. Available actions include, but are not limited to, recommendations for renewal of employment, non-renewal of employment, probation, and others as determined. Should any action be taken as a result of an evaluation to not renew an individual's contract the District will comply with the requirements and procedures established by State law.

Records
Permanent records of each certificated personnel's evaluation and any properly submitted rebuttal/appeal documentation will be maintained in the employee's personnel file. All evaluation records, including rebuttal/appeal documentation, will be kept confidential within the parameters identified in State and federal law regarding the right to privacy.

Reporting
Any subsequent changes to the District's evaluation system shall be resubmitted to the State Department of Education for approval. The District shall report annually to the State Department of Education.

1. The summative ratings.
2. The number of components rated as unsatisfactory.
3. The percentage of the certificated personnel's students who met their measurable student achievement or growth targets or student success indicators.
4. The measures that were used.
5. Whether an individualized professional learning plan is in place for all certificated personnel evaluations.

Legal Reference:
I.C. § 33-514 Issuance of Annual Contracts – Support programs – Categories of Contracts – Optional Placement – Written Evaluation
I.C. § 33-515 Issuance of Renewable Contracts
I.C. § 33-518 Employee Personnel Files
I.C. § 33-1001 Foundation Program – State Aid – Apportionment - Definitions
IDAPA 08.02.02.120 Local District Evaluation Policy
Policy History:
Adopted on: 1/11/05
Revised on: 10/10/12, 9/2019, 7/2020, 2/2023, 8/2023
Reviewed on:

Parent or Guardian Input Form – Classroom Teacher Evaluation 5340F

Teacher: _____

Grade(s)/Classes: _____

School Year: _____

Instructions:

1. Please complete the evaluation by circling the most appropriate number.
2. This form should be delivered to the office or mailed to:

   Challis School District #181
   P.O. Box 304
   Challis, Idaho 83226
   Attn: CJSHS or CES

3. Only one form should be completed by each parent for this teacher for each school year.
4. If a parent has a concern with regard to an event occurring in their child's classroom and wishes to more directly address this issue, please understand that this form alone will not directly address the parental concern. The parent should raise the concern with the teacher and/or building administration.
5. Please offer specific comments when possible. Specific comments will be considered in the preparation of the teacher's evaluation and will aid both the District and the teacher in addressing performance.

	Agree Disagree Don't know
You were satisfied with your child's overall school experience as provided by this teacher.	1 2 3 4 5 0 Comment:
Did you attend parent/teacher conferences?	YES NO
Did you attend Open House?	YES NO

Were you provided with a timely copy of your child's report cards?	YES	NO
Did your child's teacher ever contact you via telephone?	YES	NO
Did your child's teacher provide you information regarding your child and/or class activities via e-mail?	YES	NO
Did your child's teacher provide you information regarding your child and/or class activities via notes sent home to you?	YES	NO
Did you ever visit your child's classroom?	YES	NO
Did you ever volunteer in your child's classroom?	YES	NO

	Agree **Disagree** **Don't know**
1. The teacher engaged in frequent and informative communications with the parent about student progress, attendance, behavior, curriculum topics, and objectives.	1 2 3 4 5 0 Comment:
2. The teacher provided adequate suggestions for home support of learning.	1 2 3 4 5 0 Comment:
3. The teacher is approachable and open to parental communication and parental input.	1 2 3 4 5 0 Comment:

4. The teacher is respectful of the family's culture and the social expectations of the family for the child.	1 2 3 4 5 0 Comment:
5. The teacher maintains a classroom in which my child feels physically and emotionally safe.	1 2 3 4 5 0 Comment:
	Agree Disagree Don't know
6. The teacher provides curriculum-based and developmentally appropriate homework.	1 2 3 4 5 0 Comment:
7. The teacher has provided the child and family with knowledge of class expectations.	1 2 3 4 5 0 Comment:
8. Classroom work demonstrated the appropriate level of difficulty for my child.	1 2 3 4 5 0 Comment:
9. The teacher knows the content area and how to teach it.	1 2 3 4 5 0 Comment:
10. The teacher treated my child with respect, care, and knowledge of my child's needs.	1 2 3 4 5 0 Comment:

11. The teacher appropriately monitored and assessed student learning.	1 2 3 4 5 0 Comment:
12. The teacher provided appropriate individual assistance to my child.	1 2 3 4 5 0 Comment:

Any additional comments you wish to share not covered by the above questions **(please feel free to attach a separate page)**:

_____

_____

_____

_____

_____

_____

Please complete and sign the form and place it in a sealed envelope.

Name: _____

Signature: _____

Date: _____

Telephone No.: _____

Certified Personnel Resignation (Release from Contract) 5350

Applicants for teaching positions with Challis Joint School District who are issued a contract and employees who are on contract should recognize that their contract with the District carries responsibilities. Certified personnel will generally be expected to fulfill the terms of their contract unless:

1. There are clearly compelling, mitigating circumstances which prevent the certified or exempt individual from doing so; and
2. Until such time as the Board releases the certified individual from the terms of the contract upon the recommendation of the Superintendent.

Employees (including those employees who have just signed their first contract) will not be released from contract during the school year or within 45 days of the start of the school year unless a suitable replacement can be found. The Board may make exceptions to this rule for serious health problems or if a replacement can be found to fill the position being vacated.

The Employee may make a written request for release from contract during the school year or immediately prior to the start of the school year, stating the date of requested release. The request should be submitted to the District offices so that a search for a suitable replacement can be initiated. The request for release will be submitted to the Board at the time specified by the employee. If finding a replacement is not imminent, the District offices will advise the person submitting the request that the administration will recommend to the Board that the request be denied. The District offices will also give the person making the request the opportunity to hold the request until finding a suitable replacement is imminent at which time the resignation would then be submitted to the Board. (If no time is specified for the request to be submitted to the Board, it will be submitted when the administration feels that finding a suitable replacement is imminent. The person making the request will be advised of that action.)

A determination of availability of a suitable replacement, approved by the building principal as per Idaho Code, will be made by the administration before recommendation will be made to the Board that the employee be released from contract. If, in the judgment of the administration, there is not a suitable replacement, recommendation will be made that the Board NOT release the employee from contract.

Should any certificated employee abandon the contract of employment with the District without the prior written release from the contract by the Board, the Board of trustees will report such event to the Professional Standards Commission, alleging that the certificated employee is guilty of unethical practices and has violated the Code of Ethics for Idaho Professional Educators.
In addition, should any certificated employee abandon the contract of employment with the District without the prior written release from the contract by the Board, the District and/or Board may, in its discretion, pursue any and all available legal remedies, including damages to recoup all losses caused by such breach of contract, including without limitation costs for substitutes, recruiting, loss of State funding, legal fees, etc.

Classified Personnel

Classified Employees not under contract are expected to give due written notice that will permit the District to conduct a search for a suitable replacement. Generally speaking, the Board expects a two-week notice.

All resignations should be in writing. Requests for resignation shall be transmitted to the Board as part of the regular personnel report.

Any classified personnel who, without approval or without taking leave, does not show up for work for more than 2 consecutive days will be considered to have abandoned their position, and shall be deemed to have resigned.

Legal Reference:
I.C. § 33-524 Principals to Determine New Staffing
I.D.A.P.A. 08-02.02.076.09 Code of Ethics for Idaho Professional Educators
I.C. § 72-1366 Employment Security Law - Personal Eligibility Conditions

Policy History:
Adopted on: 1/11/05
Revised on: 6/11/12, 10/2019
Reviewed on: 2/2023

Non-School Employment by Professional Staff Members 5370

The outside work or self-employment by a staff member is of concern to the Board insofar as it may:

1. Prevent the employee from performing assigned responsibilities in an effective manner.
2. Be prejudicial to proper effectiveness in the position or compromise the District.
3. Raise a question of conflict of interest – for example, where the employee's position in the District permits access to information or other advantage useful to the outside employer.

Therefore, a regular, full-time employee's position in the District shall take precedence over any type of outside work or self-employment. Employees are free to carry on individual work or self-employment projects as long as no District facilities, equipment, or school(s) are used, except as provided by policy, and the outside work or self- employment does not interfere with the employees' performance of District assigned duties.

In addition, an employee may not perform any duties related to outside work or self- employment during regular District working hours or during the additional time that is needed to fulfill the responsibilities of the District position. Employees who violate this policy are subject to reprimand, suspension, or termination.

Except by prior written authorization from the Superintendent:

School buildings are not to be used for private tutoring or classes for which students pay a fee to a staff member unless a rental contract has been entered into with the District.

A staff member is not permitted to provide tutoring for pay to any student who attends or is registered in any of the staff member's own classes with the exception of music students.

The principal shall provide safeguards to assure that equal protection and equal opportunity are provided each student in every music department where a teacher may be involved in tutoring or private lessons.

Policy History:
Adopted on:5/11/2009
Revised on: 10/2019
Reviewed on: 2/2023

Professional Research and Publishing 5380

The Board considers that the school system has proprietary rights to publications, instructional materials, and devices prepared by employees during their paid work time. However, the Board also recognizes the importance of encouraging its professionals' writing, research, and other creative endeavors.

When original materials are developed by employees or staff committees during working time or as part of regular or special assignments for which they are paid, the school system will have sole rights in matters of publication or reproduction; however, the identity of the employee(s) who created the materials will be clearly recognized and noted.

In situations where the proprietary rights to material is in doubt—as, for example, when original instructional materials have been developed partially during working time or as part of a paid assignment, and partially during the staff member's own time—arrangements will be made for the appropriate assignment of rights and any profits.

However, a staff member may use their background knowledge of programs and operations in professional writing of any type, without the Board claiming any rights to the materials or authority to approve them prior to publication, except that articles purporting to represent school system policy will be cleared by the Superintendent who may, if the subject warrants, seek Board approval before they are released.

Cross-reference:
4250 Educational Research in District Schools

Policy History:
Adopted on: 10/2019
Revised on:
Reviewed on: 2/2023

Employment Referrals and Prevention of Sexual Abuse 5390

All employees, contractors, and agents of the District are prohibited from providing any recommendation for employment or otherwise helping an employee, contractor, or agent of the District in obtaining a job if they know or have probable cause to believe the individual has engaged in sexual misconduct with a student or minor in violation of the law.

This prohibition does not include following routine procedures regarding the transmission of administrative or personnel files.

These prohibitions shall not apply to cases in which the alleged misconduct was properly reported to law enforcement and any other authorities required by federal, state, or local law; and

1. The matter was officially closed.

2. The prosecutor or police with jurisdiction over the case investigated the allegations and notified District officials that there is insufficient information to establish probable cause that individual engaged in sexual misconduct with a minor or student in violation of the law.

3. The individual alleged to have engaged in sexual misconduct with a student or minor has been charged with and acquitted or otherwise exonerated of the sexual misconduct.

4. The case or investigation has remained open and no indictment or other charges have been brought within four years of the date on which the information was provided to law enforcement.

Legal Reference:
20 USC § 7926 Prohibition on Aiding and Abetting Sexual Abuse

Policy History:
Adopted on: 10/2019
Revised on:
Reviewed on: 2/2023

Whistleblowing 5395

The Board of Trustees expects employees of the District to be trustworthy and to conduct themselves in an honorable manner, abiding by all District policies and procedures and by all applicable State and federal laws and administrative rules.

When District employees know or have reasonable cause to believe that serious wrongful conduct has occurred, they should report such wrongful conduct to the Superintendent or designee.

For the purposes of this policy, the term "wrongful conduct" shall mean:

1. Theft or misuse of District funds, property, or resources;
2. Fraud;
3. Violation of federal and state laws or administrative rules; and/or
4. Material violation of District policy or procedure aimed at protecting the health and safety of staff and students.

Disclosure and Investigation

Employees who know or have reasonable cause to believe that wrongful conduct has occurred shall report such activity to the Superintendent or designee. Upon receiving a report of wrongful conduct, the Superintendent or designee shall take immediate steps to conduct an investigation.

If the person alleged to have committed the wrongful conduct is the designee, the Superintendent shall conduct the investigation. If the person alleged to have committed the wrongful conduct is the Superintendent, the investigation shall be addressed in accordance with Policy 4120.

The Superintendent or designee shall maintain a written record of the allegation; conduct an investigation, refer the matter to law enforcement or other appropriate authorities, if applicable; and notify the Board of the allegation and of the results of the investigation.

The Superintendent or designee shall attempt to protect the identity of a whistleblower, provided that doing so does not interfere with the investigation of the allegations or with the taking corrective action.

Complaints of Retaliation

The District shall not take adverse employment action against an employee who has notified the District of wrongdoing, allowing the District the opportunity to investigate and correct the misconduct. The District shall not take adverse action against an employee who has reported misconduct to another government agency or who has cooperated with an investigation of wrongful conduct. Likewise, District employees are prohibited from retaliating against an individual for these actions.

There shall be no adverse employment action or retaliation against an individual who refuses to carry out a directive which they believe constitutes a violation of state or federal law or administrative rule.

An employee who alleges they have been subject to retaliation in the form of adverse employment action may contest the action as specified in the appropriate employee grievance policy. The District shall investigate any complaints of such retaliation and take immediate steps to stop any retaliation.

District employees who have engaged in retaliation shall be subject to discipline, which may include dismissal.

These protections do not apply to cases in which an employee knew or reasonably ought to have known that the report is malicious, false or frivolous.

Nothing in this policy is intended to interfere with legitimate employment decisions.

The Superintendent shall establish any procedures necessary to implement this policy.

This policy and any related procedures may be published in employee handbooks, posted in employee lounges, and/or given to all employees on an annual basis.

Cross Reference:
5250 Certificated Staff Grievances
5800 Classified Employment, Assignment, and Grievance
5800P Classified Employee Grievance Procedure
Legal Reference:
Idaho Code § 6-2101 et seq. Idaho Protection of Public Employees

Policy History:
Adopted on: 10/2019
Revised on: 2/2023
Reviewed on:

Leave of Absence 5400

The Board believes that the provision of leaves in addition to the contractual leaves provided by the Master Agreement helps to attract and retain staff members who will continue to grow professionally, maintain their physical health, and have a feeling of security.

The Board has the authority to grant any employee's request for a leave of absence. A leave of absence may be at the request of the employee or may be done involuntarily by action of the Board. The Board may also delegate this authority to a designee.

Delegation of Authority

Through this policy, the Board has delegated this ongoing authority to the Superintendent, both with regard to acceptance of an employee's request for leave of absence as well as an action of placing a certificated employee on an involuntarily leave of absence.

Upon the Superintendent's action to place a certificated employee on a period of involuntary leave of absence, ~~I~~if the Board shall ratify or nullify the action of the Superintendent at the next regularly scheduled meeting or at a special meeting should the next regularly scheduled board meeting not be within a period of 21 days from the date of such action. Whether such leave is with pay or without pay shall be determined when applying the appropriate principles for Section 33-513(7), Idaho Code.

A Superintendent's acceptance of a certificated employee's request for leave of absence shall be put before the Board for ratification at the next regularly scheduled meeting of the Board or within 21 days, whichever comes first.

The Superintendent is delegated the authority to address classified personnel leave without notification to the Board and is delegated authority to address classified personnel discipline and termination without Board approval.

Considerations for Involuntary Leave

If the Superintendent or the Board is making a decision as to whether or not to place an employee on a period of involuntary leave of absence some of the considerations in making such a decision may include:

1. Whether or not the conduct at issue involves a possible:
    A. Criminal act.
    B. Violation of the Code of Ethics for Idaho Professional Educators.
    C. A violation of federal or state education laws or regulations.
    D. A violation of District Policy and/or Procedure.
2. Whether or not the conduct at issue involves the health, welfare, or safety of the District's students or employees.
3. Whether or not there is an event identified.
4. If the event involves an allegation of abuse of a student or minor, is there an "identified victim" or some other information that provides indicia of credibility.

5. If the event involves an allegation of abuse of a student or minor, is the report in question anonymous or are there any other indicia of credibility.
6. Whether or not there is an identified victim or identified event that the District could investigate.
7. Whether or not there a concern that the presence of the employee on school property could be detrimental to the investigation process and/or a concern that the employee and/or the presence of the employee interfere with the investigation process.

Whether or not there is an ongoing/related criminal investigation associated with the same alleged event or allegations.

Sick Leave

Classified employees who regularly work 20 hours or more per week will be granted benefits, inclusive of sick leave, after five consecutive years in the district. Certificated employees who work half time or more per week shall be granted sick leave and other leaves in accordance with State law. Each such employee shall be granted sick leave with full pay of one day as projected for the employment year for each month of service in which they work a majority portion of that month. Sick leave for classified employees shall be calculated proportionate to the average hours worked per day. Sick leave for certificated employees shall be calculated by the day, or percentage thereof, as defined in their individual employment contract. The District may, in its discretion, require proof of illness when deemed appropriate, including but not limited to suspicion of abuse of sick leave or false claims of illness.

All sick leave taken immediately before or after vacations or holidays requires notification to the supervisor and may require a physician’s statement.

Compensation shall not be provided for unused sick leave.

Sick Leave will be granted to teachers in accordance with Idaho Code 33-1216 and 33-1217. Sick Leave may be utilized by a teacher in instances where the teacher's spouse, parents (including father-in-law and mother-in-law), children or grandchildren are ill and/or require medical treatment. Nothing in this policy guarantees approval of the granting of such leave in any instance. Each request will be judged by the District in accordance with this policy and the needs of the District.

It is understood that seniority shall accumulate while a teacher or employee is utilizing accumulated sick leave credits. Seniority will not accumulate unless an employee is in a paid status. Abuse of sick leave is cause for discipline up to and including termination.

Accrual of unused sick leave

Employees may accrue unused sick leave. Upon retirement, an employee’s accumulated unused sick leave must be reported by the District to the public employee retirement system.

Sick Leave Bank

The purpose of the Sick Leave Bank will be to provide additional sick leave days to participating employees who have exhausted their accumulated sick leave because of illness or accident and who meet the following requirements.

Employees who enter the bank will donate two days of earned sick leave to the Sick Leave Bank as an initial contribution. Each subsequent year the Sick Leave Bank Committee shall determine the number of sick leave days each participant must contribute to maintain bank membership and to keep the bank operational. Subsequent assessments will be equal to all members and may fall during the school year if the number of sick leave days accumulated in the bank falls below 20. The Sick Leave Bank Committee shall consist of two members appointed by the Challis Education Association and two members appointed by the Superintendent of Schools. The committee shall administer the requirements, rules and regulations of the Sick Leave Bank and process and decide on all requests for benefits from the bank.

Should an impasse develop within the committee, the Board of Trustees of Challis Joint School District #181 shall make the final decision regarding the issue.

New members may sign up at the time their contract is issued or not later than September 30th each school year. Continuing membership is automatic unless a written request for withdrawal is submitted.

Sick leave days donated to the Sick Leave Bank become the sole property of the bank and the employee relinquishes all title to those days.

Application for benefits from the Sick Leave Bank shall be submitted to the Sick Leave Bank Committee on an application form available from the District office. The committee will review the request and determine the eligibility for benefits of the applicant. The committee reserves the right to require proof of illness or any other documentation at the time of application and from time to time after the grant has been authorized.

To be eligible to apply for sick leave benefits, the applicant must:

1. Be a contributing member of the Sick Leave Bank.
2. Have used all of their accumulated sick leave benefits by being absent from work due to illness or accident.
3. Have been absent due to illness or accident for four days beyond the termination of accumulated sick leave where salary is eligible to be reduced in full.

The committee may authorize benefits for 50% of the days lost for the first ten days of absence beyond the termination of individual accumulated sick leave.

After ten days of absence, the committee may allow full sick leave benefits, retroactively.

A subsequent re-occurring illness will be treated as a new illness.

The maximum number of days that may be granted to an employee in any one school year will be equal to the number of sick leave days the employee had accumulated prior to the extended

illness or accident or 20 days, whichever is greater. In any event, no more than 90 days will be granted to an employee for any one illness or accident. The days are granted to the employee for the employee or the care of the employee's spouse and/or children.

The number of days granted by the committee shall not exceed the number of days absent from work due to illness or accident. All grants from the Sick Leave Bank will terminate at the end of the school year and will not be extended from one school year to the next. No sick leave will be granted once an employee is eligible for disability insurance.

Compensation for extra duties shall not be considered by the Sick Leave Bank Committee. That consideration will be made by the Board of Trustees of Challis Joint School District #181. Insurance premiums and any other fringe benefits will be continued through the term of the grant only.

Bereavement Leave
An employee who has a death in the immediate family shall be eligible for bereavement leave.

The immediate family includes father, mother, sister, brother, husband, wife, children (including sons and daughters-in-law), father-in-law, mother-in- law, sister-in-law, brother-in-law, grandparents, and grandchildren.

Any additional time requested for bereavement leave must be submitted to the employee's supervisor prior to the expiration of the available five days not exceed an additional five days. Any additional time requested will be applied against the teacher's personal leave, followed by sick leave, and then leave without pay.

Funeral Leave
The District will provide two funeral days (separate from Bereavement Leave). The employee will pay the substitute costs and prior approval must be granted by the supervisor.

Personal and Emergency Leave
Upon recommendation of the Superintendent, and in accordance with law and District policy, classified staff may be granted personal leave pursuant to the following conditions:

1. Leave will be without pay unless otherwise stated. If leaves are to include expenses payable by the District, the leave approval will so state;
2. Leave will only be granted in units of half or full days;
3. Notice of at least one week is required for any personal leave of less than one week. Notice of one month is required for any personal leave exceeding one week;
4. The Superintendent, with approval of the Board, shall have the flexibility, in unusual or exceptional circumstances, to grant personal leave to employees not covered by sick or any other District recognized leave. During any personal leave of greater than 15 days, the employee will not receive fringe benefits. During the leave, the employee may pay the District's share of any insurance benefit program in order to maintain those benefits, provided that such is acceptable to the insurance carrier. Staff using personal leave shall

not earn any sick leave or annual leave credit or any other benefits during the approved leave of absence.

Legal Reference:
42 USC 2000e Title VII of the Civil Rights Act of 1964
I.C. § 33-513 District Trustees - Professional Personnel
I.C. § 33-1216 et seq. Teachers - Sick and other leave
I.C. § 33-1228 Teachers - Severance allowance at retirement
Policy History:
Adopted on: 1/11/05
Revised on: 11/14/05, 10/2019, 6/2021, 2/2023, 8/2023
Reviewed on:

Personal Leave 5402

Certified Staff Personal Leave, not to exceed four days (plus a maximum of one day possible carried forward from the previous year), is allowable upon proper notification by the employee, at no loss in pay. All Personal Leave taken immediately before or after vacations or holidays requires advance approval by the supervisor.

In all instances except extreme emergency situations, employees must provide 24 hours' notice to the supervisor prior to taking the leave, and teachers must submit lesson plans for the day(s) they are on leave.

Legal Reference:
42 USC 2000e Equal Employment Opportunities
I.C. § 33-1216 et seq. Sick and other leave
I.C. § 33-1228 Severance allowance at retirement

Policy History:
Adopted on: 1/11/05
Revised on: 11/14/05, 10/2019
Reviewed on: 2/2023

Proof of Illness for Sick Leave 5405

The Board of Trustees or a designee of the Board of Trustees may require proof of illness in a form adequate to protect the District from any employee abusing sick leave through such actions as malingering or false claims of illness.

If the Board or a designee of the Board makes such a request of any employee, the employee shall provide written documentation from a provider of the healing arts as to the illness and/or necessity of the employee to be absent from work to the District's Administrative Office.

Legal Reference:
I.C. § 33-1216 Teachers - Sick and Other Leave

Policy History:
Adopted on: 10/2019
Revised on:
Reviewed on: 2/2023

Sick Leave Bank 5407

The purpose of the sick leave bank shall be to provide qualifying employees with additional sick leave days as needed to recover from personal illness or injury which causes absence from work and loss of all accumulated personal sick leave. The bank shall not be used as a reserve for time lost due to short-term illness that would normally be covered by the employee's accumulated sick leave, nor for time due to illness in the family, bereavement, or for a purpose other than personal illness.

Administration

There shall be one sick leave bank for certificated employees and classified employees.

The bank shall be administered by a sick leave committee as described in this policy.
The certificated and classified committee shall be composed of:

1. Two certificated employees, elected by the sick bank committee.
2. One classified employee, elected by the sick bank committee.
3. The District Human Resource Director.

In the event of a tie vote by a committee, the Superintendent shall cast the deciding vote.

Membership

Membership in the sick leave bank shall be available to any certificated or classified employee of the District.

Employees who donate two days of sick leave to the bank when hired shall be members of the bank and eligible for its services throughout the school year.

Donations

If a sick leave bank is below maximum capacity, bank members must donate one day per year until maximum capacity is reached. If the bank is at maximum capacity, only those who are beginning membership in the bank must donate to become members. Continuing members do not donate when the bank is at maximum capacity and need only sign the sheet indicating that they have donated to continue participation.

The maximum number of days in the sick leave bank is 100.

When a day of sick leave has been donated to the bank it cannot be returned to the employee, even if that employee renounces their membership in the bank.

Maximum Withdrawal

The maximum number of days that may be granted to an employee in any one school year will be 20 days. Upon special review on an individual case basis an employee may receive equal to the number of days accumulated prior to the extended illness or accident but no more than 90 days in total. The days are granted to the employee or for the care of the employee's spouse and/or children.

Employee Use of a Sick Leave Bank

To be eligible to use time from the sick leave bank, an employee must have contributed to the sick leave bank.

In the event a member is physically or mentally unable to apply for days from the bank, a family member or agent may file the request. In such cases, any requirement that documents or applications be signed by the employee shall be waived.

The member, or the family member or agent of an incapacitated member, shall secure written evidence from the District's business office that they have used all of their accumulated sick leave, that they have missed at least three days of work without pay, and that they are a current member of the bank.

The member, or the family member or agent of an incapacitated member, shall secure written proof of illness or injury adequate to protect the District against malingering and false claims of illness as provided by Policy 5405 and in Idaho Code 33-1216 and 33-1218.

The member, or the family member or agent of an incapacitated member, shall secure written notification of the member's return to work date. If return to work is on a half day basis, the doctor must specify on the back to work notification. If prolonged illness requires subsequent related periodic visits to the doctor or medical facility during school time, the doctor must specify. Such specified days shall be covered up to the maximum allowed in the Maximum Withdrawal section.

These documents shall be forwarded to the Human Resource Director within three days of receipt.

The committee for the bank shall give full consideration to the documents and accompanying statements and shall make final approval or disapproval of the request in full or in part in writing to the member within three days of receipt of all required documents.

In the event the Superintendent must cast a tie-breaking vote, they shall decide and notify the member of their decision within three days.

If the member's request is approved, immediate transfer of the approved number of days from the bank to the member shall be made.

Specific Conditions
Leave for a maternity-related disability will be treated as any other disability.

From time to time, persons require elective surgery or medical treatment that is necessary but does not endanger the health and safety of the affected person if the medical treatment is postponed until school is not in session. Therefore, it will be the policy of the District to carefully review such requests. If questions arise concerning the urgency of such requests, proof of the immediate need will be required by the applicable sick leave council.

Confidentiality and Fairness
Information regarding requests for leave from the banks shall be kept confidential. Employees

who share this information outside of their council may be subject to discipline.

Each committee shall endeavor to consider applications for leave in a consistent and impartial manner.

Cross Reference:
5405 Proof of Illness or Sick Leave
Legal Reference:
IC 33-1216, et seq. Teachers – Sick and Other Leave
IC 33-1228 Teachers – Severance Allowance at Retirement
Policy History:
Adopted on: 6/2024
Reviewed on:
Revised on:

Family Medical Leave 5410

In accordance with the provisions of the Family and Medical Leave Act of 1993, a leave of absence of up to 12 weeks during a 12-month period may be granted to an eligible employee for the following reasons:

1. the birth of a child.
2. the placement of a child for adoption or foster care with the employee.
3. A serious health condition that makes the employee unable to perform the functions of the job.
4. to care for the employee's spouse, child, or parent with a serious health condition.
5. For any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent of the employee is on active-duty status or has been notified of an impending call to active-duty status, in in the Armed Forces.

An employee is eligible to take FMLA leave if the employee has been employed for at least 12 months and has worked at least one thousand 1,250 hours during the 12 months immediately prior to the date when the leave is requested. Further, an employee may only be eligible if there are at least 50 District employees within 75 miles~~s~~ radius.

An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the service members.

Employees will not be required to use appropriate paid leave while on FMLA

Leave. Workers Compensation absences will not be designated FMLA Leave.

The Board has determined that the 12-month period during which an employee may take FMLA leave is: 12-months forward from the date of a particular employee's first FMLA leave.

Medical certification shall be required to determine FMLA initial or continued eligibility as well as fitness for duty.

Legal Reference:
29 CFR Part 825 Implementing the Family Medical Leave Act of 1993
Pub. L. 103-3 Family and Medical Leave Act of 1994 (FLMA)
Pub. L. 110-181 National Defense Authorization Act for FY 2008 (NDAA)

NOTE: The FMLA applies to all school districts as they are public agencies, and therefore covered employers under the act. However, depending on the size of the District, District employees may not be eligible employees. This policy applies to school districts with 50 or more employees. Those districts with fewer than 50 employees must comply with notice and record retention but are not obligated to provide the leave as a benefit of any employee's employment.

Policy History:
Adopted on: 1/11/05
Revised on: 12/14/09, 10/2019, 2/2023
Reviewed on:

Family and Medical Leave Procedure 5410P

Who Is Eligible—Employees are eligible if they have worked for the District for at least one year, and for 1,250 hours over the previous 12 months, and if there have been at least 50 District employees within 75 mile radius.

Benefit—Under certain conditions, eligible employees, if qualified, may be entitled to up to 12 weeks leave with continuing participation in the District's group insurance plan.

An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the service members.

Reasons for Taking Leave—Unpaid leave will be granted to eligible employees for any of the following reasons:

1. To care for the employee's child after birth, or placement for adoption or foster care with the employee.
2. To care for the employee's spouse, child, or parent (does not include parents- in-law) who has a serious health condition.
3. For a serious health condition that makes the employee unable to perform the employee's job.
4. For any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent of the employee is on active-duty status or has been notified of an impending call to active duty status, in support of a contingency operation.

Substitution of Paid Leave—Paid leave will be substituted for unpaid leave under the following circumstances:

1. Accumulated sick or personal leave will be utilized concurrently with any FMLA leave that is taken for a serious health reason as described in 2 or 3 above.
2. Accumulated vacation or personal leave will be utilized concurrently with any FMLA leave that is taken for a family reason as described in 1 above.
3. Accumulated sick leave will be utilized concurrently with FMLA leave whenever the FMLA leave is taken for reasons which qualify for sick leave benefits pursuant to District policy.
4. Whenever appropriate workers' compensation absences shall be designated FMLA leave.

When Spouses Are District Employees—If both spouses are employed by the District, they each are entitled to a total of 12 weeks of leave per year.
However, where the reason for leave is for birth of a child, or because of adoption or foster care, or to care for a sick parent, such leave may be limited to an aggregate of 12 weeks, between the married employees.

Advance Notice—Employees must provide 30 days advance notice when the leave is "foreseeable." In other situations, an employee must give notice as soon as practicable. Leave may be allowed in emergency situations when no advance warning is possible. Inexcusable delays in notifying the District may result in the delay or denial of leave.

Requests—A sick leave request form is to be completed whenever an employee is absent from work for more than three days or when an employee has need to be absent from work for continuing treatment by (or under the supervision of) a health care provider.

Medical Certification—The District will require medical certification to support a request for leave or any other absence because of a serious health condition (at employee expense) and may require second or third opinions (at the employer's expense) and a fitness for duty report to return to work statement.

Intermittent/Reduced Leave—FMLA leave may be taken "intermittently or on a reduced leave schedule" under certain circumstances. Where leave is taken because of birth or placement of a child for adoption or foster care, an employee may take leave intermittently or on a reduced leave schedule only with the approval of the District. Where FMLA leave is taken to care for a sick family member or for an employee's own serious health condition, leave may be taken intermittently or on a reduced leave schedule when medically necessary. An employee may be reassigned to accommodate intermittent or reduced leave. When an employee takes intermittent leave or leave on a reduced leave schedule, increments will be limited to the shortest period of time that the District's payroll system uses to account for absences or use of leave.

Insurance—An employee out on FMLA leave is entitled to continued participation in the appropriate group health plan, but it is incumbent upon the employee to continue paying the portions of the premiums the employee usually pays throughout the leave period. An employee's eligibility to maintain health insurance coverage will lapse if the premium payment is more than 30 days late. The District will mail notice of delinquency at least 15 days before coverage will cease.

Return—Upon return from FMLA leave, reasonable effort shall be made to place the employee in the original or equivalent position with equivalent pay, benefits, and other employment terms.

Record Keeping—Employees, supervisors and building administrators will forward requests, forms and other material to payroll to facilitate proper record keeping.

Summer Vacation—The period during the summer vacation or other scheduled breaks (i.e., Christmas) an employee would not have been required to work will not count against that employee's FMLA leave entitlement.

<u>Special Rules for Instructional Employees</u>

Leave More Than Five Weeks Before End of Term—If an instructional employee begins FMLA leave more than five weeks before the end of term, the District may require the employee to continue taking leave until the end of a semester term if:

1. The leave is at least three weeks; and
2. The employee's return would take place during the last three-week period of the semester term.

Leave Less Than Five Weeks Before End of Term—If an instructional employee begins FMLA leave for a purpose other than that employee's own serious health condition less than five weeks before the end of term, the District may require the employee to continue taking leave until the end of a semester term if:

1. The leave is longer than two weeks; and
2. the employee's return would take place during the last two- week period of the semester term.

Leave Less Than Three Weeks Before End of Term—If an instructional employee begins FMLA leave for a purpose other than that employee's own serious health condition less than three weeks before the end of term, the District may require the employee to continue taking leave until the end of the academic term if the leave is longer than five days.

Intermittent or Reduced Leave—Under certain conditions, an instructional employee needing intermittent or reduced leave for more than 20% of the total working days over the leave period may be required by the District to:

1. Take leave for a period(s) of particular duration not to exceed the duration of treatment; or
2. Transfer to an alternate but equivalent position.

Employee Notification of Policy

A general notice from the Department of Labor explaining the FMLA's provisions and complaint procedures will be posted prominently where it can be readily seen by employees and applicants and shall either be distributed to each new employee upon hiring or will be included in employee handbooks or other written guidance concerning benefits or leave rights. No notification of rights under the FMLA or related regulations should be construed to alter any applicable at-will employment relationship between the District and an employee.

Procedure History:
Promulgated on:
Revised on: 10/2019
Reviewed on: 2/2023

Jury Duty 5412

Serving on a jury is a fundamental responsibility of citizenship, and the Challis School District supports this important role in our society. Upon receipt of the initial official notification, an employee selected for jury duty must submit a copy of such notice to the immediate supervisor and to the District office as soon as possible so that appropriate substitute needs can be met. If the absence would pose a significant hardship for the School District, the employee may be asked to request a postponement of jury duty from the court.

Upon being excused from jury service during any day, an employee shall return to complete their assignment for the remainder of the regular workday.

Jury duty leave is paid for up to ten workdays with submitted documents of days served as juror.

Policy History:
Adopted on: 10/2019
Revised on: 2/2020
Reviewed on: 2/2023

Witness for Court Appearance Leave 5413

Challis School District employees who are subpoenaed into court as a witness will be allowed leave for required court appearances. Employees are expected to use only the portion of the work day of days required for their appearance as a witness. Employees are required to receive prior approval of the Superintendent and their immediate supervisor, such as the maintenance, school lunch, or bus supervisor or principal. The employee will be granted leave to be a witness for court appearance with pay providing the person submits a copy of the subpoena to the District office as soon as possible.

Policy History:
Adopted on: 10/2019
Revised on:
Reviewed on: 2/2023

Long-Term Illness/Temporary Disability 5420

Employees may use sick leave for long-term illness or temporary disability, and upon the expiration of sick leave and family medical leave the Board may grant eligible employees leave without pay if requested. Medical certification of the long-term illness or temporary disability shall be required.

Long-term illness or temporary disability shall be construed to include pregnancy, miscarriage, childbirth and recovery therefrom.

Leave without pay arising out of any long-term illness or temporary disability, including pregnancy, miscarriage, childbirth and recovery therefrom, shall commence only after sick leave and family medical has been exhausted.

Cross Reference:
5410 – 5410P Family Medical Leave

Legal Reference:
29 CFR 825, Implementing the Family Medical Leave Act 1993
29 CFR 1604.10 Pregnancy Discrimination Act - Employment Policies Relating to Pregnancy and Childbirth
Pub. L. 103-3 Family Medical Leave Act of 1994 (FLMA)
Pub. L. 110-181 National Defense Authorization Act for FY 2008 (NDAA)

Policy History:
Adopted on: 1/14/08
Revised on: 10/2019
Reviewed on: 2/2023

Insurance Benefits for Employees/ Trustees 5430

Newly hired certificated employees will be eligible for insurance benefits offered by the District consistent with the terms of the current collective bargaining agreement, if applicable.

Classified employees who work 20 hours or more per week shall be entitled to the same group health insurance benefits applicable to certificated personnel.

Trustees will be allowed to participate in the District's group health insurance program provided that any trustee who desires to participate in such program shall pay the monthly premium to the District one week in advance of the beginning of the calendar month of coverage. Should any trustee fail to make premium payments as set forth herein, their insurance coverage will be automatically cancelled.

If, however, any employee chooses not to take out this insurance, the District will not pay any amount monthly to these employees toward any other insurance plan.

Legal Reference:
I.C. § 33-517A School Districts – Noncertificated employees – Group health insurance
I.C. § 67-5763 Governmental body authorized to make contracts for group insurance for officers and employees

Policy History:
Adopted on: 1/11/05
Revised on: 10/2019
Reviewed on: 2/2023

School Holidays 5440

The District designates the following days as employee holidays for full-time, 12 month employees:

1. New Year's Eve
2. New Year's Day
3. Memorial Day
4. Labor Day
5. Thanksgiving Day
6. Christmas Eve
7. Christmas Day

In those cases where an employee, as defined above, is required to work any of these holidays, another day shall be granted in lieu of such holiday unless the employee elects to be paid for the holiday in addition to the employee's regular rate of pay for all time worked on the holiday.

If a holiday occurs during the period in which vacation is being taken by an employee, the holiday shall not be charged against the employee's annual leave.

In addition to the above-listed holidays, the following holidays are granted to Benefit- Eligible 12-month employees:

1. Third Monday in January (Martin Luther King, Jr. Day)
2. Third Monday in February (President's Day)
3. July 4 (Independence Day)
4. Second Monday in October (Columbus Day)
5. November 11 (Veteran's Day)

When any employee holiday falls on a day of the week not scheduled as part of the employee's work week, the preceding workday shall be a holiday, unless the legal holiday falls on a Sunday, in which case the following Monday shall be a holiday.

Legal Reference:
I.C. § 33-512 District Trustees - Governance of schools
I.C. § 73-108 Construction of Statutes - Holidays enumerated

Policy History:
Adopted on: 1/11/05
Revised on: 4/2019, 10/2019, 2/2023
Reviewed on:

Vacation Leave 5450

12-month classified, and administrative employees shall accrue annual vacation leave benefits at the rate of one day per month accumulative to 12 days per fiscal year for the first seven continuous years. After the seventh continuous year, the employee will be granted one additional day each year up to a maximum of 20 days per year.

At the end of each fiscal year, no more than 20 days accumulated leave will be carried forward into the next fiscal year.

Leave credits may not be advanced beyond the leave time to be earned during the current fiscal year. Leave may not be taken retroactively. Prior approval by the administration must be given before vacation leave is taken. Upon termination of employment, unused vacation leave (up to 20 days) will be paid at the employee's daily rate of pay.

If a legal holiday should fall within an employee's vacation period, the employee will be entitled to an additional day for that holiday. No additional time will be given if the employee is absent due to illness or if on unpaid leave.

Nothing in this policy guarantees approval of the granting of specific days as annual vacation leave in any instance. Each request will be judged by the District in accordance with staffing needs.

Policy History:
Adopted on: 1/11/05
Revised on: 12/14/09, 10/2019
Reviewed on: 2/2023

Workers' Compensation Benefits 5460

All employees and volunteers of the District are covered by Workers' Compensation benefits pursuant to, and in accordance with, the terms of the District's Worker's Compensation insurance policy. In the event of an injury or accident:

1. The injured employee shall immediately obtain first aid and/or medical care as necessary to stabilize their medical condition. This treatment shall, to the extent possible, be in accordance with the requirements of the District's Worker's Compensation insurance policy.
2. The injured employee shall promptly report the accident and injury to their immediate supervisor.
3. The employee shall, if possible, immediately remediate the hazardous condition. If immediate remediation is not possible, the employee shall report the hazardous condition so it can be remediated as soon as possible.
4. The employee shall complete the District's Worker's Compensation report of injury forms with the District's Human Resources Department within 48 hours of the accident (unless prohibited by the employee's medical condition, in which case the forms shall be completed as soon as the employee's medical condition reasonably allows).
5. On behalf of the employee, the District's Human Resources Department shall immediately report the injury and claim to the District's Worker's Compensation carrier to coordinate income, medical, and other benefits available to the employee under Idaho's Worker's Compensation Law.
6. In the event the employee is unable to work, the District shall allow the employee to take available sick leave benefits until the date that Worker's Compensation income benefits are made available to the employee under the District's Worker's Compensation insurance policy.

The District's Human Resources Department shall notify the immediate supervisor of the report and shall consult with the immediate supervisor when completing the required reports.
An employee who is injured in an accident may be eligible for Workers' Compensation benefits. Upon receipt of a report of an accident, the District shall conduct an investigation to determine:

1. Whether continuing hazardous conditions exist that require remediation; and
2. Whether the employee's work environment caused or contributed to the reported accident.

The employee is required to cooperate with the District's Worker's Compensation insurance carrier to coordinate and effectuate appropriate medical treatment and to secure other available Worker's Compensation benefits, including but not limited to income benefits.

In all instances where an employee is unable to work as a result of an injury, the employee must obtain a written work release from their treating physician prior to returning to work. This release shall be provided to the employee's immediate supervisor who will make a copy and provide the original to the Human Resources Department for placement in the employee's personnel file.

Legal Reference:
§ 72-101, et seq. Workers' Compensation Act
Policy History:
Adopted on: 1/11/05
Revised on: 10/2019
Reviewed on: 2/2023

Leaves of Absences - Military Leave 5470

All District employees, other than those who are employed on a temporary basis who are not qualifying temporary employees, are entitled to military leave of absence when:

1. Ordered to active duty for training as members of the Idaho National Guard or any component of the U.S. Armed Forces; or
2. Ordered by the governor, adjutant general, or other lawful authority to active duty, training, or other duty as members of the National Guard/State-organized militia of the State of Idaho or any other state.

Employees shall be entitled to reinstatement to their former positions or comparable positions if the right is exercised in a timely manner as noted below.
The District shall notify each employee entitled to rights and benefits under the Uniformed Services Employment and Reemployment Rights Act (USERRA) or under IC 33-527 of their rights, benefits, and obligations under USERRA and under IC 33-527 and those of the District.

Notice to District
All employees should provide either written or oral notice of upcoming military leave to the District as soon as reasonably practical. The employee or an appropriate officer of the branch of the military in which the employee will serve may provide the notice. Employees who are ordered for such duty shall provide one copy of their orders or other official documentation from the appropriate military authority to the Superintendent. Notice of leave for shall include date of departure and date of return for purposes of military service 90 days prior to the date of departure. The Superintendent shall authorize the employee's military leave when the employee submits a copy of this documentation. Such leave shall begin on the date of departure indicated on the documentation.

Military Leave for Training or Short-Term Duty
Employees who are required to attend annual training or special active duty for training shall not suffer any loss of salary, seniority or efficiency rating during the first 15 days of such absence in any calendar year. Leave will be without loss of benefits.

Completion of Military Training
Upon completion of military training, the employee shall immediately give evidence of their satisfactory completion of such training. The employee shall be restored to their previous or similar position with the same status, pay, vacation leave, sick leave, bonus, advancement, and seniority. The employee shall continue to accrue seniority during such period of absence.

Benefits for Uniformed Service Personnel on Active Duty
Salary: Challis School District will not pay employee's salary while the employee is on active military duty.

Compensation
Any employee who is a member of the uniformed services, the reserve components, or the National Guard/State recognized militia of this state or any other state, and who is ordered to active duty, training, or other performance of duty requiring absence from work shall be entitled to

ten days of paid military leave each school year.
Any employee with available annual or vacation leave may take this leave concurrently with any unpaid military leave.

Pension and Retirement Plans
Pension and retirement plans are considered a benefit to which reinstated employees are entitled. Any normal contributions will continue to be made for service members who are absent for 90 days or fewer. If the employee has been absent for military service for 91 days or more, the District may elect to delay making retroactive pension contributions until the employee submits satisfactory reemployment documentation.

Medical Insurance
Health benefits will be offered to the extent they are available to other employees on leave. An employee performing military service for 30 days or fewer is not required to pay more than the normal employee share of any health premium. If the employee's military service is for 31 days to 18 months, the health plan will offer continuous coverage.

An employee on military leave may elect to continue health care coverage through the District for up to 18 months after the military leave begins or for the period of military service, whichever is shorter. The District's obligation to provide health benefits ends once an employee's military leave exceeds 18 months. When the employee is reinstated, a waiting period or exclusion cannot be imposed if health coverage would have been provided to the employee had they not been absent for military service.

Reporting to District Once Military Leave is Complete
The standard military service length and reporting times are:

1 to 30 days of military service: Employee reports to the District by the beginning of the first scheduled work day that falls eight hours after the end of the last calendar day of military service.

31 to 180 days of military service: Employee must submit an application for reemployment no later than 14 days after completion of service in the armed forces. If the 14th day falls on a day when the District's offices are not open or available to accept a reemployment application, the time extends to the next business day.

181 days or more of military service: Employee must submit an application for reemployment no later than 90 days after completion of military service. If the 90th day falls on a day when the employee's offices are not open or available to accept a reemployment application, the time extends to the next business day.

Cases of disability: Employees who are hospitalized or recovering from a disability that was incurred or aggravated during the period of military service leave have up to two years to submit an application for reemployment.

There is an exception to these guidelines for those employees who, through no fault of their own, find themselves in a situation that makes it impossible or unreasonable to meet the required

timetables. In those cases, the employee must return to work as soon as possible.

Disqualification from Returning to Work
There are four conditions that disqualify an employee from exercising their right to reemployment after military service:

1. A dishonorable or bad conduct discharge.
2. Separation from the service under “other than honorable conditions”.
3. A commissioned officer’s dismissal via court martial or by order of the President.
4. When a service member has been dropped from the rolls for being absent without authority or for civilian imprisonment.

Reinstatement to Positions After Extended Duty
Employees who volunteer, are drafted, or called to active duty for extended periods will be placed on “Military Leave of Absence” upon written application and be entitled to reinstatement to their former or similar positions upon their return and under the following conditions:
They must not have remained on active duty beyond their first opportunity for honorable or general release.

1. They must not have remained on active duty beyond their first opportunity for honorable or general release.
2. They must report to claim reinstatement within 90 days after completion of service; or 14 days in the case of individuals who undergo only 180 days active training or less.

After an employee has been absent for 31 days or more of military service, the District may ask the employee or the employee’s military unit for documentation showing that:

1. The employee submitted a timely application for reemployment.
2. The employee’s length of military service has not exceeded the five-year limitation.
3. The employee’s separation from the military service meets the requirement for reemployment.

As a general rule, employees returning from military service must be reemployed in the job that they previously held or would have attained had they not been absent for military service. If the employee was disabled while on military duty, or a disability is aggravated by military service, the District will make reasonable efforts to accommodate the disability.

Legal Reference:
5 USC 6323 Military Leave; Reserves and National Guardsmen
38 USC 4301-35 Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA)
I.C. 33-527 Military Leave
I.C. 46-224 Militia and Military Affairs / Entitled to Restoration of Position After Leave of Absence for Military Training
I.C. 46-225 Militia and Military Affairs / Vacation, Sick Leave, Bonus and Advancement Unaffected by Leave
I.C. 46-407 Militia and Military Affairs / Reemployment Rights
Policy History:
Adopted on:1/11/05
Revised on:11/14/05, 2/13/08, 10/2019, 2/2023, 8/2024
Reviewed on:

Salary Schedules 5490

Certificated Personnel Placement on Salary Schedule

The certificated person will be placed on the schedule according to their training and experience.
Renewable contract status with the Challis School District must still be earned after three years of successful teaching.
All certificated teachers will be paid in accordance with the state salary index.
Superintendent and Principals have no salary schedules. Their beginning salaries will be determined at the time of employment based on job requirements, skills, experience, etc. They may receive salary increases based on, but not limited to, factors such as:

- the increases received by other employees each year;
- performance evaluations;
- longevity;
- comparability to other Districts.

Classified Personnel Salary Schedule

A classified employee can advance one step each year on the salary schedule with a satisfactory evaluation. They must have no breaks in service. If a classified employee leaves employment or is terminated and is later re-hired they would begin on Step 1 again.

Recording Credits

College and university credits accrued by each teacher shall be recorded by the last Friday of September each year in the personnel records of each teacher on file in the office of the Superintendent of Schools. Salary adjustments for the current year for such credit will not be made after that date. Each teacher will be responsible for furnishing official transcripts from accredited colleges and universities substantiating their earned credits and for reporting changes in degree status. Only credits beyond the degree reported and initial certification will be accepted.

Professional Growth

Teachers shall be expected to continue their educational development during their service in the District schools. To aid and encourage them in this growth, professional development will be maintained where feasible.
Teachers may be authorized to attend national, state, and regional meetings without loss of pay at the discretion of, and upon approval in advance, by the Superintendent. The Superintendent may reimburse such teachers from funds provided for this purpose for all or any part of the expenses of attending such meetings.

Policy History:
Adopted on: 1/11/05
Revised on: 12/12/06, 10/2019, 2/2023, 1/2024
Reviewed on:

Salary Schedules

5490P

FY 2026-2027	
Career Ladder Placement	**Salary Apportionment**
R1	**$ 50,252.00**
R2	**$ 51,302.00**
R3	**$ 52,352.00**
P1	**$ 53,402.00**
P2	**$ 55,239.00**
P3	**$ 57,077.00**
P4	**$ 58,914.00**
P5	**$ 60,752.00**
AP1	**$ 64,427.00**
AP2	**$ 66,527.00**
AP3	**$ 68,627.00**
AP4	**$ 70,727.00**
AP5	**$ 72,827.00**

For Instructional staff with professional endorsement additional:

BA+24	$2,000
MA	$3,500

Classified:

Initial placement is determined by previous related experience. Advancement is dependent on acceptable evaluations and full-time employment or accumulation of portions thereof.

2026-2027

Category	1	2
1	11.24	14.83
2	11.64	15.36
3	12.05	15.93
4	12.48	16.50
5	12.93	17.07
6	13.38	17.70
7	13.87	18.34
8	14.37	19.01
9	14.89	19.71
10	15.45	20.41
11	15.98	21.16
12	16.54	21.93
13	17.16	22.73
14	17.77	23.56

Category 1
Paraprofessionals, Custodians & Maintenance, Cooks, Uncertified Substitutes
*Head Cooks are paid Category 1; Step 2 when starting
*Certified Substitutes are paid Category 1; Step 3

Category 2
Bus Drivers

Activity Bus Drivers Current Step Plus $1.00
Drivers Education $21.00 an hour

	District Treasurer/Mgr.	District Clerk	Technology	Transportation Director	Maintenance Director	Behavior Interventionist	Food Service Director	Secretary
Hourly (Base)	$20.26	$20.26	$20.26	$20.26	$20.26	$18.90	$17.85	$15.75
1	42,145	42,145	42,145	42,145	42,145	27,216	28,560	25,200
2	43,505	43,505	43,505	43,505	43,505	28,094	29,481	26,013
3	44,908	44,908	44,908	44,908	44,908	29,001	30,433	26,852
4	46,357	46,357	46,357	46,357	46,357	29,936	31,414	27,719
5	47,853	47,853	47,853	47,853	47,853	30,902	32,428	28,613
6	49,397	49,397	49,397	49,397	49,397	31,899	33,474	29,536
7	50,990	50,990	50,990	50,990	50,990	32,928	34,554	30,489
8	52,636	52,636	52,636	52,636	52,636	33,991	35,669	31,473
9	54,334	54,334	54,334	54,334	54,334	35,087	36,820	32,488
10	56,687	56,687	56,687	56,687	56,687	36,219	38,008	33,536
11	57,896	57,896	57,896	57,896	57,896	37,388	39,234	34,618
12	59,764	59,764	59,764	59,764	59,764	38,594	40,500	35,735
13	61,693	61,693	61,693	61,693	61,693	39,839	41,807	36,888
14	63,683	63,683	63,683	63,683	63,683	41,125	43,156	38,078
15	65,738	65,738	65,738	65,738	65,738	42,451	44,548	39,307

Extra-Curricular

HS/JH Activities Director	$7,350.00
HS/JH Asst. Activities Director	$3,150.00
Athletic Secretary	$2,000.00
Football, Head Coach	$3,391.50
Assistant	$1,617.00
Assistant	$1,617.00
Volleyball, Head Coach	$3,391.50
Assistant	$1,617.00
Cross Country, Head Coach	$3,391.50
Boys Basketball, Head Coach	$3,391.50
Assistant	$1,617.00
Girls Basketball, Head Coach	$3,391.50
Assistant	$1,617.00
Boys Wrestling, Head Coach	$3,391.50
Girls Wrestling, Head Coach	$3,391.50
Assistant	$1,617.00
Boys Head Track Coach	$3,391.50
Girls Head Track Coach	$3,391.50
Assistant	$1,617.00
Cheerleading Advisor	$3,391.50
Pep Band Director, $65.75 per performance	$1,381.00
Academic Advisor	$700.00
Envirothon Advisor	$700.00
Student Council Advisor	$1,077.00
Jr. High Student Council Advisor	$1,077.00
Yearbook (End of year work)	$500.00
JH Football Coach	$1,077.00
Assistant	$450.00
JH Volleyball Coach	$1,077.00
Assistant	$450.00
JH Boys Basketball Coach	$1,077.00
Assistant	$450.00
JH Girls Basketball Coach	$1,077.00
Assistant	$450.00
JH Wresting Coach	$1,077.00
Assistant	$450.00
JH Track Coach	$1,077.00
Assistant	$450.00
JH Cheerleading Advisor	$500.00

Procedure History:
Promulgated on: 8/25/04
Revised on: 7/1/05, 8/8/05, 6/14/06, 10/2019, 7/2020, 7/2021, 1/2024, 9/2025
Reviewed on:

Payroll 5495

Payment to all employees will be made monthly according to a schedule established by the Board of Trustees. Payment shall be made on the 25th of each month. If the 25th falls on a Friday, Saturday, or Sunday, payroll will be on the Thursday before.
Exceptions: in November and December, payment will be made on the final school day before Thanksgiving or Christmas break. No payroll advances will be given.

Policy History:
Adopted on: 1/11/05
Revised on: 7/11/05, 1/14/08
Reviewed on: 10/2019, 2/2023

Employee Handbook **5499P**

CHALLIS JOINT SCHOOL DISTRICT NO. 181
2026-2027 EMPLOYEE HANDBOOK

The following procedures are very important to the efficient operation of the school district. If you have questions, please check with your school office, or call the district office at 879-4231. The District Policy Manual and the teachers' Master Agreement contain additional information and procedures. Please take the time to read them.

DISTRICT POLICY AND PROCEDURE MANUAL

The district's current Policy and Procedure Manual is accessible through the district computer system and from the district web page.

To access the manual from the Internet, go to the district home page (d181.k12.id.us), select district, click on dist. policy, then policies.

Please refer to these for guidance regarding district policies and procedures.

CALENDAR AND WORKDAY

The 2026-2027 school calendar designates 153.5 teacher workdays which includes three holidays. Teacher's workday hours are 7:30 a.m. to 4:30 p.m. Full-day staff development and grading/collaboration days comply with this daily schedule. Morning staff development days are scheduled 7:30 a.m. to 12:00 noon and are specifically noted on the staff calendar. Student days for early release are scheduled at 1:30 p.m.

Classified staff hours are designated by their supervisor. School offices are open from 7:30 a.m. to 4:45 p.m.

Preparation Time

Preparation time should be used for grading and planning. This time should not be used to conduct personal business. Teachers should not plan to leave the school for personal reasons during this time. Any exceptions should be approved by the building administrator prior to leaving campus.

KEYS & BUILDING SECURITY

Your keys are assigned *for your use only*. ***DO NOT LOAN TO ANYONE, ESPECIALLY STUDENTS***. Doing so increases liability for yourself and the district. Your keys are your responsibility.

If you unlock a door outside of regular school hours, you are responsible for monitoring its use and relocking it. Please leave your classroom door locked if you will be away from it for any length of time.

DATA SECURITY

With the increase in student data available online, it is vital that all employees institute new measures to protect confidentiality. Please protect student information the same way you would want your sensitive personal information protected. Whenever you are away from your computer, *log off* and make sure your

door is locked.

BENEFITS
In addition to the employee's regular salary, it is the policy of Challis School District to provide several other benefits and services for full-time employees.
Certified staff: Employment of .5 FTE or more per week for five months or longer will receive the District benefit package.
Classified: Employees working 130 hours or more in a pay period will receive the District benefit package after five years of consecutive full-time employment. Employees working 20 hours or more per week will receive the PERSI benefit.

Medical/Dental
The District provides medical insurance through Blue Cross of Idaho and dental insurances through Blue Cross of Idaho or Willamette Dental for all full-time employees. Dependent coverage is available (see Payroll, below).

Sick Leave Bank
The district maintains a Sick Leave Bank for qualified certified and classified personnel. Please refer to the CEA Master Agreement, or contact the district office, for more information.

EMPLOYEE LEAVE REQUEST FORMS

1. Please refer to the District Policies 5400-5450 for an explanation of leaves.
2. You are required to complete a Leave Request form and check out with your supervisor each time you are away from your duties.
3. PLAN AHEAD. Leave requests should be submitted at least one week before your absence.
4. Except in the case of illness or other emergency, COMPLETE the request form, sign and submit the entire form to your supervisor.
5. If using a ¼ day personal leave, complete the form as indicated above, initial and leave it with your supervisor (or school secretary). You will add to it, sign and submit it after the ¼-day leaves total a ½-day increment.
6. If you think leave has been posted to your record incorrectly, you have 30 days to request an adjustment.

Travel Reimbursement
In an effort to control costs and encourage consistency, the following procedures apply for reimbursed travel:

1. Whenever possible, use a district vehicle for travel. District mileage payments are based on the amount designated by the Controller of the State of Idaho for state employees. If a district vehicle is unavailable, you will be reimbursed for the full mileage rate (72¢ per mile) for using your personal vehicle. If you choose to drive a private vehicle even though a district vehicle is available, the reimbursement rate is 36¢ per mile, unless space is available in a district or reimbursed private vehicle going to the same event.

2. Meal expenses will be paid **if the employee's duties (with supervisor's approval) require them to travel more than 50 miles one-way beyond the school district boundaries.** ***Receipts for meals are required.*** The following rates apply (refer to Mileage and Time Chart to determine approved travel time):
   A. Breakfast $15 (Employee must need to depart at 7:00 a.m. or earlier)

B. Lunch $19 (Employee must need to depart for travel at 11:00 am or earlier, or return from travel at 2:00 pm or after)
C. Dinner $34 (Employee must need to depart for travel at 5:00 pm or before, or return from travel at 7:00 pm or after) (Reminder: The District does not reimburse for alcohol)

3. Initial or final overnight lodging will be reimbursed, and additional leave time granted as necessary, if the event begins at a time that would require leaving home before 7:00 a.m. or ends at a time that would require arriving at home after 9:00 p.m. (see attached chart). Exceptions can be requested based on weather and road conditions. **Lodging receipts are required.**

4. **Receipts are required** for reimbursement of **other expenses** (registration, parking, etc.).

PAYROLL

Payday for all employees is the 25th of each month. If the 25th falls on a Friday, Saturday, or Sunday, payroll will be on the Thursday before. Exceptions: in November and December, payment will be made on the final school day before Thanksgiving or Christmas break. No payroll advances will be given.

All information regarding payroll must be turned in to the building secretary by *the morning of the **16th** of each month*. All employee requests for payroll deductions and changes must be submitted in writing to the District Office by the last Thursday of September. New employees have 30 days from the date of hire to request payroll deductions. Exceptions include:

- Most payroll deductions may be terminated completely at any time during the year, except for some insurances, which may have more restrictions.
- Form W-4 (withholding allowances), PERSI Choice Plan 401k and requests for direct deposit changes are accepted at any time.

All classified (hourly) staff members are required to fill out time sheets for payroll purposes. Monthly time sheets are used to record actual hours worked as well as sick leave, personal leave, unpaid leave, vacation, etc. Be sure to sign the time sheet and turn it in to your supervisor for signature. Time is to be recorded to the nearest quarter hour. Payroll always runs from the 16th of the month through the 15th of the following month.

Certification and College Transcripts (certificated staff)

An original copy of each certificated staff member's current Idaho Teaching Certificate must be on file at the district office. Certification is required by Idaho Code. It is the responsibility of the employee to provide valid current certification. It is also the responsibility of individuals to inform the state certification office of their current address. Renewal application forms are available online at http://www.sde.idaho.gov/site/teacher_certification/#forms. Also required on file at the district office is an official transcript of all college work~~.~~ completed yearly.

CHALLIS JOINT SCHOOL DISTRICT 181

BLUE CROSS MEDICAL, DENTAL AND VISION PREMIUM RATES

Family Medical Insurance

The district pays the full-time employee premium for medical and dental insurance. Employees have the option of employee paid VSP Vision insurance through Blue Cross. Full-time employees have the option to purchase family coverage through either a pre-tax or taxable plan using payroll deduction. 2024-2025 medical dental and vision insurance premiums are as follows.

Blue Cross VSP Vision (Employee Paid)

Single	$7.70	Emp. & Children	$20.35
Emp. & Spouse	$11.85	Family	$20.35
Emp. & Child	$11.85		

Blue Cross & Blue Cross Economy Medical and ***Blue Cross Dental***

	Blue Cross Medical	Blue Cross Dental	Economy300 Medical	BC Medical & BC Dental	Economy300 & BC Dental
Single **(*)**	$875.00	$33.75	$842.25	$908.75	$876.00
Emp. & Spouse	$1,924.72	$72.92	$1,852.50	$1,997.64	$1,925.42
Emp. & Child	$1,347.41	$64.90	$1,296.80	$1,412.31	$1,361.70
Emp. & Children	$1,566.20	$96.45	$1,507.45	$1,662.65	$1,603.90
Family	$2,230.85	$129.40	$2,146.95	$2,360.25	$2,276.35

Blue Cross & Blue Cross Economy 300 Medical and ***Willamette Dental***

	Blue Cross Medical	Willamette Dental	Economy300 Medical	BC Medical & Willamette	Economy300 & Willamette
Single **(*)**	$875.00	$59.22	$842.25	$934.22	$901.47
Emp. & Spouse	$1,924.72	$128.16	$1,852.50	$2,052.88	$1,980.66
Emp. & Child	$1,347.41	$113.90	$1,296.80	$1,461.31	$1,410.70
Emp. & Children	$1,566.20	$169.47	$1,507.45	$1,735.67	$1,676.92
Family	$2,230.85	$227.30	$2,146.95	$2,458.15	$2,374.25

(*) School District pays employee rates

Rates are effective.
9/1/2026-8/31/2027

GENERAL INFORMATION

SafeSchools Training
The district is participating in the SafeSchools training program. Employees will be required to participate in on-line training. The web site for Safe Schools is: http://d181.id.safeschools.com/login

Purchases
If you are requesting purchases of supplies, textbooks, materials, etc., please complete a Requisition Form **including the complete name and address (including zip code) of the company (the VENDOR)**, as well as your name and where you wish the order to be delivered. Submit the form to your supervisor for approval and processing. **Incomplete requisitions will be returned to you without approval and the order will not be placed until the information is complete**. **Please check shipping charges** and add an additional 10% of order for shipping when ordering from catalogs as they can exceed your budget for the items ordered. Requisitions are closely monitored. No items or materials will be ordered after **April 1st of every school year**. If you have materials that you cannot order until after that date (i.e., science supplies) please inform your building administrator prior to April 1st.
If you are requesting reimbursement, you must follow the requisition process **PRIOR** to making any purchases. Purchases made without prior approval may not be reimbursed.

Receipt of Orders
When your order arrives, PLEASE check the quantities and condition of all the merchandise received to make sure everything has been delivered. Circle the quantity, sign and date the packing slip and give it to your building secretary to forward to the district office. If there happens to be no packing slip in the package, indicate items as "received" on the yellow copy of the Purchase Order, add the "Order Number" from the shipment, and have that sent to the district office. Or make a copy of the label on the shipping carton and list what was received, then sign and date the list and send it. If items are backordered or no longer available, you are responsible for contacting the vendor.-

District Payment of Bills
The district pays bills only **once a month**. All invoices and statements are approved for payment by the school board at their meetings. Bills for payment should be turned into the district office no later than the first week of the month to allow time for processing.

Technology Needs
All requests for technology assistance, repairs, training, etc., are to be emailed directly to IT with the building Principal included. Principals will prioritize projects, which will then be scheduled and delegated.

Maintenance/Custodial Needs
All requests for maintenance or custodial needs are to be submitted through Asset Essentials, https://assetessentials.dudesolutions.com/d181/Home/Index. Principals will prioritize projects, which will then be scheduled and delegated.

Telephone Use
Personal long-distance calls charged to the district are prohibited. If you must make a personal call during working hours, please use your personal cell phone. In case of emergency, please report the call to the district office. **STAFF MEMBERS SHOULD NOT USE THEIR CELL PHONES DURING INSTRUCTIONAL TIME**. Refrain from answering calls and text messages during this important time.

School Lunch and Breakfast
Adult prices are $5.10 for lunch and $3.00 for breakfast, extra milk is 75¢ per carton. All employees are

expected to keep their account current with the school lunch program.

NOTICES

***Sexual Harassment / Sexual Intimidation in the Workplace* 5240**

According to the Equal Employment Opportunity Commission, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, including unwanted touching, verbal comments, sexual name calling, gestures, jokes, profanity, and spreading of sexual rumors.

The District shall do everything in its power to provide employees an employment environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, as defined and otherwise prohibited by State and federal law. In addition, Principals and Supervisors are expected to take appropriate steps to make all employees aware of the contents of this policy. A copy of this policy will be given to all employees.

District employees shall not make sexual advances or request sexual favors or engage in any conduct of a sexual nature when:

4. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
5. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.
6. Such conduct has the purpose or effect of substantially interfering with the individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment prohibited by this policy includes verbal or physical conduct. The terms "intimidating", "hostile", or "offensive" include, but are not limited to, conduct which has the effect of humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all of the circumstances.

Aggrieved persons who feel comfortable doing so, should directly inform the person engaging in sexually harassing conduct or communication, that such conduct or communication is offensive and must stop. Employees who believe they may have been sexually harassed or intimidated should address the matter as described in Policy 3085 and Procedure 3085p. An individual with a complaint alleging a violation of this policy which does not fall within scope of Policy 3085 and Procedure 3085p shall follow the Uniform Grievance Procedure.

Investigation

If an allegation of sexual harassment is found to not fall within the scope of Policy 3085 and Procedure 3085, but still claims conduct which violates this policy, the designated school officials will take immediate steps to:

5. Protect the grievant from further harassment.
6. Discuss the matter with and obtain a statement from the accused and their representative, if any.
7. Obtain signed statements of witnesses.
8. Prepare a report of the investigation.

Confidentiality

Due to the damage that could result to the career and reputation of any person accused falsely or in bad faith of sexual harassment, all investigations and hearings surrounding such matters will be designed to the maximum extent possible to protect the privacy of, and minimize suspicion towards, the accused as well as

the complainant. Only those persons responsible for investigating and enforcing this policy will have access to confidential communications, unless otherwise required by Policy 3085 or Procedure 3085p. In addition, all persons involved in an allegation which falls within the scope of this policy, and not within the scope of 3085 or 3085p are prohibited from discussing the matter with co-workers and/or other persons not directly involved in resolving the matter.

A violation of this policy may result in discipline, up to and including discharge. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action, up to and including discharge.

Updated 1/2023

Employee Responsibilities Regarding Student Harassment, Intimidation, and Bullying 5265

The personal safety and welfare of each child is of paramount concern to the Board of Trustees, employees, and patrons of the District. It is of particular importance that employees within the District become knowledgeable and thoroughly educated as to their legal and ethical responsibilities regarding intervention and reporting of student harassment, intimidation, and bullying.

Intervention

District employees are authorized and expected to intervene or facilitate intervention on behalf of students facing harassment, intimidation, and bullying.

Intervention shall be designed to:

5. Correct the problem behavior.
6. Prevent another occurrence of the problem.
7. Protect and provide support for the victim of the act.
8. Take corrective action for documented systemic problems related to harassment, intimidation, or bullying.

Professional Development

The District shall provide ongoing professional development to assist school employees in preventing, identifying, intervening, and responding to harassment, intimidation, and bullying.

The content of ongoing professional development for District employees shall include, but is not limited to:

6. School philosophy regarding school climate and student behavior expectations.
7. Definitions of harassment, intimidation, and bullying with specific examples.
8. School prevention strategies or programs including the identification of materials to be distributed annually to students and parents.
9. Expectations and examples of staff intervention to harassment, intimidation, and bullying; and
10. School process for responding to harassment, intimidation, and bullying including the reporting process for students and staff, investigation protocol, the involvement of law enforcement, related student support services, and parental involvement.

Student Discipline

When disciplinary action is necessary for students engaging in harassment, intimidation and bullying, employees shall follow relevant District policies [3330 and 3340].

Reporting

Any District employee who has witnessed, or has reliable information, that a student has been subject to harassment, intimidation or bullying, must report the incident to the designated school official in accordance with District policy and procedure [3295 and 3295P].

Knowingly submitting a false report under this policy shall subject the employee to discipline up to and including termination.

The Superintendent, building principal, and/or their designee shall be responsible for receiving complaints alleging student harassment, intimidation, and bullying and will ensure that documented complaints will be maintained as a confidential file in the District office and reported as required by the State Department of Education.

Policy Distribution

The Superintendent or designee shall annually distribute and review with employees the requirements, policies, and procedures to be followed concerning the handling of student harassment, intimidation, and bullying and shall include this information in employee handbooks. All new employees will be given these policies and procedures as part of their orientation program.

Updated 1/2023

Drug and Alcohol-Free Workplace 5320

Challis School District is committed to maintain a workplace free from illegal drugs and alcohol, and drug and alcohol abuse. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol is prohibited anywhere in the workplace of the Challis School District. It is a condition of employment to comply with this policy. Please see District Policy for more information.

Substance-Free Schools 5310

The District maintains tobacco free building and grounds.

Workers Compensation Insurance 5460

All employees are covered by the Workers Compensation Act, which provides coverage for accident or injury incurred while the employee is on the job. Should you be injured or involved in a potentially harmful accident while on duty for the district, you must file a written accident report with your immediate supervisor or building principal as soon as possible. The information needs to be on file whether or not a medical claim is filed. If you seek medical attention, please inform the district office so a report can be filed with the State Insurance Fund and Industrial Commission as required by our policy.

Family And Medical Leave 5410

In accordance with the provisions of the Family and Medical Leave Act of 1993, a leave of absence of up to 12 weeks during a 12-month period may be granted to an eligible employee for the following reasons:
the birth of a child.
the placement of a child for adoption or foster care with the employee.
A serious health condition that makes the employee unable to perform the functions of the job.
to care for the employee's spouse, child, or parent with a serious health condition.
For any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent of the employee is on active-duty status or has been notified of an impending call to active-duty status, in in the Armed Forces.
An employee is eligible to take FMLA leave if the employee has been employed for at least 12 months and has worked at least one thousand 1,250 hours during the 12 months immediately prior to the date when the leave is requested. Further, an employee may only be eligible if there are at least 50 District employees within 75 miles radius.
An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the service members.
Employees will not be required to use appropriate paid leave while on FMLA Leave. Workers Compensation absences will not be designated FMLA Leave.

The Board has determined that the 12-month period during which an employee may take FMLA leave is: 12-months forward from the date of a particular employee's first FMLA leave.
Medical certification shall be required to determine FMLA initial or continued eligibility as well as fitness for duty.

Updated 2/2023

Equal Employment Opportunity and Non-Discrimination 5120

The District shall provide equal employment opportunities to all persons, regardless of their race, color, religion, creed, national origin, sex, gender identity, sexual orientation, age, ancestry, marital status, military status, citizenship status, pregnancy, use of lawful products while not at work, physical or mental handicap or disability if otherwise able to perform the essential functions of the job with reasonable accommodations, and other legally protected categories.

The District will make reasonable accommodation for an individual with a disability known to the District, if the individual is otherwise qualified for the position, unless the accommodation would impose an undue hardship upon the District.

Inquiries regarding discrimination should be directed to the Title IX Coordinator or Nondiscrimination Coordinator. Specific written complaints should follow the Uniform Grievance Procedure.

In compliance with federal regulations, the District will notify annually all students and applicants of this policy and the designated coordinator to receive inquiries. Notification should include the name and location of the coordinator.

Updated 11/2022

Accommodating Individuals With Disabilities 5230

Individuals with disabilities shall be provided a reasonable opportunity to participate in all school-sponsored services, programs, or activities on an equal basis to those without disabilities and will not be subject to illegal discrimination. The District will provide auxiliary aids and services where necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

Sexual Harassment/Sexual Intimidation in the Workplace 5240

According to the Equal Employment Opportunity Commission, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, including unwanted touching, verbal comments, sexual name calling, gestures, jokes, profanity, and spreading of sexual rumors.
The District shall do everything in its power to provide employees an employment environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, as defined and otherwise prohibited by State and federal law. In addition, Principals and Supervisors are expected to take appropriate steps to make all employees aware of the contents of this policy. A copy of this policy will be given to all employees.
District employees shall not make sexual advances or request sexual favors or engage in any conduct of a sexual nature when:

7. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
8. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.

9. Such conduct has the purpose or effect of substantially interfering with the individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment prohibited by this policy includes verbal or physical conduct. The terms "intimidating", "hostile", or "offensive" include, but are not limited to, conduct which has the effect of humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all of the circumstances.

Aggrieved persons who feel comfortable doing so, should directly inform the person engaging in sexually harassing conduct or communication, that such conduct or communication is offensive and must stop. Employees who believe they may have been sexually harassed or intimidated should address the matter as described in Policy 3085 and Procedure 3085p. An individual with a complaint alleging a violation of this policy which does not fall within scope of Policy 3085 and Procedure 3085p shall follow the Uniform Grievance Procedure.

Investigation

If an allegation of sexual harassment is found to not fall within the scope of Policy 3085 and Procedure 3085, but still claims conduct which violates this policy, the designated school officials will take immediate steps to:

9. Protect the grievant from further harassment.
10. Discuss the matter with and obtain a statement from the accused and their representative, if any.
11. Obtain signed statements of witnesses.
12. Prepare a report of the investigation.

Confidentiality

Due to the damage that could result to the career and reputation of any person accused falsely or in bad faith of sexual harassment, all investigations and hearings surrounding such matters will be designed to the maximum extent possible to protect the privacy of, and minimize suspicion towards, the accused as well as the complainant. Only those persons responsible for investigating and enforcing this policy will have access to confidential communications, unless otherwise required by Policy 3085 or Procedure 3085p. In addition, all persons involved in an allegation which falls within the scope of this policy, and not within the scope of 3085 or 3085p are prohibited from discussing the matter with co-workers and/or other persons not directly involved in resolving the matter.

A violation of this policy may result in discipline, up to and including discharge. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action, up to and including discharge.

Updated 1/2023

Employee Responsibilities Regarding Student Harassment, Intimidation, and Bullying 5265

The personal safety and welfare of each child is of paramount concern to the Board of Trustees, employees, and patrons of the District. It is of particular importance that employees within the District become knowledgeable and thoroughly educated as to their legal and ethical responsibilities regarding intervention and reporting of student harassment, intimidation, and bullying.

Intervention

District employees are authorized and expected to intervene or facilitate intervention on behalf of students facing harassment, intimidation, and bullying.
Intervention shall be designed to:

9. Correct the problem behavior.
10. Prevent another occurrence of the problem.
11. Protect and provide support for the victim of the act.
12. Take corrective action for documented systemic problems related to harassment, intimidation, or bullying.

Professional Development
The District shall provide ongoing professional development to assist school employees in preventing, identifying, intervening, and responding to harassment, intimidation, and bullying.
The content of ongoing professional development for District employees shall include, but is not limited to:

11. School philosophy regarding school climate and student behavior expectations.
12. Definitions of harassment, intimidation, and bullying with specific examples.
13. School prevention strategies or programs including the identification of materials to be distributed annually to students and parents.
14. Expectations and examples of staff intervention to harassment, intimidation, and bullying; and
15. School process for responding to harassment, intimidation, and bullying including the reporting process for students and staff, investigation protocol, the involvement of law enforcement, related student support services, and parental involvement.

Student Discipline
When disciplinary action is necessary for students engaging in harassment, intimidation and bullying, employees shall follow relevant District policies [3330 and 3340].

Reporting
Any District employee who has witnessed, or has reliable information, that a student has been subject to harassment, intimidation or bullying, must report the incident to the designated school official in accordance with District policy and procedure [3295 and 3295P].
Knowingly submitting a false report under this policy shall subject the employee to discipline up to and including termination.
The Superintendent, building principal, and/or their designee shall be responsible for receiving complaints alleging student harassment, intimidation, and bullying and will ensure that documented complaints will be maintained as a confidential file in the District office and reported as required by the State Department of Education.

Policy Distribution
The Superintendent or designee shall annually distribute and review with employees the requirements, policies, and procedures to be followed concerning the handling of student harassment, intimidation, and bullying and shall include this information in employee handbooks. All new employees will be given these policies and procedures as part of their orientation program.

Updated 1/2023

District-Provided Access to Electronic Information, Services, and Networks 5325-5335

Internet access and interconnected computer systems are available to the District's students and faculty. Electronic networks, including the Internet, are a part of the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication.
In order for the District to be able to continue to make its computer network and Internet access available, all users, including students must take responsibility for appropriate and lawful use this access.
Educational Purposes Only**.** All use of the District's electronic network must be (1) in support of education and/or research, and in furtherance of the District's stated educational goals; or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any materials that are stored, transmitted, or received via the District's electronic network or District computers. The District reserves the right to monitor, inspect, copy, review and store, at any time and without prior notice, any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage.
Unacceptable Uses of Network. The following are considered examples of unacceptable uses and constitute a violation of this policy.

A. Uses that violate the law or encourage others to violate the law, including but not limited to transmitting offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by the District's student discipline policy; viewing, transmitting or downloading pornographic materials or materials that encourage others to violate the law; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials.
B. Uses that cause harm to others or damage to their property, person or reputation, including but not limited to engaging in defamation (harming another's reputation by lies); employing another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating, or otherwise using his/her access to the network or the Internet; uploading a worm, virus, other harmful form of programming or vandalism; participating in "hacking" activities or any form of unauthorized access to other computers, networks, or other information.
C. Uses amounting to harassment, sexual harassment, bullying or cyber-bullying.
D. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet.
E. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. Students and others should not give information to others, including credit card numbers and social security numbers.
F. Sending, receiving, viewing or downloading obscene materials, materials harmful to minors and materials that depict the sexual exploitation of minors.
G. Students are prohibited from joining chat rooms, using school equipment or school systems for any such activity, unless it is a teacher-sponsored activity.

Update
2/2023

For more information regarding these Notices, refer to District Policy.

Please note: The information in this publication is a procedure guide. The current Challis School District Policy Manual prevails in case of any dispute.

MILEAGE AND TIME CHART

DESTINATION	ONE-WAY MILEAGE
Aberdeen	161
American Falls	182
Arco	80
Blackfoot	139
Bliss	190
Boise	190
Bonners Ferry	409
Burley	206
Caldwell	202
Carey	124
Coeur d'Alene	362
Dubois	157
Emmett	186
Grangeville	305
Idaho City	150
Idaho Falls	148
Lewiston	375
McCall	218
Mackay	54
Meridian	192
Moscow	402
Mountain Home	226
Nampa	201
Payette	213
Pocatello	162
Post Falls	371
Preston	228
Rexburg	167
Rigby	161
St. Anthony	186
Salmon	59
Sandpoint	383
Shoshone	163
Soda Springs	217
Stanley	58
Sun Valley/Ketchum	119
Twin Falls	194

Personnel Records 5500

The District maintains a complete personnel record for every employee (certificated and classified). Much of the information contained in employee personnel files is confidential and access to such files should be limited to the Superintendent, Principal, supervisor, the employee, the employee's designee or representative, and school districts requesting information based upon Idaho for hiring.

A log of those persons other than the Superintendent, Principal or other administrative staff, will be kept indicating the date and time of inspection, name of person requesting access, description of the records copied, if any, and the initials of the person providing the access and/or copies requested. All documents contained in the personnel file will be noted on the log and sequentially numbered.

In accordance with federal law, the District shall release information regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals to parents upon request, for any teacher or paraprofessional who is employed by a school receiving Title I funds, and who provides instruction to their child at that school. Access to other information contained in the personnel records of District employees is governed by Policy 4260 Records Available to the Public.

In accordance with state law not later than 20 days after receiving a request from another Idaho public school, the District shall release information regarding job performance or job-related conduct, as defined by Idaho Code, to school districts requesting such information for hiring purposes. The District shall also release materials as required by IC 33-145. See Policy 5100 Hiring Process and Criteria and Procedure 5500P Procedures for Obtaining Personnel Records for Applicants.

The District shall maintain official District files for employees.

An employee's official file shall be kept in the District administrative office. It should, at a minimum, contain the following records:

1. Application materials.
2. Contracts of employment.
3. Communications from the administration.
4. Performance evaluations.
5. Rebuttals to performance evaluations.
6. Parental input materials.
7. Written reprimands, directives, commendations, or awards.
8. Original statements/releases to/from hiring school districts.
9. A copy of the employee's job description signed by the employee.
10. A signed acknowledgement that the employee has received a copy of the District's sexual harassment policy.
11. A signed acknowledgement that the employee has received a copy of the District's email and internet use policy.

12. Documentation of additional training received, course work completed, in- service attended, etc.
13. Documentation of fingerprints and background checks.
14. Documentation of record and/or reference checks pursuant to Idaho Code 33-1210.
15. Rebuttal documents.
16. Copies of certifications from the Office of the Superintendent of Public Instruction.
17. Transcripts of credits earned (for credit review purposes).
18. Salary schedule placement.
19. Any information relevant to the evaluation of the employee.

The file may contain notes and observations. Letters of recommendation will be kept in a separate, sealed file maintained by the Superintendent or a separate, sealed portion of the personnel file. Personal notes of supervisors should be placed in the personnel file if they are relevant to the evaluation of the employee.

Each employee will be provided written notice of all materials placed in an employee's personnel file. Notice shall be provided within ten days of placement of information in the employee's file or, if possible, presented to the employee prior to placement in the file. An employee will have the opportunity to attach a rebuttal to any information placed in the employee's personnel file. An employee will have 21 days (from the date of written notice of placement) to attach a statement or notification of rebuttal.

Upon request, an employee or the employee's designee or representative will have access to the employee's personnel file, with the exception of letters of recommendation, and will be provided copies, upon request within a reasonable period of time. The request, inspection, and/or copying of the file will be logged indicating the date and time, name of person requesting access, description of the records copied, if any, and the initials of the person providing the access and/or copies requested.

Other Files upon Separation

Idaho law recognizes that other files may be kept about employees, such as investigative files. Upon separation of employment, all documents from such files, including investigative files, shall be moved into the employee's personnel file. Names of students, fellow employees, or complainants (with the exception of the employee's administrative supervisor or other administrative authors) shall be redacted from such documents before they are placed in the personnel file. Copies of such documents shall be provided to the employee within ten days of placement in the personnel file and written notice of their inclusion in the file shall be provided by sending such to the employee's last known address via certified mail, return receipt requested. The employee shall be given the opportunity to file a rebuttal to such information in the same manner outlined above.

Record Keeping Requirements under the Fair Labor Standards Act

In addition to the information to be placed in an employee's personnel file set forth hereinabove, any and all payroll information required by the Fair Labor Standards Act shall also be kept for each employee as follows:

1. Records required for ALL employees:
   A. Name in full (same name as used for Social Security).
   B. Employee's home address, including zip code.
   C. Date of birth if under the age of 19.
   D. Gender (may be indicated with Male/Female, M/F, or a Mr., Mrs., Miss, or Ms.).
   E. Time of day and day of week on which the employee's work week begins.
   F. Basis on which wages are paid (such as $5/hour, $200/week, etc.).
   G. Any payment made which is not counted as part of the "regular rate".
   H. Total wages paid each pay period.
   I. I-9

2. Additional records required for non-exempt employees:
   A. Regular hourly rate of pay during any week when overtime is worked.
   B. Hours worked in any workday (consecutive 24-hour period);
   C. Hours worked in any work week (or work period in case of 207[k]).
   D. Total daily or weekly straight-time earnings (including payment for hours in excess of 40 per week but excluding premium pay for overtime).
   E. Total overtime premium pay for a work week;
   F. Date of payment and the pay period covered.
   G. Total deductions from or additions to wages each pay period.
   H. Itemization of dates, amounts and reason for the deduction or addition, maintained on an individual basis for each employee.
   I. Number of hours of compensatory time earned each pay period.
   J. Number of hours of compensatory time used each pay period.
   K. Number of hours of compensatory time compensated in cash, the total amount paid and the dates of such payments.

In no case will attorney communications be placed in the employee file or produced to the employee.

Cross Reference:
3085 Sexual Harassment, Discrimination, and Retaliation Policy
3085p Sexual Harassment, Discrimination, and Retaliation Policy – Title IX Sexual Harassment Grievance Procedure, Requirements and Definitions
3085f1 Sexual Harassment, Discrimination, and Retaliation Policy – Notice of Investigation & Allegation Template
3085f2 Sexual Harassment, Discrimination, and Retaliation Policy – Reporting Form for Students
4260 Records Available to the Public
4260f Records Available to Public – Request for Public Records
5100 Hiring Process and Criteria
5100p1 Hiring Process and Criteria - Procedures for Obtaining Personnel Records for Applicants
5100p2 Hiring Process and Criteria - Veteran's Preference
5100f1 Hiring Process and Criteria - Authorization for Release of Information on Past Employment with School Employers
5100f2 Hiring Process and Criteria - Request to Employer
5100f3 Hiring Process and Criteria - Request for Verification of Certificate Status
5205 Job Descriptions
5240 Sexual Harassment/Intimidation in the Workplace

5240F Sexual Harassment/Intimidation in the Workplace Policy Acknowledgement
5330 Employee Electronic Mail and Online Services Usage
5330F Employee Electronic Mail and On-Line Services Use Acknowledgment
5340 Evaluation of Certificated Personnel
5340f Evaluation of Certificated Personnel – Parent or Guardian Input Form – Classroom Teacher Evaluation
5820 Evaluation of Non-Certified Staff

Legal Reference:
29 USC 201, *et seq*. Fair Labor Standards Act of 1985
29 C.F.R. § 516.2 Employees subject to minimum wage or minimum wage and overtime provisions pursuant to section 6 or sections 6 and 7(a) of the Act.
29 C.F.R. § 516.3 Bona fide executive, administrative, and professional employees (including academic administrative personnel and teachers in elementary or secondary schools), and outside sales employees employed pursuant to section 13(a)(1) of the Act.
I.C. § 74-106 Records Exempt from Disclosure – Personnel Files, etc.
I.C. § 33-517 Non-certificated personnel
I.C. § 33-518 Employee personnel files
I.C. § 33-1210 Information on past job performance
IC 33-145 Idaho Student Safety and Educator Disclosure Act
Other References:
ISBA Policy Services https://www.idsba.org/member-services/policy/

Policy History:
Adopted on: 1/11/05
Revised on: 11/12/12, 11/2019, 1/2020, 2/2023, 12/2023, 9/2026
Reviewed on:

Procedures for Releasing Personnel Records to Hiring School Districts 5500P

No later than 20 days after receiving a request from a hiring school district under the provisions of I. C. § 33-1210 the District shall provide the information requested and make available to the hiring school district copies of all documents in the past or current employee's personnel file relating to job performance or job-related conduct. *[NOTE: The District may provide records in electronic format.]*

Pursuant to State law, the only information or documentation that the District must provide pursuant to a request under I.C. § 33-1210 is:

A. All annual evaluations.
B. Letters of reprimand.
C. Letters of direction.
D. Letters of commendation or award.
E. Disciplinary actions and documentation of disciplinary investigations.
F. Recommendations for probation.
G. Notices of probation and notices of removal from probation.
H. Recommendations for termination or nonrenewal.
I. Notices of termination or nonrenewal.
J. Notices from the professional standards commission of Idaho or any other such similar state agency of action taken against an individual's certificate.
K. Any rebuttal documentation filed by the employee relative to any of the above documents.

In an effort to save time and expense in responding to such requests, the District will provide only the above information in response to a request for documentation under I.C. § 33-1210. Names of students or fellow employee complainants, other than the employee's administrative evaluator or other administrative authors of communication to the employee, shall be redacted from information provided in response to a request.

1. No Board member or District employee shall enter into any agreement that has the effect of suppressing information about negative job performance by a present or former employee or expunge information about performance or misconduct from any document in an employee personnel file.
2. In fulfilling a request from a hiring school district, the District may choose to expunge information from an employee's personnel file relating to alleged verbal or physical abuse or sexual misconduct that has not been substantiated.
3. In fulfilling a request from a hiring school district, the District shall expunge information from an employee's personnel file on any materials for which disclosure would violate FERPA, HIPAA, or any other applicable federal law. The District shall also redact student names from investigative or other documentation in the employee or former employee's file as well as any medical documentation.
4. No District employee who, in good faith, discloses information to the hiring school district either in writing, printed material, electronic material, or orally shall be held civilly liable for the disclosure.

Procedure History:
Promulgated on:11/2019
Revised on: 2/2023
Reviewed on: 12/2023

Staff Health 5600

Medical Examinations

Through its overall safety program and various policies pertaining to school personnel, the Board shall promote the safety of employees during working hours and assist them in the maintenance of good health. It shall encourage all its employees to maintain optimum health through the practice of good health habits.

Under the circumstances defined below, the Board may require physical examinations of its employees. Results of such physical examinations shall be maintained in separate medical files and not in the employee's personnel file and may be released only as permitted by law.

Physical Examinations

If the work is of a physically demanding nature, subsequent to a conditional offer of employment and prior to a commencement of work, the District may require an applicant to have a medical examination and to meet any other health requirements that may be imposed by the State. The District may condition an offer of employment on the results of such examination, if all entering employees in the applicable job category are subject to such examination. If approved by personnel services, a 30-day grace period beginning from the date of employment may be allowed for the employee to obtain the required medical examination.

All bus drivers, including full-time, regular part-time or temporary part-time drivers, shall be required to have a satisfactory medical examination prior to employment.

Contagious or Infectious Diseases

If a staff person has a contagious or infectious disease and has knowledge that a person with compromised or suppressed immunity attends the school, the staff person must notify the supervisor that they have a contagious or infectious disease which could be life threatening to an immune compromised person. The designated person must determine, after consultation with and on the advice of public health, if the immune compromised person needs appropriate accommodation to protect their health and safety.

An employee with a contagious or infectious disease shall not report to work during the period of time in which the employee is infectious. An employee afflicted with a contagious or infectious disease capable of being readily transmitted in the school setting (e.g., airborne transmission of tuberculosis) shall be encouraged to report the existence of the illness in case there are precautions that must be taken to protect the health of others. The District reserves the right to require a statement from the employee’s primary care provider prior to the employee's return to work.

Confidentiality

In all instances, District personnel shall respect the individual’s right to privacy and treat any medical diagnosis as confidential information. Any information obtained regarding the medical condition or history of any employee shall be collected and maintained on separate forms and in separate medical files and be treated as confidential information. Only those individuals with a legitimate need to know (i.e., those persons with a direct responsibility for the care of or for determining work place accommodation for the staff person) will be provided with necessary medical information.

Supervisors and managers may be informed of the necessary restrictions on the work or duties of the employee and necessary accommodations. First aid and safety personnel may be informed, when appropriate, if the disability might require emergency treatment.

Legal Reference:
29 U.S.C. 794, Section 504 of the Rehabilitation Act of 1973 – Nondiscrimination under Federal Grants and Programs
29 CFR, Section 1630.14(c) Medical Examinations and Inquires Specifically Permitted – Examination of Employees
42 U.S.C. 12101, et seq. and 12131, et seq. Americans with Disabilities Act of 1990
Policy History:
Adopted on: 1/11/05
Revised on: 11/2019, 2/2023
Reviewed on:

Prevention of Disease Transmission 5610

All District personnel shall be advised of routine procedures to follow in handling body fluids. These procedures shall provide simple and effective precautions against transmission of diseases to persons exposed to the blood or body fluids of another. These procedures shall be standard health and safety practices. No distinction shall be made between body fluids from individuals with a known disease or infection and from individuals without symptoms or with an undiagnosed disease.

The administration shall develop, in consultation with public health and medical personnel, procedures to be followed by all staff. The procedures shall be distributed to all staff, and training on the procedures shall occur on a regular basis. Training and appropriate supplies shall be available to all personnel, including those involved in transportation and custodial services.

Policy History:
Adopted on: 1/11/05
Revised on:
Reviewed on: 11/2019, 3/2023

Safety Management Program and District Personnel 5620

It is the policy of this district to promote a safe work environment for all employees and to take reasonable preventative measures to avoid accidents or injuries to employees. To that end, this policy directs the Board to create and adopt a detailed Safety Management Program compliant with the material requirements of the Occupational Safety and Health Act of 1970 (OSHA). District personnel are required, as a condition of their employment, to read, understand, and abide by all provisions of the District's Safety Management Program.

While the District will take steps reasonably necessary to implement the Safety Management Program, the Board recognizes that the employees are the "first line of defense" against safety violations and requires them to use their best judgement to prevent the kinds of avoidable or reasonably foreseeable accidents contemplated by the Safety Management Policy.

Finally, the Board (by way of this policy and Policy 9400) shall interpret any violation of the Safety Management Policy by any employee as necessarily and categorically outside the course and scope of the violating employee's employment with the District.

All District Employees

Inclusive of the provisions of the Safety Management Program, all District employees are required to use reasonable caution and analyze all work assignments and the work environment for potential hazards. Employees shall:

1. Follow specific safety instructions described in the District Safety Management Program.
2. Utilize their best judgement when evaluating potential safety concerns posed by any instructions that may be given to them by their supervisor.
3. Act safely in daily activities and at no time do anything they reasonably expect could result in an accident or injury to themselves or others.
4. Be responsible for their own safe conduct and do everything reasonably possible to safeguard others, unless doing so would unreasonably place the employee in peril.
5. Be alert to any potentially or actually unsafe conditions and report them immediately to their supervisor, the building principal, or maintenance.
6. Use all articles of safety equipment provided in a way that strictly complies with the manufacturers' instructions, suggested uses, and/or established industry best practices.
7. Take good care of any tools, equipment, or vehicles and report any needed repair or replacement necessary for safe use.
8. Not attempt to operate, repair, or otherwise use tools, equipment, machinery, vehicles without specific authorization, and not attempt any of the same without the requisite expertise and training necessary for competent use of that article or tool.
9. Not tamper with, attempt to tamper with, or alter any tool, equipment, vehicle, or other piece of machinery in a way contrary to or likely to be contrary to its intended use.

Maintenance and Food Service Employees

All maintenance, transportation, and food service employees shall comply with the following, additional safety standards as well as any others outlined in the District Safety Program:

1. Dress appropriately for the job, for instance, by wearing closed toe, non-slip shoes and refraining from wearing lose fitting clothing or jewelry.

2. Wear appropriate personal protection equipment as instructed.
3. When handling or moving heavy objects, take precautions to avoid injury, including but not limited to using proper lifting techniques.
4. Use chemicals and other products in strict compliance with manufacturer's instructions.
5. Comply with state and federal requirements regarding food safety.

Supervisors

Supervisors are required to provide a safe work environment for employees and to enforce standards as set forth in this policy. Supervisors shall:

1. Ensure that all employees understand and observe safe work practices and procedures.
2. Instruct current and new employees on safe work procedures and emphasize specific job hazards and how to avoid them.
3. Inspect work areas; observe employees performing daily tasks; and determine unsafe work habits, conditions, and general housekeeping in the work area.
4. Report immediately to the administration any unsafe conditions beyond their ability to correct or cure, or which they suspect could develop into an unsafe condition beyond their ability to correct or cure.
5. Investigate and submit a complete report of any accident or injury within 24-hours.
6. Determine the cause of each accident and take corrective action.
7. Evaluate employee performance for the ability to correct workplace safety issues.

Disciplinary Action

Supervisors shall take necessary disciplinary measures to ensure safety rules and safe work practices and procedures are not violated. In any situation constituting a potential or foreseeable threat to health and safety, or comprising an actual violation of the District's building safety policy, any employee responsible shall be made aware that the District will not tolerate nor be held liable for unsafe conduct by an employee. Situations necessitating supervisor intervention under this policy section may include, but are not limited to:

1. Accidents resulting from failure to abide by the provisions of the District Safety Program.
2. Failure to use available personal protective equipment.
3. Failure to use proper lifting techniques.
4. Failure to observe hazardous footing conditions; and
5. Misuse of equipment.

In situations where there is a willful, reckless, or negligent disregard for safety rules or the employee fails to accept and follow safe work practices, disciplinary action will be undertaken, up to and including termination of employment.

Cross Reference:
9400 District Safety

Legal References:
Occupational Safety and Health Act of 1970 (OSHA)
I.C. § 33-506 Organization and Government of Board of Trustees
I.C. § 33-512 Governance of Schools

Policy History:
Adopted on: 11/2020
Revised on: 3/2023
Reviewed on:

Substitutes 5700

The term “substitute teacher” as defined in I.C. 33-512 (15) is any individual who temporarily replaces a certificated classroom educator and is paid a substitute teacher wage for one day or more during the school year.

The State Department of Education shall maintain a statewide list of substitute teachers. To remain on the statewide substitute teacher list, the substitute teacher shall undergo a criminal history check every five years.

The Board authorizes the use of substitute teachers as necessary to replace teachers who are temporarily absent.

The Board annually establishes an hourly rate of pay for substitute teachers. Subject to the terms of a current collective bargaining agreement, no fringe benefits are given to substitute teachers.

Substitutes for classified positions will be paid by the hour.

Cross Reference:
5110 Criminal History / Background Checks

Legal Reference:
I.C. 33-130 Criminal History Checks for School District Employees or Applicants for certificates or Individuals having Contact with Students
I.C. 33-512(15) Governance of Schools – Background Checks

Policy History:
Adopted on: 1/11/05,
Revised on: 2/08/2010, 11/2019, 3/2023
Reviewed on:

Paraprofessionals, Teachers' Aides and Paraeducators 5710

Paraprofessionals, teachers' aides and paraeducators, as defined in the appropriate job descriptions, are under the supervision of a Principal and a teacher to whom the Principal may have delegated responsibility for close direction. The nature of the work accomplished by paraeducators will encompass a variety of tasks that may be inclusive of "limited instructional duties."

Under federal law, a paraprofessional, also known as a "paraeducator," an "education assistant" or an "instructional assistant," is defined as an individual who is employed in a preschool, elementary school, or secondary school under the supervision of a certificated or licensed teacher, and includes persons employed in language instruction educational programs, special education programs, and migrant education programs.

Paraeducators are employed by the District mainly to assist the teacher. A paraeducator is an extension of the teacher, who legally has the direct control and supervision of the classroom or playground and responsibility for control and the welfare of the students.

In compliance with applicable legal requirements, the Board shall require all paraeducators with instructional duties, that are newly hired in a Title I school-wide program, to have a high school diploma or general equivalency diploma (GED) and

1. Demonstrate through a state approved academic assessment knowledge of and the ability to assist in instructing or preparing students to be in structed as applicable to the academic areas they are providing support in **or**
2. Have completed at least two years of study at an accredited postsecondary educational institution **or**
3. Obtained an associate degree or higher-level degree.

It is the responsibility of each Principal and teacher to provide adequate training for a paraeducator. This training should take into account the unique situations in which a para-educator works and should be designed to cover the general contingencies that might be expected to pertain to that situation. During the first 30 days of employment, the supervising teacher or administrator shall continue to assess the skills and ability of the paraeducator to assist in reading, writing, and mathematics instruction.

The Superintendent shall develop and implement procedures for an annual evaluation of teachers' aides and paraeducators. Evaluation results shall be a factor in future employment decisions.

Cross Reference:
1315 District Plan
Legal Reference:
20 U.S.C. § 6312 Local educational agency plans
20 U.S.C. § 6314 School-wide programs
20 U.S.C. § 7801 Definitions
IDAPA 08.02.02.007.14 Paraprofessional Defined
Policy History:
Adopted on: 1/11/05
Revised on: 11/2019, 1/2020, 3/2023
Reviewed on:

Private Service Providers/Consultants 5725

The District encourages the use of private service providers and professional consultants as resource individuals when such consultative services will be helpful in the improvement of the educational program of the District. The District, through the Superintendent as its designee, may enter into contracts with private service providers and/or consultants to provide necessary services to students.

Services provided by a private service provider/consultant (hereinafter referred to as "PSP"), and the frequency and duration of such services, shall be pursuant to the terms of the contract between the PSP and the District. Any contract the District enters into with the PSP shall provide the responsibility for eligibility determination, choice of educational methodology, and other determinations of educational services and programs which shall be retained at all times by the District.

Prior to being hired, the PSP shall undergo a background check the same as any new employee or volunteer of the District. The same requirements shall apply to the PSP.

The Superintendent or designee shall conduct periodic reviews of the services of the PSP. The Board may request that the Superintendent provide the Board with the review findings of the PSP.

Consultants shall exercise no authority over the work of District employees but shall act only as advisors in those fields in which they are qualified to offer assistance and for which they are employed.

Compensation

PSP compensation shall be approved by the Board prior to invitation and arrangement for visitation by such person or persons to the District except when such compensation is within the amount specifically budgeted. If reimbursement is obtained through Medicaid, the PSP shall agree in the contract that those services will not exceed the approved Medicaid rate.

All consultants shall be hired based on a written contract which shall not exceed 12 months.

Confidentiality

The PSP shall at all times maintain confidentiality pursuant to the Family Educational Records and Privacy Act (FERPA) of all records of services, including, but not limited to, identifying information regarding the student and services, observations, evaluations and~~/or~~ assessments.

Definition

Private service provider or consultant means a person, group, agency or organization that meets the following conditions:

1. Is not an employee of the District or a public agency with legal jurisdiction over the circumstances related to the provider/consultant's involvement with the student; and
2. Is paid for services provided to the student.

Examples of private service providers include: psychologist, counselor, targeted service provider, behavioral therapist, speech therapist, occupational therapist, physical therapist, social worker, and psychosocial rehabilitation specialist.

Examples of consultants include: attorney, auditor, architect, agents of record and others with technical skills or professional training.

Cross Reference:
4420 Visits to District/School Property by Sex Offenders
4600 Volunteer Assistance
5110 Criminal History/Background Check
5720 Private Service Providers/Contractors

Legal Reference:
I.C. 33-512 Governance of schools
20 U.S.C. § 1232g; *et seq.* Family Education Records and Privacy Act (FERPA)
34 C.F.R. Part 99 Implementing FERPA

Policy History:
Adopted on: 1/14/08
Revised on: 11/2019, 1/2020, 3/2023
Reviewed on:

Reduction in Force 5740

The Board has the responsibility to maintain good public elementary and secondary schools and to strive to meet the educational interest of the State, consistent with State and federal educational requirements, including continuous improvement plans, accreditation requirements, and other school-based issues. However, sometimes the District must eliminate certificated staff positions. The Board adopts this policy to provide a fair and orderly process should such elimination of positions become necessary.

The Board has the sole and exclusive authority to determine the appropriate number of certificated employees and to eliminate certified staff positions consistent with the provisions of State law. A reduction of certified employees may occur as a result of, but not be limited to, the following examples or from other conditions necessitating reductions:

1. Decreases in student enrollment.
2. Changes in curriculum or programs
3. Staffing limitations of the District.
4. Negative changes in the financial conditions of the District.

The need for implementation of a reduction in force or the elimination of certificated positions is left to the sole discretion of the Board. However, no such decision shall be made until after completion of the written evaluation for each certificated staff member and that the decision as to which employee(s) will be subject to the reduction in force shall not be based solely on consideration of seniority or contract status.

The Board may choose to implement a reduction in force through the elimination of:

1. An entire program or portions of programs.
2. Positions in certain grade levels only.
3. Positions by category.
4. Positions in an overall review of the District.
5. A portion or percentage of a position or positions; or
6. Any combination of the above.

Legal Reference:
§ I.C. 33-514 Issuance of Annual Contracts -Support Programs-Categories of Contracts-Optional Placement
§ I.C. 33-515 Issuance of Renewable Contracts
§ I.C. 33-522 District Trustees-Financial Emergency
§ I.C. 33-522A District Trustees-Reductions in Force
Other Reference:
ISBA Policy Services https://www.idsba.org/member-services/policy/

Policy History:
Adopted on:11/2019
Revised on: 3/2023, 3/2026
Reviewed on:

Reduction in Force Procedures 5740p

Definition

As used in this procedure, "teacher" means any employee of the District who holds a certificate issued by the State Board of Education who is employed in a teaching or administrative position, below the rank of Superintendent.

1. Prior to commencing action to terminate teacher contracts under this procedure, the Board will give due consideration to its ability to effectuate position elimination and/or reduction in staff by:
    A. Voluntary retirements
    B. Voluntary resignations
    C. Transfer of existing staff members
    D. Voluntary leaves of absence
2. In the event a Reduction in Force is required, teachers who are retained pursuant to these procedures may be reassigned if suitable position openings are available in instructional areas for which they are Highly Qualified and for which the principal has approved transfer pursuant to Idaho Code.
3. When determining which individuals will be released pursuant to the Reduction in Force, the Board will consider the criteria set out below. Each criterion shall be considered in terms of the total context when selecting those employees who are to be considered for release pursuant to the provisions of these procedures. The following criteria will be considered:
        A. The teacher's evaluation, including components required by Idaho Code to be included in teacher evaluation.
        B. Area(s) of certification for which the teacher is highly qualified which are classified by the District as hard to fill positions.
        C. Compliance with Professional Standards and Conduct over the course of their employment with the District.
        D. Whether the teacher is Highly Qualified in a course necessary for High School Graduation requirements.
        E. Whether the teacher is Highly Qualified in a course necessary for middle school graduation requirements.
        F. Educational/Degree Status.
        G. National Certifications Held.
        H. The teacher's status as a lead teacher within the District.
        I. Contribution and/or involvement in extracurricular or co-curricular positions with students.

The Board will consider each of the above criteria be given a point value consideration in the implementation of this Reduction in Force. The appended chart, which is adopted and incorporated as part of these procedures, identifies the specific point values for each of these areas of consideration.

For each teacher subject to Reduction in Force consideration based upon the Board's method of implementation, a Teacher Profile shall be developed by the Human Resources Department, applying the criteria to each respective teacher.

The factors for consideration shall be reviewed on an annual basis by the District's Administration to determine whether factors should be added, eliminated, or weighted differently. Such recommendations for modification will then be brought before the Board for consideration.

4. The Human Resources Department shall advance notice of the possible Reduction in Force to all teachers who may be released, based upon the number of teachers who may be released, in whole or in part, and the school programs, teacher positions or categories of positions that may be affected.
5. With this notification, the Human Resources Department shall provide a copy of the Teacher's Profile, utilizing the established point system, and the steps a teacher should take if they believe that there is an error in their individual Teacher Profile.
6. If a teacher receiving a Teacher Profile believes that there is an error has been made on their individual profile, the teacher shall notify the Human Resources Department of their concern of an error, in writing, by the close of the school day on the third school day after the Teacher Profile has been delivered to the teacher or the teacher's mailbox or emailed to the teacher. This written notice shall specifically identify what element or elements of the teacher profile are believed to be erroneous and explain specifically why the element(s) is believed to be in error.
7. If the Human Resources Department receives notice of possible error, each such written notice, timely received, shall be individually reviewed for possible reconsideration or evaluation of the information used to create the Teacher Profile. This may include a member of the Administration communicating directly with the teacher to obtain more information or documentation relating to the alleged error.
    a. If the Human Resources Department determines that an error was made in completion of the Teacher Profile, a new profile will be created and forwarded to the teacher in question.
    b. If the Human Resources Department determines that no error was made in completion of the Teacher Profile, the teacher shall be notified of this determination.
    c. The teacher shall have a period of three school days to file written notice of an appeal of this decision to the District's Superintendent. Thereafter the Superintendent, or the Superintendent's designee, shall review the dispute, in whatever manner the Superintendent/designee deems appropriate for the circumstance, and make a final decision on the issue of the appeal and alleged error of the Teacher Profile.
8. If the Board determines that a Reduction in Force in fact will be implemented, the Superintendent shall submit a list of the teachers recommended for release, through use of the above process, and shall make recommendation to the Board as to what due process, if any, the Board needs to implement for each individual personnel situation.
9. All releases shall be done in conformance with the applicable provisions of Idaho Code and all affected teachers will be promptly notified, in writing, of the Board's decision or actions that need to be taken by the Board relating to applicable due process activities, if any.
10. Recall Provisions - If the contract of employment of a teacher is terminated because of the implementation of these Reduction in Force procedures, the name of the teacher shall be placed upon a reappointment list and remain on such list for a period of one year.

If a position becomes open during such period, and the teacher has been selected by the Board as a person on the recall list who is Highly Qualified and most capable of holding the position, then the teacher will be notified in writing by certified mail, sent to the last known address, at least thirty days prior to the anticipated date of employment, when possible.

In determining whether a teacher is qualified for reappointment, the Board shall consider the criteria as set forth in this policy. The teacher shall accept or reject the appointment in writing within seven days after receipt of such notification. If the appointment is accepted, the teacher shall receive a written contract within 20 days of receipt of the teacher's reply by the Board. If the teacher rejects the appointment offer or does not respond according to this procedure within seven days after receipt of such notification, the name of the teacher will be removed from the recall list.

Cross Reference:
5100 Hiring Process and Criteria
5100p1 Hiring Process and Criteria – Procedures for Obtaining Personnel Records for Applicants
5100p2 Hiring Process and Criteria – Veteran's Preference
5100f1 Hiring Process and Criteria – Authorization for Release of Information on Past Employment with School Employees
5100f2 Hiring Process and Criteria – Request to Employer
5100f3 Hiring Process and Criteria – Request for Verification of Certificate Status
Legal Reference:
§ I.C. 33-514 Issuance of Annual Contracts -Support Programs-Categories of Contracts-Optional Placement
§ I.C. 33-515 Issuance of Renewable Contracts
§ I.C. 33-522 District Trustees-Financial Emergency
§ I.C. 33-522A District Trustees-Reductions in Force
Other Reference:
ISBA Policy Services https://www.idsba.org/member-services/policy/
Policy History:
Adopted on: 5/9/11
Revised on: 11/2019, 3/2023, 3/2026
Reviewed on:

Reduction in Force Form **5740f**

Name: _____

Location: _____

Subject of Instruction: _____

CRITERIA AND MEASURE	POINT VALUE	DATA SOURCE	TOTAL POINTS
TEACHER EVALUATION *last two	**40 Total Points Possible**		
For every evaluation determination of exceeding expectations on District Evaluation	20 points		
For every evaluation determination of meeting expectation on District Evaluation	12 points		
PROFESSIONAL STANDARDS AND CONDUCT	**10 Total Points Possible**		
No documented offenses in violation of professional standards or District Policies. For each documented offense in violation of professional standards or District Policy, as documented through a reprimand, suspension, or other documented notation, subtract 10 points from the total possible points	10 points		
EDUCATIONAL CERTIFICATION AND CREDENTIALS	**50 Total Points Possible**		
Highly qualified in subject matter of instruction	5 points		

Highly qualified in hard to fill position as determined by board*	5 points		
Advanced Degree – MA/MS	5 points per degree		
Advanced Degree – Doctorate	5 points per degree		
Other Advanced Degree	5 points per degree		
National Board Certification	5 points		
Instructs in a course necessary for high school graduation requirements	5 points		
Instructs in course necessary for middle school advancement	5 points		
PROFESSIONAL CONTRIBUTIONS	**20 Total Points Possible**		
Lead Teacher	5 points		
Master Teacher	5 points		
Advisor of co-curricular activity	5 points		
Advisor of extracurricular activity	5 points		
TIE BREAKER CONSIDERATIONS			
Number of Certifications for which highly qualified	1 point		
Years of service in the District	1 point		
TOTAL SCORE			

*Highly Qualified Hard to Fill positions have been determined by the Board to include:

_____

Form History:
Adopted on: 5/9/11
Revised on: 11/2019
Reviewed on: 3/2023, 3/2026

Employing Retired Teachers and Administrators 5750

One of the Board's personnel goals is to recruit, select and employ the best qualified personnel to staff the schools within the District. As such, retired employees who leave the District in good standing may be re-employed as a "Return to Work" employee according to the following guidelines:

1. The District may employ a person previously employed as a school district or charter school instructional, pupil service, or other certificated staff member, certificated teacher or administrator who is receiving retirement benefits from the public employee retirement system of Idaho (PERSI) for positions requiring such certification provided such individuals was not promised "rehire" by the District before their retirement was in effect. These employees are referred to below as "retiree" or "retirees".

   In addition, effective until June 30, 2026, the District may hire individuals who retired from any PERSI-eligible employer, so long as the individual retired on or after age 55, and so long as the individual acknowledges they may not accrue additional retirement benefits. All such employment under Idaho 59-1356(5) must end on or before June 30, 2026.

   These employees shall be employed on a Standard Retired Teacher Contract or Standard Retired Administrator Contract form that has been approved by the State Superintendent of Public Instruction and which expires at the end of every school year.

2. Any employment contract between the District and retirees shall be separate and apart from the collective bargaining agreement or master agreement between the District and the local teachers' association.

3. Retirees employed consistent with this policy and state law shall accrue one day per month of sick leave. No annual sick leave shall be accumulated unless additional sick leave has been negotiated between each individual retiree and the District at the time of employment. Sick leave accrued by a retired employee under Idaho Code 33-1004H does not qualify for unused sick leave benefits under Idaho Code 33- 1228.

4. The District will not provide health insurance/life insurance benefits for retirees hired consistent with this policy.

5. The District shall not employ certificated teachers and administrators who receive or received benefits under the previously existing early retirement program provided in now replaced Idaho Code 33-1004G.

6. Retirees who qualify to be rehired are those who:
   a. Reached the Rule of 90.
   b. Are not participating in the early retirement program.
   c. Who are retired on or after 60 years of age.
   d. Have never received a "promise of rehire" before their retirement date.
   e. Have received at least one payment from their PERSI retirement account.

f. Meet all conditions and requirements of PERSI to qualify for this program, as such may change from time to time.

7. Any year in which a retired teacher or administrator is hired, the Superintendent shall sign a form to be retained by the District in the employee's personnel file attesting that:
   A. Any retired teachers or administrators have been employed using the standard retired teacher or retired administrator contract, as appropriate;
   B. The length of any such contract is one year; and
   C. Rehire was not agreed to between the teacher or administrator and the District prior to retirement.

Cross Reference:
5100 Hiring Process & Criteria
Legal Reference:
I.C. § 59-1302 Definition – School Employee
I.C. § 59-1356 Reemployment of Retired Members
I.C. § 33-513 Professional Personnel
I.C. 33-1004H Employing Retired Teachers and Administrators
I.C. 33-1228 Severance Allowance at Retirement

Policy History:
Adopted on: 1/14/08
Revised on: 11/2019, 4/2022, 7/2022, 3/2023
Reviewed on:

Employing Retired Employees Eligible to Drive a School Bus 5751

Retired employees who leave a District in good standing and are qualified as bus driver may be rehired.

1. The District may employ a bus driver, who is receiving retirement benefits from the public employee retirement system of Idaho (PERSI) for positions requiring such certification provided such individuals were not promised “rehire” by the District before their retirement was in effect. Said employees are hereinafter referred to as “retiree” or “retirees”.
2. These employees are considered to be employed “at-will.”
3. Retirees employed consistent with this policy and State law shall accrue one day per month of sick leave. No annual sick leave shall be accumulated unless additional sick leave has been negotiated between each individual retiree and the District at the time of employment. Sick leave accrued by retired employees under Idaho Code § 33-1004H does not qualify for unused sick leave benefits under Idaho Code § 33-1228.
4. The District will not provide health insurance and life insurance benefits for retirees hired consistent with this policy.
5. The District shall not employ any bus driver who receives or received benefits under the previously existing early retirement program provided in now repealed Idaho Code 33-1004G.
6. Retirees who qualify to be rehired are those who:
    A. Have reached the Rule of 90.
    B. Are not participating in the early retirement program.
    C. Are retired at or after 60 years of age.
    D. Have never received a “promise of rehire” before their retirement date; and
    E. Have received at least one payment from their PERSI retirement account; and
    F. Meet all conditions and requirements of PERSI to qualify for this program, as such may change from time to time.

Cross Reference:
5100 Hiring Process and Criteria

Legal References:
I.C. § 33-513 District Trustees - Professional Personnel
I.C. § 33-1004H Employing School resource officer or bus Driver
I.C. § 33-1228 Teachers - Severance Allowance at Retirement
I.C. § 18-1356 Gifts to Public Servants by Persons Subject To Their Jurisdiction

Policy History:
Adopted on: 4/2022
Revised on: 3/2023
Reviewed on:

Classified Employment Assignment and Grievance 5800

Classified employees are those noncertificated employees who are employed by the District or personnel hired in positions which do not require certification.

With the exception of those classified employees who are hired by the Board as holding a status of not at-will, all classified employees shall be regarded as "at-will" employees and may be dismissed at the will of either party and the employment relationship may be terminated at any time for any or no reason so long as the same does not violate public policy or violate any other provision of law. Such at-will designation will be included in all job descriptions and related written documentation, should the same be implemented by the District. An employment period, as well as other terms and conditions of employment set forth in a job description and/or written documentation shall not create a property right as such are included for the specific purpose only of providing notice to the employee of the service and expectations of the District so long as the employment relationship continues.

Classified employees shall have no expectation of continued employment, unless so expressly specified by the District's Board. The District reserves the right to change employment conditions affecting the employee's duties, assignment, supervisor or grade.

The Board shall determine the salary and wages for classified personnel.

The grievance procedure for classified employees shall be the procedure set forth in Idaho Code. Classified employees may file a written grievance alleging a violation of current, written District approved policy, procedure, or employee handbook, a condition or conditions that jeopardize the health or safety of the employee or another, or tasks assigned outside of the employee's essential job functions and for which the employee has no specialized training. However, neither the rate of pay nor the decision to terminate an employee during the initial 180 days of employment shall be regarded as a proper grievable matter.

Cross Reference:
3085 Sexual Harassment, Discrimination and Retaliation Policy
3085p Title IX Sexual Harassment Grievance Procedure
5800p Classified Employees Grievance Procedure

Legal Reference:
I.C. § 33-517 Non-certificated personnel
I.C. § 33-1201 Teachers - Certificate required
Metcalf v. Intermountain Gas Co., 778 P.2d 744 (Idaho 1989)

Policy History:
Adopted on: 1/11/05
Revised on: 3/11/08, 11/2019, 3/2023
Reviewed on:

Classified Employee Grievance Procedure 5800p

Classified employees may file a written grievance alleging a violation of current, written District approved policy, procedure, or employee handbook, a condition or conditions that jeopardize the health or safety of the employee or another, or tasks assigned outside of the employee's essential job functions and for which the employee has no specialized training in strict accordance with the procedure set forth herein. For the purposes of this procedure current, written District policy means the policy in place and approved by the Board as of the date of the incident giving rise to the grievance and not any previous or subsequent policy.

Neither the rate of pay nor the decision to terminate an employee during the initial 180 days of employment shall be regarded as a proper grievable matter.

A classified employee filing a grievance pursuant to this procedure shall be entitled to a representative of their choosing at each step of the grievance process outlined herein. Additionally, the person against whom the grievance is filed, and the Superintendent or designee shall be entitled to a representative at each step of the grievance process outlined herein. None of these individuals will be qualified to sit on the advisory grievance panel.

Neither the Board nor any member of the administration shall take reprisals affecting the employment status of any party in interest. The employee filing a grievance shall not take any reprisals regarding the course of the outcome of the grievance nor take any reprisals against any party or witness participating in the grievance.

Level 1: Informal
A classified employee with a complaint is encouraged to first discuss it with their immediate supervisor with the objective of resolving the matter promptly and informally. An exception is that complaints of sexual harassment should be addressed as described in Policy 3085 and Procedure 3085p.

Level 2: Administration
If the complaint is not resolved at Level 1, the grievant may file a written grievance stating:

1. The nature of the grievance and
2. The remedy requested.

It must be signed and dated by the grievant. The Level 2 written grievance must be filed with the District's human resources administrator within six working days of the event or incident giving rise to the grievance.

If the complaint alleges a violation of Title IX, Title II, Section 504 of the Rehabilitation Act, or sexual harassment that is found to not fall within the scope of Policy 3085 and Procedure 3085p, the person who received the written grievance shall turn the complaint over to the Nondiscrimination Coordinator who shall investigate the complaint. The District has appointed Nondiscrimination Coordinators to assist in the handling of discrimination complaints. The coordinator will complete the investigation and file the report with the Superintendent within 30 days after receipt of the written grievance. The coordinator may hire an outside investigator if

necessary. If the Superintendent agrees with the recommendation of the coordinator, the recommendation will be implemented. If the Superintendent rejects the recommendation of the coordinator, and/or either party is not satisfied with the recommendations from Level 2, either party may make a written appeal within 15 days of receiving the report of the Coordinator to the Board for a hearing.

Level 3: Superintendent
If a resolution is not reached during the informal grievance meeting, the individual against whom a grievance is filed shall file a written response to the employee grievance within six working days after the conclusion of the informal grievance meeting. Thereafter, the employee may appeal the grievance to the Superintendent or their designee within six working days of the receipt of the written response or within six working days from the date the written response was due if the classified employee received no written response. Within six working days of an appeal, the Superintendent or designee shall provide a written response to the employee.

Level 4: Hearing Panel
If the classified employee is not satisfied with the decision of the Superintendent or designee, or there is no response from the Superintendent or designee, the employee may request a review of the grievance by a hearing panel within six working days of the response or lack thereof. A written appeal must be submitted to the Board and within ten working days of receiving the appeal the Board shall convene a hearing panel consisting of three persons; one to be selected by the Board, one to be selected by the employee and one to be mutually agreed upon by the two appointed members of the panel. The panel shall submit its decision in writing to the employee, the Superintendent, and the Board within ten working days of completing its review.

Level 5: The Board
The panel's decision shall be final unless the Board overturns the panel's decision by resolution at the Board's next regularly scheduled public meeting. The decision of the Board will be final, unless appealed within 42 calendar days of the Board's resolution to overturn the panel's decision in the district court in the county in which the School District is located.

Policy History:
Adopted on: 1/11/05
Revised on: 11/2019, 11/2020, 3/2023
Reviewed on:

Compensatory Time and Overtime for Classified Employees 5810

Classified employees who work more than 40 hours in a given work week may receive overtime pay of one and one-half times the normal hourly rate unless the District and the employee agree to the provisions of compensation time at a rate of one and one-half times all hours worked in excess of 40 hours in any work week. No overtime is authorized for any classified employee without the specific approval of the Superintendent, except as the Superintendent shall otherwise prescribe.

A classified employee may not volunteer work time in an assignment similar to their regular work without pay.

A non-exempt employee who works overtime without authorization may be subject to disciplinary action.

A general notice from the Department of Labor explaining the Fair Labor Standards Act, as prescribed by the Department's Wage and Hour Division, will be posted prominently where it can be readily seen by employees and applicants and shall either be distributed to each new employee upon hiring or will be included in employee handbooks. No notification of rights under the Fair Labor Standards Act or related regulations should be construed to alter any applicable at-will employment relationship between the District and an employee.

Legal Reference:
29 USC 201, et seq. Fair Labor Standards Act
29 CFR 516.4 Posting of Notices

Policy History:
Adopted on: 1/11/05
Revised on: 11/2019, 3/2023
Reviewed on:

Employee Compensation Non-Annualized Election 5815

The Challis School District does not offer its employees an annualized election for salaried employees. For the purposes of this policy, an annualized election means that an employee is allowed to choose between being paid only during the school year and being paid over a 12-month period and the employee chooses to be paid over the 12-month period.

Legal Reference:
I.C. § 45-601, et seq. Claims for Wages

Other References:
Internal Revenue Service, Newsroom Article, Announcement IR-2007-142, August 7, 2007, "New Rule Will Not Affect Teacher Salaries in Upcoming Year"
Internal Revenue Service, Newsroom Article, August 7, 2007, "Frequently Asked Questions: Sec. 409A and Deferred Compensation"

Policy History:
Adopted on: 3/2020
Revised on:
Reviewed on: 3/2023

(This policy is for informational purposes. If you have any questions regarding the IRS Rule, annualized elections or any other accounting issues, please contact the District's tax advisor or legal counsel.)

Evaluation of Non-Certificated Staff 5820

Each noncertificated staff member's job performance shall be evaluated by the staff member's direct supervisor. The evaluation process includes scheduled evaluations on forms applicable to the job classification and description, and day-to-day appraisals.

The supervisor shall provide a copy of the completed evaluation to the staff member and shall provide an opportunity to discuss the evaluation. The original should be signed by the staff member and filed with the Superintendent. If the staff member refuses to sign the evaluation, the supervisor should note the refusal and submit the evaluation to the Superintendent. The employee will be allowed the opportunity to attach a rebuttal to any information contained in the evaluation.

This policy shall be made available to any District employee or person seeking employment with the District.

Cross Reference:
5205 Job Descriptions

Legal Reference:
I.C. § 33-517 Non-certificated Personnel
I.C. § 33-518 Employee Personnel Files

Policy History:
Adopted on: 1/11/05
Revised on: 11/2019
Reviewed on:

Evaluation of School Bus Drivers 5825

Each school bus driver shall be evaluated annually by the transportation supervisor or the District's school bus driver trainer for the purpose of assessing driver performance. This evaluation shall be conducted in accordance with Policy 5820 and may use the model driver evaluation procedure and form provided by the State Department of Education's Transportation Department.

The completed evaluation and any rebuttal attached by the driver shall be retained in the driver's personnel file.

Cross Reference:
5205 Job Descriptions
5800 Classified Employment, Assignment, and Grievance
5820 Evaluation of Non-Certified Staff
Legal Reference:
I.C. § 33-517 Non-certificated Personnel
I.C. § 33-518 Employee Personnel Files
Other Reference:
Idaho State Department of Education - Standards for Idaho School Buses and Operations (available at: https://boardofed.idaho.gov/resources/standards-for-idaho-school-buses- and-operations/)
Specifications & Procedures - National School Transportation Specifications & Procedures, Identification and Evaluation of School Bus Route and Hazard Marking Systems

Policy History:
Adopted on: 11/2019
Revised on: 1/2020, 5/2025
Reviewed on:3/2023

Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers 5830

The District shall adhere to federal law and regulations requiring a drug and alcohol testing program for school bus and commercial vehicle drivers.

This program shall comply with the requirements of the Code of Federal Regulations, Title 49, §§ 382, et seq. The Superintendent shall adopt and enact regulations consistent with the federal regulations, defining the circumstances and procedures for the testing.

Legal Reference:
Pub. L. 102-143 Omnibus Transportation Employee Testing Act of 1991
49 USC 5331 Alcohol and Controlled Substances Testing
49 USC 31306 Commercial Vehicle Operations – Alcohol and Controlled Substances Testing
49 CFR Part 40 Procedures for Transportation Workplace Drug and Alcohol Testing Program
49 CFR Part 382 Controlled Substances and Alcohol Use and Testing
49 CFR Part 395 Hours of Service of Drivers

Policy History:
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Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers 5830p

School bus and commercial vehicle drivers shall be subject to a drug and alcohol testing program that fulfills the requirements of the Code of Federal Regulations, Title 49, Part 382.
Other persons who drive vehicles designed to transport 16 or more passengers, including the driver, are likewise subject to the drug and alcohol testing program.
Testing procedures and facilities used for the tests shall conform with the requirements of the Code of Federal Regulations, Title 49, §§ 40, et seq.

Pre-Employment Tests
Tests shall be conducted before the first time a driver performs any safety-sensitive function for the District.

Safety-sensitive functions include all on-duty functions performed from the time a driver begins work or is required to be ready to work, until they are relieved from work and all responsibility for performing work. It includes driving; waiting to be dispatched; inspecting and servicing equipment; supervising, performing, or assisting in loading and unloading; repairing or obtaining and waiting for help with a disabled vehicle; performing driver requirements related to accidents; and performing any other work for the District or paid work for any entity.

The tests shall be required of an applicant only after they have been offered the position.

Exceptions may be made for drivers who have had the alcohol test required by law within the previous six months and participated in the drug testing program required by law within the previous 30 days, provided that the District has been able to make all verifications required by law.

Post-Accident Tests
Alcohol and controlled substance tests shall be conducted as soon after an accident as practicable on any driver:

1. Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved loss of human life; or
2. Who receives a citation under State or local law, for a moving traffic violation arising from the accident.

Drivers shall make themselves readily available for testing, absent the need for immediate medical attention.
No such driver shall use alcohol for eight hours after the accident, or until after they undergoes a post-accident alcohol test, whichever occurs first.
If an alcohol test is not administered within two hours or if a drug test is not administered 32 hours, the District shall prepare and maintain records explaining why the test was not conducted. Tests will not be given if not administered within eight hours after the accident for alcohol or within 32 hours for drugs.
Tests conducted by authorized federal, State, or local officials will fulfill post-accident testing requirements provided they conform to applicable legal requirements and are obtained by the District. Breath tests will validate only the alcohol test and cannot be used to fulfill controlled substance testing obligations.

Random Tests
Tests shall be conducted on a random basis at unannounced times throughout the year. Tests for alcohol shall be conducted just before, during, or just after the performance of safety-sensitive functions. The number of random alcohol tests annually must equal 25% of the average number of driver positions. The number of random drug tests annually must equal 50% of the average number of driver positions. Drivers shall be selected by a scientifically valid random process, and each driver shall have an equal chance of being tested each time selections are made.

Reasonable Suspicion Tests
Tests shall be conducted when a supervisor or District official trained in accordance with law has reasonable suspicion that the driver has violated the District's alcohol or drug prohibitions. This reasonable suspicion must be based on specific, contemporaneous, articulable observations concerning the driver's appearance, behavior, speech, or body odors. The observations may include indications of the chronic and withdrawal effects of controlled substances.
Alcohol tests are authorized for reasonable suspicion only if the required observations are made during, just before, or just after the period of the workday when the driver must comply with alcohol prohibitions. An alcohol test may not be conducted by the person who determines that reasonable suspicion exists to conduct such a test. If an alcohol test is not administered within two hours of a determination of reasonable suspicion, the District shall prepare and maintain a record explaining why this was not done. Attempts to conduct alcohol tests shall terminate after eight hours.
A supervisor or District official who makes observations leading to a controlled substance reasonable suspicion test shall make a written record of their observations within 24 hours of the observed behavior or before the results of the drug test are released, whichever is earlier.

Enforcement
Any driver who refuses to submit to a post-accident, random, reasonable suspicion, or follow-up test shall not perform or continue to perform safety-sensitive functions.

Drivers who test positive for alcohol or drugs shall be subject to disciplinary action up to and including dismissal.

A driver who violates District prohibitions related to drugs and alcohol shall receive from the District the names, addresses, and telephone numbers of substance abuse professionals and counseling and treatment programs available to evaluate and resolve drug and alcohol-related problems. The employee shall be evaluated by a substance abuse professional who shall determine what help, if any, the driver needs in resolving such a problem. Any substance abuse professional who determines that a driver needs assistance shall not refer the driver to a private practice, person, or organization in which they have a financial interest, except under circumstances allowed by law.
An employee identified as needing help in resolving a drug or alcohol problem shall be evaluated by a substance abuse professional to determine that they have properly followed the prescribed rehabilitation program and shall be subject to unannounced follow-up tests after returning to duty.

Return-to-Duty Tests

A drug or alcohol test shall be conducted when a driver who has violated the District's drug or alcohol prohibition returns to performing safety-sensitive duties.
Employees whose conduct involved drugs cannot return to duty in a safety-sensitive function until the return-to-duty drug test produces a verified negative result.
Employees whose conduct involved alcohol cannot return to duty in a safety-sensitive function until the return-to-duty alcohol test produces a verified result that meets federal and District standards.

Follow-Up Tests
A driver who violates the District's drug or alcohol prohibition and is subsequently identified by a substance abuse professional as needing assistance in resolving a drug or alcohol problem shall be subject to unannounced follow-up testing as directed by the substance abuse professional in accordance with law. Follow-up alcohol testing shall be conducted just before, during, or just after the time when the driver is performing safety- sensitive functions.

Records
Employee drug and alcohol test results and records shall be maintained under strict confidentiality and released only in accordance with law. Upon written request, a driver shall receive copies of any records pertaining to their use of drugs or alcohol, including any records pertaining to their drug or alcohol tests. Records shall be made available to a subsequent employer or other identified persons only as expressly requested in writing by the driver.

Notifications
Each driver shall receive educational materials that explain the requirements of the Code of Federal Regulations, Title 49, Part 382, together with a copy of the District's policy and regulations for meeting these requirements. Representatives of employee organizations shall be notified of the availability of this information. The information shall identify:

1. The person designated by the District to answer driver questions about the materials.
2. The categories of drivers who are subject to the Code of Federal Regulations, Title 49, Part 382.
3. Sufficient information about the safety-sensitive functions performed by drivers to make clear what period of the workday the driver is required to comply with Part 382.
4. Specific information concerning driver conduct that is prohibited by Part 382.
5. the circumstances under which a driver will be tested for drugs and/or alcohol under Part 382.
6. The procedures that will be used to test for the presence of drugs and alcohol, protect the driver and the integrity of the testing processes, safeguard the validity of test results, and ensure that test results are attributed to the correct driver.
7. The requirement that a driver submit to drug and alcohol tests administered in accordance with Part 382.
8. An explanation of what constitutes a refusal to submit to a drug or alcohol test and the attendant consequences.
9. The consequences for drivers found to have violated the drug and alcohol prohibitions of Part 382, including the requirement that the driver be removed immediately from safety-sensitive functions and the procedures for referral, evaluation, and treatment.

10. The consequences for drivers found to have an alcohol concentration of 0.02 or greater but less than 0.04; and
11. Information concerning the effects of drugs and alcohol on an individual's health, work, and personal life; signs and symptoms of a drug or alcohol problem (the driver's or a coworker's); and available methods of intervening when a drug or alcohol problem is suspected, including confrontation, referral to an employee assistance program, and/or referral to management.

Drivers shall also receive information about legal requirements, District policies, and disciplinary consequences related to the use of alcohol and drugs.

Each driver shall sign a statement certifying that they have received a copy of the above materials. The statement shall be retained by the District.

Before any driver operates a commercial motor vehicle, the District shall provide them with post-accident procedures that will make it possible to comply with post- accident testing requirements.

Before drug and alcohol tests are performed, the District shall inform drivers that the tests are given pursuant to the Code of Federal Regulations, Title 49, Part 382. This notice shall be provided only after the compliance date specified in law.

The District shall notify a driver of the results of a pre-employment drug test if the driver requests such results within sixty calendar days of being notified of the disposition of their employment application.

The District shall notify a driver of the results of random, reasonable suspicion, and post-accident drug tests if the test results are verified positive. The District shall also tell the driver which controlled substance(s) were verified as positive.

Drivers shall inform their supervisors if at any time they are using a controlled substance which their physician has prescribed for therapeutic purposes. Such a substance may be used only if the physician has advised the driver that it will not adversely affect their ability to safely operate a commercial motor vehicle.

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Prohibition on Staff Support of Social Transitions 5900

Any staff member who receives a request from a student for the following shall report the request to the building principal immediately.

1. A request to be referred to by a pronoun or title that does not traditionally correspond to the sex identified on the student's official school record unless their parent/guardian has granted permission for this as described in Policy 3297;
2. A request to be referred to using a name other than their legal name, a nickname, or a derivative of their legal name or nickname, or a name for which the parent/guardian has provided permission as described in Policy 3297;
3. A request to use restrooms, locker rooms, changing rooms, or overnight lodging designated for a sex other than that indicated on their official school record. Such requests shall be addressed as described in Policy 9605;
4. A request to participate in an athletic team or other sex-separated school activity designated for a sex other than that indicated on their official school record.

The building principal or their designee will inform the student's parent/guardian of the request within 72 hours.

The Board may direct the Superintendent to develop procedures consistent with this policy.

Cross References
3297 Names, Pronouns, and Titles
9605 Facilities Separated by Sex
Legal References
IC 32-1016 Pediatric Secretive Transitions Parental Rights Act
Other References:
ISBA Policy Services https://www.idsba.org/member-services/policy/
Policy History:
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