

Personnel

RECRUITMENT AND SELECTION

BP 4211

In order to secure quality personnel, the district shall maintain an effective recruitment program based upon alertness to good candidates, initiative that results in prompt action and good personnel practices in dealing with applicants.

The Superintendent or designee shall determine the personnel needs of the district. He/she shall locate suitable candidates and make recommendations to the School Board for employment.

No inquiry shall be made with regard to the age, race, color, religion, sex or national origin of persons proposed for or seeking employment. Questions regarding handicap shall be asked only when directly related to the job.

(cf. 4111.1/4211.1 - Affirmative Action)

(cf. 4111.2/4211.2/4311.2 - Legal Status Requirement)

The Superintendent or designee shall ensure that persons nominated for employment meet all qualifications established by law and by the Iditarod School Board.

(cf. 4112.4/4212.4/4312.4 - Health Examinations)

(cf. 4212.5 - Security Check)

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HIRE AND CONDITIONS OF EMPLOYMENT

BP 4212

The Superintendent or designee will recommend the appointment of all permanent full-time and part-time employees to the Iditarod School Board. Selection will be based upon competence and will be in accordance with Iditarod School Board policy and administrative regulations, and state and federal laws.

Temporary, substitute, short-term and student workers may be appointed by the Superintendent or designee.

The position, pay rate, and date of hire of permanent and short-term employees shall be reported at the next regular meeting of the Iditarod School Board.

The district personnel policies and regulations apply only to the extent that they are not in conflict with any collective bargaining agreement between the district and an employee organization officially recognized to meet and negotiate with the Iditarod School Board.

(cf. 6181 - Charter School)

Revised 9/97

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ASSIGNMENT/CLASSIFICATION

BP 4213

Classified employees shall be assigned by their immediate supervisors with the approval of the Superintendent or designee. They shall be required to perform those duties prescribed by the Iditarod School Board for the position the employee holds.

(cf. 4219.3 - Duties of Personnel)

Legal Reference:

ALASKA STATUTES

23.40.070 Declaration of policy (PERA)

**IDITAROD AREA SCHOOL DISTRICT
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Personnel

EVALUATION/SUPERVISION

BP 4215

The Iditarod School Board endorses a continuous program of evaluation of all individuals employed by this district. The basic objective of the evaluation program is the improvement of performance of service to the district.

Legal Reference:

ALASKA STATUTES

23.40.070 Declaration of policy (PERA)

**IDITAROD AREA SCHOOL DISTRICT
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Personnel

PROBATIONARY/PERMANENT STATUS

BP 4216

Employees newly hired in permanent positions or promoted to higher level positions within the classified service shall be considered probationary employees until having satisfactorily completed the designated probationary period of 90 (ninety) days.

Permanent classified employees who have satisfactorily completed the designated probationary period shall become permanent classified employees of the district.

Legal Reference:

ALASKA STATUTES

23.40.070 Declaration of policy (PERA)

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Personnel

RESIGNATION

BP 4217.2

Ample notice of intention to resign should be given by an employee who plans to leave the district. Normally, no less than two weeks notice should be given.

Positive supervisorial action is required to determine if causes of employee resignation may be adjusted. Supervisors should consider factors of employee value to the district, availability of replacement, and costs of training a replacement.

The Superintendent or designee is authorized to accept the written resignation of any employee in behalf of the Iditarod School Board, and the resignation shall become effective immediately on acceptance by the Superintendent or designee. A resignation presented to and accepted by the Superintendent or designee may not be withdrawn by the employee.

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DISMISSAL/SUSPENSION/DISCIPLINARY ACTION

BP 4218 (a)

Probationary Employees

At any time prior to the expiration of the probationary period, the Superintendent or designee may, at his/her discretion, dismiss a probationary classified employee from district employment. A probationary employee shall not be entitled to a hearing.

Permanent Employees

Permanent classified employees shall be subject to personnel action (suspension without pay, demotion, reduction of pay step in class, dismissal) only for cause. The Iditarod School Board's determination of the sufficiency of the cause for disciplinary action shall be conclusive.

In addition to any disqualifying or actionable causes otherwise provided for by statute or by policy or regulation of this district, each of the following constitutes cause for personnel action against a permanent classified employee:

1. falsifying any information supplied to the school district, including, but not limited to, information supplied on application forms, employment records, or any other school district records
2. incompetency
3. inefficiency
4. neglect of duty
5. insubordination
6. dishonesty
7. drinking alcoholic beverages while on duty or in such close time proximity thereto as to cause any detrimental effect upon the employee or upon employees associated with him/her
8. addiction to the use of controlled substances
9. conviction of a felony, conviction of any sex offense made relevant by provisions of law, or conviction of a misdemeanor which is of such a nature as to adversely affect the employee's ability to perform the duties and responsibilities of his/her position. A plea or verdict of guilty, or a conviction following a plea of nolo contendere is deemed to be a conviction within the meaning of this section

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DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (continued)

BP 4218 (b)

10. absence without leave
11. immoral conduct
12. discourteous treatment of the public, students, or other employees
13. improper political activity
14. willful disobedience
15. misuse of district property
16. violation of district, Iditarod School Board or departmental rule, policy, or procedure
17. physical or mental disability, which disability precludes the employee from the proper performance of his/her duties and responsibilities as determined by competent medical authority, except as otherwise provided by a contract or by law regulating retirement of employees
18. failure to possess or keep in effect any license, certificate, or other similar requirement specified in the employee's class specification or otherwise necessary for the employee to perform the duties of the position
19. unlawful discrimination, including harassment, on the basis of race, religious creed, color, national origin, ancestry, physical handicap, marital status, sex, or age against the public or other employees while acting in the capacity of a district employee
20. unlawful retaliation against any other district officer or employee or member of the public who, in good faith, reports, discloses, divulges, or otherwise brings to the attention of any appropriate authority any information relative to actual or suspected violation of any law of this State or the United States occurring on the job or directly related thereto
21. any other failure of good behavior either during or outside of duty hours which is of such nature that it causes discredit to the district or his/her employment

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DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (continued)

BP 4218 (c)

In cases involving a personnel action, the Superintendent or designee shall prepare a written recommendation of personnel action for the Iditarod School Board. A copy of the recommendation shall be served upon the employee either personally or by registered or certified mail, return receipt requested, at the employee's last known address. The recommendation shall include:

1. A statement of the nature of the personnel action (suspension without pay, demotion, reduction of pay step in class, or dismissal).
2. A statement of the cause or causes therefore as set forth above.
3. A statement of the specific acts or omissions upon which the causes are based. If violation of rule, policy, or regulation of the district is alleged, the rule, policy, or regulation violated shall be set forth in the recommendation.
4. A statement of the employee's right to appeal the recommendation and the manner and time within which his/her appeal must be filed.

In cases where the Superintendent or designee has determined that a permanent classified employee should be dismissed and that continuation of the employee in active duty status after a written recommendation of such personnel action has been issued would result in an unreasonable risk of harm to students, staff, or property during the time the proceedings are pending, the Superintendent or designee may order the employee immediately suspended from his/her duties without pay in conjunction with the recommendation of personnel action.

A permanent employee may, within five calendar days after receiving the recommendation of personnel action described above, file an appeal to the Iditarod School Board for reconsideration of the personnel action by submitting his/her request to the Superintendent or designee.

If the employee against whom a recommendation of personnel action has been filed fails to appeal within the time specified in these rules, the employee shall be deemed to have waived his/her right to request reconsideration.

At any time before an employee's appeal is finally submitted to the Iditarod School Board for reconsideration, the Superintendent or designee may, with the consent of the Iditarod School Board, serve on the employee and file with the Iditarod School Board an amended or supplemental recommendation of personnel action.

The Iditarod School Board may affirm, modify or revoke the recommended personnel action.

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TEACHER AIDES/PARAPROFESSIONALS

BP 4222 (a)

Note: On January 8, 2002, President Bush signed the No Child Left Behind Act. The provisions relating to paraprofessionals in Section 1119 of the Act took effect at the time the legislation was signed. Section 1119(c) of the Act requires each school district receiving assistance under Title I to ensure that all paraprofessionals hired after January 8, 2002, and working in a program supported with funds under Title I, shall have: (1) completed at least two years of study at an institution of higher education; (2) obtained an Associate's or higher degree; or (3) met a rigorous standard of quality and can demonstrate, through a formal state or local assessment, knowledge of, and the ability to assist in, instructing reading, writing, and mathematics, or knowledge of, and the ability to assist in, instructing reading readiness, writing readiness, and mathematics readiness as appropriate.

Section 1119(d) requires existing Title I paraprofessionals to meet these requirements by January 8, 2006. Section 1119(e) contains exceptions for paraprofessionals who are proficient in a language other than English and who provide services primarily to enhance the participation of children in programs under this part by acting as a translator, or whose duties consist solely of conducting parental involvement activities. Section 1119(f) requires that school districts, regardless of the paraprofessionals' hiring date, must ensure that all paraprofessionals working in a program supported with Title I funds have earned a secondary school diploma or its recognized equivalent.

The Iditarod School Board favors the use of paid and volunteer teacher aides/paraprofessionals and considers them to be members of a professional team dedicated to the best interests of students. By relieving teachers of duties that do not require professional training, noncertificated persons allow teachers to dedicate their skills, knowledge and efforts primarily to teaching. Paraprofessionals also can help teachers to provide individualized student instruction and an enriched educational program.

(cf. 1240 - Volunteer Assistance)

Note: NCLB outlines the permissible duties and responsibilities of paraprofessionals working in programs supported by Title I funds (or, alternatively, all paraprofessionals working in a Title I schoolwide program): (1) to provide one-on-one tutoring for eligible students, if the tutoring is scheduled at a time when a student would not otherwise receive instruction from a teacher; (2) to assist with classroom management, such as organizing instructional and other materials; (3) to provide assistance in a computer laboratory; (4) to conduct parental involvement activities; (5) to provide support in a library or media center; (6) to act as a translator; or (7) to provide instructional services to students under the direct supervision of the teacher.

The district shall use paraprofessionals in those classes where they will provide the greatest benefit to students, taking into consideration such factors as large class size, student age group and teacher workload.

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Personnel

TEACHER AIDES/PARAPROFESSIONALS (continued)

BP 4222 (b)

The Superintendent or designee shall ensure that all paraprofessionals have appropriate training and supervision.

Note: Special Education aides must serve under the supervision of qualified personnel and receive training in accordance with 4 AAC 52.250.

Paraprofessionals are expected to be courteous, discrete, cooperative and dependable, to employ high ethical standards as they work with students, and to respect school rules, district policies and administrative regulations.

The Iditarod School Board recognizes the need for qualified teaching staff and encourages paraprofessionals to seek opportunities leading to a teaching credential. The district shall support these efforts to the extent possible, particularly as they relate to obtaining bilingual or special education credentials.

Paraprofessionals Working In Title I Programs

Paraprofessionals working in a program supported with Title I funds will meet the qualifications as established by federal law. In compliance with applicable legal requirements, all teacher aides/paraprofessionals with instructional duties that are newly hired in a Title I school program must have a secondary school diploma or its recognized equivalent and: (1) completed at least two years of study at an institution of higher education; (2) obtained an Associate's or higher degree; or (3) met a rigorous standard of quality through a formal state or local academic assessment.

Teacher aides/paraprofessionals hired before January 8, 2002 have until January 1, 2006 to meet these standards. The district will not hire Title I paraprofessionals who do not meet these standards.

Exception to these requirements may be made with regard to paraprofessionals who act as translators or who coordinate parent involvement activities.

The Superintendent or designee and/or the staff development committee shall develop an appropriate in service program for paraprofessionals.

Legal Reference: (See next page)

Personnel

TEACHER AIDES/PARAPROFESSIONALS (continued)

BP 4222 (c)

Legal Reference:

ALASKA ADMINISTRATIVE CODE

4 AAC 05.080 School curriculum and personnel

4 AAC 52.250 Special education aides

4 AAC 52.255 Interpreters

Title I of the Elementary and Secondary Education Act, 20 U.S.C. § 6319, as amended by the No Child Left Behind Act of 2001 (P.L. 107-110)

34 C.F.R. 200.58-.59 (2002)

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Personnel

TEACHER AIDES/PARAPROFESSIONALS

AR 4222 (a)

Paraprofessionals are auxiliary personnel who work directly with professional educators to assist them in discharging their professional duties. Instructional aides, tutors, noontime assistants, and various similar categories, both volunteer and paid, are included within the definition of paraprofessionals.

Purpose of the Paraprofessional Aide Programs -- Volunteer and Paid

Purposes of the paraprofessional aide programs are to:

1. assist teachers in providing more individualization and enrichment of instruction to their classes
2. relieve teachers of many nonteaching duties and tasks
3. build an understanding of school problems among citizens, thus stimulating widespread involvement in the total education process

Kinds of Services Provided

The kinds of services which paraprofessionals perform will vary according to local building site needs. Services generally fall into one or more of the following areas:

1. relieving the professional of clerical, noninstructional, house-keeping, and/or certain instructional tasks
2. assisting in classroom management
3. giving special aid to students with difficulties such as English as a second language, which may include acting as a translator
4. giving special aid to students with exceptional talents
5. enriching the curriculum in areas requiring special skills or unique experiences
6. providing instructional support services which may include one-on-one tutoring if scheduled at a time when the student wouldn't otherwise receive instruction from a teacher

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TEACHER AIDES/PARAPROFESSIONALS (continued)

AR 4222 (b)

Responsibilities of the Principal/Principal-Teacher

The Principal/Principal-Teacher's responsibilities include:

1. responsibility for both volunteer and paid paraprofessional aide programs at his/her site
2. organization of the programs within the school
3. promotion of good staff-paraprofessional aide relationships
4. responsibility for evaluation of the paraprofessionals at his/her site
5. attesting to the State Department of Education and Early Development, on an annual basis, that paraprofessionals working in Title I programs meet the qualifications required by the federal No Child Left Behind Act

Responsibilities of the Teacher or Staff Person using a Paraprofessional

Responsibilities of staff using aides include the following:

1. become familiar with paraprofessional aide programs and their materials through orientation sessions
2. direct and supervise each aide
3. provide guidance for each aide
4. determine specific duties to be undertaken
5. work cooperatively with others in charge of the programs
6. implement the key pointers described in the handbooks for teachers and staff

Responsibilities of Paraprofessional Aides - Volunteer and Paid

Paraprofessionals must be members of a professional team dedicated to working for the best interests of students. All members of the team are expected to be loyal, courteous, cooperative, industrious, and dependable. They must accept responsibility to act with the highest ethical standards as they share with educators the common purpose of educating students, because the commitment is a professional one.

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TEACHER AIDES/PARAPROFESSIONALS (continued)

AR 4222 (c)

Responsibility to the Student

Responsibility to the student imposes the following obligations:

1. assuring the school that any personal information about the student will remain confidential
2. enjoying the working relationships with students and valuing their achievements, however modest they may be

Responsibility to the Paraprofessional Programs

Responsibility to the program imposes the following obligations:

1. being able to accept differences in people, values, standards, goals, ambitions, and having respect for individual integrity
2. maintaining consistent and regular attendance
3. being reliable and flexible
4. having sufficient sense of organizational procedures to be able to accept discipline while working happily within the established structure and policies of the school
5. being willing to acquire skills needed to be of value to the school programs
6. discussing any specific problems with the supervising staff member or the principal/principal-teacher
7. using discretion in commenting on school matters, including the performance of individual paraprofessionals or other school personnel

Responsibility to the School

The responsibility to the school imposes the following obligations:

1. recognition that the professional staff will specify the tasks aides will perform, the authority aides will be given, and the information and materials aides will use

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TEACHER AIDES/PARAPROFESSIONALS (continued)

AR 4222 (d)

1. that criticism of school personnel and/or school practices is an ineffective and unsatisfactory method of improving public education
2. understanding that regulations and procedures of the school are to be followed at all times

Responsibility to Self

Responsibility to self requires each paraprofessional to:

1. maintain positive attitudes
2. accept the responsibility to help all students develop positive self-esteem
3. be responsible for his/her own actions
4. know his/her role and be able to express what that role is to the community in a positive manner
5. maintain personal cleanliness
6. wear appropriate clothing (avoiding extremes)
7. use appropriate language
8. give full cooperation to the total school staff

Revised 1/03

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STAFF DEVELOPMENT

BP 4231

Note: Section 1119(h) of the No Child Left Behind Act authorizes a school district receiving Title I funds to use these funds to support ongoing training and professional development to assist paraprofessionals (and teachers) in satisfying the requirements of NCLB)

The Superintendent or designee may approve opportunities for classified staff to improve job skills to prepare for more responsible, higher-paying positions within the district, and to meet qualifications as established by federal and state law.

Such opportunities may include, but are not limited to, the following:

1. Visits to other schools and school districts.
2. Local and state conferences involving other classified personnel.
3. Training classes and workshops offered by private organizations or by the district, county or other appropriate agency.

Legal Reference:

Elementary and Secondary Education Act, 20 U.S.C. § 6319, as amended by the No Child Left Behind Act of 2001 (P.L. 107-110)

Revised 1/03

**IDITAROD AREA SCHOOL DISTRICT
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OVERTIME PAY/COMPENSATORY TIME OFF

BP 4253 (a)

Note: The Fair Labor Standards Act (FLSA) is a federal law that requires certain “covered” employees who work more than 40 hours a week in a seven-day period to be paid at one-and-a-half times their basic hourly rate for the time they work over 40 hours. Covered employees include most nonteaching, nonadministrative employees, such as cafeteria workers, bus drivers, and paraprofessionals. Teachers, administrators, and other professional employees are exempt from the law. Covered employees cannot waive, or give up, their rights to overtime under the FLSA. A violation of the law can result in criminal and civil penalties.

The Iditarod School Board is committed to compliance with the overtime pay, compensatory time, and record-keeping requirements of the Fair Labor Standards Act (FLSA). The FLSA requires that overtime be paid to nonexempt employees either in the form of monetary compensation or compensatory time, as described below at the rate of 1.5 times the regular hourly rate of pay for the number of hours worked in excess of 40 hours per week.

1. **Covered employees.** Employees in the following job classifications are covered under the FLSA: assistant teachers, bookkeepers, clerks, custodians, food service workers, maintenance personnel, receptionists, secretaries, bus drivers, mechanics, and security personnel. Some employees in the above positions may be exempt from coverage if they have supervisory responsibilities and their supervisory duties exceed 50 percent of their work time or for other reasons.
2. **Exempt employees.** Certain employees are exempt under the FLSA and are not subject to compensation for overtime work. Exempt employees include executive, administrative, and professional employees, such as teachers, counselors, supervisors, and administrators. Employees or supervisors who are unsure if an employee is exempt from coverage shall consult the district’s Superintendent or designee.

(cf. BP 4151 Salary Guides – Exempt Employees)

3. **Hours worked.** The district’s workweek begins on Sunday and ends on Saturday. Employees are expected to arrive and depart at or about the time specified by the district, unless requested to work overtime by their immediate supervisor. Covered employees shall accurately record hours worked during each week, including the exact time of arrival and departure from work and all overtime, by time sheet or time card. Supervisors and principal/principal-teachers shall review, approve, and submit all time sheets or time cards to the payroll office prior to each pay period.

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OVERTIME PAY/COMPENSATORY TIME OFF (continued)

BP 4253 (b)

4. **Overtime pay.** Employees covered by the FLSA shall be paid no less than 1.5 times their regular rate of pay for all hours worked over 40 in a week. For those employees working two or more jobs for the district, overtime pay shall be calculated on the basis of a blended hourly rate on all jobs worked by a formula set by the district.
5. **Compensatory time.** The district reserves the right to grant compensatory time in lieu of paying employees monetary compensation. Prior to employees' overtime work, the district and employees must agree to compensatory time arrangement. Employees may accumulate a maximum of 240 compensatory time hours while employed by the district. Employees must get their supervisor's approval on when to take the compensatory time and must take the time off during the pay period immediately following when it was earned, if possible.
6. **Authorization for overtime required.** Employees shall not work overtime without prior permission from their immediate supervisors, except in cases of emergency. Each employee responsible for the supervision of employees subject to the FLSA shall receive authorization from the superintendent or designee prior to authorizing overtime.
7. **Overtime work without prior approval.** Employees covered by FLSA who work overtime without prior approval will be allowed to claim the hours worked in accordance with the FLSA. If the supervisor determines that the work was unforeseen or emergency in nature, it will be approved. If the supervisor determines that the performance of the work was unnecessary at the time it was performed, the employee will receive pay for the hours worked, but disciplinary action may be taken for failure to follow established policy.
8. **Record keeping and posters.** All records on wages, hours, and other items listed in the record-keeping regulations will be kept by the business office for the time specified by the FLSA. The district will display minimum wage posters at each district work site where employees will be likely to see them.

Legal Reference:

ALASKA STATUTES

23.40.070 Declaration of policy (PERA)

UNITED STATES CODE

Fair Labor Standards Act 29 U.S.C. 201-216

Department of Labor Regulations 29 C.F.R. Parts 511-800

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