

**PERSONNEL POLICIES GOALS**

The Board of Education recognizes that a dynamic and efficient staff dedicated to education is necessary to maintain a constantly improving educational program. The Board is interested in its personnel as individuals and it recognizes its responsibility for promoting the general welfare of all staff members.

The Board of Education will charge the Superintendent of Schools to work with the Director of Human Resources and the Human Resources Department to ensure the following:

1. Strategies and procedures for personnel recruitment, screening, and selection will result in employing highly qualified candidates, i.e., those with appropriate skills and capabilities, a strong commitment to quality education, and greatest probability of effectively implementing the District's service and learning objectives.
2. Staff compensation, benefits programs, and a positive working environment will attract and retain highly qualified employees.
3. In-service training and professional development is in place for all employees to foster improved performance and increased rates of staff retention and promotion.
4. The District will use all available resources including online resources, to attract and retain exceptional job candidates.
5. The District will check references on potential employees, follow clearance regulations (fingerprints) and, when necessary, proceed with background regulations.
6. Employee evaluation programs will contribute to continuous improvement.
7. Personnel will be assigned to ensure they are utilized as effectively as possible.
8. An atmosphere of a professional learning community is developed which improves the quality of human relationships to obtain maximum staff performance and satisfaction.
9. Coordination and management of In-Services, Seminars on Educational Issues, and Graduate Credits for salary adjustments and to encourage professional developmental activities.

**Job Descriptions**

All job descriptions for employees will be maintained in the District's Central Office.

Approved: July, 1995

Revised: June 5, 2012