Jesup Community School

Human Resources Manual

AFFIRMATIVE ACTION

The Jesup School District is an equal opportunity educational institution and will not discriminate on the basis of age, race, creed, color, gender, national origin, religion, gender identity, marital status, socioeconomic status, sexual orientation, or disability (physical, mental or emotional) in its activities, programs, or employment practices as required by Title VI, Title IX, Section 504 and others. Any person having inquiries regarding these procedures, civil rights or appeals (grievances) shall contact Lisa Loecher, Middle School Principal.

Table of Contents

JESUP SCHOOL DISTRICT
PERSONNEL SELECTION PROCESS

1. Preparing for the Vacancy Announcement
    A. Update the job description.
    B. Establish preferred criteria/characteristics for position.
    C. Establish interview committee members.
    D. Prepare the timeline for the vacancy announcement and application. 2. Develop a Marketing Strategy
    A. Update district brochure.
    B. Update job posting (include employment application in all job postings) C. Post vacancy internally for a minimum of five days
    D. Post vacancy in appropriate venues
        i. Administrative
            1. Determine if hiring agency is necessary
            2. Post utilizing www.teachiowa.gov, and other internet media
        ii. Certified
            1. Post utilizing www.teachiowa.gov, and other internet media
            2. Post in local news media if necessary
        iii. Non-certified
            1. Post in local news media
3. Paper Screening/Selection for Interview
    A. Select the screening team. (if necessary)
    B. Identify no more than five candidates for interview
    C. Complete preliminary reference check on every candidate selected for interview
    D. Reference checks must be completed prior to scheduling interviews. 4. The Personal Interview
    A. Interview committee
    B. Direct supervisor interview
    C. Superintendent interview
    D. Building/district tour (optional)
5. Appointment
    A. Written recommendation completed and forwarded to Board B. Secretary/Superintendent
    C. Enter candidate information into personnel spreadsheet
    D. Contract approved by board of education
    E. Send contract for candidate signature

JESUP COMMUNITY SCHOOLS
CANDIDATE RECOMMENDATION PROCESS
CERTIFIED AND NON-CERTIFIED

Step One: A Written Recommendation for Appointment

Complete Recommended Board Action and submit to superintendent for review. (For all positions/both certified and non-certified).

Step Two: Board Approval (both certified and non-certified)

Copy of Recommended Board Action forwarded to Board Secretary for review and inclusion in Board Packet.

Step Three: Creating Personnel File

Original written recommendation and application (also transcripts, credentials and certificates for certified positions) forwarded to Board Secretary. New personnel file created; written recommendation and application included in personnel file.

Step Four: Adding Candidate to Employee Database

New employee will be added to employee database. Letter will be generated welcoming the new employee to the district.

Step Five: Transferring New Personnel File

Superintendent Secretary will file in personnel file.

Code No. 405.8

LICENSED EMPLOYEE EVALUATION

Evaluation of licensed employees on their skills, abilities, and competence shall be an ongoing process supervised by the building principals and conducted by approved evaluators. The goal of the formal evaluation of licensed employees, other than administrators, but including extracurricular employees, shall be to improve the education program, to maintain licensed employees who meet or exceed the board's standards of performance, to clarify the licensed employee's role, to ascertain the areas in need of improvement, to clarify the immediate priorities of the board, and to develop a working relationship between the administrators and other employees.

The formal evaluation criteria shall be in writing and approved by the board. The formal evaluation shall provide an opportunity for the evaluator and the licensed employee to discuss the past year's performance and the future areas of growth. The formal evaluation shall be completed by the evaluator, signed by the licensed employee and filed in the licensed employee's personnel file. This policy supports, and does not preclude, the ongoing informal evaluation of the licensed employee's skills, abilities and competence.

Licensed employees will be required to:

- Demonstrate the ability to enhance academic performance and support for and implementation of the school district's student achievement goals.
- Demonstrate competency in content knowledge appropriate to the teaching position.
- Demonstrate competency in planning and preparation for instruction.
- Use strategies to deliver instruction that meets the multiple learning needs of students.
- Use a variety of methods to monitor student learning.
- Demonstrate competence in classroom management.
- Engage in professional growth.
- Fulfill professional responsibilities established by the school district.

It shall be the responsibility of the superintendent to ensure licensed employees are evaluated. New and probationary licensed employees shall be evaluated at least twice each year of their probationary period.

Legal Reference: Aplington Community School District v. PERB, 392 N.W.2d 495 (Iowa 1986).
Saydel Education Association v. PERB, 333 N.W.2d 486 (Iowa 1983).
Iowa Code §§ 20.9; 279.14, .19, .27 (1995).
281 I.A.C. 12.3(4).

Cross Reference: 405.2 Licensed Employee Qualifications, Recruitment, Selection
405.9 Licensed Employee Probationary Status

Approved February 1996
Reviewed March 1999/April 2001/February 2003/June 2004/August 2008/January 2011/April 2013/September 2015/February 2018
Revised May 2006/June 2017

CLASSIFIED EMPLOYEE EVALUATION

Evaluation of classified employees on their skills, abilities, and competence shall be an ongoing process supervised by the superintendent. The goal of the formal evaluation of classified employees shall be to maintain classified employees who meet or exceed the board's standards of performance, to clarify each classified employee's role, to ascertain the areas in need of improvement, to clarify the immediate priorities of the board, and to develop a working relationship between the administrators and other employees.

It shall be the responsibility of the superintendent to ensure classified employees are formally evaluated annually. New and probationary classified employees shall be formally evaluated at least twice a year.

Legal Reference: Aplington Community School District v. PERB, 392 N.W.2d 495 (Iowa 1986).
Saydel Education Association v. PERB, 333 N.W.2d 486 (Iowa 1983).
Iowa Code §§ 20.9; 279.14 (1995).
281 I.A.C. 12.3(4).

Cross Reference: 411.2 Classified Employee Qualifications, Recruitment, Selection

JOB SPECIFICATION/SELECTION CRITERIA

Job Title: _____ Grade

Level/Subject: _____ License:

_____

Special Certification: _____ Curricular

Strengths:

Student Monitoring Strengths:

Personal Strengths:

Team Contributions:

Other: (Include preferred experience or training.)

School_____ Date _____Administrator _____ 10

TEACHER TELEPHONE REFERENCE CHECKLIST

QUALITY OF INFORMATION: __Excellent __OK __Poor

RATING OF CANDIDATE: ___Outstanding ___ Satisfactory ___Unsatisfactory

NAME OF CANDIDATE: _____DATE: _____

NAME OF REFERENCE: _____POSITION: _____

NAME OF PERSON ACQUIRING THIS INFORMATION _____

1. How long have you known this candidate?
   a. _____ Less than a year _____ 1 -3 years _____ 3 years or more 2. In

what capacity have you known this candidate?

3. What do you find to be the greatest strengths of this candidate?

4. What special or unique contribution has this candidate made to your school?

5. What do you believe to be this candidate's most important reasons for being a teacher? (if applicable)

6. Please tell me about the relationships this candidate establishes and maintains:

   a. with students?

   b. with co-workers?

9.

c. with parents/community?

7. On a scale of 1 to 10, with 10 being the highest, how would you rate the overall effectiveness of this candidate ?

a. Why?

8. How do you believe a supervisor should work with this candidate in order to bring out the best in him/her?

9. Does this candidate have the initiative to work above and beyond the minimum requirements of the job?

10. Why did this candidate leave your employment?

11. Would you rehire this candidate?

12. Is there anything else you would like to add to help us to understand this candidate more fully?

Thank you for your assistance!

13. Additional Information:

10.

REFERENCE SUMMARY SHEET

Applicant: _____

Position: _____

Date: _____

Contacted by: _____

The following table lists references contacted for the above applicant and results of those reference checks:

Name of Reference	Phone #	Relationship	Comments

Overall summary of references:

Recommended for Employment? _____ Yes _____ No

PANEL INTERVIEW-SAMPLE QUESTIONS
BUILDING PRINCIPAL

1. Climate: Establishing an atmosphere conducive to learning

Question - What are the conditions necessary for a positive school climate?

Indicators: Safe & Orderly
Trust
Caring/Commitment
Cooperation / Collaboration
Participation
Relationships
Expectations
Cohesiveness (Goals, Consensus)
Communication

Question - How is a positive school climate established?

Indicators: Beliefs Values Norms = Culture

2. High Expectations

Question - What are your expectations for staff and students?

Indicators: Staff that "does their very best"
All students can learn
All teachers can teach
Set challenging goals

Question - How do you get high expectations in place?

Indicators: Model the behavior
Set goals
Monitor progress
Reinforce and recognize accomplishments

3. School Improvement

A. Setting Goals

Question - Do you think goals are important? Why (or why not)?

Indicators: Goals focus energy
Give a common purpose

Question - How would you go about setting building goals?

Indicators: Use data on student performance
Work with group
Limited number
Monitor progress
Reinforce and recognize accomplishments

4. Staff Development

Question - Define staff development.

Indicators: Building a repertoire of teaching skills based on sound research
Ongoing growth

Question - Describe a staff development program at your building.

Indicators: Group commitment
Based on research
5 step paradigm (Theory, Demonstration, Practice, Feedback, Coaching)
Structure for support
Focused on instruction

5. Instructional Leadership

Question - How would you describe instructional leadership?

Indicators: Work with groups and committees
Model behavior
Coaching skills
Clinical supervision
Support staff efforts

6. Organizational Communication

Question - Describe what you would do to ensure good communication.

13.

Indicators: Vertical principal to staff to principal
Internal Horizontal - staff to staff
School to home/community
External School to school
School to central administration
Formal and informal networks
Conflict management

7. Building Parent and Community Support

Question - Is parent and community support necessary? Why?

Indicators: Support systems coalitions
Public relations

Question - How would you build parent and community support?

8. Curriculum

Question - Should schools cut the curriculum?

Question - What decisions influence balance in the curriculum?

Question - How can schools achieve curricular integration?

Question - What about the co-curriculum?

Indicators: Process
Participation by faculty
Interdisciplinary
Assessment
Monitoring process
Authentic

BUILDING PRINCIPAL INTERVIEW
INPUT FORM

Candidate's Name_____ Date_____ Position_____

The purpose of this instrument is to provide for individual input without group discussion because your personal insights about this candidate are being sought. Your evaluation will be kept in strict confidence by the administration.

	Excellent	Satisfactory	Unacceptable
1. Climate: Atmosphere Conducive to Learning			
2. High Expectations			
3. School Improvement a. Setting Goals b. Staff Development			
4. Instructional Leadership			
5. Organizational Communication			
6. Building Parent & Community Support			
7. Curriculum/Instruction			

Overall Rating:

Comment briefly on the candidate's strengths and/or weaknesses:

Check ( ) the group you represent: _____Staff _____Parent
____Administration _____Board

Signature _____

TEACHER INTERVIEW- SAMPLE QUESTIONS
RATING SHEET

NAME _____ DATE _____

AVAILABLE POSITION _____

INTERVIEWER _____

SCALE: Excellent = 2 Satisfactory = 1, Unsatisfactory = 0

2 1 0

Describe your reasons for wanting to teach. What do you enjoy the most?
What is most frustrating?

Cite several innovations in your field of teaching that interest you and tell why.

If you could establish an ideal school, what would it be like?

How important is supervision to you as an educator?

How do you change the principal's mind when he/she disagrees
with you over something you think is right or best? What would you do if
the administrator would not change her/his mind?

What is a good teacher?

Give several examples from your experience of how you have handled
discipline cases; e.g., a fight.

What are your thoughts on peer feedback or coaching?

How would you like students, parents, and staff to perceive you?

On a ten point scale, if you are already a 9.3, what types of skills can you refine to make you a 9.6?

Describe the type of school administrator with whom you would like to work.

In your opinion, why should you be selected for this position?

Other Questions:

Questions from the candidate, if any:

Overall Rating _____

SUPPORT STAFF
SAMPLE INTERVIEW QUESTIONS

Name: _____

Date: _____

Position: _____ Interviewer: _____

SCALE: Excellent = 2; Satisfactory = 1; Unsatisfactory = 0

2 1 0 1. Please share some information about your background, e.g., working in a school setting or with school age children; and why you are interested in this position.

2 1 0 2. What do you find rewarding when working with children, and what is most frustrating?

2 1 0 3. Teachers come in demanding work to be done (in the middle of another project). What do you do?

2 1 0 4. How important is supervision to you?

2 1 0 5. How do you change the principal's mind when he/she disagrees with you over something you think is right or best? What would you do if the administrator would not change his/her mind?

2 1 0 6. Describe the characteristics or qualities that are important for this position.

2 1 0 7. What is good discipline? How would you deal with challenging students?

2 1 0 8. Share information about special skills you have that would assist with this position; e.g., use of computer.

2 1 0 9. How would you like students, parents, and staff to perceive you?

2 1 0 10. On a 10-point scale, if you are already a 9.3, what types of skills can you refine to make you a 9.6?

2 1 0 11. Describe the type of supervisor with whom you would like to work.

2 1 0 12. Community members ask your opinion about teacher/student. How do you respond?

RECOMMENDED BOARD ACTION REGARDING STAFF

Employee Name: _____ Position: _____

Building: _____ Date: _____

_____Present Staff _____New Employee _____Certified _____Support

Contract Information: _____$ _____Degree-Step Salary
Extra duty: _____$ _____Degree-Step Salary
_____$ _____
Hours-Months Salary

Contract Change: _____$ _____Degree-Step Salary
Extra duty: _____$ _____Degree-Step Salary
_____S _____
Hours-Months Salary

Resignation: _____ _____ _____ Effective date Reason
Replacement

Other information: _____

Principal or Supervisor: _____ Date: _____

Superintendent: _____ Date: _____

JESUP COMMUNITY SCHOOL DISTRICT

SUPPORT(NON-CERTIFIED) EMPLOYMENT APPLICATION

Please fill in all blanks or circle yes/no. If information required is not applicable, please fill in by placing an **N/A** in that blank. Please make copies (keep your originals) of all materials that you submit. Applications will be kept on file for one year from the date of application. To activate your application for additional positions please call {(319) 827-1700} when they are advertised.

Application Date: Date Available:

Name: Social Security #:

Address: City/State/Zip:

Home Phone: Work Phone:

Position(s) for which you are applying:

Are you willing to substitute? **Yes No**

With or without reasonable accommodation (modification) are you able to perform the essential job functions required of this position: **Yes No**

If no, please explain:

Have you ever previously worked for Jesup Community Schools: **Yes No (**If yes, list dates/position)

Have you served in the U.S. Military: **Yes No**
(If yes, please list branch, dates, rank, location of duty and discharge status.)

Have you ever been charged, admitted to, plead no contest to or have been convicted of a felony or misdemeanor (excluding traffic violations): **Yes No**

If yes, please provide date, incident, city (county)/state of charge:

Are you listed on a sex offender registry: **Yes No**

Are you listed on the Department of Human Services' Child Abuse Registry: **Yes No**

Has any civil or criminal complaint, or any other written complaint, ever been made against you relating to sexual abuse, sexual harassment or physical abuse? **Yes No**

Please explain:

Have you ever terminated your employment or had your employment terminated for reasons relating to illegal activities or claims of sexual abuse or physical abuse? **Yes No**

Please explain:

PLEASE NOTE: Responding "yes" to any of the previous questions is not an automatic bar to employment. The date of the offense, and the relationship between the offense and the position for which you are applying will be considered.

Education (Please list your educational background including dates and diplomas/degrees earned beginning with high school. Also, list any advanced education or special training/licenses):

Work Experience (List your work/qualifying experiences for the previous 10 years, starting with the most recent - place additional on back). If you do not want your current employer contacted, please indicate).

Employer: Dates Employed:

Address: City/State/Zip:

Position: Supervisor's

Name/Phone:

Duties/Responsibilities/Skills:

Reason For Leaving:

Employer: Dates Employed:

Address: City/State/Zip:

Position: Supervisor's

Name/Phone:

Duties/Responsibilities/Skills:

Reason For Leaving:

Employer: Dates Employed:

Address: City/State/Zip:

Position: Supervisor's

Name/Phone:

Duties/Responsibilities/Skills:

Reason For Leaving:

Please list any special skills applicable to the job(s) for which you are applying.

Professional References (List at least three related to employment – place additional references on back of page):

Reference's Name: Phone Work/Home:

Address: City/State/Zip:

Relationship:

Reference's Name: Phone Work/Home:

Address: City/State/Zip:

Relationship:

Reference's Name: Phone Work/Home:

Address: City/State/Zip:

Relationship:

I hereby certify that the above information, to the best of my knowledge, is true, accurate and complete. Any misrepresentation or willful omissions of fact shall be sufficient cause for disqualification of this application or termination of employment. I authorize verification of any of this information. I understand that prior to employment, a criminal background check, including the list of sex offenders and the child abuse registry will be done.

I authorize all current and former employers to release any information concerning my background.

I understand that this application is not a contract of employment. I understand that within the first thirty (30) days of employment a physical along with other required training must be completed. I also understand that according to federal law all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and U.S citizen status or their legal authorization to work in the U.S.

Signature: Date:

Please return to: Jesup Community Schools, Superintendent's Office, 531 Prospect St., PO Box 287, Jesup, IA 50648. 1/29/01

The position you are applying for may require additional questions/information that should be returned with this application form.

JESUP COMMUNITY SCHOOL DISTRICT
TEACHER/CERTIFIED EMPLOYMENT APPLICATION

Please fill in all blanks or circle yes/no. If information required is not applicable, please fill in by placing an **N/A** in that blank. Please make copies (keep your originals) of all materials that you submit.

Application Date:		Date Available:	
Name:		Social Security #:	
Address:		City/State/Zip:	
Home Phone:		Work Phone:	

Position(s) for which you are applying:

Have you applied for, or do you hold an Iowa Teacher License/Coaching Certificate or a license from another state? **Yes** **No** (If yes, please enclose a copy of license or list date you applied including the approvals/endorsements that your new license will include.)

Have you ever had an educational license revoked or suspended or are you currently or have ever been under investigation? Have you ever had a teaching contract terminated? **Yes** **No**
(If yes, include dates below and provide an explanation.)

If yes, please explain:

Are you under a teaching contract for the current school year? **Yes** **No**
For the next school year? **Yes** **No**
(If yes, list contract years and whether you will be released from your contract?)

If you have previously held a licensed position in a public school, have you successfully completed an official probation period? **Yes** **No**
(If yes, length of probationary period.)

If you are presently teaching or have taught, what is/was your placement on the salary schedule and number of total years taught

Are you presently working on an advanced degree? **Yes** **No**
(If yes, please indicate degree/area)

Have you served in the U.S. Military? **Yes** **No**
(If yes, please list branch, dates, rank, location of duty and discharge status.)

With or without reasonable accommodation are you able to perform the essential job functions required of this position? **Yes** **No**

If no, please explain:

Required Information (Have you ever been charged, admitted to, plead no contest to or have been convicted of a felony or misdemeanor - excluding traffic violations):
Yes **No**

If yes, please provide date, incident, city (county)/state of charge:

Are you listed on a sex offender registry: **Yes** **No**

Are you listed on the Department of Human Services' Child Abuse Registry: **Yes** **No**

Has any civil or criminal complaint, or any other written complaints, ever been made against you relating to sexual abuse, sexual harassment or physical abuse? **Yes** **No**

Please explain:

Have you ever terminated your employment or had your employment terminated for reasons relating to illegal activities or allegations of sexual abuse or physical abuse? **Yes** **No**

Please explain:

PLEASE NOTE: Responding "yes" to any of the previous questions is not an automatic bar to employment. The date of the offense, and the relationship between the offense and the position for which you are applying will be considered.

Education (Please list your education, starting with the most recent - place additional on back):

College/University/ High School/Attended	Location	Degree/Major/ Minor Fields	Add'l Hours	Dates Attended/ Graduated
High School Attended		Minor Field(s)	Hours	Graduated
Minor Fields				

Work Experience (List your work/qualifying experiences for the previous 10 years, starting with the most recent - place additional on a separate sheet): If the work below includes student teaching, provide the name and phone number of the supervising faculty and teacher. Do not include any substitute teaching.

Employer: Dates Employed:

Address: City/State/Zip:

Position: Supervisor's Name/Phone:

Duties/Responsibilities/Skills: (Include extra-curricular)

Reason For Leaving:

Employer: Dates Employed:

Address: City/State/Zip:

Position: Supervisor's Name/Phone:

Duties/Responsibilities/Skills: (Include extra-curricular)

Reason For Leaving:

Employer: Dates Employed:

Address: City/State/Zip:

Position: Supervisor's Name/Phone:

Duties/Responsibilities/Skills: (Include extra-curricular)

Reason For Leaving:

Please list any volunteer activities; special skills, licenses or training that would enhance your qualifications for the job(s) for which you are applying.

Professional References (List at least three related to employment – place additional references on a separate sheet): Please include principal and superintendent for all contract teaching assignments.

Reference's Name: _____ Phone Work/Home: _____

Address: _____ City/State/Zip: _____

Relationship: _____

Reference's Name: _____ Phone Work/Home: _____

Address: _____ City/State/Zip: _____

Relationship: _____

Reference's Name: _____ Phone Work/Home: _____

Address: _____ City/State/Zip: _____

Relationship: _____

I hereby certify that the above information, to the best of my knowledge, is true, accurate and complete. Any misrepresentation or willful omissions of fact shall be sufficient cause for disqualification of this application or termination of employment. I authorize verification of any of this information. I understand that prior to employment, a criminal background check, including the list of sex offenders and the child abuse registry will be done.

I authorize all current and former employers to release any information concerning my background.

I understand that this application is not a contract of employment. I understand that a physical must be completed prior to employment. I also understand that according to federal law all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and U.S citizen status or their legal authorization to work in the U.S. I further agree if employed, I will accept assignments to grade level, subjects, and activities made by the superintendent and/or Jesup Community School Board of Education

Signature: _____ Date: _____

Please return to: Jesup Community Schools, Superintendent's Office, 531 Prospect St., PO Box 287, Jesup, IA 50648. 1/29/01