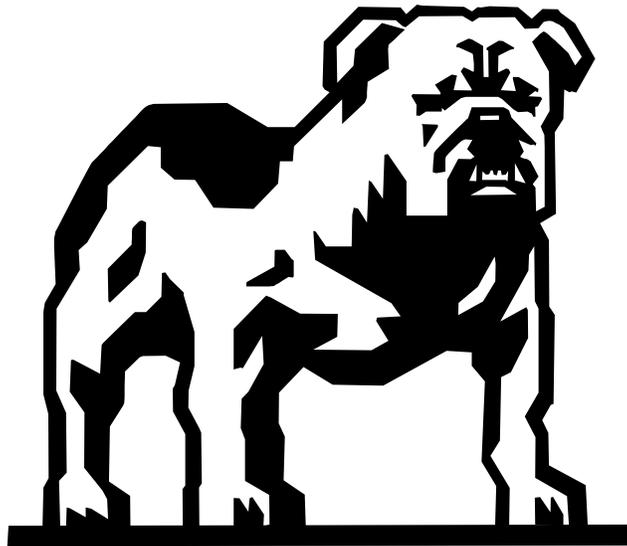


*Howe Independent
School District
Personnel Management
Administrative Guidelines
and Practices*



Revised January 2012

Table of Contents

- Overview of District Policy and Administrative Procedures....page 1

- Hiring Procedures.....page 1
 - Contract Personnel
 - At-Will Personnel

- Evaluations.....page 3
 - Teacher Appraisal Guidelines

- Departing Employee Procedures.....page 4

- Fingerprinting Process.....page 4
 - Employees
 - Substitutes, Student Observers and Fingerprinting

- Federally Funded Employees.....page 6

- Appendix A: Policy related to Employee Evaluation

- Appendix B: Hire Sheet and Exit Interview Forms

- Appendix C: Time and Effort and Federal Fund Certificates

Overview of District Policy and Administrative Procedure

The purpose of the Personnel Management Administrative Guidelines and Practices is to increase consistency and compliance with Board policy and Administrative Directives. Outlined in the guide are processes for hiring new employees, fingerprinting new employees, processing departing employees and evaluation principles and policy. It is the goal of Howe ISD to hire and retain the best possible applicants and employees to provide our students with the best possible educational experience. It is the goal of Howe ISD to provide staff with opportunities to grow professionally within the context of providing excellent educational services.

Hiring Procedures

Contract Personnel

1. Campus Principal/ Department Director
 - A. Post position for minimum 10 school days*
 - B. Conduct interviews and select candidate for recommendation
(with minimum of 3 references)
 - C. Complete Recommendation for Hire Form and submit to Admin. Office for review of Credentials. Include completed application, hire sheet, SBEC form (fingerprinting), Criminal History background form and a copy of driver's license. Additional forms will be completed when employee is processed through payroll upon final hire.

*Each Position should be posted online (email Terisa with posting), on each campus and at the HISD Administration office.

2. District Administration
 - A. HR - Check certification, HQ status, and criminal history status(fingerprinting)
 - B. Business Office – Check years of service and salary information
 - C. Supt. – Contact Principal to schedule final interview
 - D. Principal, Supervisor notifies payroll (Felicia) of when new employee will be brought by to process paperwork and receive benefit information.
 - E. Supt. – Meet with candidate and recommend to board
 - F. Business Office – Meet with candidate and discuss payroll/benefits
3. Board of Trustees
 - A. Board acts on recommendation (exception: Supt. offers contract in June-August)

At-Will Personnel

1. Campus Principal

- A. Post position for minimum 10 school days
- B. Conduct interviews and select candidate for recommendation (with minimum of 3 references)
- C. Complete Recommendation for Hire Form and submit to Admin. Office for review of Credentials. Additional forms will be completed when employee is processed through payroll upon final hire.

2. District Administration

- A. HR - Check certification, HQ status, criminal history and other eligibility criteria
- B. Business Office – Check years of service and salary information
- C. Supt. – Contact Principal to schedule final interview
- D. Principal, Supervisor notifies payroll (Felicia) of when new employee will be brought by to process paperwork and receive benefit information.
- E. Supt. – Meet with candidate and offer position
- F. Business Office – Meet with candidate and discuss payroll/benefits

- Upon final approval for hire, the supervisor should notify the following people of the official start date:

Assistant Superintendent**
Payroll/ PEIMS Coordinator
Technology Director*
HISD Central Office Administrative Assistant/Receptionist (fingerprinting data base)

*The Technology Director will also need the following information on the employee to establish various accounts.

- 1. Full name (First Name, Middle Initial, Last Name)
- 2. Assignment (7th Grade English Teacher/High School Softball coach)
- 3. Last 4 digits of their social (used for alarm code)

The Technology Department uses the above information to create the following:

- 1. Network account
- 2. Email account
- 3. Web portal accounts
- 4. Eduphoria mapping for Aware/Forethought
- 5. Alarm code (MS, ES and Admin)

**The supervisor and the Assistant Superintendent should identify any immediate staff development needs and coordinate the completion of the training. (Ex. GT, CPR, PDAS, PDAS Supervisor, etc...)

Evaluations

Each employee of the district is to be reviewed annually in compliance with policy DN (Local), DNA (Legal), DNA (Local), DNB (Legal) and DNB (Local). These policies are included in Appendix A of this document. The purpose of the evaluation is to provide feedback to the employee in regards to areas of strength and areas of developmental need. Teacher appraisal guidelines are described in detail below.

Teacher Appraisal Guidelines

- 1) Teachers will receive a minimum of one walk-through visit each six weeks, except during the second six weeks when they will receive a minimum of two.
- 2) Teachers new to the district shall be appraised (formal observation) during the 1st semester.
- 3) Each principal is to meet with the Superintendent and Assistant Superintendent during the second six weeks to review all staff and potential growth plans. This will also need to take place in January to review status of teachers on growth plans.
- 4) During the 4th six weeks, decisions will be made in regards to teacher contracts. Growth plan, walk-through, documentation and formal observation data will be used to determine contract offerings and non-renewals.
- 5) The process of documenting ineffective or unprofessional teaching practices should include a face to face meeting with the staff member followed by a memo documenting the meeting. The memo should be signed by both the administrator and the employee.
- 6) Each teacher should have at least one face-to-face conference with his or her supervisor during the school year.

Timeline for Teacher Support

- 1st 9 weeks: Identification of teachers in need of growth plan
- Before the end of 2nd six weeks: Meet with teachers that are in need of professional growth and put in writing the appropriate growth plan requirements and timelines. Activities for growth plan may include but are not limited to attending teacher training at Region 10, collaboration with other teachers, observations of other teachers and writing a plan of how they will improve or implement the training they have received. This meeting should be summarized in a memo to the teacher with the teacher signing for a copy of the memo.

- The supervisor should meet with the teacher at least once during the growth plan timeline to monitor progress. Through continued walk-throughs and observations, the supervisor should adjust the growth plan when appropriate to meet the needs of the teacher and provide them with the best opportunity for success. Continued deficiencies should be documented to promote increased effectiveness in student learning. This meeting and other deficiencies should be documented in memo form with a teacher signing for a copy of the memo.
- For a teacher that is not meeting the goals of the growth plan, meeting the needs of the students or meeting the expectations for Howe ISD, supervisors should inform that teacher of the intention to non-renew no later than 10 calendar days prior to the March board meeting. Resignations are due to the Superintendent four calendar days before the March Board meeting.
- For teachers that do show improvement, continued monitoring is expected and the supervisor should set goals with the teacher at the beginning of the next school year.

Departing Employee Procedures

- ***The supervisor determines final day of employment and notifies employee, Assistant Superintendent and Payroll/ PEIMS Coordinator, Technology Director and the HISD Central Office Administrative Assistant/Receptionist (fingerprinting data base).***
- Supervisor conducts exit interview or requests Assistant Superintendent conduct interview. The completed interview should be completed on or near the final day of employment. The completed form should be turned into the Payroll, PEIMS Coordinator.
- The original resignation letter or termination notice should be placed in the employee's file at the central office. A copy should be maintained in the supervisor's file also.

Fingerprinting Process

Fastpasses: All fingerprinting must be done the L1 Solutions Company per state guidelines. In order to be fingerprinted, prospective employees and substitutes must have a Fastpass issued to them by the State Board for Educator Certification, SBEC. Each employee or substitute must have this Fastpass and a valid driver's license with them on the day of the fingerprinting. Additionally, the first and last names on both the Fastpass and drivers license must be identical. Employees should follow the guidelines below for the appropriate course of action in completing the fingerprinting process.

Howe ISD Certified Employee Fingerprint Information

- All current certified employees have already been fingerprinted through either the Blitz or as a part of the state certification process.

SB 9 requires non-certified personnel hired after January 1, 2008 be fingerprinted and a national background check completed.

Howe ISD's process for hiring non-fingerprinted employees is described below:

- Supervisor selects applicant for hire.
- Using information from application (criminal background form and SBEC Form), central office enters new employee information into SBEC fingerprinting database.
- TEA/ SBEC sends Fast-Pass to Howe ISD.
- HISD distributes Fast Pass to new employee.
- Employee takes Fast Pass, picture ID and receipt to L1 Solutions.

Other Information:

- An applicant who is hired can begin work before the fingerprint review is complete. (The actual fingerprinting must be completed before work begins) Continued employment is contingent on the results of the review.
- Student teachers and volunteers will be required to submit to a statewide background check.
- Contractors that have direct contact with students will be required to submit to a national criminal history background check.
- Current non-certified employees are required to submit to a statewide criminal background check.

The state will notify a district if the background returns information on an employee if the information prohibits employment.

Substitutes, Student Observers and Fingerprinting

Howe ISD Substitute Fingerprint Information Non-Certified Substitutes

- Pick up Fastpass from Howe ISD
- Payment: Will pay \$52.20 at the time of the fingerprinting with either check or money order made out to L1 Enrollment Services.
- To be Fingerprinted: Call 888-467-2080 or go to www.ibtfingerprint.com to make an appointment and get directions to the location in McKinney.
- You will need a valid driver's license and Fastpass to get fingerprinted.

*Howe ISD Substitute Fingerprint Information
Certified Substitutes*

*You have a valid teacher or aide certificate with the State Board for Educator Certification or SBEC:

- Go to the SBEC web site to download your Fastpass. You will need to pay \$42.25 to download your Fastpass.
- Payment: \$42.25 has to be paid on the SBEC web site and an additional \$9.95 will be paid by check or money order at the time of fingerprinting. The check or money order should be made to L1 Enrollment Services.
- To be Fingerprinted: Call 888-467-2080 or go to www.ibtfingerprint.com to make an appointment and get directions to the location in McKinney.
- You will need a valid drivers license and Fastpass to get fingerprinted. Also, the first and last name on the Fastpass must match the names on the drivers license.

Fingerprinting, Background Checks and Student Teachers/ Observers from Colleges and Universities

Periodically, regional colleges and universities will send student teachers and observers to Howe ISD for field experiences to prepare them for the teaching profession. Howe ISD values those educational experiences and is willing to host student teachers and observers. However, as these university students will have access to our students, they will be required to submit information so we may perform a state background check. A copy of their driver's license and the criminal history background form must be submitted to the HISD Central Office Administrative Assistant before they begin their field experiences on our campuses.

Federal Funds and Personnel related Issues

Time and Effort

Employees whose salaries are partially Federal funds, will be required to maintain Time and Effort documentation. The forms (appendix C) are to be completed each month and signed by both the employee and the employee's supervisor. The employee should retain a copy for his or her records. The supervisor should forward a copy of the signed Time and Effort to the Assistant Superintendent before the 10th of the following month.

Certification

Employees funded entirely by one Federal Fund may complete an Employment Certification form (appendix C) in lieu of completing Time and Effort forms. Employment Certification forms should be complete and forwarded to the employee's supervisor and Assistant Superintendent before the end of the 1st and 4th six weeks each semester.

Job Descriptions

Each position funded with Federal funds shall have a current job description maintained in the personnel office. Each employee will receive a copy of the job description at the beginning of each year and a signed copy will be kept on file in the personnel office. Jobs funded with Federal funds include:

| | |
|------------------------------|-----------------------|
| Title 1 Paraprofessional | Food Service Director |
| Title 1 Teacher | Food Service Manager |
| Title 14 Teacher | Food Service Worker |
| IDEA Part B Paraprofessional | |

Appendix A

Evaluation Policy

Appendix B

Hire Sheet and Exit Interview

Appendix C

Time and Effort Form and Federal Fund Certificates