

Personnel Administration

The Superintendent shall assure the recruitment, employment, development, evaluation, compensation and treatment of district employees in a manner necessary to enable the organization to achieve its **Results** policies.

The Superintendent will:

1. Maintain an organizational culture that positively impacts the ability of staff to responsibly perform their jobs and allows them to work in an environment of professional support and courtesy.
2. Assure that no individual is offered employment who has not first cleared thorough background checks.
3. Assure that no volunteer who has unsupervised contact with students is permitted to serve without first having cleared reasonable background checks.
4. Select the most highly qualified and best-suited candidates for all positions, selecting in-district candidates whose qualifications are deemed to be equal considering both qualifications and suitability. The Superintendent will ensure that the District hiring practices that reflect a firm commitment to diversity, equity and inclusion.
5. Assure that employees understand personnel rules and procedures.
6. Effectively handle complaints and concerns.
7. Maintain adequate job descriptions for all staff positions.
8. Protect confidential information.
9. Develop and maintain compensation and benefit plans to attract and retain the highest quality employees within available resources.
10. Evaluate all employees based on their job description, in support of student success and district operations, as defined by the Board's **Results** and **Operational Expectations** policies.
11. Assure that the evaluation of all instructional and administrative personnel is designed to:
 - a. Improve and support instruction;
 - b. Measure and document both excellent performance and unsatisfactory performance;
 - c. Link teacher and administrator performance with multiple measures of student performance.

12. Ensure that all staff members are qualified and trained to perform the responsibilities assigned to them including the use of technology.

The Superintendent may not:

13. Propose to the Board a contract for administrators that extends more than one year beyond the term of the Superintendent's contract.
14. Offer compensation that exceeds the range of salaries stipulated on the salary schedule.
15. Offer conditions that exceed those provided to other members of Cabinet.
16. Offer a final contract to members of Cabinet without first discussing it with the Board.

Legal Reference:

EDUCATION CODE

35010 Control of district; prescription and enforcement of rules

35020 Duties of employees fixed by governing board

35021 Volunteer aides

35021.1 Prospective volunteer aides; automated records check for sex offenses

35026 Employment of district superintendent by certain districts

35028 Qualification for employment

35029 Waiver of credential requirements

35030 Deputy, Associate and Assistant Superintendent

35031 Term of Employment

35035 Additional powers and duties of superintendent

35160 Authority of governing boards commencing January 1, 1976

Adopted: April 24, 2007

Revised: June 28, 2011

Revised: November 22, 2011

Revised: July 24, 2012

Revised: January 22, 2013

Revised: March 10, 2015

Revised: March 26, 2019

Monitoring Method: Internal report

Monitoring Frequency: Annually

Palm Springs Unified School District Board of Education