

DRUG-FREE WORKPLACE

The school board recognizes that alcoholism and drug dependency are treatable diseases. Left untreated, they may result in serious personal and family problems. At the same time, the board is also seriously concerned about the effects of alcohol and drug dependency upon an employee's job performance and ability to serve as a role model for our students.

The board believes strongly that all employees and students should be able to work and learn in an environment free from alcohol and drug abuse. Accordingly, the district expects all employees to report for work and to perform their duties in a manner which does not jeopardize the health, safety and well-being of co-workers and students.

No employee shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor. Nor shall an employee unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other controlled substance (as defined in schedules I through V of section 202 of the federal Controlled Substance Act [21 U.S.C., sec. 812]; by regulation at 21 C.F.R., 1300.11 through 1300.15; and in Title 17-A MRSA, section 1101). This applies before, during and after school hours, at school or in any other school system location, defined as follows:

"School system location" means in any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transports students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school unit; or during any period of time such employee is supervising students on behalf of the school system or otherwise engaged in school unit business.

Any employee who suspects that he/she may have an alcohol or drug dependency problem is strongly encouraged to contact his/her supervisor to seek voluntary diagnosis and treatment. The employee will be provided confidential referral services to an outside agency upon request and assisted in determining the extent to which insurance coverage to help pay for such services is available. All voluntary referrals shall be kept confidential.

Any violation of this policy shall constitute sufficient grounds for employee discipline, up to and including dismissal. Any illegal use, possession, furnishing, selling or provision of assistance in obtaining alcoholic beverages or scheduled drugs not covered by the preceding paragraph may, depending upon the circumstances, constitute sufficient grounds for discipline, up to and including dismissal. Referrals under the foregoing paragraphs of this policy will not preclude disciplinary action under this paragraph, depending on the circumstances.

As provided in the Drug-Free Workplace Act of 1988, any employee is required to notify the school unit of a criminal or civil conviction for a drug violation occurring in the workplace no later than five calendar days after such conviction. In turn, the superintendent, within 10 calendar days of learning of such a conviction, is to give written notification to the U.S. Department of Education and to any other federal agency from which the unit receives federal grants.

Implementation

The superintendent shall be responsible for the development and promulgation of appropriate regulations to implement this policy.

Communication

A copy of this policy is to be given or mailed to all current employees and to new employees at the time of their employment and is to be posted in appropriate locations throughout the school system.

Review

The superintendent is to oversee a biennial review of the policy and regulations to determine the programs' effectiveness, to implement changes to programs, policy and regulations, as needed, and to ensure that disciplinary sanctions are consistently enforced.

Legal Reference: CONTROLLED SUBSTANCES ACT (21 U.S.C., SEC. 812) SCHED. I-V, SEC. 202
 21 C.F.R. 1300.11-1300.15
 TITLE 17-A MRSA, SEC. 1101
 FED. - P.L. 101-226

Cross Reference: JICH - DRUG AND ALCOHOL USE BY STUDENTS

Adopted: JANUARY 26, 1993

Revised: _____

RECRUITING AND HIRING OF ADMINISTRATIVE STAFF

In response to An Act to Promote Equity of Opportunity for Women in Administrative Positions in the Public School System (PL 1990, Chap. 889), the board affirms its commitment to the strict prohibition of discrimination in employment on the basis of race, national origin, religion, sex, age, or disability, and to the principle of affirmative action to obtain wide and representative candidate pools.

In accordance with 20A MRSA Sec. 1001.13, the superintendent shall prepare a procedure designed to ensure nondiscriminatory practice in recruitment and hiring for all positions requiring administrator certification, as well as to result in selection of the most qualified candidates. This procedure shall be attached hereto as GCFB-R, and shall be reviewed periodically.

Moreover, upon each occasion of administrative vacancy, the superintendent shall review the procedure and make appropriate adaptations as may be warranted by special circumstances. When filling a superintendent vacancy, a search committee will be formed from the Joint Board of MSAD #30/Union #110, and the committee shall follow such procedures as the committee will adopt.

In accordance with 20A MRSA Sec. 4502.4-A, MSAD #30's Affirmative Action shall include: a description of the status of MSAD #30's nondiscriminatory administrator hiring practice; plans for in-service training programs on gender equity for teachers, administrators and the school board; and the relationship of the above to the State's five-year goal for the employment of women in administrative positions.

Legal Reference: PL 1990, CHAP. 889 (TITLE 5 MRSA SEC. 4576; TITLE 20A MRSA SEC. 6; 254.8-10; 256.1, 7; 1001.13; 4502.4A; 13011.6; 13019-A.1D; 13019-B.1C)

Cross Reference: AC - NONDISCRIMINATION

Adopted: MARCH 22, 1994

Revised: _____

RECRUITING AND HIRING OF ADMINISTRATIVE STAFF—PROCEDURES

These procedures implement board policy GCFB and are designed to establish a thorough, efficient and nondiscriminatory practice for the recruiting and hiring of the most qualified candidates for administrative positions.

A. Job Description Development/Review

To ensure that a written role description of the vacant position accurately represents the current functions and needs, the superintendent/designee is to:

1. Conduct a review of (if none exists, develop) the job description, with input from persons affected by the position;
2. Include the criteria (skills, knowledge, abilities) required to perform the duties/responsibilities of the position; and
3. List the minimum qualifications (training, education, and experience) for the position.

B. Recruitment

To attract a strong pool of qualified candidates, the superintendent/designee is to advertise (except in the circumstances described in K below) such as in:

1. Posting notice of vacancy within MSAD #30;
2. Placing a display advertisement in appropriate print media, considering at least one appearance in a major Maine weekend or Sunday newspaper; and
3. If successful candidates are not found, this procedure shall be followed: Identifying and notifying other possible sources of potential candidates, such as professional associations, educational administration programs and placement offices at colleges and universities in Maine and other states, and the Maine Department of Education.

C. Screening

To ensure that a fair and efficient screening process will occur, the superintendent/designee is to:

1. Ensure that all applications are initially reviewed (by more than one administrator) with attention given to an unbiased regard for the criteria and qualifications in the job description;
2. Notify the Personnel Sub-Committee with representation as deemed appropriate to the particular vacancy as to the time and place;
3. Provide orientation on confidentiality and equity issues to screeners;
4. Eliminate all candidates who do not meet the minimum qualifications;
5. Conduct preliminary reference checks, as appropriate;
6. Select candidates for interview based on the degree to which they meet the criteria and demonstrate the skills, knowledge and abilities outlined in the job description; and
7. Notify applicants not selected for interview.

D. Interviewing

To ensure that the interview process will be conducted in a legal and proper manner, the superintendent/designee is to:

1. Notify the Personnel Sub-Committee (may be the same persons who serve the screening function) with representation as deemed appropriate to the particular vacancy as to time and place;
2. Provide orientation on the process including the function and extent of responsibility of the panel, the weighting of criteria and the nomination/hiring procedure; and
3. Conduct training to ensure that panel members are aware of the legal aspects of interviewing, including confidentiality and equity issues.

The Personnel Sub-Committee is to:

1. Design interview questions which match the criteria and the duties/responsibilities outlined in the job description; and
2. Provide equal opportunity for the candidates to respond to the same questions/questioners.

E. Selection

The Personnel Sub-Committee is to:

1. Individually assess the candidates according to their answers to the job description-related questions, rating and commenting on each using a specially prepared form corresponding to the questions/criteria; and
2. Submit a report to the superintendent, including the individual rating forms as well as a list (usually 2 to 4) of candidates to be considered further for the position.

The superintendent/designee is to:

1. Have reference contacts made, as appropriate, to check perceived strengths and weaknesses of the candidates;
2. Review the material on the finalist candidates to determine whether additional information is needed;
3. Conduct final interviews of any or all finalists, as deemed necessary;
4. Select the most qualified candidate who fits the criteria and the duties/responsibilities outlined in the job description, based on his/her own professional judgment along with those of the Personal Sub-Committee (or, reject all finalists, re-open the position and begin the process anew); and
5. Have any further reference checks made, as appropriate.

F. Nomination/Employment

The superintendent is to:

1. Notify and obtain agreement of the successful candidate, pending board approval;
2. Inform the Personnel Sub-Committee; and
3. Nominate and employ the successful candidate in accordance with state law and local policies.

G. Notification

The superintendent/designee may:

1. Notify the nominee of the board approval and employ the administrator; and
2. Notify the other candidates interviewed.

H. Orientation and Support

To ensure that the new administrator is provided with the proper information about the system and job description, the superintendent/designee is to provide an orientation that includes expectations of the duties/responsibilities of the position along with the policies and procedures of MSAD #30.

I. Record Keeping

To ensure that the confidentiality of employee and applicant records are properly maintained, the superintendent is to provide for the maintenance in secure files of all applications and documentation of the hiring, screening and interviewing process for a period of three (3) years.

J. Confidentiality

To ensure that confidentiality is maintained throughout and permanently following the hiring process, the board, all employees involved, and any other participants are to maintain absolute confidentiality about candidates, including names, in accordance with Maine state law (Title 20A-6101). The board is to assume responsibility through the superintendent for providing adequate orientation at appropriate stages of the process, including at the completion.

K. Hiring of Current Employees

MSAD #30 may forego one or more of the steps set forth in sections B-E of this procedure and appoint a person who is currently employed by MSAD #30 to fill an administrative position only if the superintendent, after consultation with the board, determines that the following circumstances exist:

1. The currently employed candidate is exceptionally well quantified for the position; and
2. The decision to forego all or part of the recruitment and screening process will not detract from the goals of this policy.

M.S.A.D. #30

NEPN/NSBA Code: GCFB-R

Based largely on “Model Administrative Hiring Procedure,” published by the Commissioner of education in the Final Report of the Equity Committee, April 22, 1991.

Adopted: MARCH 22, 1994

Revised: _____

PROFESSIONAL STAFF DEVELOPMENT

The school board recognizes the importance of developing, maintaining, and extending the skills of staff members. The board encourages employees to engage in programs and activities which will lead to their professional growth and increased competence.

The superintendent is authorized to initiate programs and activities which are designed to serve the following purposes:

- A. To provide a structure through which staff members can stay abreast of new developments in their area of speciality;
- B. To familiarize staff members with new research and innovative teaching methods;
- C. To assist staff members in the process of change and school improvement; and
- D. To facilitate the development, implementation and evaluation of new programs.

Within budgetary limitations, visitations and attendance at conferences may be approved by the superintendent in accordance with board policy.

Mileage will be paid only if the school department requires attendance at the conference, etc., and if approved in advance.

Adopted: NOVEMBER 28, 1989

Revised: _____

EVALUATION OF INSTRUCTIONAL STAFF

There will be an ongoing appraisal of the performance of teachers to provide:

- A. A systematic process whereby all staff members may measure and improve, on a continuing basis, the effectiveness of their instructional services, using the available professional resources;
- B. Opportunity for all staff members to analyze their strengths and weaknesses as they relate to the teaching-learning process and to discuss objectively the contributions they have made to the school system;
- C. Opportunity for the administrative staff to analyze the strengths and weaknesses of individual staff members and to use their knowledge to develop supervisory service to assist individuals in developing objectives to improve their competence. These may relate to the teaching-learning process and/or other professional responsibilities; and
- D. Effective means by which administrators may make recommendations concerning the continued employment of personnel, the granting of a continuing contract, the granting of an increment, and/or other recommendations to the board.

The board intends to seek and maintain the best qualified staff to provide quality education to students. In keeping with this goal, all personnel are expected to participate fully in the appraisal process. An integral part of this process is self-appraisal. The self and administrative appraisals will include: knowledge of subject matter, educational skills and techniques, attitudes, behavior patterns, values, and ethics. Each professional staff member will share in the responsibility of maintaining and enhancing the self-image and self-respect of all participants throughout the appraisal process.

The evaluation procedure is to address all aspects of teaching performance and recognize that the fulfillment of pupil needs is of primary importance.

Legal Reference: ME DEPT OF ED RULE CHAP 125.23, B, 5, N

Adopted: MARCH 22, 1994

Revised: _____

EVALUATION OF ADMINISTRATIVE STAFF

The superintendent shall implement and supervise an evaluation system for all administrative personnel. A report shall be made to the board annually on the performance of all administrators, with recommendations regarding their employment and/or salary status.

Formal evaluations shall be made at least once a year, but more often during the first two years in an administrative capacity. They shall be conducted according to the following guidelines:

- A. Evaluative criteria for each position shall be in written form and made permanently available to the administrator;
- B. Evaluations shall be made by the superintendent or immediate supervisor;
- C. Results of the evaluations shall be put in writing and shall be discussed with the administrator;
- D. The administrator being evaluated will have the right to attach a memorandum to the written evaluation; and
- E. Results of all evaluations shall be kept in confidential personnel files maintained at the superintendent's office.

Legal Reference: ME DEPT OF EDUC RULE CHAP 125.23, a, 5, N

Adopted: MARCH 22, 1994

Revised: _____

M.S.A.D. #30