

**SECTION 500  
TABLE OF CONTENTS  
PERSONNEL**

**ADOPTED MARCH 4 2013**

**General**

501 Selection and Assignment

501..R.1 Selection Procedures for Teaching Positions

501..R.2 Selection of Support Personnel

501..R.3 Loyalty Oath

502 Line of Authority

503 Cooperative Efforts

505 Fringe Benefits

506 Sick Leave

**507** Sick Leave Bank

508 Personal Business Leave

508..R.1 Request for Personal Business Day

509 Emergency Leave

510 Other Leave

510..R.1 Request for Use of Professional Day

511 Temporary Leaves of Absence

512 Travel and Expense Reimbursement

512 R.1 Travel and Expense Guidelines

512..R.2 Expense Voucher

- 513 Employee Ethics
  - 514 Salary Schedule
  - 515 – 524 NOT USED

### **Administration**

- 525 School Administration
  - 525..R.1 Superintendent of Schools
  - 525..R.2 Principal
- 526 Evaluation of Administrators
  - 526..R.1 Evaluation of the Superintendent
  - 526..R.2 Evaluation of the Principal
- 527– 534 (NOT USED)

### **Faculty**

- 535 Teacher Contract
  - 535..R.1 Job Description – Teacher
  - 535..R.2 Job Description – School Counselor
  - 535..R.3 Job Description – School Librarian/Media Center Director
- 536 Faculty: Professional Growth
- 537 Faculty Evaluation
  - 537..R.1 Faculty Evaluation Form
  - 537..R.2 Standards of Conduct and Performance
  - 537..R.3 Counselor Evaluation Form
  - 537..R.4 Staff Evaluation Review Committee
- 538 Involuntary Reduction in Force: Certified Staff
  - 538..R.1 Implementation of Involuntary Reduction in Force: Certified Staff

539 Substitute Teachers

539..R.1 Guidelines for Substitute Teachers

540– 549 (NOT USED)

**Support Employees**

550 Support Staff

550..R.1 Minutes Clerk

550..R.2 Treasurer

550..R.3 Encumbrance Clerk

550..R.4 School Secretary

550..R.5 Activity Fund Clerk

550..R.6 Superintendent's Secretary

550..R.7 Media Center Assistant

550..R.8 Food Service Manager

550..R.9 Cook

550..R.10 Lunchroom Assistant

550..R.11 Custodian

550..R.12 Maintenance

550..R.13 Bus Driver

551 Support Staff Evaluation

551..R.1 Performance Review of Non-Certified Staff

552 Suspension, Demotion or Termination of Support Employees

553 Involuntary Reduction in Force: Support Staff

554..R.1 Procedures for Involuntary Reduction in Force: Support Staff

## PERSONNEL

**SELECTION AND ASSIGNMENT****Selection of Certified Personnel**

In carrying out its belief that the quality of its teachers is the single most important ingredient of a school district, Ringwood Board of Education shall seek to attract and retain the services of well-qualified, competent teachers. The board shall select teachers on a basis of professional qualifications, and those teachers shall enter into a contract with the school district upon employment. No teacher will be employed who does not meet accrediting standards established by the Oklahoma State Department of Education. All teachers shall register their certificates and transcripts in the office of the superintendent before assuming their teaching duties with the school system.

**Selection of Non-Certified Personnel**

It is the intention of Ringwood Board of Education that employees be selected on a professional basis so that the person most qualified for the job will be selected. Upon employment the staff member shall enter into a contract with the school district.

**Nepotism Restriction**

Ringwood Board of Education realizes, however, that it is unlawful for any person to be employed or put under contract if that person is related to a member of the board within the second degree of blood or marriage, except for substitute teachers or temporary substitute support employees, who may be related within the second degree to a board member. Further, no employee shall be in an evaluative or supervisory position over a member of his or her immediate family.

**Assignment**

The superintendent, with assistance from the school site principals, shall be responsible for the assignment of all personnel. However, such assignments may be delegated to site principals. Assignments shall be based on the requirements of each position and the qualifications of individuals being considered for the position.

**Orientation**

Orientation and staff development in-service programs shall provide initial assistance for beginning staff and faculty and encourage continual professional growth.

References: 70 O.S. 5-113.1 (Section 61, School Laws of Oklahoma)  
70 O.S. 6-190 (Section 180.10, School Laws of Oklahoma)  
HB 1549, Section 11, 1995 Legislative Session; HB 1647, 2009 Leg. Sess.  
State Department of Education, Standards for Accreditation of Oklahoma  
Schools, 2002, pp. 31-38

501..R.1

**REGULATION  
SELECTION PROCEDURES  
FOR TEACHING POSITIONS**

All interviews will be conducted by the superintendent and/or the superintendent's designee. Positions will be advertised in the venues deemed most likely to produce qualified applicants. The goal of teacher selection is to hire the applicant who is most qualified and will meet Ringwood needs.

Ringwood Public School District wishes to clearly delineate equal employment opportunity to avoid unintentional discriminatory practices, while at the same time selecting the right employee for each job.

It is the policy of this district to provide equal opportunity for employment, retention, and advancement of all people, regardless of race, color, creed, national origin, sex, age, handicapping condition, sexual orientation or veteran's status.

All certified staff must possess proper certifications, degree(s), licensure, etc.

**REGULATION  
SELECTION OF SUPPORT PERSONNEL  
GUIDELINES**

Ringwood Public School District wishes to clearly delineate equal employment opportunity to avoid unintentional discriminatory practices, while at the same time selecting the right employee for each job.

1. It is the policy of this district to provide equal opportunity for employment, retention, and advancement of all people, regardless of race, color, creed, national origin, sex, age, handicapping condition, sexual orientation or veteran's status.
2. Once each year the administrative staff will review all personnel staff assignments to ensure the most effective utilization possible of staff time and capabilities. Personnel evaluations conducted in accordance with current school laws of Oklahoma will be utilized in this assessment.
3. A system of uniform procedures for methods of recruiting, screening, selecting, and assigning personnel will be followed.
4. Applications for positions will be received at any time; applications will be kept active for a period of one year from the date received. All perspective employees will be required to complete a job application form for employment. Every person will be asked to indicate if the position desired is to be full-time or part-time employment.
5. Each support person employed by Ringwood Public Schools will be presented with a thorough job description of the work expected of them in their normal duties.
6. Each employee will also be given a copy of support personnel policies that all employees are expected to follow during their employment..
7. Support employees shall be employed for a ninety (90) calendar days probationary period during which time his/her work will be thoroughly evaluated. At the end of this probationary period, the employee will have a conference with his/her supervisor. At this time the decision will be made to continue or terminate employment. After successful completion, the employee shall be granted all rights of regular employment as provided by statute.
7. It is the policy of the Ringwood Board of Education to take action concerning renewal or nonrenewal of all support employees' contracts before June 30 each year.

**REGULATION  
LOYALTY OATH**

**Ringwood Public Schools  
Affidavit**

**Loyalty Oath**

I do solemnly swear (or affirm) that I will support the Constitution and the laws of the United States of America and the Constitution and the laws of the State of Oklahoma, and that I will faithfully discharge, according to the best of my ability, the duties of my office or employment during such time as I am an employee of Ringwood Public Schools of Major County, Oklahoma.

\_\_\_\_\_  
Affiant

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

(Seal)

My commission expires \_\_\_\_\_.

\_\_\_\_\_  
County  
State of Oklahoma

References: 51 O.S. 36.1-36.2A (Section 741-742, School Laws of Oklahoma)

### **LINE OF AUTHORITY**

Teachers shall be under the general direction of the superintendent and immediately responsible to their principal for implementing the policies of Ringwood Board of Education. Lines of administrative and supervisory authority between the superintendent and the principals shall be clearly defined and shall give principals the responsibility for initiating appropriate changes to meet the needs of the students. The principal shall be involved in the selection, assessment, evaluation, retention and promotion of all personnel assigned to the school.

All staff personnel shall be directly responsible to the superintendent or his/her designee. The principal shall have the responsibility and the authority for the administration of non-instructional programs at that school site.

The superintendent and/or another delegated authority shall establish a work schedule for staff members and supervise their work.



## **COOPERATIVE EFFORTS**

Ringwood Board of Education believes that each individual teacher or employee should be highly skilled and that cooperative efforts among teachers and other employees will enhance the ability of each teacher and magnify the learning opportunities of all students.

Teachers are expected to cooperate with all employees of the district so that Ringwood Public Schools may be operated efficiently, and cooperative learning programs and activities are encouraged by the board of education.

**PERSONNEL  
FRINGE BENEFITS**

Ringwood Board of Education, understanding the benefits of providing fringe benefits in a cost-effective manner, has approved a “cafeteria” plan for the purchase of such benefits by each employee. Health and accident insurance, cancer insurance and annuities are available on a payroll deduction plan. Also, retirement paid by the employer on behalf of the employee is made on a pre-tax basis.

Reference: SB 902, 1998 Legislative Session  
HB 1363, 1999 Legislative Session  
SB 901, 2000 Legislative Session

## SICK LEAVE

### General

Ten days sick leave shall be allowed each nine- or ten-month employee each year, with cumulative time up to sixty (60) days or as required by law. Those employees who are employed for twelve months will receive twelve days sick leave per year. Eleven-month employees shall receive eleven sick days annually. Teachers are vested with sick leave at the beginning of each year. All support personnel are credited with sick leave at the close of each work month, at the rate of one day per month of employment. The hourly length of the sick leave day shall be equal to the workday of the employee.

Sick leave is defined as an employee's absence from assigned duty due to personal illness, accidental injury, pregnancy, or accidental injury or illness in the immediate family. Immediate family shall be defined as spouse, children, parents, father-in-law, mother-in-law and any other permanent resident of the employee's household.

If for any reason the board of education or the superintendent believes this benefit is being abused, a statement of illness from a doctor may be required to justify granting of sick leave. A doctor's certificate verifying illness will be required of any employee after five consecutive days of illness.

### Retirement Credit for Unused Sick Leave

Ringwood School District will maintain accurate, up-to-date information concerning unused sick leave for purposes of teacher retirement credit. In accordance with state law and the regulations of the Oklahoma Teachers' Retirement System, the total creditable service of a member who retires or terminates employment and elects a vested benefit may include up to 120 days of unused sick leave for retirement credit. However, teachers hired after July 1, 1992, are not eligible for retirement credit on unused sick leave.

The board of education will maintain records for the purpose of assisting each employee to account for unused sick leave days for retirement purposes. The board will account for and certify unused sick leave days for each year. This provision will apply to employees hired before July 1, 1992, who have participated in the Teacher's Retirement System subsequent to August 1, 1959.

Upon retirement, accumulated sick leave days and the unused sick leave days in the sick leave bank may be certified to the Teacher's Retirement System of Oklahoma to add creditable service for retirement purposes at a rate of one month of credit for each twenty days of accumulated sick leave.

### **Child Care Leave**

In accordance with state law, and if approved by the board of education, a teacher who takes no more than 90 days without pay to care for the teacher's child during the first year of the child's life shall receive full credit toward retirement for those days missed if the teacher pays Oklahoma Teachers' Retirement System the full contribution on the salary which would have been received. The teacher shall also receive credit for those days in computing experience for salary.

References: 70 O.S. 5-117 (Section 68, School Laws of Oklahoma)  
70 O.S. 6-104 (Section 141, School Laws of Oklahoma)  
Amended by SB 66, 1995 Legislative Session  
SB 1033, 1998 Legislative Session

**SICK LEAVE BANK**

When the need arises, a list of volunteers will be compiled of those wishing to donate sick leave days to an employee in need.

Days will not be subtracted from the donors' accumulated sick leave until used by the employee in need.

A new donor list will be compiled as each need arises.

**PERSONNEL**  
**PERSONAL BUSINESS LEAVE**

In compliance with 70 O.S. 6-104, Ringwood School District shall provide for all employees three noncumulative days for personal business leave, upon the request of the employee. The building principal must be notified in advance. A personal business request form must be submitted in duplicate to the building principal for approval at least three days prior to the requested leave.

Except in cases of emergency, personal business leave will not be used the last day before a vacation or school break or the first day of school after a vacation or school break.

Additional information about personal business leave is a part of the "Request for Personal Business Leave" form in the regulation that follows this policy.

**Unexcused Personal Leave**

Any school personnel requesting any unexcused personal leave will be granted such leave with full day's pay deducted from absent personnel's salary for each day absent. The substitute teacher who fills the absent teacher's position will be paid regular substitute pay.

References: 70 O.S. 6-104 (Section 141, School Laws of Oklahoma)

**REGULATION  
REQUEST FOR PERSONAL BUSINESS LEAVE**

**Ringwood Public Schools  
Request for Personal Business Leave**

Employee's Name \_\_\_\_\_  
School \_\_\_\_\_  
Date of Absence(s) \_\_\_\_\_  
Date Submitted \_\_\_\_\_

Upon written request, certified employees may be granted three (3) days of leave per year in order to conduct personal business. Support personnel will be granted one (1) day of personal, noncumulative leave per school year. This leave is subject to the approval of the employee's immediate supervisor. The purpose of this leave is to make it possible for an employee to tend to personal, legal, household, business or family matters which require his/her presence during school hours. It is intended that said leave shall be available for reasons of hardship or pressing need and not merely for convenience.

Except in emergency situations, the request for personal business leave shall be made three (3) days in advance to the administrative official to whom the employee is directly responsible. The administrator will act on the request and shall notify the teacher of the decision at least one (1) day prior to the day of the requested leave. In cases of emergency, an application must be filed with the principal within one (1) week after returning to work. The principal will submit the application to the superintendent for a decision.

Personal business leave shall not be taken immediately preceding or following a school holiday/break. Personal leave must be requested at least 24 hours in advance except in extreme cases.

No personal leave can be taken during the first two or last two weeks of the school year.

Employee's Declaration of Eligibility

I certify that I believe this request to be in compliance with the policies governing personal business leave.

---

Reason for Leave

---

---

Printed Name of Employee

---

Signature of Employee

---

Date

---

Principal

---

Superintendent

---

Approved or Disapproved



**PERSONNEL  
EMERGENCY LEAVE**

Ringwood Board of Education shall provide two (2) days each year for emergency leave for all certified employees. These days shall not be chargeable to sick leave and will not be cumulative. The term emergency shall be defined as a situation or occurrence over which the employee has no control and no option except to be absent.

Administration may allow staff to use sick leave for emergencies.

References: 70 O.S. 6-104 (Section 141, School Laws of Oklahoma)

## OTHER LEAVE

### **Jury/Witness Court Leave**

Ringwood School District shall grant an employee leave for jury service or as a witness subpoenaed in a criminal, civil or juvenile proceeding. When an employee serves on a jury or is called as a witness as described above, he/she will be paid the difference between the amount received for jury duty and the amount he or she would have earned at his/her regular rate of pay for each day served on the jury or as a witness.

### **Professional Leave**

Upon application to and approval from the building principal and/or superintendent, professional enrichment leave may be granted to teachers and support employees to attend conferences, workshops and meetings without loss of pay.

### **Bereavement Leave**

Each employee may use three (3) days of sick leave for bereavement due to the death of a member of the immediate family. Immediate family is defined as follows: spouse, child, parent, sibling, grandparent, aunt, uncle and each corresponding relationship established by marriage.

If additional bereavement leave is denied, the employee may request extended bereavement leave from the superintendent, and if granted, the extended leave will be chargeable to sick leave.

### **Military Leave**

Military leave will be granted in accordance with federal and state law with tenure and retirement protected.

References: 70 O.S. 6-104 (Section 141, School Laws of Oklahoma)  
70 O.S. 6-105 (Section 144, School Laws of Oklahoma)  
44 O.S. 209 (Section 734, School Laws of Oklahoma)  
72 O.S. 48 (Section 735, School Laws of Oklahoma)

REGULATION  
REQUEST FOR USE OF PROFESSIONAL DAY

**Ringwood Public Schools**  
**Request for Professional Day Leave**

Current Date \_\_\_\_\_

Teacher \_\_\_\_\_

Workshop Title \_\_\_\_\_

Date of Workshop \_\_\_\_\_

Time of Workshop \_\_\_\_\_

Location of Workshop \_\_\_\_\_

Reason for Attending Workshop \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Number of Workshops Attended This School Year \_\_\_\_\_

Will a Substitute be needed?                      Yes \_\_\_\_\_                      No \_\_\_\_\_

Full Day?    Yes \_\_\_\_\_    No \_\_\_\_\_

If Partial Day Only, State Which Class Periods \_\_\_\_\_

Check One:                      Will Use Personal Vehicle \_\_\_\_\_

    Request School Vehicle \_\_\_\_\_

\_\_\_\_\_  
Superintendent's Approval

## **TEMPORARY LEAVES OF ABSENCE**

### Extended Leave for Illness

Ringwood School District will provide leaves of absence when employees have exhausted their accumulated sick leave and remain unable to return to work because of personal accidental injury, illness or pregnancy. The teacher shall receive, for a period not to exceed twenty (20) days, his/her full contract salary less

1. the amount actually paid a certified substitute for his/her position if a certified substitute is hired or
2. the amount normally paid a certified substitute for his/her position.

After the twenty (20) days is exhausted, the teacher may be placed on automatic leave of absence without pay for whatever time is needed for a maximum of the remainder of the current school year. Such request must be made in writing and submitted to the superintendent.

When a regular teacher is placed on leave of absence, a replacement may be assigned to the position at the regular salary to which he/she would be entitled as a regular contract teacher for the remainder of the school year or for whatever portion of that time needed to replace the regular teacher.

The term of the contract services of the replacement teacher will be designated in each such assignment.

This policy regarding leaves of absence for personal illness in no way changes the policy covering written leave of absence requests for other reasons.

### **Extended Leave Other than Illness**

Extended leaves of absence without pay may be granted only after the employee has worked in the school district for at least three consecutive years as a full-time contract employee. Extended leaves would be considered or granted in the following cases:

1. involuntary military service
2. personal illness
3. further study that includes at least 15 hours of credit for one year
4. caring for sick member(s) of the employee's family

Employees requesting extended leaves of absence shall submit a written request for such leave to the superintendent. Such requests should designate the beginning and termination date of requested leave, not to exceed two semesters. The request is to be filed when possible not less than one month prior to the beginning date of such requested leave of absence.

Leaves of absence are not renewable and will expire on the ending date of the current contract, but in no case later than June 30.

### **Unexcused Personal Leave**

Any school personnel requesting any unexcused personal leave will be granted such leave with full day's pay deducted from absent employee's salary for each day absent. The substitute teacher in their position will be paid regular substitute pay.

### **Worker's Compensation**

An employee may not be paid full sick leave benefits when that person is absent from work because of a job-related injury and is receiving worker's compensation. However, at the option of the employee, he/she may receive, along with worker's compensation pay, partial sick leave or personal leave pay to bring the amount of salary to the level of regular sick leave pay. The employee must qualify for sick leave or personal leave in order to receive the partial payment in addition to his/her worker's compensation. At no time will the employee receive an amount that exceeds 100% of his/her regular net pay. Sick leave or personal leave thus used will be prorated and the employee's available days reduced accordingly. The employee must notify his/her immediate supervisor the day of the injury.

**REGULATION  
GUIDELINES FOR  
TRAVEL AND EXPENSE REIMBURSEMENT**

Employees requesting to attend professional/job-related meetings outside the school district must be approved by all designated administrators at least one week in advance of the meeting.

Job-related, expenses incurred by employees for meals (including tax and gratuities, but only on overnight trips), lodging, airfare, registration, tolls, and parking may be reimbursed with actual receipts. Meals for out-of-town travel will be reimbursed at a rate not to exceed \$30.00 per day upon submission of actual receipts. Signatures are required on each expenditure. Per IRS rules, reimbursement of travel expenses for non-overnight trips is taxable as income.

Use of personal vehicles will be reimbursed at the prevailing IRS mileage reimbursement rate (not to exceed the cost of air travel). Employees requesting mileage reimbursements should submit a requisition with supporting documentation for payment either on a monthly basis or at least twice per school year. One request at the end of the school year is prohibited due to finalizing fiscal year expenditures and budgeting guidelines.

Meals (excluding taxes and gratuities) for out-of-town travel will be reimbursed at a rate not to exceed \$30.00 per day, or at a rate approved by the superintendent, upon submission of actual receipts and only on overnight trips.

Actual cost of lodging will be reimbursed upon submission of actual receipt.

Registrations paid by employees may be claimed upon submission of actual receipt.

REGULATION

EXPENSE VOUCHER

Ringwood Public Schools

Payable to: \_\_\_\_\_

- Purpose of Trip(s)
- ( ) Workshop
- ( ) Administration
- ( ) Other (Explain)

Mail Warrant to : Address \_\_\_\_\_

| Date  | <u>Destination</u> |       | Miles | Meals | Lodging | <u>Other</u><br>Explanation | Total<br>For Day |
|-------|--------------------|-------|-------|-------|---------|-----------------------------|------------------|
|       | From               | To    |       |       |         |                             |                  |
| _____ | _____              | _____ |       |       |         |                             |                  |
| _____ | _____              | _____ |       |       |         |                             |                  |
| _____ | _____              | _____ |       |       |         |                             |                  |

Used School Vehicle ( )

Used Personal Car ( )

\_\_\_\_\_ Miles at \_\_\_\_\_ cents per mile  
 Allowance \_\_\_\_\_  
 Total \_\_\_\_\_

INSTRUCTIONS:

1. Complete in duplicate
2. State your name and address
3. Itemize your expenses
  - A. State where you traveled
  - B. Cost of meals (reasonable and actual costs)
  - C. Lodging, etc.
4. Attach receipts for lodging gasoline and other expenses.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
APPROVED BY (SIGNATURE)

## EMPLOYEE ETHICS

Ringwood Board of Education expects all employees to maintain high standards of conduct. These standards include the following:

- The maintenance of fair and courteous professional relationships with pupils, parents, staff members and others
- The maintenance of their own efficiency, effectiveness and knowledge of developments in their fields of work
- The transaction of all official business with the properly designated authorities of Ringwood Public Schools, other school districts and the State Department of Education
- The establishment of friendly and professional cooperation between the community and the school district
- The placement of the welfare of the students as the first concern of the school district
- Restraint from using school contacts and privileges to promote partisan politics, sectarian religious views or selfish propaganda of any kind
- The proper use and protection of all school properties, equipment and materials
- The use of constructive criticism toward improvement of the school system



## SALARY SCHEDULE

**Certified Personnel**

Ringwood Board of Education believes that student instruction is the lifeblood of a school district and that teachers should be rewarded for their service. Therefore, the district will comply with all state teacher salary requirements and will make efforts to exceed those requirements whenever possible.

**Support Personnel**

Ringwood Board of Education believes that support personnel should be rewarded for their service. Therefore, the district will attempt to pay competitive salaries for the community in which the district is located and will make efforts to exceed those salaries whenever possible.

**NOT USED**

**These policy numbers are reserved for future personnel policies.**

## SCHOOL ADMINISTRATION

### **Superintendent**

Ringwood Board of Education will hire a superintendent of schools. The superintendent, who holds an administrative certificate, shall be the executive officer of the board of education and the administrative head of the school district. He/she will maintain an accredited school.

### **Principals and Assistant Principals**

Ringwood Board of Education will hire principals for each school in the district. The board will hire assistant principals as needed. Principals will have supervisory or administrative authority over the school to which they are appointed. All principals and assistant principals shall be required to hold administrative certificates.

**REGULATION  
JOB DESCRIPTION  
SUPERINTENDENT OF SCHOOLS**

**Qualifications: (Minimum standards):**

1. a provisional certificate for school superintendent.
2. a master's degree from an accredited institution, with a major in administration and supervision or education.
3. completed five (5) years teaching experience.

**Reports to:** Ringwood Board of Education

**Job Goal:** Provide professional, educational leadership and skills to translate the will of the board of education into administrative action.

**Performance Responsibilities:**

1. Serves as executive officer of the board of education and attends all board meetings except when his own appointment, efficiency, contract or salary is being considered.
2. Recommends policies, plans and programs; prepares and presents facts and explanations necessary to assist the board in its duty as policy maker for the schools.
3. Recommends to the board the sale of property no longer required by the board and supervises such sales.
4. Directs the preparation of the annual budget for adoption by the board and administers the budget as enacted by the board.
5. Maintains adequate records for the district, including a system of financial accounts; business and property records; and personnel, school population, and scholastic records. Acts as custodian of such records and other papers belonging to the board.
6. Approves or disapproves the special transfer of students into or out of the district.
7. Represents the schools before the public and maintains a program of publicity and public relations to keep the community informed.
8. Supervises and insures adherence to Constitutional or statutory laws, state regulations, and board of education policies.

9. Exercises power to make such rules and regulations as may be necessary to implement and maintain board policies.
10. Uses own discretion in matters not covered by board policy, reports such action to the board, and recommends appropriate policy for future guidance.
11. Performs such other tasks as directed by the board of education.
12. Secures and nominates for employment the best qualified and most competent teachers, support staff, and administrative personnel.
13. Assigns and transfers employees as the needs of the district may dictate, and reports such action to the board for information and record.
14. Reports to the board the case of any employee whose service is unsatisfactory and recommends appropriate action.
15. Holds such meetings of the teachers and other employees as necessary for the discussion of matters concerning the improvements and welfare of the school district.
16. Keeps the public informed about modern educational practices; educational trends; and the policies, practices, and problems in the school district.
17. Delegates to other employees powers or duties as needed. Delegation of power or duty does not relieve the superintendent of final responsibility for the action taken under such delegation.
18. Keeps informed of modern educational thought and practices by advanced study, by visits to school systems elsewhere, by attendance at educational conferences, and by other appropriate means, and keeps the board informed of trends in education.
19. Studies and revises, together with the staff, all curriculum guides and courses of study on a continuing basis.
20. Makes recommendations for the location and size of new school sites and of additions to existing sites; the location and size of new buildings on school sites; the plans for new school buildings; all appropriations for sites and buildings; school closings; school reorganization; and improvements, alterations, and changes in the building and equipment of the district.

21. Recommends to the board of education for its adoption all courses of study, curriculum guides, and major changes in texts and time schedules to be used in the schools.

22. Submits to the board a clear and detailed explanation of any proposed procedure that would involve either departure from established policy or the expenditure of substantial sums of money.

23. Makes recommendations to the board concerning the transportation of pupils in accordance with the law and the requirements of safety.

24. Provides suitable instructions and regulations to govern the use and care of school properties for school purposes.

25. Attends, or delegates a representative to attend, all meetings of municipal agencies at which matters pertaining to the public schools appear on the agenda or are expected to be raised.

**Terms of Employment:**

Twelve (12) months a year. Salary and benefits to be arranged with the board.

**Evaluation:**

Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of the superintendent.

**REGULATION  
PRINCIPAL**

**Qualifications (Minimum)**

1. Hold principal's certification from the State of Oklahoma
2. Three (3) years teaching experience

**Reports to:** Superintendent

**Supervises:** All personnel assigned to the same building to which the principal is assigned

**Job Goal:** To provide leadership for the school to reach its full potential

**Performance Responsibilities:**

1. Organizes and conducts the school site in accordance with the policies of the board as implemented by the superintendent. Makes necessary rules and regulations for the efficient operation of the school, prepares handbooks, with the approval of the board of education, for distribution to teachers and students
2. Studies the educational needs of the neighborhood served by the school and develops plans for meeting them
3. Exerts leadership in the adaptation of the general programs of education approved for the schools to meet the particular needs of the community served
4. Supervises the instructional staff in the development and implementation of curriculum and student activities; delegates authority when necessary
5. Reports for duty by 8:00 a.m. or as needed each day and insures that teachers and other staff are present at the appropriate time and place
6. Makes necessary rules and regulations for the efficient operation of his/her school; prepares a handbook, with approval of the board of education, for distribution to teachers and students
7. Directs the activities of professional and nonprofessional staff members in the performance of their duties, evaluating them as required by state law and board of education policy, and recommending them for renewal or nonrenewal for the succeeding school year

8. Has the authority and responsibility of assigning all general and specific duties of teachers and support personnel of the school site, subject to the approval of the superintendent. Duties include supervision of halls, grounds, and cafeteria; extra-class activities, and organizations; and other duties necessary to the efficient operation of the schools
9. Supervises the operation of vending machines in each building
10. Supervises operation of foodservice program at the school site
11. Is responsible to the superintendent for athletic programs at the school site; insures that rules and regulations of the Oklahoma Secondary Schools Activities Association are followed
12. Arranges and approves all activities and events scheduled for the school calendar.
13. Holds meetings with teachers as necessary
14. Is responsible for class schedules, honor rolls, and class organizations
15. Is responsible for keeping all pupil accounting records and making of such reports as requested by the superintendent
16. Delegates to and supervises teachers in the making and keeping of daily reports of absences and tardies
17. Supervises and controls the issuance of textbooks, materials, supplies, and admit slips
18. Directs and supervises an inventory at the end of each year for each department under his/her supervision; makes same available to teachers for revision
19. Organizes and holds fire and other disaster drills in compliance with state law and board of education policy
20. Maintains a clearance report for students who are withdrawing from school; insures that all books, supplies, and equipment are returned and that all fees and dues are paid before a student's clearance is completed
21. Directs and supervises summer employees of the district



22. Performs other duties as directed by the superintendent

**Terms of Employment:**

Elementary principals are on eleven-month contracts and secondary principals are on eleven-month contracts. Salary is to be determined based on experience.

**Evaluation:**

Job performance as evaluated by superintendent based on state minimum criteria

**TITLE: ATHLETIC DIRECTOR**  
**REPORTS TO: SUPERINTENDENT**

**PREFERRED QUALIFICATIONS:**

1. Junior and Senior High coaching experience (3 years)
2. Basic First Aid and Prevention of Injuries
3. Prefer Administration Certificate

**JOB GOAL:** The goal of the Athletic Director is to uphold the policies of Ringwood Schools, to promote fairness, and to work with the school community as a leader of school athletics.

**GENERAL RESPONSIBILITIES:**

The Athletic Director is an official representative of the Ringwood Public Schools and as such is responsible for the administration, organization, coordination, supervision, and evaluation of the athletic programs.

**PERFORMANCE RESPONSIBILITIES:**

1. In accordance with State Activities Association Regulations and School Board Policies, develops and places into operation appropriate rules and regulations governing the conduct of athletic activities.
2. Insures each staff member fully understands and adheres to the rules, regulations, and policies of the Oklahoma Secondary School Activities Association and Ringwood Board of Education governing interscholastic activities.
3. Prepares and verifies all eligibility reports that are certified by the Principal to be sent to the Oklahoma Secondary School Activities Association.
4. Keeps on file all physician's and parent's certificates, insurance forms and parent consent forms.
5. Organizes and administers the overall interscholastic athletic programs for Ringwood Public Schools.
6. Provides assistance to the administration in the selection, assignment, and evaluation of athletic coaches and staff members.
7. Assumes responsibility for the organization and scheduling of all interscholastic events at the Junior and Senior High School.
8. Arranges for transportation requests through the Director of Transportation and insures that transportation policies are adhered to by all concerned in the athletic department.
9. Prepares and recommends an athletic program budget for the administration when requested.
10. Prepares requisitions in cooperation with appropriate staff members for supplies, uniforms, and equipment for the total athletic department.
11. Hires and contracts officials, workers, and security as required, and assumes general game management responsibilities for home contests.
12. Makes the necessary arrangements for practice facilities, fields, gymnasiums, and other facilities as required.
13. Fosters good school, community, and media relations by keeping the community and media aware of and responsive to the athletic programs.

14. Serves as a member of the screening committee for the appointment of new staff members.
15. Assists the principal in completing all correspondence, reports and policies of the Oklahoma Secondary Activities Association.
16. Represents the district in all conference meetings.
17. As required, makes necessary arrangements for visiting teams' needs such as meals, playing facilities, dressing rooms, locations, and field assistance.
18. Supervises the cleaning, storage, and care of athletic equipment and require that inventories are completed at the end of each season by each head coach.
19. Evaluates in writing the extra-duty performance of the coaching staff and assists administration with re-assignment, re-employment or termination of coaching duties.
20. Provides an atmosphere conducive to good sportsmanship and assists visiting teams, coaches and officials.
21. Keeps up-to-date current season records of interscholastic events at Ringwood High School.
22. Prepares vouchers for request for expenses and on request assist in making necessary arrangements for meals and lodging.
23. Supervises maintenance and upkeep of indoor and outdoor athletic facilities and equipment.
24. Performs any other duties as assigned by the Superintendent.

Approved by: \_\_\_\_\_  
Superintendent                      Date

Reviewed and Agreed to by: \_\_\_\_\_  
Athletic Director                      Date

## **EVALUATION OF ADMINISTRATORS**

Ringwood Board of Education, in recognition of its accountability to the people of this community and its obligations under the statutes of the State of Oklahoma, shall conduct an annual formal evaluation of the superintendent of schools. This evaluation shall be conducted toward the goal of improving Ringwood Public Schools through an improving district leadership.

### **Evaluation of Superintendent**

Members of the board will first evaluate the superintendent independently, using a written form adopted for this purpose. The board will convene in executive session to discuss the assessments and prepare a composite evaluation. The full board and the superintendent will discuss the composite evaluation. The board and the superintendent will each retain a copy of the written evaluation report. One copy will be placed in the district's personnel file.

Evaluation of the superintendent shall be conducted in such manner as to:

- Provide some positive and constructive feedback to the superintendent that will support and promote his/her professional growth and development.
- Help the board evaluate its work in planning the educational program in this community.
- Strengthen the working relationship between the board and the superintendent by providing a comprehensive vehicle of communication.

### **Evaluation of Other Administrators**

The immediate supervisor of remaining administrators shall evaluate all other administrators. Evaluations will be made annually and will be reported to the board of education through the superintendent.

**REGULATION  
EVALUATION OF THE SUPERINTENDENT**

**Ringwood Public Schools  
Superintendent Evaluation Instrument**

Superintendent: \_\_\_\_\_ Years in System: \_\_\_\_\_  
School: \_\_\_\_\_ Assignment: \_\_\_\_\_  
Evaluator: \_\_\_\_\_ Date of Evaluation \_\_\_\_\_

Definition of Marks: \_\_\_\_\_

- A -- Above Average: The Superintendent surpasses the expected standards of performance.
- S -- Satisfactory: The Superintendent meets or exceeds the expected standards of performance.
- N - Needs Improvement: The Superintendent meets minimal standards of performance, improvement is suggested.
- U -- Unsatisfactory: The Superintendent does not meet minimal standards of performance, improvement is necessary.

NOTE: A check mark in a subcategory indicates that the evaluator has directly observed the described administrative behavior.

Practice: Observable actions or behaviors that relate to the performance of the superintendent .

\_\_\_\_\_ A. Management Indicators: The superintendent and staff develop goal statements which are the result of needs assessment, relevant data, and community input.

\_\_\_\_\_ a. The superintendent is effective in obtaining staff participation and using input provided.

\_\_\_\_\_ b. The superintendent seeks board participation in assessing progress toward goals and objectives.

\_\_\_\_\_ c. The superintendent assures that goals and objectives address school needs.

\_\_\_\_\_ d. The superintendent communicates goals and objectives to the board, staff, and community.

\_\_\_\_\_ e. The superintendent uses goals and objectives as the basis for decision making.

\_\_\_\_\_ f. The superintendent monitors and controls (gives direction to)the school's educational program.

\_\_\_\_\_ g. The superintendent demonstrates effective long range planning.

\_\_\_\_\_ h. The superintendent sets high expectations for staff.

\_\_\_\_\_ B. Leadership Indicators: The superintendent works with the board and staff in collegial and non-threatening ways to improve the school program.

\_\_\_\_\_ a. The superintendent exercises adequate supervisory skills over the operation of all schools in the system.

\_\_\_\_\_ b. The superintendent effectively administers all school policies.

\_\_\_\_\_ c. The superintendent participates in the deliberations of the school board without the privileges of presenting, or seconding motions, or voting.

\_\_\_\_\_ d. The superintendent reports or supervises the reporting on budget, staff, pupil population, school plant, and other school problems so that members of the board may keep informed about school operation and problems.

\_\_\_\_\_ e. The superintendent recommends for board consideration new policies or revisions of previously adopted policies.

\_\_\_\_\_ f. The superintendent evaluates the effectiveness of general or specific areas of the school program.

\_\_\_\_\_ g. The superintendent effectively recommends, assigns to specific positions, and reassigns personnel as conditions warrant.

\_\_\_\_\_ h. The superintendent delegates responsibilities and gives supervision to organization and operation of in-service programs for school personnel where it is deemed advisable.

\_\_\_\_\_ C. Product Indicators: The superintendent develops written documents that pertain to various areas of school operations.

\_\_\_\_\_ a. The superintendent prepares under the direction of the Board, the agenda for all board meetings.

\_\_\_\_\_ b. The superintendent continually develops new plans for operation of the schools.

\_\_\_\_\_ c. The superintendent supervises the preparation and administering of the general budget for operation of the schools and presents it to the board for approval as a financial plan of operation in accordance with the statutes of the State of Oklahoma,

\_\_\_\_\_ d. The superintendent recommends improvement and expansion on school plant facilities as needs become evident.

----- e. The superintendent develops district plans that are consistent with the financial outlook for the future.

\_\_\_\_\_ f. The superintendent supervises personnel in a manner consistent with board policies.

\_\_\_\_\_ g. The superintendent's office maintains all certified personnel files (to include sick leave, personal leave, etc.).

---

Signature of Evaluator

---

Date

**REGULATION  
EVALUATION OF PRINCIPAL**

**Ringwood Public Schools adopted the McRel Principal Evaluation Model on April 11, 2012 in order to meet the TLE according to Oklahoma School Code 70 O.S. § 6-101.16**

**Principal Evaluation Instrument**

**McREL's Principal Evaluation System**

**I. Principal Leadership Responsibilities Associated With Managing Change**

- A. Change Agent: Is willing to and actively challenges the status quo.
- B. Flexibility: Adapts his or her leadership behavior to the needs of the current situation and is comfortable with dissent.
- C. Ideals and Beliefs: Communications and operates from strong ideals and beliefs about school and schooling.
- D. Intellectual Stimulation: Ensures that the faculty and staff are aware of the most current theories and practices and makes the discussion of these a regular aspect of the school culture.
- E. Knowledge of Curriculum, Instruction, and Assessment: Is knowledgeable about the current curriculum, Instruction, and assessment practices.
- F. Monitor and Evaluate: Monitors the effectiveness of school practices and their Impact on student learning.
- G. Optimize: Inspires and leads new and challenging Innovations.

**II. Principal Responsibilities Associated With Focus Of Leadership**

- A. Contingent Rewards: Recognizes and rewards individual accomplishments.
- B. Discipline: Protects teachers from issues and influences that would detract from their time or focus.
- C. Focus: Establishes clear goals and keeps those goals in the forefront of the school's attention.
- D. Involvement in Curriculum, Instruction, and Assessment: Is directly involved in helping teachers design curricular activities and address assessment and instructional issues.
- E. Order: Establishes a set of standard operating procedures and routines.
- F. Outreach: Is an advocate and spokesperson of the school to all stakeholders.
- G. Resources: Provides teachers with material and professional development necessary for the execution of their jobs.

**III. Principal Responsibilities Associated with Purposeful Community**

- A. Affirmation: Recognizes and celebrates school accomplishment and acknowledge failures.
- B. Communication: Establishes strong lines of communication with teachers and among students.
- C. Culture: Fosters shared beliefs and a sense of community and cooperation.
- D. Input: Involves teachers in the design and implementation of important decisions.

E. Relationships: Demonstrates awareness of the personal aspects of teachers and staff.

F. Situational Awareness: Is aware of the details and the undercurrents in the running of the school and uses this information to address current and potential problems.

G. Visibility: Has quality contacts and interactions with teachers and students.

**McRel's Model Rubric used to evaluate the following levels of accomplishment:**

- **Developing**
- **Proficient**
- **Accomplished**
- **Distinguished (Comment Required)**
- **Not Demonstrated (Comment Required)**



Any written plans for improvement required of the evaluator must provide for further evaluation, indicate target dates for improvement, and provide feedback of progress toward established improvement goals. Such documents shall bear the signatures of both the evaluator and the principal and shall become a permanent part of this document.

Any written clarification statements offered by the principal shall bear the signatures of both the principal and the evaluator and shall become a permanent part of this document.

527 – 534

**NOT USED**

**These policy numbers are reserved for future  
development of personnel policies.**

**TEACHER CONTRACT**

The teacher contract shall be binding on both Ringwood Board of Education and the teacher unless mutual agreement exists to terminate the contract.

Teachers requesting to terminate a contract after July 1 of the ensuing school year may be held responsible for the expense the district incurs in finding a replacement, including but not limited to advertising costs.

**REGULATION**  
**JOB DESCRIPTION - TEACHER**

**Qualification:** Oklahoma Certificate/License

**Reports to:** Principal

**Job Goal:** To provide quality education for students of Ringwood School District

**Performance Responsibilities:**

1. Develops lesson plans and instructional materials that meet the district's curriculum goals and the needs of each pupil
2. Translates lesson plans into learning experiences that effectively utilize the available time for instruction
3. Establishes and maintains standards of student behavior needed to achieve a functional learning atmosphere in the classroom
4. Evaluates student academic and social growth, keeps appropriate records, and prepares reports relating to student progress
5. Communicates with parents through conferences and other means to discuss student progress and interpret the school program
6. Identifies student needs and cooperates with other professional staff members in assessing and helping students solve health, attitude and learning problems
7. Creates an effective environment for learning through functional and attractive displays, bulletin boards and interest centers
8. Maintains professional competence through in-service education activities provided by the district and self-selected professional growth activities
9. Selects and requisitions books and instructional aids; maintains
10. Maintains required inventory records
11. Supervises students in out-of-classroom activities during the assigned work day
12. Administers group standardized tests in accordance with district testing program
13. Participates in curriculum development programs as required

- 14. Participates in faculty committees and sponsorship of student activities
- 15. Performs other duties as assigned by the principal

**Terms of Employment:** Ten months year. Salary and days of work to be established by the board of education

**Evaluation:** Each principal in accordance with district's evaluation procedures will evaluate performance of this job.

**Approved:** \_\_\_\_\_ Date: \_\_\_\_\_  
Superintendent

**Reviewed:** \_\_\_\_\_ Date: \_\_\_\_\_  
Teacher

**REGULATION**  
**JOB DESCRIPTION – SCHOOL COUNSELOR**

**Supervisor:** The counselor is under the general supervision of, and is responsible to, the school principal.

General Duties

1. directs the measurement and evaluation program
2. obtains and interprets occupational and educational information for students
3. performs counseling service to pupils and teachers
4. conducts and reports on research projects related to guidance and counseling
5. supervises students during activities of the guidance and counseling program
6. maintains staff relationships with teachers
7. exercises direct supervision of employees assigned to the counselor's office

Duties of the High School Counselor

1. Maintains cumulative records for students of the high school
2. Secures, organizes and interprets information in cumulative records to teachers and students
3. Performs individual and group guidance with pupils when and where services are needed
4. Maintains current information about higher education and special training in occupational fields and uses these materials in individual conferences and in classroom group counseling
5. Studies pupil personnel records for identification of individual differences among students
6. Works individually with pupils in aiding them to choose subjects from the curriculum for future vocational and educational purposes
7. Works with students, parents, and industrial and business leaders in placement of students in full-time and part-time jobs
8. Makes a partial follow-up study on pupils who withdraw or graduate from school
9. Interviews new students and conducts orientation programs
10. Confers with students who indicate their desire to drop out of school
11. Confers with teachers, parents specialists and community agencies on educational, health, social and vocational problems of the students
12. Administers and scores standard tests for all students in grades K-12
13. Maintains and keeps current and complete test profiles for students in grades K-12
14. Interprets the school program and the pupil's individual progress to the parents
15. Is responsible for records that involve Family Educational Rights and Privacy

### Duties of the Elementary Counselor

1. Interprets information in cumulative records to teachers and parents
2. Performs individual and group guidance and serves as a resource person for teachers when requested
3. Identifies individual differences among students through testing and interprets results to parents and teachers
4. Works with teachers, parents, industrial and business leaders and other resource persons in providing materials for teacher pertaining to workplace skills.
5. Makes home visits if necessary to confer with parents
6. Interviews new students and assist principals in orientation programs
7. Confers with teachers, parents, specialists and community agencies on educational, health and social problems of pupils and makes referrals to other agencies when deemed necessary
8. Assists teachers in administering standard tests
9. Keeps individual folders on each child and make referrals to other agencies when deemed necessary
10. Interprets the school program and the pupil's individual program to the parents
11. Works with the principal in setting up guidance programs
12. Is responsible for records that involve Family Educational Rights and Privacy

**REGULATION**  
**SCHOOL LIBRARIAN/MEDIA CENTER DIRECTOR**

The school librarian coordinates an effective library program which gives service to the school staff and student body. The librarian is under the general direction of, and is responsible to, the principal of the building assigned. Duties of the librarian include

1. Providing prompt and energetic service to all library patrons.
2. Providing a well-balanced collection of library books and instructional materials
  - a. To support and enhance curriculum
  - b. To stimulate growth in factual knowledge, aesthetic values, and ethical standards
  - c. To give the student a background of information that will enable him to make intelligent judgments.
3. Evaluating, selecting, and acquiring new library materials according to Ringwood Public School's library book selection policy.
4. Organizing library books and instructional material so that they are easily accessible and readily available without delay or cumbersome clearance problems.
5. Providing instructions in the use of the library and library materials so the students and teachers may use the library effectively.
6. Instructing and directing student library assistants in the mechanical processes of the library and in the techniques of professional library service.
7. Providing professional assistance to teachers and staff by
  - a. keeping teachers and staff members informed concerning new materials the library acquires
  - b. assisting teachers in the selection of books and other instructional materials
  - c. preparing and discussing materials with classes studying a particular topic
  - d. preparing subject bibliographies upon request
  - e. promote interest in reading among students
  - f. providing a well-balanced professional collection of books and periodicals in the central library
8. Participating with teachers and administrators in planning the curriculum so that use of the library is an integral part of every student's course of study.

## **FACULTY PROFESSIONAL GROWTH**

Ringwood Board of Education believes that teachers need to keep abreast of new knowledge in their fields of expertise.

### **Staff Development**

1. Each teacher is urged to earn fifteen (15) staff development points each year and shall earn seventy-five (75) points over a five-year period.
2. Teachers are encouraged to attend workshops and conferences in their fields of study.
3. Teachers are encouraged to attend summer school for refresher courses from time to time.
4. Counselors are encouraged to complete a minimum of five (5) points each year in programs specifically designed for school counselors.

### **Faculty Meetings**

Teachers are expected to be punctual and to attend all faculty meetings.

### **Planning Time**

Planning time shall be defined as all the time between the assigned arrival and departure times that the teacher is NOT on his/her lunch period, teaching in the classroom or supervising pupils.

Planning time is to be used for planning for assigned teaching duties at the designated areas unless otherwise directed by the building principal.



## **FACULTY EVALUATION**

**On April 11, 2012, Ringwood Public Schools adopted the Tulsa Model of Teacher Evaluation as its official Teacher and Leader Effectiveness Evaluation System for Teachers according to Oklahoma School Code 70 O.S. § 6-101.16**

### **Staff Evaluation Policy**

All staff members are expected to perform well in relation to their responsibilities and job descriptions. Within the Ringwood Schools, the school district and the individual educator jointly accept the responsibility for the improvement efforts to educate the students in our district.

### **Evaluation Policy Statement**

The true purpose of evaluation is the improvement of instruction; therefore, the Ringwood School System has adopted the Teacher and Leader Effectiveness (TLE) Tulsa Model for the teaching staff and the McRel Model for administrators evaluation which is used to determine areas of strengths and weaknesses and for employment decisions.

### **Evaluation Procedures**

The following procedures for evaluation will be used:

1. The performance of all certified and support staff members will be evaluated. The superintendent will be evaluated by the Board of Education. Principals and nonadministrative staff will be evaluated by the Superintendent or his/her designee as provided by the law. Each evaluator will receive training as prescribed by the State Department of Education prior to conducting the evaluation. Teachers will be evaluated by certified administrators designated by the Ringwood Board of Education.
2. All teachers shall be evaluated in compliance with Oklahoma School Law and the Tulsa Model.

### **Evaluation Criteria for the Tulsa Model:**

#### **I. Classroom Management**

- A. Teacher plans for delivery of the lesson relative to short-term and long-term objectives.
- B. Teacher clearly defines expected behavior.
- C. Teacher assures a contribution to building-wide positive climate responsibilities.
- D. Teacher develops daily lesson plans designed to achieve the identified objectives.
- E. Teacher utilizes assessments patterns that are fairly administered and based on identified criteria.
- F. Teacher optimizes the physical learning environment to assure student learning advantage in alignment with classroom management best practices.

## **II. Instructional Effectiveness**

- A. Teacher embeds the components of literacy into all instructional content.
- B. Teacher understands and optimizes the delivery focus of Common Core state Standards and the expectations derived from same on student learning and achievement.
- C. Teacher uses questioning techniques and/or guided practices to involve all students in active learning.
- D. Teacher teaches the objectives through a variety of methods.
- E. Teacher gives directions that are clearly stated and relate to the learning objectives.
- F. Teacher demonstrates/models the desired skill or process.
- G. Teacher checks to determine if students are progressing toward stated objectives.
- H. Teacher changes instruction based on the results of monitoring.
- I. Teacher summarizes and fits into context what has been taught.
- J. Use of common/varied assessments, tracking of student progress, use of data from various assessments, recognition of student achievement, appropriately modifying assessments.

## **III. Professional Growth and Continuous Improvement**

- A. Uses Professional Growth as a Continuous Improvement Strategy.
- B. Exhibits behaviors and efficiencies associated with professionalism.

## **IV. Interpersonal Skills**

- A. Effective Interactions and Communications with Stakeholders.

## **V. Leadership**

**Tulsa Model Rubric is used to evaluate:**

- 1 Ineffective**
- 2 Needs Improvement**
- 3 Effective**
- 4 Highly Effective**
- 5 Superior**

Policy 500.050

REVISED 07/13/09

REVISED 08/01/12

**REGULATION  
COUNSELOR EVALUATION**

**(This) Public Schools  
Counselor Evaluation**

**Counselor's Name** \_\_\_\_\_

**School** \_\_\_\_\_ **Position** \_\_\_\_\_

The administration and instructional staff of (This) Public Schools believe the ultimate purpose of evaluating certified personnel is to improve the performance and quality of the instruction offered to the students.

*Note to Evaluator: On the line provided for each item to be evaluated, place an "O" for outstanding, a "C" for competent or a "U" for unsatisfactory.*

**Counseling Service and Responsibility**

1. Actively participates in pupil placement decisions \_\_\_\_\_
2. Provides liaison and spokesman services to the community and its agencies \_\_\_\_\_
3. Uses an approach that reflects a humanitarian concern for dignity, confidentiality and the personal integrity of the student \_\_\_\_\_
4. Consults regularly with staff concerning student needs \_\_\_\_\_
5. Provides good orientation for new students \_\_\_\_\_
6. Involves parents in seeking solutions to school-related problems \_\_\_\_\_
7. Communicates and interacts effectively with colleagues, parents and students \_\_\_\_\_
8. Regularly initiates both individual and group counseling activities that reflect problem alleviation and/or growth in specific skills \_\_\_\_\_
9. Provides written evaluation summaries of group counseling program assessments \_\_\_\_\_
10. Is accurate and prompt with records and reports \_\_\_\_\_
11. Exercises concern about proper use and care of buildings, equipment and supplies \_\_\_\_\_

**Classroom Guidance and Management**

1. Plans for delivery of the lesson relative to short-term and long term objectives \_\_\_\_\_
2. Uses minimum class time for non-instructional routines and maximizes time on task \_\_\_\_\_
3. Clearly defines expected behavior (encourages positive behavior controls negative behavior) \_\_\_\_\_
4. Establishes rapport with students and provides a pleasant, safe And orderly climate conducive to learning \_\_\_\_\_

**Methods of Instruction for Classroom Guidance**

1. Communicates the instructional objectives to students \_\_\_\_\_
2. Shows how the present topic is related to those topics that have been taught or that will be taught \_\_\_\_\_
3. Relates subject topics to existing student experiences \_\_\_\_\_
4. Uses signaled responses, questioning techniques and/or guided practices to involve all students \_\_\_\_\_
5. Teaches the objectives through a variety of methods \_\_\_\_\_
6. Gives directions that are clearly stated and related to the learning objectives \_\_\_\_\_
7. Determines if students are progressing toward stated objectives \_\_\_\_\_
8. Changes instruction based on the results of monitoring \_\_\_\_\_
9. Requires all students to practice newly learned skills while under direct supervision of the counselor \_\_\_\_\_
10. Requires students to practice newly learned skills without direct supervision of the counselor \_\_\_\_\_
11. Summarizes and fits into context what has been taught \_\_\_\_\_

**Products**

1. Writes daily lesson plans designed to achieve identified objectives \_\_\_\_\_
2. Maintains a written record of student progress \_\_\_\_\_
3. Utilizes grading patterns that are fairly administered and based on identified criteria \_\_\_\_\_
4. Students demonstrate mastery of stated objectives through projects, daily assignments, performance and test scores \_\_\_\_\_

**Professional Responsibilities**

1. Demonstrates self-control \_\_\_\_\_
2. Complies with school rules, regulations and policies \_\_\_\_\_
3. Demonstrates respect for authority \_\_\_\_\_
4. Contributes to the total school program through involvement in the formulation of policies and procedures that affect one's professional services, including curriculum, teaching materials, methods of instruction and school-community relations \_\_\_\_\_
5. Adheres to professional ethics as defined in board policy \_\_\_\_\_
6. Maintains and improves professional competence \_\_\_\_\_
7. Accepts responsibility for assigned extra-curricular activities \_\_\_\_\_
8. Demonstrates dependability and punctuality in carrying out duties of the position \_\_\_\_\_
9. Is enthusiastic about his/her job and approaches the task in a positive manner \_\_\_\_\_
10. Demonstrates responsible attitude toward attendance/absences \_\_\_\_\_
11. Gives proper attention to good grooming and dress \_\_\_\_\_

From the items listed, what notable points were observed by the evaluator in classroom and other observations?

From the items listed, what did you observe to be the “special strengths” of the counselor?

From the items listed, what did you observe to be areas in need of improvement?

Discuss ways in which you have assisted, or plan to assist, the counselor to improve *Note: A plan of improvement is required for any items rated as marginal or unsatisfactory.*

COUNSELOR'S COMMENTS: The counselor is invited to make any comments which he/she may wish to include as part of the evaluation. Counselor's comments will be added as an attachment to the evaluation.

This evaluation is based on \_\_\_\_\_ classroom visits, principal/counselor he/she may wish to include as part of the evaluation. Counselor's comments will be added as an attachment to the evaluation.

I certify this evaluation has been discussed with me. I understand my signature does not necessarily indicate agreement.

\_\_\_\_\_  
Counselor's Signature                      Title                      Date

\_\_\_\_\_  
Evaluator's Signature                      Title                      Date

**REDUCTION IN FORCE (RIF)****(1 OF 2 PAGES)**

---

Nothing in this policy can replace or supersede state or federal law.

**Teacher**

In the event it becomes necessary for the district to reduce the number of certified staff due to existing or projected decrease in revenue, existing or projected decrease in student enrollment or existing or projected changes in educational programs or curriculum, reasonable effort shall be made to accomplish the necessary reduction by attrition. When this is not possible, all employees on temporary contracts will be released first. If this still fails to meet the needs of the district, reduction in force will be made according to the following policy:

- Positions eliminated will be the determining factor, not the teachers occupying the positions.
- Licensed teachers shall be released first.
- Probationary teachers holding eliminated positions shall be released before teachers who are certified to hold positions currently held by probationary teachers. Order of release shall be based first on certification and then by seniority in the district.
- If normal attrition and the release of licensed and probationary teachers does not sufficiently reduce certified staff, career teachers holding eliminated positions will be placed in another teaching position for which they are properly certified, provided the areas in which they are certified are occupied by licensed, probationary or career teachers with less seniority. Licensed, probationary or career teachers released for this reason will be moved to other district openings for which they are properly certified.
- If certification and seniority are equal in any of the above process, the board shall use the following criteria in the order stated:
  - Certification—a teacher with standard certification will be retained over a teacher with a provisional or emergency certification.
  - Years of experience in the retained position while in Ringwood Public Schools.
  - Academic degree—a teacher with a doctor's degree will be retained over a teacher with a master's or bachelor's degree; a teacher with a master's degree will be retained over a teacher with a bachelor's degree.
  - Recommendation of principal and superintendent.
  - All other things being equal, administrative decision will rule.
- Certified personnel selected for RIF shall be given notice from the board according to law. Notification will be by certified mail and will include the employee's due process rights.

- Recall of RIFed teachers shall follow the reverse procedure for reduction. Teachers who were the last to be laid off shall be given the first opportunity for employment should an opening occur. Recall rights shall continue for two years from the date of termination.
- For fifteen months after the effective date of termination pursuant to this procedure's provisions, the board shall offer to a teacher who has been RIFed all positions that become available for which they are certified. Every possible effort shall be made to return said teacher to the position held immediately prior to layoff or a substantially



equivalent position. If several former teachers are certified for a position, the position shall be offered to the certified teacher who had the most seniority when laid off. The offer shall be certified mail, return receipt requested, and the teacher shall be notified that he/she must submit written acceptance within ten calendar days of receipt. Acceptance shall be in writing.

- Teachers who have been laid off shall remain on the recall list for the fifteen months unless the teacher:
  - Waives recall rights in writing.
  - Fails to accept recall to the position held immediately prior to layoff or to a substantially equivalent position.
- Teachers will not forfeit recall rights if they secure other employment during layoff.
- Teachers on layoff shall not gain career status.
- Re-entry into the district shall reflect all previously earned experience and credits.
- A teacher may continue on district insurance programs at his/her own expense until recall rights have lapsed, provided that continuance is acceptable to the insurance carriers.
- For purposes of this policy, “seniority” shall mean the longevity with the district based on continuous, full-time contractual employment.

Reference: A.G. Opinions 80- 197, 81-288, and 79-351

## SUBSTITUTE TEACHERS

Ringwood Board of Education supports the concept that when a teacher is absent, the teacher's class should be assigned to a regular teacher employed by the district or a substitute teacher. The principal will assign to that classroom the person who is most appropriate for the education of the students. Each teacher may recommend a substitute to cover the class.

Another teacher in the school district may be assigned to that class at no cost or a cost agreed upon between the district and the teacher.

Proposed Ringwood Non-Certified, Non-Degreed Substitute Teacher Policy Regarding Maximum Days Per Year in the same Assignment

**No non-certified, non-degreed substitute teacher shall be employed for a total period of time in excess of 90 days (or the maximum number of days allowed by law) per school year and may not be employed for the same assignment for more than 25 days during a school year.**

**SUBSTITUTE PAY IS \$56 PER DAY; HOWEVER LONG TERM PAY MAY MAY BE DETERMINED ON A CASE BY CASE BASIS**

References: 70 O.S. 6-105  
A.G. Opinion 80-112  
HB 2854, 2010 Legislative Session

539..R.1

**CERTIFIED PERSONNEL  
GUIDELINES FOR SUBSTITUTE TEACHERS**

It is the duty of a conscientious and efficient teacher to be on the job every day. A substitute should be used in cases of emergency, illness or an approved absence. When a teacher needs a substitute, the principal shall be notified as soon as possible.

Substitute teachers shall be paid as follows:

|                           |              |
|---------------------------|--------------|
| Non-certified substitutes | \$56 per day |
| Certified substitutes     | \$56 per day |

Long-term certified substitutes MAY BE PAID \$75.00 per.

A teacher who uses his/her preparation period to teach a class for the regular teacher will be paid \$10.00 per class by Ringwood School District.

**NOT USED**

**These policy numbers are reserved for future  
development of personnel policies.**

## **SUPPORT SERVICES**

### **Support Service Goals**

Support services are essential to the successful function of a school system. Management of support services is an important responsibility of the district's administration. However, education of the students is the primary function of the district. All support services shall be provided, guided and evaluated by this requirement.

In order to provide support services that are truly supportive of the educational program, the board establishes these broad goals.

1. To provide a physical environment for teaching and learning that is safe and pleasant for students, staff and the public.
2. To provide safe transportation for students to and from school.
3. To provide nutritious meals for students.

### **The Support Staff**

Ringwood Board of Education recognizes the need for a trained, efficient support staff. These employees are often the first contact that the public has with the school. Therefore, they have an important role in public relations for Ringwood School District. These positions include, but are not limited to, the following:

#### **Secretary**

School secretaries are responsible for the daily operation of the school office. Specialized secretarial positions, as required by law, include the minutes clerk and the encumbrance clerk.

#### **Media Assistant and Classroom Assistant**

Formerly called aides, these employees assist certified staff in carrying out instruction-related services. State law permits the use of assistants in meeting class-size requirements.

#### **Federal Programs Assistant**

Employees in this area work in Title I, Indian Education, and special education services.

### **Child Nutrition Service**

The district offers breakfast, lunch, and after-school child-care snacks. Employees include managers, cooks, and lunchroom assistants.

### **Maintenance and Custodian**

Keeping the buildings and grounds clean and attractive is the responsibility of these employees. Repairing of facilities and minor construction may also be a part of the responsibilities of maintenance and custodial employees.

### **Transportation**

Bus drivers are required to be certified by the State Department of Education meet all applicable DOT requirements and pass random drug tests.

**REGULATION  
JOB DESCRIPTION--MINUTES CLERK**

**Qualifications:** Ability to take notes during a meeting and transcribe them to a usable document.

**Reports to:** Superintendent

**Job Goal:** To provide the board with an accurate written record of the board's proceedings

**Performance Responsibilities:**

- 1. Prepares the boardroom for each meeting of the board of education
- 2. Prepares and distributes to each board member the agenda and materials needed for each meeting
- 3. Records board meetings and prepares minutes
- 4. Distributes prepared minutes to board members

**Terms of employment:** If not also serving in a full-time staff position, board meetings plus two additional days for each meeting.

**Evaluation:** Performance on this job shall be evaluated annually in accordance with provisions of the board's policy on evaluation on non-certified personnel.

**Approved:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Superintendent

**Reviewed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Employee

**REGULATION  
JOB DESCRIPTION--TREASURER**

**Qualifications:** General bookkeeping knowledge, must reside in this county and must be bonded

**Reports to:** Superintendent

**Goal:** To maintain accurate records of the financial status of the district and file financial reports of each account to the board each month

**Performance Responsibilities:**

- 1. Maintain basic treasurer's records for the following.
 

|                   |               |
|-------------------|---------------|
| General Ledger    | Deposit Book  |
| Cash Ledger       | Bond Register |
| Investment Ledger | Check Book    |
| Warrant Ledger    | Receipt Book  |
- 2. Report monthly to the board on the financial status of the district.
- 3. Provide all necessary reports for an external audit of the financial records on an annual basis.

**Terms of Employment:** One year. Salary to be determined by the board.

**Evaluation:** Performance of this job shall be evaluated annually in accordance with provisions of the board's policy on Evaluation of non-certified personnel.

**Approved:** \_\_\_\_\_ Date: \_\_\_\_\_  
Superintendent

**Reviewed:** \_\_\_\_\_ Date: \_\_\_\_\_  
Employee



**REGULATION  
JOB DESCRIPTION-ENCUMBRANCE CLERK**

**QUALIFICATIONS:** Typing skills of 35 words per minute  
Ability to assign proper coding to each encumbrance

**REPORTS TO:** Superintendent

**JOB GOAL:** Maintain an accurate encumbrance record of school purchases

**PERFORMANCE RESPONSIBILITIES:**

- 1. Prepares encumbrances and purchase orders for the district
- 2. Assigns P.O. number and establishes an accounts payable ledger
- 3. Sends orders to vendors and checks merchandise on delivery
- 4. Establishes invoice to be correct and sets it up for payment
- 5. Reports activity to the board on a monthly basis

**TERMS OF EMPLOYMENT:** 12 Months. Salary established by the board

**EVALUATION:** Performance on this job will be evaluated annually in accordance with provisions of the board's policy on Evaluation of Nonprofessional Personnel.

**Approved:** \_\_\_\_\_ Date \_\_\_\_\_  
Superintendent

**Reviewed:** \_\_\_\_\_ Date \_\_\_\_\_  
Employee

**REGULATION  
JOB DESCRIPTION--SCHOOL SECRETARY**

**Qualifications:**

1. A reasonable degree of proficiency in typing with a minimum rate of 50 words per minute
2. Working knowledge of basic office procedures and operation of common office equipment and machines
3. Knowledge of spelling, punctuation, arithmetic, business English, and standard office record keepin
4. Ability to establish and maintain effective working relationships with others

**Reports to:** Principal

**Job Goals:** To assure the smooth and efficient operation of the school office so that office's maximum positive impact on the education of the children can be realized.

**Performance Responsibilities:**

1. Maintains student records as required
2. Performs clerical tasks of maintaining files and school records
3. Composes and prepares correspondence and reports
4. Schedules appointments
5. Receives and routes incoming telephone calls and mail
6. Performs other tasks required by the principal for effective operation of the school office

**Terms of Employment:** Salary and work year to be established by the board.

**Evaluation:** Performance of this job shall be evaluated annually in accordance with provisions of the board's policy on evaluation of non-certified personnel.

**Approved :** \_\_\_\_\_ Date \_\_\_\_\_  
Superintendent

**Reviewed:** \_\_\_\_\_ Date \_\_\_\_\_  
Employee

**REGULATION  
JOB DESCRIPTION--ACTIVITY FUND CLERK**

**Qualifications:** Knowledge of basic bookkeeping procedures

**Reports to:** Superintendent

**Job Goal:** To provide an accurate accounting of the activity fund

**Performance Responsibility:**

1. Provides a centralized system of accounting and a uniform method of handling student activity funds
2. Receives for deposit all funds from activity treasurers or sponsors and retains original deposit forms
3. Issues prenumbered receipts to activity treasurers or sponsors
4. Records entries in cash receipts journal and appropriate ledgers
5. Reconciles cash daily. Prepares bank deposit forms and makes deposit
6. Balances cash receipts journal and ledgers at the end of each month
7. Reports to the board all financial activity of the fund and sub-funds each month.
8. Writes checks on an as needed basis for each organization

**Terms of Employment:** Days and salary to be established by the board.

**Evaluation:** Performance of this job shall be evaluated annually in accordance with provisions of the board's policy on evaluation of non-certified personnel.

**Approved:** \_\_\_\_\_ Date: \_\_\_\_\_  
Superintendent

**Reviewed;** \_\_\_\_\_ Date: \_\_\_\_\_  
Employee

**REGULATION**  
**JOB DESCRIPTION - SUPERINTENDENT'S SECRETARY**

**Qualifications:**

1. A high school diploma
2. Typing and computer and telephone skills
3. Works well with people, loyal, quick learner
4. Neat and well-groomed

**Reports to:** Superintendent

**Job Goal:** To operate an efficient, professional school district office and to be a knowledgeable resource for contact with the public

**Performance Responsibilities:**

1. Complete all assignments neatly, accurately and efficiently
2. Be loyal to the district and fellow employees
3. Be professional, courteous to all patrons, visitors, and employees
4. Follow board of education policies
5. Perform tasks as required by the superintendent

**Terms of Employment:** Twelve months. Salary to be determined by the board.

**Evaluation:** Performance of this job shall be evaluated annually in accordance with provisions of the board's policy on evaluation of non-certified personnel.

**Approved:** \_\_\_\_\_ Date: \_\_\_\_\_  
Superintendent

**Reviewed:** \_\_\_\_\_ Date: \_\_\_\_\_  
Employee

**REGULATION**  
**JOB DESCRIPTION--MEDIA CENTER ASSISTANT**

**Qualifications:**

1. Knowledge of basic library procedures and ability to operate common office equipment
  2. High school graduate
  3. Skill in typing, filing and record keeping

**Reports to:** Principal and Media Center Director

**Job Goal:** To assure the smooth and efficient operation of the media center

**Performance Responsibilities:**

1. Maintains library so that it is conducive to easy access to materials and gives students a pleasant learning environment
2. "Reads" shelves (checks to see that books are in proper order)
3. Designs and prepares current bulletin boards
4. Checks book in and out for students and faculty
5. Distributes a list of students with books due and students with overdue books
6. Prepares new books for shelves
7. Prepares cataloging for books on hand and books that do not have catalog kits
8. Assist in selecting new books appropriate for different age and grade levels
9. Reshelves books, videos and equipment returned to the media center
10. Orders and returns media center books, free loan films, videos and other materials
11. Reports textbooks on teacher's request
12. Maintains a vertical file
13. Provides basic library instruction and orientation to students

- 14. Assists students in finding materials
- 15. Cleans and does small repair on equipment
- 16. Completes yearly inventory of books, materials and equipment belonging to the media center
- 17. Performs other duties as requested by the principal or media center director

**Terms of employment:** Ten or twelve month year as determined by assignment. Salary to be established by the board

**Evaluation:** Performance of this job shall be evaluated annually in accordance with provisions of the board's policy on evaluation of non-certified personnel.

**Approved:** \_\_\_\_\_ Date \_\_\_\_\_  
Superintendent

**Reviewed:** \_\_\_\_\_ Date \_\_\_\_\_  
Employee

**REGULATION**  
**JOB DESCRIPTION--FOOD SERVICE MANAGER**

**Qualifications:**

1. Demonstrated aptitude for successful performance of the tasks listed
2. Exhibit managerial ability. The ability to motivate and direct people
3. Basic knowledge of nutritional guidelines
4. Knowledgeable and experienced in quantity food preparation

**Reports to:** Principal

**Job Goal:** To serve students attractive and nutritious meals in an atmosphere of efficiency, cleanliness and warmth

**Performance Responsibilities:**

1. Plans and supervises the preparation and serving of meals, including the proper quantities of food prepared each day. Determines portion size of foods served according to age level
2. Participates, supervises and instructs kitchen personnel in the safe, proper and efficient use of all kitchen equipment
3. Purchases or requisitions food, equipment and supplies. Checks food shipments into the school and signs invoices only after each order is verified
  4. Maintains the highest standards of safety and cleanliness in the kitchen
5. Prepares food according to established specifications for proper nutrition. Prepares food according to a planned menu and tested, uniform recipes and determines if the finished product is of best quality both in flavor and appearance before it is served
6. Records all food requisitions from the storeroom and records all meals served, designating with or without milk
7. Supervises the locking of the storeroom and the maintaining of a correct monthly inventory
  8. Orders on a weekly basis all necessary supplies
  9. Confers with the superintendent regarding any personnel problems

10. Reports immediately to the superintendent any problem or accident occurring in the kitchen or the cafeteria premises
11. Receives suggestions from student and faculty groups regarding prepared foods and meals. Makes every effort to incorporate such suggestions into the program in a manner consistent with good institutional standards
12. Reports to the superintendent any faulty or inferior quality food that is received
13. Supervises the daily cleaning of all kitchen equipment and the washing and sterilizing of all dishes, silverware and utensils
14. Maintains a current inventory or equipment and food
15. Utilizes perishable foods to reduce waste to a minimum
16. Reports monthly to the superintendent's office a cost sheet and lunchroom participation account
17. Obtains substitute cooks when regular cooks are absent and reports these to the superintendent's office on a monthly basis
18. Develops an interpersonal relationship among cafeteria employees that is conducive to a proper working atmosphere

**Terms of Employment:** Ten or twelve months as determined by the board. Salary to be determined by the board.

**Evaluation:** Performance of this job shall be evaluated annually in accordance with provisions of the board's policy on evaluation of noncertified personnel.

**Approved:** \_\_\_\_\_ Date \_\_\_\_\_  
Superintendent

Reviewed: \_\_\_\_\_ Date \_\_\_\_\_  
Employee



**REGULATION  
JOB DESCRIPTION--COOK**

**Qualifications:**

- 1. Demonstrated aptitude for successful performance of the task listed
- 2. Some training and experience in preparation of food
- 3. Math ability to make adjustments in recipes for quantity changes

**Reports to:** Principal and Food Service Manager

**Job Goal:** To serve the students attractive and nutritious meals in an atmosphere of efficiency, cleanliness and warmth

**Performance Responsibilities:**

- 1. Under supervision, prepares food according to time schedule. Duties include mainly the cooking of main dishes and vegetables. However, every job in the kitchen may be included. These include: food preparation, baking and cooking, pot washing, serving, mopping, dish machine operation, cashier, sweeping, and/or cleaning of kitchen equipment
  - 2. Maintains the highest standards of safety and cleanliness in the kitchen
  - 3. Checks food shipments into the school and maintains correct monthly inventory
- 4. Prepares food according to a planned menu and tested, uniform recipes and determines if the finished product is of best quality both in flavor and appearance before it is served
  - 5. Assumes responsibility for storage and disposal of unused foods

**Terms of employment:** Ten or twelve months as determined by the board. Salary to be determined by the board.

**Evaluation:** Performance of this job will be evaluated annually in accordance with the provisions of the board's policy on evaluation of noncertified personnel

**Approved :** \_\_\_\_\_ Date: \_\_\_\_\_  
Superintendent

**Reviewed:** \_\_\_\_\_ Date: \_\_\_\_\_  
Employee

**REGULATION  
JOB DESCRIPTION—FOOD SERVICE ASSISTANT**

**Qualifications:** Demonstrates aptitude for successful performance of the tasks listed

**Reports to:** Food Service Manager

**Job Goal:** To serve the students attractive and nutritious meals in an atmosphere of efficiency, cleanliness and warmth

**Performance Responsibilities:**

1. Washes and sterilizes dishes, silverware and utensils daily
2. Mops dining area daily
3. Assists in the daily clean up of the kitchen and service areas
4. Performs major cleaning of refrigerators and storerooms at regularly scheduled intervals as designated by the lunchroom manager
5. Assumes responsibility of food storage delivered after the lunch meal has been served
6. Assumes responsibility for storage and disposal of unused foods

**Terms of employment:** The lunchroom assistant shall work 175 school days and 2 inservice days before the beginning of the school year.

**Evaluation:** Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of non-certified personnel

**Approved:** \_\_\_\_\_ Date: \_\_\_\_\_  
Superintendent

**Reviewed:** \_\_\_\_\_ Date: \_\_\_\_\_  
Employee

**REGULATION**  
**JOB DESCRIPTION--CUSTODIAN**

**QUALIFICATIONS:**

1. Be of good health
2. Demonstrate aptitude for successful fulfillment of assigned responsibilities.

**REPORTS TO:** Principal

**JOB GOAL:** To provide students with a safe, attractive, comfortable, clean, and efficient place in which to learn, play, and develop

**PERFORMANCE RESPONSIBILITIES:**

1. Keeps building and premises, including sidewalks, driveways, and play areas, neat and clean at all times
2. Regulates heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to insure economical usage of fuel, water, and electricity
3. Shovels, plows, and/or sands the walks, driveways, parking areas, and steps, as appropriate
4. Checks daily to insure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy
  5. Sweeps classrooms daily, dusts furniture, and empties trash
  6. Cleans corridors after school each day, and during the day when condition require.
7. Scrubs, hoses down, and disinfects toilet floors daily, and cleans all sanitary fixtures and drinking fountains daily.
8. Washes all windows on both the inside and outside at least once each year, and more frequently if necessary.
  9. Keeps the grounds free from rubbish
10. Performs such yard keeping chores as grass cutting, tree trimming, and the like, as necessary, to maintain the school grounds in a safe and attractive condition

11. Keeps all floors, doors, and walls in a clean and attractive condition and in a good state of preservation
  12. Cleans all chalkboards at least once a week
13. Paints and makes such minor building repairs as he/she is capable of and assists general mechanics in remodeling and renovation work
  14. Reports major repairs needed promptly to the superintendent
15. Maintains on a regular schedule all motors and other mechanical equipment requiring scheduled servicing, including replacing all venting screens on a regular scheduled basis
  16. Reports immediately to the principal any damage to school property
17. Assumes responsibility for the opening and closing of the building each day and for determining, before leaving, that all doors and windows are secured and all lights, except those left on for safety reasons, are turned off
18. Keeps an inventory of supplies, equipment, and fuel on hand, and requisitions such needed replacements from the superintendent far enough in advance that they may be delivered at such times as will not hinder the custodian in his duties
  19. Conducts an ongoing program of general maintenance, upkeep, and repair.
20. Moves furniture or equipment within buildings as required for various activities and as directed by the principal
21. Conducts periodic inspections and tests of all electrical and gas installations in the school to insure their safe condition
  22. Assumes responsibility for the general fire safety of the building
  23. Performs emergency repair or cleaning services as necessary
  24. Maintains store rooms in a clean and orderly fashion
  25. Performs other assignments requested by the administration

**TERMS OF EMPLOYMENT:** Twelve months or as determined by the board. Salary to be determined by the board.

**EVALUATION:** Performance of this job will be evaluated annually in accordance provisions of the board's policy on evaluation of support personnel.

**Approved:** \_\_\_\_\_ Date: \_\_\_\_\_  
Principal

**Reviewed:** \_\_\_\_\_ Date: \_\_\_\_\_  
Employee

**REGULATION  
JOB DESCRIPTION - MAINTENANCE**

**Qualifications:**

1. Demonstrated knowledge of and experience in minor electrical and plumbing repair.
2. Ability to perform routine tasks without close supervision.
3. Be in good health.

**Reports to:** Principal

**Job Goal:** To provide students with a safe efficient place in which to learn, play and develop.

**Performance Responsibilities:**

1. Responsible for maintenance of general repairs -- water fountains, door latches, playground equipment, etc.
  2. Responsible for keeping heating and cooling systems operating adequately
  3. Responsible for minor maintenance of plumbing and electrical equipment
  4. Responsible for keeping grounds clean and grass mowed

**Terms of Employment:** Twelve months or as determined by the board. Salary to be determined by the board.

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of support personnel.

**Approved:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Superintendent

**Reviewed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Employee

**REGULATION  
JOB DESCRIPTION - BUS DRIVER**

**Qualifications:**

1. Valid commercial driver's license
2. Valid certification from the State Department of Education
3. Annual health statement from a physician
4. Ability to relate to students and adapt to fluctuating situations.
5. Some commercial years of driving experience

**Reports to:** Superintendent's office for all reports  
Principal's office for discipline problems

**Job Goal:** To provide safe and efficient transportation for students.

**Performance Responsibilities:**

1. Obeys all traffic laws
2. Observes all mandatory safety regulations for school buses
3. Maintains discipline when students are on bus
4. Reports undisciplined students to the proper principal
5. Keeps assigned bus clean daily and washes bus when it is dirty
6. Keeps to assigned schedule
7. Checks bus before each operation for mechanical defects
8. Notifies the proper authority in case of mechanical failure or lateness
9. Discharges students only at authorized stops
10. Exercises responsible leadership when on out-of-district school trips
11. Transports only authorized students
12. Reports all accidents and completes required reports
13. Enforces regulations against smoking and eating on the bus

**Employment:** Days of employment and salary will be determined by the \_\_\_\_\_ board.

**Evaluation:** Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of support personnel.

**Approved :** \_\_\_\_\_ Date \_\_\_\_\_  
Principal

**Reviewed:** \_\_\_\_\_ Date \_\_\_\_\_  
Employee

## **SUPPORT EMPLOYEES EVALUATION**

Ringwood Board of Education supports the concept that proper evaluation can result in improved performance. The performance, progress and potential of every employee shall be reviewed periodically. The purpose of this review is to give the employee an opportunity to know areas of concern for improvement and to assist the supervisor in guiding the progress of potential for each employee.

During these reviews the employee's job performance will be rated on attendance, job knowledge, quality of work, attitude, dependability, conduct, teamwork and neatness. This is also a time for the employee and the supervisor to voice thoughts about progress, working conditions and schedules.



**REGULATION  
PERFORMANCE REVIEW  
FOR NONCERTIFIED PERSONNEL**

**Ringwood School District  
Performance Review**

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Period Reviewed

|  | Appropriate<br>Level of<br>Performance | Room for<br>Growth | Unsatisfactory |
|--|--|--------------------|----------------|
| 1. Attendance (Comments) _____<br>_____      | _____                                  | _____              | _____          |
| 2. Job Knowledge (Comments) _____<br>_____   | _____                                  | _____              | _____          |
| 3. Quality of Work (Comments) _____<br>_____ | _____                                  | _____              | _____          |
| 4. Attitude (Comments) _____<br>_____        | _____                                  | _____              | _____          |
| 5. Dependability (Comments) _____<br>_____   | _____                                  | _____              | _____          |
| 6. Conduct (Comments) _____<br>_____         | _____                                  | _____              | _____          |
| 7. Teamwork (Comments) _____<br>_____        | _____                                  | _____              | _____          |
| 8. Neatness (Comments) _____<br>_____        | _____                                  | _____              | _____          |

Receipt Acknowledged:

Do you recommend remediation? \_\_\_\_\_ Yes \_\_\_\_\_ No

Employee: Check the appropriate statements:

- I agree with the above evaluation.
- I disagree with the evaluation.
- I request a Job Targets Report for the "Needs to Improve" ratings checked above.

Within two weeks after the date of this evaluation, the employee may respond and said response shall be a part of the record.

---

Employee Signature    Date

---

Supervisor                      Date

## **SUSPENSION, DEMOTION, OR TERMINATION OF SUPPORT EMPLOYEES**

In order to comply with Title 70 of the Oklahoma Statutes, Sections 24-132 through 24-136, Ringwood Board of Education hereby adopts the following procedures for the suspension, demotion, or termination of support employees.

For the purposes of this policy a "support employee" is defined as an employee of the school district who provides those services, not performed by professional educators or licensed teachers, that are necessary for the efficient and satisfactory functioning of a school district.

No support employee who has been employed in the school district for one year or more may be suspended, demoted, or terminated except for causes set out by this policy.

### **Causes for Employment Action**

In order to comply with Title 70 of Oklahoma Statutes Sections 24-132 through 24-136, the board of education hereby adopts the following causes for suspension, demotion, or termination. Any of the violations listed below shall be sufficient grounds for the suspension, demotion, or termination of the support employee.

1. Failure to be at work station at starting time
2. Leaving work station without authorization prior to lunch periods or end of work day
3. Excessive unexcused absenteeism
4. Chronic absenteeism for any reason
5. Excessive tardiness
6. Wasting time or loitering during working hours
7. Leaving work area during working hours, without permission first, for any reason
8. Falsification of personnel or other records
9. Unauthorized possession of weapons on the premises at any time
10. Removing district property, records or confidential information from premises without proper authority

11. Willful abuse, misuse, defacing, or destruction of district property, including tools and equipment, or other property of other employees
12. Theft or misappropriation of property of employees, students, or the district
13. Sabotage
14. Distracting the attention of others
15. Refusal to follow instructions of supervisor
16. Refusal or failure to do work assignment
17. Unauthorized operation of machines, tools, or equipment
18. Threatening, intimidating, coercing or interfering with employees or supervision at any time
19. Making or publishing false, vicious, or malicious statements concerning any employee, supervisor, or the district
20. Creating disturbances on the premises at any time
21. Creating or contributing to unsanitary conditions
22. Practical jokes injurious to employee's or district property.
23. Possession, consumption, or reporting to work under the influence of alcohol, nonprescribed drugs, or controlled substances
24. Disregard of known safety rules or common safety practices
25. Unsafe operation of motor driven vehicles
26. Operating machines or equipment without safety devices provided
27. Gambling, lottery, or any other game of chance on district property
28. Unauthorized distribution of literature, written or printed matter of any description on district property
29. Posting or removing notices, signs, or writing in any form on bulletin boards of district property at any time without specific authority of the administration

30. Poor workmanship
31. Immoral conduct or indecency, including abusive and/or foul language
32. Personal calls during working hours, except for emergencies (including in-coming and out-going calls)
  33. Walking off job
  34. Smoking in an unauthorized area or at any unauthorized time
  35. Failure to follow district dress code
  36. Refusal of job transfer within the district, if the transfer does not result in a demotion
  37. Abuse of "breaks" (rest periods) or meal period policies
  38. Any working of overtime without prior authorization from supervisor
  39. Insubordination of any kind
  40. Violation of any district rule or policy
  41. Violation of any administrative rule or order
  42. When it is in the best interest of the school district

### **Employment Action Without Cause**

Whenever the superintendent of schools is of the opinion that the immediate suspension of a support employee is necessary and in the best interest of a school district, the superintendent may suspend the employee without notice or hearing. If an employee is suspended for a period exceeding ten days, the superintendent shall initiate proceedings for termination and shall follow the procedures set forth in this policy. However, in a case involving a criminal charge, the suspension may be delayed until the case is adjudicated at trial. Nothing herein shall prevent proceeding against the employee during or after the suspension for termination as provided in this policy.

Support employees with less than one year of service may be suspended, demoted, terminated or non-reemployed at any time without cause.

### **Hearing**

Support employees with more than one year of service may be suspended, demoted, terminated or non-reemployed only for cause, in accordance with the following procedures.

1. The employee shall be advised in writing of the right to a hearing before the board as provided for under 70 O.S. Sections 6-101.46
2. If the employee requests a hearing within ten (10) working days after receiving the notice, a hearing will be scheduled at the next regularly scheduled board meeting or a special meeting called for that purpose.
3. If the employee fails to request a hearing within ten (10) working days of the notice, the employee shall be considered to have waived his/her right to a hearing.
4. The decision of the board of education shall be final.
5. Nothing in this policy shall be construed to prevent layoffs for lack of funds or lack of work.

## **REDUCTION IN FORCE SUPPORT STAFF**

Ringwood Board of Education reserves the sole and exclusive authority to reduce support staff through involuntary reduction in force procedures consistent with the provisions of this policy and the employment contract. Elimination of support staff positions through involuntary means may result from decreases in student enrollment, financial conditions, reduction or changes in educational programs, or other circumstances determined by the board.

In the event it becomes necessary to reduce the support personnel staff because of diminished resources, decline in enrollment, consolidation of programs or positions, elimination of programs, or other circumstances determined by Ringwood Board of Education, the following philosophy will prevail:

*"This school district exists to provide the very best quality of education possible for the student; therefore, the board of education will determine which staff members can best serve the needs of the student."*

The position, or program, will be the determining factors for what will be eliminated. The board of education will attempt to reduce staff by normal attrition and, second, by the following:

1. Longevity of employment in the district
2. Best-qualified employee for the position needed
3. Re-employment of the above-indicated staff will be in reverse order of dismissal if that individual is available when needed.

The administration will make reasonable effort to communicate and inform the support staff on a timely basis as conditions and circumstances arise which may call for utilization of involuntary reduction in force procedures and, when possible, to accomplish necessary reductions through attrition and transfer.

**REGULATION  
PROCEDURES FOR  
REDUCTION IN FORCE: SUPPORT STAFF**

**Procedures for Implementation**

The positions eliminated shall be the determining factor, not the individuals occupying the positions. After the category or units for reduction have been determined by the board of education, support staff will be reduced according to the following sequence: a. Part-time employees b. full-time employees.

An employee is considered to be a full-time employee if the employee works six (6) hours or more per day or thirty (30) hours per week.

Within the categories for reduction as defined by the board of education, order of layoff shall be determined by seniority. Seniority is defined as the length of contracted service in the district, beginning on the date the employee first reported to work. Seniority for the purposes of this policy accrues only from the date of the most recent continuous employment. Seniority among support employees with the same starting date will be determined by the date the employee's original contract was executed.

If seniority is equal for a position, the superintendent of schools shall make the final determination for reduction based upon individual history of job performance.

**Notification**

Any employee who is relieved from active employment with Ringwood Public Schools as a result of this policy shall be given written notice by certified mail, return receipt requested, of that fact through the office of the superintendent within ten (10) days following board action.

**Recall**

1. Employees removed from active employment status as a result of this policy shall remain on a recall list for one (1) year after the effective date of the recall unless the employee:
  - a. waives the recall rights in writing
  - b. resigns
  - c. fails to accept re-appointment to any position encompassed by previous category of employment at the time employee was removed from active employment status.



2. Support employees placed on recall will be offered the opportunity to complete applications for other areas of employment for which they may be qualified.
3. Persons on the recall list shall have the opportunity to retain group health insurance at their own expense.
4. All vacancies which occur within reduced categories while there are active names on the recall list will be filled from the recall list unless:
  - a. there is no person on the recall list which has been reduced from the category where the vacancy exists
  - b. all persons on the recall list who are eligible for the position decline the offer to fill the vacancy.
5. Persons on the recall list shall be offered reinstatement within job categories in reverse order of layoff.
6. Upon reinstatement, recalled employees shall be granted full benefit status for the position accepted and shall be given credit for all previously accrued leave and experience as provided by local policy and state statutes. No additional benefits shall be accrued while awaiting recall.
7. The offer of recall shall be made by certified mail, return receipt requested. Within fifteen (15) days of receipt of the notice, the recalled employee shall notify the superintendent of schools by certified mail of his/her respective decision. If the recalled employee fails to notify the superintendent within the fifteen (15) day period of his/her decision, the employee shall be deemed to have waived his/her right to a recall position.

### **Exceptions**

1. Any provisions of this policy which are in conflict with any statutes or Attorney General Opinions of the State of Oklahoma shall be void.
2. Notwithstanding anything stated here to the contrary, the board of education reserves the right to select and employ all administrators, directors and supervisors.
3. Nothing in this policy is to be construed as limiting the power of the board of education to dismiss or release employees for cause as determined by the employment contract or as otherwise permitted by law.

4. The provisions of this policy are severable and if any part of this policy shall be held void, the decision of the court holding shall not affect or impair any of the remaining parts or provisions.

### **Revisions**

The board may, at any time, revise the procedures contained herein, including the factors to be considered in identifying employees to be releases. However, the procedures in effect at the beginning of the fiscal year in which the notice of release is given to the employee will govern the release.

