

OBTAINING PERMANENT STATUS - CIVIL SERVICE EMPLOYEES

I. Statement of Philosophy

The Tech Valley High School Operating Board believes that Tech Valley High School students and component school boards should be served by staff members who are well qualified to undertake their responsibilities. It recognizes that according employees permanent civil service status can have long-range impacts on how Tech Valley High School work is carried out and can influence, by advancing or detracting from, its relationships with component districts. It is the Operating Board's belief that making good decisions in granting permanent status to employees will advance the reputation of Tech Valley High School as an educational institution that provides superior instructional and district services to its component districts, thereby advancing the educational goals of all public educational institutions within the counties it serves.

This policy will promote these statements of philosophy, by providing clear expectations of achievement for probationary civil service employees and by providing guidance to supervisory staff for making such recommends.

II. Expectation of Performance

- A. All employees are expected to achieve and maintain a high level of professional performance and are expected to have the respect of colleagues.
- B. All probationary civil service employees shall be expected to have met, by the expiration of their probationary period, the following standards for performance:
 - 1. Exhibits a good work ethic, is consistently dependable and accepts responsibility for assignments;
 - 2. Exhibits good teamwork and conflict management skills by working well with others within the Tech Valley High School organization and with component districts;
 - 3. Exhibits an understanding of Tech Valley High School policies and performs in accordance with those policies;
 - 4. Exhibits a command of the subject material that is required of the position while at the same time being willing to continue to learn new skills;
 - 5. Undertakes new assignments with enthusiasm and dedication;
 - 6. Exhibits a good understanding of the overall mission of Tech Valley High School and how one's performance carries out that mission;
 - 7. Understands that all Tech Valley High School employees serve as ambassadors of Tech Valley High School, its work and that of its component districts;
 - 8. Completes any remediation activities or strategies identified as useful or necessary to meeting professional expectations set forth in this policy;
 - 9. Exhibits the attitude that mediocrity of professional performance is not acceptable.
 - 10. Exhibits initiative, creativity and resourcefulness;
 - 11. Has the knowledge and skills expected for the position and consistently produces high quality work products; and
 - 12. Utilizes reflection in order to continually improve their practices.

III. Performance Evaluation Process

- A. The District Superintendents shall assure the establishment of procedures that will result in timely recommendations regarding the granting of permanent status to civil service employees.
- B. Recommendations shall consider, among any other relevant materials or information, periodic evaluations made of the employee during the probationary period, any counseling memoranda within the employee's personnel file, and recommendation of the Tech Valley High School Principal/Chief Academic Officer.
- C. Recommendations shall contain such information and be presented in a format that allows the Operating Board to well-consider whether permanent status may be granted in accordance with the statement of philosophy and professional expectations set forth in this policy.
- D. Any failure to conform to such processes set forth herein shall not defeat or otherwise affect Tech Valley High School's ability to make a decision on any permanent status recommendation, if otherwise in accordance with law.

ADOPTED: 11/22/2019