

Additions shown in ***bold italic highlighted text***
Deletions shown in ~~strikethrough text~~

Certificated Personnel

BP 4111(a)

RECRUITMENT AND SELECTION

Note: Effective for the 2016-2017 school year, the federal Every Student Succeeds Act has eliminated the requirement that teachers be "highly qualified." Rather, teachers should be fully licensed and endorsed in each subject they are teaching.

~~Note: For districts receiving Title I funds, Section 1119 of the No Child Left Behind Act of 2001 requires that all teachers hired on or after the first day of the 2002-03 school year to teach in a program supported by Title I funds must be "highly qualified." The law also requires that all teachers teaching core academic subjects within the state must be "highly qualified" by the end of the 2005-06 school year. "Core academic subjects" are defined as including English, reading or language arts, mathematics, science, foreign languages, civics and government, economics, arts, history and geography. Each district receiving Title I funds is required to develop a plan to ensure that all of its teachers are highly qualified by the end of the 2005-06 school year. Section 1119 further authorized any district receiving Title I funds to utilize 5-10 percent of Title I funds for fiscal years 2002 and 2003, and at least 5 percent of each subsequent year, for professional development activities to ensure teachers become highly qualified by 2005-06.~~

~~Note: In 2004, the Alaska Department of Education and Early Development defined "highly qualified" to mean that the teacher must have at least a bachelor's degree, full state certification, and have demonstrated subject matter competency in each of the core academic subjects taught by the teacher. Full state certification includes a Type A Regular, Provisional, or Temporary Certificate; Reemployment Certificate; or Subject Matter Limited Expert Certificate. It does not include an emergency certificate. State regulations further explain that subject matter competency may be demonstrated through successful completion of a Praxis II test; holding a major, major equivalent (30 semester hours), an advanced degree or advanced certification in the content area; or building a HOUSSE.~~

The district shall employ the most highly qualified person available for each open position. The Superintendent or designee shall develop recruitment and selection procedures to ensure that every effort is made to find and hire fully qualified teachers for all classrooms, which include:

1. Assessment of the district's needs to determine those areas where specific skills, knowledge and abilities are lacking.
2. Development of job descriptions, which accurately portray the position, including requirements that a teacher be **highly** qualified in accordance with federal and state law.
3. Dissemination of vacancy announcements to ensure a wide range of candidates, when necessary.
4. Screening procedures, which will identify the best possible candidates for interviews.
5. Interview procedures, which will determine the best qualified candidate for recommendation to the Board.
6. Expending every effort to hire teachers that are fully state certified.

Staff members involved in the selection process shall recommend only those candidates who meet all qualifications established by law and the Board for a particular position. Nominations for employment shall be based upon appropriate screening devices, interviews, observations, recommendations from previous employers and any requirements of applicable collective bargaining agreements.

Additions shown in **bold italic highlighted text**
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Certificated Personnel

BP 4111(b)

RECRUITMENT AND SELECTION (CONTINUED)

Note: ~~Teachers in rural schools who are already highly qualified in one of the core academic subjects they teach have until March 15, 2007 to become highly qualified in all academic subjects they teach. Teachers hired in rural schools for the 2004-2005 school year have until June 30, 2007, to meet the highly qualified requirements if they are already highly qualified in a core academic area.~~

~~All teachers hired on or after the first school day of the 2002-2003 school year and working in a program supported with Title I funds shall be highly qualified as defined by the No Child Left Behind Act, as well as state law. All teachers teaching in core academic subjects must be highly qualified by June 30, 2006, unless further time is permitted by law.~~

Before considering the hire of a certificated staff member who is currently under contract in another district, the Superintendent or designee will require the certificated staff to provide written documentation that he/she:

- Has made an effort to secure a release from the employing district thirty calendar days prior to the employing district's first contract day or
- Has secured a written release from the employing district.

Note: A subject-matter expert teacher, holding a limited certificate issued by the Department, may be employed to teach subjects in which the person has satisfied the education or experience requirements set out in state statute AS 14.20.020~~022~~. Before a school district determines whether to hire a person as a subject-matter expert teacher, the school district must administer a competency examination. Additionally, once a subject-matter expert teacher is hired, the district must provide a mentor who is an experienced teacher for the subject-matter expert teacher for at least the first year of the subject-matter expert teacher's employment in the school district. A person employed as a subject-matter expert teacher under this section is considered a certificated employee for purposes of the teachers' retirement system. Finally, employment as a subject-matter expert teacher counts as employment for purposes of acquiring tenure; however, a person holding a subject-matter expert limited teacher certificate is not entitled to tenure until the person receives a teacher certificate under AS 14.20.020~~022~~.

(cf. 4112.8 - Employment of Relatives)

Note: ~~SB 430 (statutes of 1992) amended A.S. 14.20.020 to require~~ coursework in Alaska studies and multicultural education or cross-cultural communications in order to be eligible for a teacher certificate. **Effective June 30, 2017, AS 14.20.020 also requires training on alcohol and drug related disabilities, sexual abuse and sexual assault awareness and prevention, dating violence and abuse awareness and prevention and suicide prevention in order to be eligible for a teacher certification.** ~~SB 430 also added A.S. 14.20.035 which~~ requires districts to give preference to applicants who demonstrate training or experience that indicates sensitivity to the traditions and cultures represented in the student population.

In evaluating applicants, preference shall be given to those applicants who can demonstrate training and experience related to the traditions and cultures represented in the student population.

Additions shown in **bold italic highlighted text**
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Certificated Personnel

BP 4111(c)

RECRUITMENT AND SELECTION (continued)

~~No inquiry shall be made with regard to the age, gender, gender identity, sexual orientation, race, color, religion, or national origin of a person seeking employment. Questions regarding disability shall be asked only when directly related to the job.~~

(cf. 4030 - Nondiscrimination in Employment)
(cf. 4111.1/4211.1/4311.1 - Affirmative Action)
(cf. 4111.2/4211.2/4311.2 - Legal Status Requirement)

No person shall be employed by the Board without the recommendation or endorsement of the Superintendent or designee. The Board shall be presented with the Superintendent or designee's recommended candidate who may be selected or rejected by the Board. If the candidate is rejected, the Superintendent or designee shall recommend subsequent candidates until the Board selects someone to fill the position. The Board shall make the final decision on the selection of all employees.

Note: **AS** 14.08.111 and **AS** 14.14.090 require districts to provide prospective employees with information regarding the availability and cost of housing in rural areas to which they may be assigned and when possible assist them in locating housing.

The Board recognizes that the district encompasses rural areas and will assist teachers to obtain information regarding the cost and availability of housing as required by law.

Legal Reference:

ALASKA STATUTES

14.08.111 Duties (regional school boards)

14.14.090 Additional duties

14.20.010 Teacher Certificate Required

14.20.022 Subject-matter expert limited teacher certificate

14.20.035 Evaluation of training and experience

14.20.100 Unlawful to require statement of religious or political affiliation

14.20.110 Penalty for violation of AS 14.20.100

ALASKA ADMINISTRATIVE CODE

4 AAC 04.210, 04.212 AND 06.899(6) Highly Qualified Teachers and Objective Uniform Standards

6 AAC 30.810 Employer records

6 AAC 30.840 Retention of records

UNITED STATES CODE, TITLE 8

~~*1324(a)(b) Immigration and Nationality Act, as amended by Immigration Reform and Control Act of 1986 and Immigration Act of 1990*~~

UNITED STATES CODE, TITLE 20

Every Child Succeeds Act, 20 U.S.C. 6301, et. Seq. (P.L. 114-95 December 10, 2015)

~~*1119 No Child Left Behind Act of 2001, P.L. 107-110*~~

CODE OF FEDERAL REGULATIONS, TITLE 8

~~*274(a) Control of Employment of Aliens*~~

Additions shown in **bold italic highlighted text**
Deletions shown in ~~strikethrough text~~

All Personnel

BP 4111.1

4211.1

AFFIRMATIVE ACTION

4311.1

Note: Pursuant to AS 514.18.070, the State Board of Education may require an affirmative action program if the district is found to be out of compliance with state laws against gender and race discrimination. Affirmative Action plans should be developed with advice from legal counsel. Unless the district has specific evidence of past discrimination by the district which the program can be tailored to remedy, the district should base its program on an appropriate statistical analysis of the qualified people currently available in the relevant recruiting area for each job group. An affirmative action program should be remedial, fair to minority and nonminority group members, and also temporary.

The Superintendent or designee shall determine whether the following groups are underrepresented within the district work force based on the relevant job market: men, women, whites, blacks, Hispanics, Asians, American Indians or other minorities. Where underrepresentation exists, the affirmative action program shall specify remedial action to be taken, including hiring goals and timetables.

The Superintendent or designee shall maintain an affirmative action program as required by law. The affirmative action program shall be temporary and shall be fashioned in response to a demonstrated need for remedial action. The Superintendent or designee shall update the affirmative action program not less than every five years. The program shall not unnecessarily hinder the employment of any group member.

The Superintendent or designee shall publicize this policy throughout the district and the community.

The Superintendent or designee shall report to the Board annually regarding the extent to which program goals are being achieved.

(cf. 4030 - Nondiscrimination in Employment)

Legal Reference:

ALASKA STATUTES

14.18.070 Affirmative action

ALASKA ADMINISTRATIVE CODE

4 AAC 06.510 Discrimination in hiring practices

VOCATIONAL REHABILITATION ACT OF 1973

29 U.S.C. 794

AGE DISCRIMINATION IN EMPLOYMENT ACT

29 U.S.C. 621-624

VIETNAM ERA VETERANS' ACT

38 U.S.C. 2012 et seq.

United Steel Workers v. Weber

443 U. S. 193 (1979)

Additions shown in **bold italic highlighted text**
Deletions shown in ~~strikethrough text~~

All Personnel

BP 4111.2

4211.2

LEGAL STATUS REQUIREMENT

4311.2

Note: Employers are required to comply with the federal Immigration and Nationality Act as amended by the Immigration Reform and Control Act of 1986 and the Immigration Act of 1990. On an individual basis, an employer may hire a citizen rather than an alien, if desired, provided the two individuals are equally qualified. However, an employer may not adopt a blanket policy of always preferring a qualified citizen over a qualified alien.

The district shall hire only citizens and aliens who are lawfully authorized to work in the United States. **The district will verify the identity and employment eligibility of all individuals hired to work. The district will not continue the employment of an individual upon knowledge that he or she is no longer lawfully authorized to work in the United States.**

District employment practices shall not discriminate on the basis of citizenship status or national origin, nor shall they discriminate against any refugees, grantees of asylum, or persons qualified for permanent or temporary residency.

(cf. 4111/4211 - Recruitment and Selection)

Note: Employers may be subject to fines and/or imprisonment if they fail to request evidence of employment eligibility or if they knowingly hire **or continue to employ** undocumented workers. **Under 2009 amendments to federal regulations, the term "knowing" includes not only actual knowledge but also knowledge which may fairly be inferred through notice of certain facts and circumstances which would lead a person, through the exercise of reasonable care, to know about a certain condition. Constructive knowledge may include, but is not limited to, situations where an employer: (i) fails to complete or improperly completes the Employment Eligibility Verification Form, 1-9; (ii) has information available to it that would indicate that the alien is not authorized to work, such as Labor Certification and/or an Application for Prospective Employer; or (iii) acts with reckless and wanton disregard for the legal consequences of permitting another individual to introduce an unauthorized alien into its work force or to act on its behalf. Knowledge that an employee is unauthorized to work may not be inferred from an employee's foreign appearance or accent.**

All new employees shall show appropriate documents which certify that they are legally eligible to work in the United States, as required by law.

Legal Reference:

UNITED STATES CODE, TITLE 8

8 U.S.C. 1324~~(a)(b)~~ Immigration and Nationality Act, as amended by Immigration Reform and Control Act of 1986 and Immigration Act of 1990

CODE OF FEDERAL REGULATIONS, TITLE 8

8 C.F.R. Part 274(a) Control of Employment of Aliens

Additions shown in ***bold italic highlighted text***
Deletions shown in ~~strikethrough text~~

All Personnel

AR 4111.2(a)

4211.2

LEGAL STATUS REQUIREMENT

4311.2

When being hired by the district for any kind of work, prospective employees shall be informed that they will be asked, within three days of employment, to show documents which certify their work eligibility and identity. Persons employed for three days or less must provide such documentation on their first day. This documentation may consist of one item in group A below, or two items, one from group B and one from group C below.

Note: Pursuant to the Immigration Act of 1990, an employer cannot require an employee to present more or different documents than those required by law, nor can an employer refuse to honor documents which on their face reasonably appear to be genuine and related to the person presenting them. Employees can choose whichever documents they want to present from the lists of acceptable documents.

Group A - Documents Establishing Both Work Authorization and Identity

1. A United States passport, unexpired or expired.
2. A Certificate of U.S. Citizenship (INS Form N-560 or N-561).
3. A Certificate of Naturalization (INS Form N-550 or N-570).
4. An unexpired foreign passport with I-551 stamp or attached INS Form I-94 indicating unexpired employment authorization.
5. An Alien Registration Receipt Card with photograph (INS Form I-151 or I-551).
6. An unexpired Temporary Resident Card (INS Form I-688).
7. An unexpired Employment Authorization Card (INS Form I-688A).
8. An unexpired Reentry Permit (INS Form I-327).
9. An unexpired Refugee Travel Document (INS Form I-571).
10. An unexpired Employment Authorization Document issued by the INS which contains a photograph (INS Form I-688B).

Additions shown in ***bold italic highlighted text***
Deletions shown in ~~strike through text~~

All Personnel

AR 4111.2(b)
4211.2
4311.2

LEGAL STATUS REQUIREMENT (continued)

Group B - Documents Establishing Identity

1. A driver's license or ID card issued by a state or outlying possession of the United States, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address.
2. An ID card issued by federal, state or local government agencies or entities. provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address.
3. A school ID card with a photograph.
4. A voter's registration card.
5. A U.S. military card or draft record.
6. A military dependent's ID card.
7. A U.S. Coast Guard Merchant Mariner Card.
8. Native American tribal documents.

Note: Should an individual present a native American tribal document which establishes both work eligibility and identity, only that one document would be needed.
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9. A driver's license issued by a Canadian government authority.

Group C - Documents Establishing Work Eligibility

1. A U.S. Social Security card issued by the Social Security Administration, other than one stating it is not valid for employment.
2. Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350).
3. An original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States, bearing an official seal.
4. A Native American tribal document.
5. A U.S. Citizen ID Card (INS Form I-197).
6. An ID Card for use of Resident Citizen in the United States (INS Form I-179).
7. An unexpired employment authorization document issued by the INS, other than those listed in Group A.

Additions shown in **bold italic highlighted text**
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All Personnel

AR 4111.2(c)
4211.2
4311.2

LEGAL STATUS REQUIREMENT (continued)

If a minor has a work authorization document but does not have any of the identity documents in Group B, identity may be established by means of a school record or report card; clinic, doctor or hospital record; or a day-care or nursery school record. Lacking any of these, a minor still may work, provided that a parent/guardian completes Section 1 of Form I-9 for the minor. In the space for the minor's signature, the parent/ guardian must write "minor under age 18." The parent/guardian also must complete the "Preparer/Translator Certification" section. In Section 2 under List B after the words "Document #," the personnel officer should write "minor under age 18."

If unable to provide satisfactory documentation, the employee shall furnish a receipt indicating that the needed document has been requested. This receipt must be presented within three days of the hire, and the document itself must be provided within 90 days of the hire.

Note: To continue employing an alien authorized by a work permit or other document which establishes only temporary work authorization, the employer is responsible for verifying renewal of eligibility when the document expires. Temporary work authorizations therefore should be flagged as indicated below.

The personnel officer shall examine the documents presented and record the expiration date as it appears on all work authorization permits. This expiration information shall be subsequently flagged so as to remind the personnel officer to verify that the permit has been renewed and that the employee is still eligible to work.

Should an employee present two documents on which the individual's name is not the same, the personnel officer shall ask to see documentation of name change, such as would be provided by a marriage license, divorce papers, court order or other legal document verifying the name change.

Note: When inspecting documents which establish employment eligibility, the employer is only required to be satisfied that the documents reasonably appear on their face to be genuine.

After examining the documents presented, the personnel officer shall copy them. Such copies shall be kept confidential and used only as needed to help justify the district's past decision to accept the documents as valid.

To protect full confidentiality, the personnel officer shall seal these copies in an envelope on which the following message has been printed:

The enclosed documents, provided only to verify work eligibility for (name of employee), were examined on (date) by (signature). This sealed envelope may be opened only by the Superintendent or designee. Refer to BP/AR 4111.2/4211.2/4311.2 for current regulations.

(cf. 4112.6/4212.6/4312.6 - Personnel Records)

Additions shown in **bold italic highlighted text**
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All Personnel

AR 4111.2(d)
4211.2
4311.2

LEGAL STATUS REQUIREMENT (continued)

The personnel officer shall ask the employee to complete and sign INS Form I-9.

Note: Employers should help employees in completing INS form I-9 only in the case of individuals who cannot read, who cannot write, or who need the form translated. If such help is necessary, the reader, assister or translator also must sign the form and should be careful to give only procedural assistance and offer no counsel with regard to the individual's status.

Note: The I-9 form must be completed within three business days of the hire. If the term of employment is three days or less, the form must be completed before the end of the first working day. I-9 forms are not needed for persons who are independent contractors or who are employed by a contractor providing contract services.

The personnel officer shall complete and sign the I-9 form and shall assure that it is kept until a full year after the employee leaves the job.

All I-9 forms shall be kept together in a separate file for at least three years from the hiring date. Where the employment extends longer, the I-9 shall be kept for the life of employment and for one year following termination of employment. I-9 forms shall be kept for all employees hired after November 6, 1986.

Note: Without a warrant or subpoena, INS officers may not inspect any personnel documents other than the I-9 form and documents maintained by the employer to substantiate the I-9 form. The INS is required to provide at least three days' notice prior to inspecting I-9 forms.

I-9 forms shall be available for inspection upon request by officers of the Immigration and Naturalization Service or the Department of Labor. Other personnel documents shall not be made available to government agents unless they present a warrant or subpoena.

The Superintendent or designee shall open the sealed envelope containing copies of an employee's work authorization documents only in connection with inquiries by the INS.

In order to avoid the loss of any employer rights, all communications received from the Immigration and Naturalization Service shall be answered within 30 days.

Note: Employers who receive "Notice of Intent to Fine" may request a hearing, but this request must be made within 30 days.

Additions shown in **bold italic highlighted text**
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Certificated Personnel

BP 4112.1

CONTRACTS

Note: Pursuant to AS 14.20.130 the School Board may issue contracts after January 1 each year. 4 AAC 18.010 specifies minimum requirements for teacher and administrators contracts. Contracts must be signed by at least two School Board members and the teacher.

After January 1, the Board may issue teacher contracts for the following school year. Contracts shall be approved by the Board and signed by at least two board members.

Note: AS 14.20.145 grants automatic reemployment rights to teachers who are not dismissed or given notice of nonretention. Nontenured teachers must be given notice of nonretention by the end of the school year. Tenured teachers must be given notice of nonretention before May 15. (See 4117.6)

The School Board shall give or email reemployment contracts to teachers who are not dismissed or given notice of nonretention in accordance with law. If an employee fails to notify the Superintendent or designee within 30 days after receipt of a contract of reemployment that the employee accepts reemployment, the Board shall consider the employee to have declined reemployment and shall terminate the employee's services at the expiration of the existing contract. **An employee on family leave must comply with the 30-day deadline.**

(cf. 4117.4 - Dismissals)

(cf. 4117.6 - Nonretention)

(cf. 4119.21 - Code of Ethics)

Note: Pursuant to 4 AAC 18.021 substitute teachers employed for the remainder of the school term when more than 20 school days remain must be employed under employment provisions for regular teachers.

Legal Reference:

ALASKA STATUTES

14.20.130 Employment of teachers and administrators

14.20.145 Automatic Reemployment

14.20.158 Continued contract provisions

14.20.010 Teacher certificate required

14.20.020 Requirements for issuance of certificate

14.20.120 Statement of qualifications

14.20.215 Definitions

14.20.620 - 14.20.650 Interstate agreement on qualification of educational personnel

14.30.250 Teacher qualifications

ALASKA ADMINISTRATIVE CODE

4 AAC 05.080 School curriculum and personnel

4 AAC 12.010 ~~300~~ 4 AAC 12.900 Certification of professional personnel

4 AAC 18.010 Teachers' and administrators' contracts

4 AAC 18.021 Employment of substitute teachers

Reviewed 09/07

Revised 2/16/16

Additions shown in ***bold italic highlighted text***
Deletions shown in ~~strikethrough text~~

All Personnel

BP 4112.5
4212.5
4312.5

SECURITY CHECK

The School Board desires to hire personnel whose background and behavior exemplifies a standard deemed appropriate for individuals working with children. Effort will be made to investigate the background of applicants prior to hire in the district. This investigation will include questions related to an applicant's background, as well as fingerprint information in accordance with law.

Falsification of information during the interview or on the application shall be grounds for immediate removal from consideration for a position or dismissal from a currently held position.

Legal Reference:

ALASKA STATUTES

12.62.160 *Release and use of criminal justice information; fees.*

Reviewed 10/2007

Additions shown in ***bold italic highlighted text***
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All Personnel

AR 4112.5
4212.5
4312.5

SECURITY CHECK

1. No certificated individual will be hired by the district until a fingerprint investigation has been completed and the applicant has been found to have no recorded offenses. Under emergency circumstances, the Superintendent can waive this requirement to allow someone to work until the results are back.
2. No person who has ever been convicted, or pleaded guilty or no contest (including forfeiture of bail) to a crime involving violence or sexual abuse will be hired by the district.
3. No person who has been convicted, or pleaded guilty or no contest (including forfeiture of bail) to (1) a felony or (2) a crime or other violation involving a controlled substance within the five years preceding the application, will be hired by the district. If more than five years have elapsed since the crime or violation, a person may apply pursuant to following paragraph.
4. Applications from person who have been convicted, or pleaded guilty or no contest (including forfeiture or bail) to any crime or violation (excluding minor traffic violations) not covered in (2) nor (3) will be considered by the Superintendent on a case by case basis and notice of the prior conviction given to the School Board prior to hire or being hired by the district.
5. If charges are pending, no action will be taken on the individual's application until disposition of the charges.

Revised 4/17/99
Reviewed 10/2007

Additions shown in **bold italic highlighted text**
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All Personnel

BP 4112.6
4212.6
4312.6

PERSONNEL RECORDS

Personnel records shall be kept for all current employees and shall include information usually expected in good personnel administration. Records shall be kept for all former employees, including such information as shall seem appropriate to the administration.

Note: The Alaska Supreme Court has upheld a broad policy of public access to records and has ruled that employment applications of police chief and city manager may not be exempt from disclosure in view of the public's strong interest in high level public officials. It is likely therefore that Superintendent applications, and possibly other employee applications, are subject to public disclosure.

(cf. 1340 - Access to District Records)
(cf. 3580 - District Records)
(cf. 1312.1 - Complaints Concerning Personnel)

All personnel files are confidential and shall be available only to the employee, persons authorized by the employee, the Superintendent or designee, and those individuals authorized by the Superintendent or Board in accordance with administrative procedures. School Board members may request to review an employee's file at a personnel session of the Board.

Employees shall be notified whenever derogatory information is to be placed in their personnel files. Employee may review and comment on the contents of this personnel file. Personnel records shall be made available for inspection by the employee at an off-duty time. Inspection shall take place in the presence of an administrator.

Legal Reference:

ALASKA STATUTES

~~09~~40.25.120 Inspection and copying of public records

23.40.070 Declaration of Policy (PERA)

ALASKA ADMINISTRATIVE CODE

4 AAC 19.040 Use of the evaluation

Municipality of Anchorage v. Anchorage Daily News, 794 P.2d 584 (Alaska 1990)

City of Kenai v. Kenai Peninsula Newspapers, Inc., 642 P2d 1316 (Alaska 1982)

Reviewed 10/2007

Additions shown in ***bold italic highlighted text***

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All Personnel

BP 4112.61

4212.61

EMPLOYMENT REFERENCES

4312.61

Note: A.S. 09.65.160 provides that an employer disclosing information about the job performance of employees/former employees to prospective employers is presumed to be acting in good faith and may not be held liable for its consequences unless the employer recklessly, knowingly, or with malicious purpose disclosed false or misleading information.

The School Board desires to provide information about district employees to prospective employers to the extent that such information is factual and does not violate an employee's privacy rights.

The Superintendent or designee shall process all requests for references, letters of recommendation, or information about the causes or reasons for separation regarding all district employees other than the Superintendent. No other staff member shall make statements concerning a separated employee's performance or the reason(s) why any individual has left district employment.

(cf. 4112.6 - Personnel Files)

(cf. 4117.5 - Termination Agreements)

Legal References:

ALASKA STATUTES

AS 09.65.160 Job References

Added 9/93

Reviewed 10/2007

Additions shown in **bold italic highlighted text**
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All Personnel

BP 4112.8

4212.8

EMPLOYMENT OF RELATIVES

4312.8

In order to preclude situations which could bring about a conflict of interest for members of the administrative staff, an employee shall not be appointed to a position where a member of the immediate family maintains supervisory or evaluation responsibilities for the position. Immediate family members may be employed at the same department or work location with the approval of the Superintendent or designee.

The School Board recognizes that factors such as remote locations and a lack of qualified job applicants may justify the employment of family members of the Superintendent or Board.

An immediate family member of a Board member may be employed by the district if that person is the most qualified applicant, has been approved by the Board, and such employment has received the written approval of the Commissioner of Education. An immediate family member of the Superintendent may be employed by the district with written approval of the Board. (AS 14.14.140)

(cf. 9270 - Conflict of Interest)

Legal Reference:

ALASKA STATUTES

14.14.140 *Restriction on employment*

ALASKA ADMINISTRATIVE CODE

4 AAC 18.031 *Employment of members of immediate families of school board members*

4 AAC 18.900 *Definitions*

Reviewed 10/2007

Additions shown in ***bold italic highlighted text***
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Certificated Personnel

BP 4113

ASSIGNMENT

The School Board respects the importance of assigning teachers in accordance with law, so as to serve the best interests of our students and the educational program. The Superintendent or designee may assign certificated personnel to any position for which their preparation, certification, experience and aptitude qualify them. Teachers may be assigned to any school within the district. Teachers shall not be assigned outside the scope of their teaching certificates or their fields of study except as allowed by law.

(cf. 4112.8 - Employment of Relatives)

The assignment of certificated personnel shall comply with applicable collective bargaining provisions.

Legal Reference:

ALASKA STATUTES

14.20.147 Transfer or absorption of attendance area or federal agency school

14.20.148 Intradistrict teacher assignment

14.20.158 Continued contract provisions

23.40.070 Declaration of policy (PERA)

UNITED STATES CODE, TITLE 20

1119 No Child Left Behind Act of 2001, P.L. 107-110

Revised 3/04

Reviewed 10/2007

Additions shown in **bold italic highlighted text**
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Certificated Personnel

BP 4115

EVALUATION/SUPERVISION

Note: AS 14.20.149 requires school districts to have a certificated employee evaluation system. The School Board is required to consider information from students, parents, community members, classroom teachers, affected collective bargaining units, and administrators in the design and periodic review of the system. The evaluation must be based on observation of the employee in the employee's work place. In addition, the law mandates a number of requirements for the system including the establishment of district performance standards, a minimum number of evaluations each year, the preparation and implementation of a plan of improvement, and opportunity for students, parents, community members,, teachers, and administrators to provide information on the performance of the person being evaluated.

Department of Education and Early Development regulations require a district's certificated employee evaluation system to evaluate a teacher or administrator's performance on applicable professional content standards as exemplary, proficient, basic, or unsatisfactory. In addition, overall performance must be evaluated with these same four ratings. No later than the 2015-16 school year, a teacher or administrator's performance evaluation for student learning data standards shall include an evaluation of actual student learning data **July 1, 2016, a district shall adopt for teachers and administrators standards for performance based on student learning data. 4 AAC 04.205. Beginning July 1, 2016, a district shall report to the department not later than September 15th of each year evaluation results as to tenured and non-tenured teachers, administrators and special service providers and performance levels, as prescribed in 4 AAC 19.055.** The Educator Evaluation regulations are found at 4 AAC ~~09~~**19**.010-19.099.

The School Board believes that evaluations can provide important information relevant to employment decisions, ~~and~~ can help staff improve their professional skills, can improve the effectiveness of instruction, and raise student achievement levels. In accordance with the district's certificated employee evaluation system, the Superintendent or designee shall evaluate certificated personnel annually, including teachers, administrators, and special service providers. The evaluation system shall evaluate whether the certificated employee is exemplary, proficient, basic, or unsatisfactory on applicable content standards and in overall performance. The district's certificated employee evaluation system will incorporate those procedures and mandates required by law.

The district shall provide annual in-service training to all certificated employees subject to the evaluation system. The training will assure inter-rater reliability and address the evaluation procedures, the standards used by the district in evaluating performance, and other information that may be helpful to a thorough understanding of the evaluation system.

A certificated employee has a right to timely comment on the evaluation and may not be retaliated against for doing so.

The certificated employee evaluation system will be periodically reviewed. The district will consider input from students, parents, community members, classroom teachers, affected collective bargaining units, and administrators. The district will make a copy of the evaluation instrument available to the public, including posting on the district's website. The posting will explain how the district has considered the input of these groups in the design of the evaluation system.

Additions shown in ***bold italic highlighted text***
Deletions shown in ~~strikethrough text~~

Certificated Personnel

BP 4115(b)

EVALUATION/SUPERVISION

(cf. 4116 - Probationary/Permanent Status)
(cf. 4117.4 - Dismissal)
(cf. 4117.6 - Nonretention)
(cf. 4315.1 - Competence in Evaluation of Teachers)

Legal Reference:

ALASKA STATUTES

14.20.149 Employee Evaluation

23.40.070 Declaration of policy (PERA)

ALASKA ADMINISTRATIVE CODE

4 AAC 19.010-4 AAC 19.060 Evaluation of professional employees

4 AAC 04.200 Professional content and performance standards

4 AAC 04.205 District performance standards

Revised 12/96, 4/99, 1/13, 11/14

Reviewed 10/07