

EMPLOYMENT PRACTICES

Pursuant to Idaho Code Section 33-5204A APPLICABILITY OF PROFESSIONAL CODES AND STANDARDS – LIMITATIONS UPON AUTHORITY

(1) Every person who serves in a public charter school, either as an employee, contractor, or otherwise, in the capacity of teacher, supervisor, administrator, specialist, school nurse or librarian, must comply with the professional codes and standards approved by the state board of education, including standards for ethics or conduct.

Every employee of a public charter school and every member of the board of directors of a public charter school, whether compensated or non-compensated, shall comply with the standards of ethics or conduct applicable to public officials including, but not limited to, chapter 7, title 59, Idaho Code, except that section 59-704A, Idaho Code, which permits a non-compensated public official to have an interest in a contract made or entered into by the board of which he is a member under certain conditions, shall not apply to the board of directors of a public charter school. A member of the board of directors of a public charter school is prohibited from receiving a personal pecuniary benefit, directly or indirectly, pertaining to a contractual relationship with the public charter school.

1. Background Checks

All employees will be required to undergo the State of Idaho criminal history check to comply with Idaho Code 33-512.

2. Employees

a. Qualifications

White Pine Charter School's full-time and part-time teachers will meet or exceed qualifications required by state law. Staff will be required to possess personal characteristics, knowledge, and experience consistent with the philosophy, mission, and expectations of White Pine Charter School as outlined within this petition. Teachers at White Pine Charter School will be given teaching assignments that correlate with their area(s) of certification as designated by the state of Idaho. The Administrator will make recommendations to the Board of Directors for approval of instructional staff. The Chairman of the Board of Directors signs all employment contracts.

White Pine Charter School's Administrator hires, evaluates, promotes and discharges non-certified staff. The Administrator is hired and evaluated by the WPCS Board of Directors. White Pine Charter School reserves the right to hire any person for temporary assistance under the direct supervision of certified staff members. These provisions are intended to allow various community experts and other specialized persons who may not hold certification to contribute to the school according to their talents, experience, creativity, or expertise on a short-term or seminar basis.

New employees will undergo background checks and finger printing. The White Pine Charter School will pay for the cost of fingerprinting all staff and relevant volunteers.

Job announcements and all other hiring practices will be made without discrimination in accordance with federal and state employment laws.

b. Professional Opportunities

Faculty at White Pine Charter School will work in an environment where they have opportunities to work with other faculty to align subject areas. Teachers will be responsible for the learning program at the school. Teachers will work closely with their grade level partner using their strengths to provide students with an optimum experience. Teachers will become familiar with the K-8 sequence of their subject area, allowing for more efficient preparation. Targeted staff size is one teacher per classroom with teacher aide assistance. In-service days will provide teachers with training in keeping with the mission, philosophy,

curriculum and assessment of White Pine Charter School. Teachers will be able to take an active role in many aspects of White Pine Charter School.

c. Staff Development Plans

White Pine Charter School's Administrator will ensure that the school's employees understand and are able to implement the school's vision upon hiring and through in-service training.

d. Accreditation Requirements

White Pine Charter School plans to meet the state's accreditation requirement for technology competencies as well as any other state requirements for all certified staff.

ADMINISTRATION

Administrative services will be provided by the White Pine Charter School Administrator supplemented by other contracted services as needed. Annual programmatic and financial reports will be presented to the Board of Directors. The Administrator will also serve as the liaison between the Charter School Board of Directors, the Authorized Chartering Entity, and parents.

Day-to-Day Operations The Administrator in coordination with the Charter School Board of Directors will determine the day-day operations of White Pine Charter School.

A. Job Description and Qualifications

JOB DESCRIPTION:

Position Title: Administrator

Reports to: The Board of Directors

Supervises: Directly or indirectly, all employees of the charter school

Performance Responsibilities:

1. Coordinates the total educational and operational programs of the Charter School and provides leadership in their development and improvement.
2. Attends and participates in meetings of the Board of Directors, except when his/her employment or salary is under consideration or when there is an executive meeting. However, on invitation from the Board of Directors may be invited to an executive session.
3. Advises the Board of Directors on the need for new and/or revised rules and policies; exercises the power to carry out such rules and policies after the Board of Directors approves them; and provides such instructions to school employees and students as may be necessary to implement charter policy.
4. Submits to the Board of Directors an explanation of any proposed procedure that would involve either departure from established policy, or an non-contractual expenditure in excess of \$5,000.
5. Participates in the preparation of the annual operating budget recommendations and implements the Board approved budget. Approves and directs, in accordance with law and regulations of the Board, purchases and expenditures within the limits of the budget.
6. Maintains adequate records for the Charter School, including property records, personnel, school population, and scholastic records. Performs custodial duties regarding such records and of all contracts, securities, documents, title papers, books of records, and other papers belonging to the Board of Directors. Management of all assets will be in accordance with the Bylaws of the Charter School Corporation, and will be Board approved.
7. Prepares and submits to the Board of Directors recommendations relative to all matters requiring Board action, placing before the Board such necessary and helpful facts, information, and reports as are needed to insure the making of informed decisions.
8. Coordinates the supervision and evaluation of all employees and recommends the appointment, assignment, transfer, promotion, demotion, discharge, and/or suspension of employees as provided by law and the policies of the Charter School.
9. Holds such meetings of teachers and other employees as necessary for the discussion of matters concerning the improvement and welfare of the Charter School.
10. Represents the Charter School in its dealings with other school systems, social institutions, business firms, government agencies, and the general public.

11. Keeps the Charter School community informed about current educational practices and trends, policies and problems.
12. Supervises, either directly or through delegation, all activities of the Charter School according to the policies of the Board of Directors.
 Informs the Board of Directors of changes, developments, and research/trends in education by advanced study, visiting school systems elsewhere, attending educational conferences, and by other appropriate means.
14. Studies and revises, together with the staff, all curriculum guides and courses of study, on a continuing basis.
15. Recommends to the Board of Directors the adoption of all courses of study, curriculum guides, and major changes in texts and time schedules to be used in the Charter School.
16. Make recommendations to the Board of Directors regarding building and facility changes.
17. Make recommendations to the Board of Directors concerning the transportation of pupils in accordance with the law and the requirements of safety.
18. Provides suitable instructions and regulations to govern the use and care of school properties for school purposes, in conjunction with the Board of Directors.
19. May performs additional tasks as assigned by the Board of Directors.
20. Prepares annual reports in compliance with the terms of the authorized chartering entity.

DESIRED QUALIFICATIONS:

- ∑ Valid Idaho Administrator's Certificate endorsed for K-12 Administrator
- ∑ Successful elementary school teaching experience
- ∑ Successful building-level administrative experience
- ∑ Demonstrated competence in the skills listed under "Job Description"
- ∑ Successful business experience
- ∑ Ability to provide leadership to a large and complex organization
- ∑ Ability to establish and maintain an effective working relationship with the Charter School Board of Directors, Idaho Public Charter School Commission, personnel, parents, students and the public.

TERMS OF EMPLOYMENT AND EVALUATION: Length of Contract: to be determined by the Charter School Board of Directors

Salary: to be determined by the Charter School Board of Directors

Evaluation: annual evaluation by the Board of Directors

HEALTH AND SAFETY

White Pine Charter School will comply with the following health and safety procedures:

1. Require fingerprinting and criminal history checks for all employees in compliance with Idaho Code 33-130. This requirement is a condition of employment. White Pine Charter School will pay for costs associated with the requirement.
2. Require that all students show proof of immunization or an exemption request before being enrolled at the White Pine Charter School.
3. Require that all visitors sign in at the office when visiting the school.
4. Provide for inspection of the facility in compliance with Section 39-4130 of Idaho Code. Adopt policies to meet all required city, state, and federal health, accessibility, safety, fire, and building codes for public schools. Fire and safety officials, using the guidelines for all public schools, will inspect the facility.
5. Adopt and implement a comprehensive set of health, safety and risk management policies. These policies will be developed in consultation with the White Pine Charter School's insurance carriers and at a minimum address the above and the following items:
 - ∑ policies and procedures for response to natural disasters and emergencies, including fires and bomb threats.
 - ∑ policies relating to preventing contact with blood-borne pathogens.
 - ∑ a policy requiring that all staff receives training in emergency response, including appropriate "first responder" training.
 - ∑ policies relating to the administration of prescription drugs and other medicine.
 - ∑ policy that the school will be housed in a facility that has received fire marshal approval and has been evaluated by a qualified structural engineer who has determined the facilities present no substantial safety hazard.
 - ∑ policies establishing that the school functions as a gun-free, drug, alcohol and tobacco free workplace.

Policies will be incorporated, as appropriate, into the school's student and staff handbooks and will be reviewed on an ongoing basis as part of the school's staff development efforts.

White Pine Charter School will adopt a crisis intervention plan which includes the following elements of Safe Schools Crisis Management:

Definition of crisis

Designated "person in charge" media liaison

Procedures for handling crisis situation

Annual staff training

Crisis codes for staff

Dispersion of information to staff, students and parents

Practice schedule for crisis alerts

Faculty staff roster with emergency phone number and indications of training

Community emergency phone numbers

Student roster and phone numbers

Phone trees

Crisis response equipment

Blueprints and utility shutoff locations

EMPLOYEE BENEFITS

White Pine Charter School will comply with all state and federal laws addressing employment benefits and insurance. All eligible employees will participate in group health insurance, leave benefits, Public Employee Retirement System, Federal Social Security, Unemployment Insurance, and Worker's Compensation Insurance to the extent allowed and required by law. White Pine Charter School will use as a guideline, benefits provided by school districts within the area.

EMPLOYEE RIGHT OF RETURN

Information from Bonneville Joint School District No. 93, policy number 10210P6

Accrual of Educational Experience

1. Any certified employee that is hired by the District from a charter school shall receive credit for their charter school experience on the salary schedule the same as certified employees hired from other school districts.
2. Former certified employees of the District who are reemployed from a charter school shall receive full credit for their years of service in the District as well as for their charter school experience.

New Hire

A Charter School certified staff member who has never been employed by the Bonneville Joint School District No. 93 and who wishes to be employed must apply through the District's equal opportunity employment procedures.

Transfer Rights during academic year

Return of a former Bonneville Joint School District No. 93 employee to the District during an academic year shall be at the sole discretion of the District.

COLLECTIVE BARGAINING

1. Collective Bargaining

White Pine Charter School's staff is considered a separate unit for purposes of collective bargaining.

Teachers sign an at-will contract agreeing to the employment conditions at the Charter School. The staff of the Charter School will have no tenure. Based on staff evaluations, contracts will be renewed on a yearly basis. Written contract will be in a form as approved by the State Superintendent of Public Instruction.

2. Independent Collective Bargaining

Should the staff of the charter school elect to participate in collective bargaining, they will be a separate unit for purposes of collective bargaining.

WRITTEN CONTRACTS FOR CERTIFIED STAFF

Pursuant Section 33-5206(4), Idaho Code, employment of charter school teachers and administrators shall be on written contract in form as approved by the State Superintendent of Public Instruction, conditioned upon a valid certificate being held by such professional personnel at the time of entering upon the duties.