

**2500 (GCA)**

**Professional Personnel**

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### **A. Professional Personnel**

Professional personnel are defined as those individuals who require a license by the Department of Education, eligible for licensure and/or are licensed by state agencies as a condition of employment per RSA 186. Teacher means any professional employee whose position requires certification as a professional engaged in teaching. The term teacher shall also include principals, assistant principals, librarians, and school counselors. In general, this refers to school administrators and those covered by the collective bargaining agreement with the Milford Teachers' Association, or Milford Administrative Group. The following are procedures relative to their employment, none of which are to supersede any collective bargaining agreement.

### **B. Hiring**

The Superintendent or designee shall ensure that appropriate hiring practices are in place including the verification of experience levels and credentials, verification of appropriate number of references, and the filing of appropriate interview documentation. No teacher may be elected by the Board unless first nominated by the Superintendent.

In accordance with RSA 189:39, the Superintendent will present to the Board a listing of teacher nominations for the coming school year. Such presentation will occur on or before April 15 of each school year. The Board shall then elect teachers to be employed in the district for the coming school year.

All new positions and vacancies in the District will be posted in accordance with the collective bargaining agreement in effect.

### **C. Assignments**

All assignments will be made in accordance with the collective bargaining agreement in effect.

A teacher receives his/her assignment from the Superintendent or designee. No teacher shall be assigned to a position for which they are not certified or eligible for certification unless the assigned is approved under NH DOE rules for exceptions.

The decision to re-assign personnel, requested in writing by the individual or others, shall rest entirely upon the mutual agreement of the Principals involved and with the approval of the Superintendent. All considerations for re-assignments shall be treated on an individual basis with major emphasis placed on the implications and effects such re-assignment shall have on the District.

#### **D. Evaluation of Teacher Job Performance**

The Superintendent/designee shall ensure that teacher performance evaluations are completed in accordance with the collective bargaining agreement. In the absence of a collective bargaining agreement, a written performance evaluation will be done annually.

Per the applicable collective bargaining agreements, the Superintendent or designee shall involve committee members in the discussion and assessment of the evaluation process, procedures, and instruments used.

The term teacher shall also include principals, assistant principals, librarians, and guidance counselors.

#### **E. Staff Training**

Professional employees may request attendance at workshops in accordance with the collective bargaining agreement. An employee may, at the discretion of the District, be required to attend specific training in order to uphold state mandates and grow professionally.

#### **F. Attendance/Extended Leave of Absence**

Requests for a Leave of Absence will be considered by the District in accordance with the collective bargaining agreement and/or applicable local, state, or federal law.

Attendance is a vital component of serving students and the community. Employees are expected to report to work as scheduled, on time, and prepared to start working. Employees also are expected to remain at work for their entire work schedule. Late arrival, early departure, or other absences from scheduled hours are disruptive and must be avoided. Attendance may be considered during personnel evaluations.

### **G. Reduction in Staff**

The School Board is responsible for providing an annual budget that meets the programming needs of the District's students. Appropriate staffing is included within that budget. When circumstances occur such as a decrease in enrollment or termination of a particular program, the School Board retains the right to reduce the number of teachers on the District's staff.

To accomplish that, the School Board shall act in accordance with the procedures as defined within the collective bargaining agreement between the Board and the Teachers' Association and as applicable to RSA 189:14-a.

### **H. Voluntary Termination**

Any Professional employee wishing to resign during the school year shall provide appropriate and timely written notice to the Superintendent. Any teacher who resigns after August 1 of the school year shall follow the conditions in accordance with the collective bargaining agreement.

For additional information see Policy 2506 Non-Renewal, Termination, and Dismissal of Tenured Certified Staff.

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