

Clatskanie School District 6J

Code: GCAAAGDB
Adopted:

Standards for Classified and Confidential Employees

The employee demonstrates a commitment to:

1. Recognize the worth and dignity of all persons and respect for each individual;
1. Promote democratic and inclusive citizenship;
2. Use professional judgment; and
3. Promote equitable learning opportunities.

The employee is a person who acts at all times in ethical ways. In so doing, the employee considers the needs of the students and the district.

The employee, in fulfilling obligations to the district, will:

1. Keep the confidence entrusted as it relates to confidential information concerning a student and the student's family;
4. Refrain from exploiting relationships with any student for personal gain or in support of persons or issues;
5. Maintain an appropriate student-employee relationship by:
 - a. Not demonstrating or expressing inappropriate interest in a student's personal life;
 - b. Not accepting or giving or exchanging romantic or overly personal gifts or notes with a student;
 - c. Reporting to the employee's supervisor if the employee has reason to believe a student is or may be becoming romantically attached to the employee; and
 - d. Honoring appropriate adult boundaries with students in conduct and conversations at all times.
6. Apply for, accept, offer or assign a position of responsibility only on the basis of professional qualifications and will adhere to the conditions of a contract or the terms of an appointment;
7. Conduct professional business, including grievances, through established lawful and reasonable procedures;
8. Strive for continued improvement and professional growth;
9. Accept no gratuities or gifts of significance that could influence judgment in the exercise of professional duties;
10. Not use the district's or school's name, property or resources for noneducational benefit without approval of the educator's supervisor or the appointing authority;

11. Maintain the dignity of the profession by respecting and obeying the law, exemplifying personal integrity and honesty;
12. Extend equal treatment to all members of the profession in the exercise of their rights and responsibilities.

The employee provides a climate that is conducive to learning and that respects the rights of all persons without discrimination. The employee assumes responsibility for the activities planned and conducted through the district's program and assists colleagues to do the same. The employee demonstrates skill in the supervision of students.

The employee is a person who understands students and is able to relate to them in constructive and culturally competent ways. The employee establishes and maintains good rapport. The employee maintains and uses records as required and as needed to assist the growth of students.

The employee demonstrates skills in:

1. Supporting and maintaining classroom management that is conducive to learning;
13. Using and maintaining district property, equipment and materials appropriately;
14. Using and maintaining student records as required by federal and state law and district policies and procedures;
15. Using district and school business and financial procedures; and
16. Using district lawful and reasonable rules and regulations.

The employee works effectively with others — students, staff, parents and patrons. The employee is aware of the ways the community identifies with the school, as well as community needs and ways the school program is designed to meet these needs.

The employee demonstrates:

1. Willingness to be flexible in cooperatively working with others; and
17. Skill in communicating with students, staff, parents and other patrons.

Definitions

“Classified employees” are employees of the district except those for whom a teaching or administrative license is required as a basis for employment in the district, or otherwise identified by the district.

1. “Regular classified employees” are those employed in positions requiring [20 or more hours per week for at least a full school year].
2. “Part-time regular classified employees” are those employed in positions requiring [less than 20 hours per week for at least a full school year].
3. “Temporary/Substitute classified employees” are those employed [on an as-needed basis].

~~“Supervisory employees” are those individuals having authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other employees, or responsibly to direct them, or to adjust their grievances or effectively to recommend such action if the exercise of such authority is not of a merely routine or clerical nature but requires the use of independent judgment.~~

“Confidential employees” are designated in accordance with Oregon law (ORS 243.650(6)). Such employees will be excluded from any bargaining unit. Salaries and benefits for confidential employees will be established by the Board.

“Student”: means any person who is: in any grade from kindergarten through grade 12; or 21 years of age or younger and receiving educational or related services from an education provider that is not a post-secondary institution of education; or who was previously known as a student by the person engaging in sexual conduct and who left school or graduated from high school within 90 days prior to the sexual conduct.

END OF POLICY

Legal Reference(s):

[ORS 243.650](#)

[ORS 332.107](#)

[ORS 332.505](#)

[ORS 332.544](#)

