



DENVER PUBLIC SCHOOLS

TEACHER STAFFING

PRINCIPALS' MANUAL

2009-2010

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2009/2010
PRINCIPALS' MANUAL**

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Introduction

The purpose of the Teacher Staffing Manual is to provide a resource of consistent procedures and information related to Teacher Staffing for schools to follow. The procedures described in the handbook may vary slightly in practice, due to specific school situations.

If you have any questions about the procedures in the handbook, or other questions about Teacher Staffing, please contact your HR School Partner.

Goals

The goals of the Teacher Staffing Manual are to support the administrators and teachers of the District to:

1. Attract and retain qualified teachers
2. Stabilize the transfer process
3. Follow District, Budget and contractual regulations.

Staffing Sequence of Events and Timeline

Action	Live Date	Live time	Close date	Close time
Teacher forms	Feb 2	8AM Feb	6	5PM
Principal forms –non-renew Online form will end May 18 *subsequent non-renewals shall be handled with School Partners and must sent to Board prior to June 1 st .	Feb 20	8AM Ma	y 18	5PM
Budgets forms emailed	Feb 6			
Principal forms-RIBS	Feb 9	8AM Feb	25	5PM
Cycle IBB -OPTIONAL Principals post jobs (job requisition) Jobs on web Teachers apply Qualified lists available (immediate) Selections made Runs concurrent with Open Market	Feb 9	8AM	Feb 25	5PM
Open Market Cycle Post jobs (job requisition) *internal transfers end June 1, 2009 with the exception of subsequent developmental opportunities or joint agreement from both school administrators	Feb 9	8 AM	Ongoing	
Jobs on web/teaches apply– Secondary Schools	Feb 13	5	Ongoing	Until filled
Jobs on web/teacher apply – Elementary Schools	Feb 20	6	Ongoing	Until filled
Teachers apply Teachers in Closed/Redesign/Beacon schools notify HR School Partner of interview preferences on or before February 18, 2009	n/a	n/a	n/a	n/a
Qualified lists available as soon as they apply online	Feb 13 Secondary Schools February 20 Elementary Schools	6 PM	Ongoing	Ongoing
Placement of Unassigned Non-Probationary Teachers;	Assessed on an ongoing basis April 10 meeting June 5 follow up if necessary			

Non-Renewal Procedures

Important Dates:

Non-renewals may be conducted anytime during the window of February 20-May 18. Only probationary teachers are eligible for non-renewal.

Procedures for Completing the Non-Renewal Process for Cause

1. Principal completes the top portion of the form Probationary Teacher Non-Renewal for Cause. (The form is on page 6 of the manual.)
2. Principal sends the form to the Instructional Superintendent for approval or denial. *The principal must have completed the Comprehensive Professional Evaluation (including the final meeting with the teacher to obtain the teacher's signature on the evaluation) and the evaluation must accompany the recommendation form for non-renewal.*
3. The IS approves or denies the recommendation within five (5) school days. The IS returns the form to the principal.
4. If approved by the IS, the principal schedules a meeting with the teacher to discuss the non-renewal. Principal and teacher sign the form to indicate a discussion took place. The teacher may bring a representative to this meeting. Note: If the recommendation is not approved by the IS, the principal schedules a meeting with the IS to discuss the non-renewal.
5. The principal provides the teacher a copy of the signed Recommendation for Non-Renewal form.
6. Principal also submits non-renewal on-line through Automated Teacher Staffing System (this is required) by May 18, 2009.
7. Principal submits the *original* completed form, with all required signatures, to the HR School Partner.
8. Once approved by the Board, the District sends a non-renewal letter to the teacher no later than June 1, per statute.
 - a. The HR School partner delivers the non-renewal letter signed by the Board secretary to the school along with a roster listing all the teachers at that school who were non-renewed. The principal ensures that the teacher is given the letter and that the teacher initials the roster to indicate receipt. The principal returns the roster and any letters that have not been distributed to the HR school partner no later than May 26, 2009.
 - b. In the case that a teacher cannot be given the letter at the school, HR sends the non-renewal letter certified mail, return receipt required, to the teacher's home address. The letter will be sent no later than May 27, 2009.



Probationary Teacher Non-Renewal for Cause

Teacher's Name (Print): _____ Date: _____

Teacher's ID Number _____

This serves as notice that the Instructional Superintendent and I are recommending non-renewal of your probationary contract. If approved by the Board of Education, you **WILL NOT** be eligible for rehire by Denver Public Schools.

NOTE: A recommendation to non-renew a teacher for performance, licensure, or other District requirements may be made any time after February 19 but no later than May 18, for action at the May 21 board meeting.

Principal's Name (Print): _____

Principal's Signature: _____ Date: _____

Teacher's Signature
(to indicate receipt): _____ Date: _____

TO BE COMPLETED BY THE INSTRUCTIONAL SUPERINTENDENT

This serves as notice that I (*check one*)

approve

deny

this recommendation. If approved, this recommendation will be sent to the Board of Education for action.

Instructional Superintendent's Name (Print):

Instructional Superintendent's
Signature: _____ Date: _____

Original: HR School Partner, Department of Human Resources
Copies: Principal, Teacher, and Instructional Superintendent

FAQ's regarding Non-Renewals

1. Who can be non-renewed?

Probationary teachers (up to three years (a full year must include last 120 days of school year – CRS - 22-63-203(2.b.II)) of full-time service, or up to four years for Teachers in Residence) may be recommended for non-renewal. Non-renewal may be for any reason the chief administrative officer deems sufficient. Those reasons could include but are not limited to:

- An unassigned teacher who doesn't secure a position prior to end of the school year
- Sub-standard performance
- Non-completion of required professional development (e.g. ELA)
- Lack of compliance with TIR or TTE requirements
- Other licensure requirements

Non-renewal must be based on legitimate non-discriminatory reasons.

2. Is a teacher that is RIB'd in good standing eligible for rehire?

A teacher who is non-renewed due to RIBS and is in good standing will be eligible for rehire with the District. If the teacher has not secured a position, however, by May 18, 2009, that teacher will be non-renewed for the 2009-2010 school year, but remains eligible for rehire within the District. If the teacher secures a position after May 18, but prior to the start of the next school year, the non-renewal will be rescinded and they will maintain continuous service with the District.

3. Is a teacher that is non-renewed for cause eligible for rehire?

Probationary teachers who are non-renewed for reasons other than a RIBS (including but not limited to, sub-standard performance, non-completion of required professional development and lack of compliance with TIT or TTE requirements) are not considered to be in "good standing" and are "non-renewed for cause." A teacher who is non-renewed for cause **will not** be eligible for rehire with the District.

Principals that are non-renewing a probationary teacher for cause must complete the appropriate "Non-Renewal for Cause" form.

4. Can a school hold a position for a teacher who has not passed the PLACE/Praxis exam or not completed ELA professional development requirements?

Schools will not be allowed to hold a position for a teacher who has not passed the PLACE/Praxis exam or has not completed ELA professional development requirements or for other licensure/requirement reasons.

5. What are the deadlines for ELA Professional Development Requirements?

All newly designated ELA-S and ELA-E teachers receive notification each October that they must complete units 1 and 2 by a designated date in April. All continuing ELA-S and ELA-E teachers receive notification each October that they must complete units 3 and 4 by a designated date in April. Teachers who don't submit completed units or who don't receive a passing score will be notified and recommended for non-renewal after units have been scored and will not be eligible for rehire.

6. Who should I contact when I am considering non-renewal of a probationary teacher?

Principals should contact their Instructional Superintendent and their HR School Partner to assist with documentation and discuss concerns.

Cross References:

Statute: C.R.S. 22-63-203 Probationary teacher-renewal and non-renewal of employment contract
DCTA Article 10.7.5

Reduction in Building Staff (RIBS)

RIBS– Refer to Article 13 in the appendix for details

1. During RIBS (Reduction in Building Staff), schools may reduce a 1.0 contracted teacher to a 0.5 contracted teacher at their building.
2. Teachers who are reduced in building during RIBS should receive a RIBS form from their Principal. See page 11 for details.
3. All RIB'd teachers (both probationary and non-probationary) are expected to complete the on-line application and to actively apply for vacancies for which they are highly qualified.

Collaborative School Committee (CSC)

The role of the Collaborative School Committee as related to staffing is outlined in Board Policy BDFH- Collaborative School Committee:

To provide guidance, evaluation and approval for the use of the staffing allocations provided by the District as it relates to the School Improvement Plan, school budget, and school program design, including consultation regarding adjustments that may be made due to pupil-count issues.

RIBS Procedures

1. Budget Tables
 - a. Principals attend Budget Development Meetings scheduled through Budget Office.
 - b. Schools receive budget tables, budget forms, and conversion rules from Budget Office.
2. Staffing Needs

In the event of a RIBS, the Collaborative School Committee (CSC) decides if fewer teaching assignments are needed in a department, grade level or ELA/Specialty area. Following a determination of staffing needs including all attrition (resignations, retirements, involuntary (administrative) transfers, Intent to Vacates, and declaration of consideration group, the Personnel Committee (PC) shall establish the group of teachers to be considered for reduction. The determination of staffing needs should include identification of all teachers who volunteer to vacate a position. (Article 13-10-2)

 - a. The CSC consults with the PC about the proposed RIBS, its effect on the current staff, and the best way to implement the reductions. The PC applies the process for conducting a RIBS, as stipulated in Article 13.
 - b. Placeholder Assignments: Position for which a teacher has been contracted to cover while the regular teacher is on an approved leave of absence for a specified period of time, subject to provisions of Article 13.
 - c. Continuing Assignments: All contracted teaching positions are continuing assignments unless they are a placeholder for someone on an approved leave of absence.
 - d. Posting a position is not required for placeholder assignments that were held for a teacher on leave who is returning to the school.
 - e. Teachers who were direct placed are in continuing assignments
3. Reduction in Building Staff (RIBS)
 - a. Consideration Groups: The Personnel Committee establishes the group of teachers to be considered for reduction. Teachers in considerations groups that were identified in the fall and in which a reduction is necessary based on staffing needs, are interviewed by the Personnel Committee (PC) to determine which teacher(s) will be reduced in-building. The PC uses a procedure that must be communicated to all teachers.
 - b. Principals submit the names of teachers who are RIB'd through the Automated Teacher Staffing System. Teachers receive the RIBS form from the Principal.
 - c. Teachers who are reduced in-building should apply for all vacancies up to a maximum of 15 for which they are qualified during the Open Market.
 - i. Probationary teachers who do not secure a position will be non-renewed. They will be eligible for rehire unless they were non-renewed for performance or conduct reasons.
 - ii. Non-probationary teachers who do not secure a position will be assigned to a position to ensure they are in a budgeted position prior to the end of the school year.
 - iii. Teachers on emergency authorization or expired authorization or license are NOT eligible for School House Shuffle or during the open market transfer process.
 - d. If a teacher's assignment is reduced to 0.5, it is the responsibility of the teacher to seek a compatible 0.5 assignment or they may seek and secure a 1.0 assignment.

Non-probationary teachers: If they have not secured another 0.5 or 1.0 assignment, they will be assigned during the Direct Placement process.

Probationary teachers: If a probationary teacher's assignment is reduced to a 0.5, the teacher will be given a 0.5 contract unless s/he secures a compatible 0.5 or a 1.0 assignment.

Examples of a Legitimate RIB:

1. **Enrollment Loss**
2. **Placeholder for someone on a leave of absence**
3. **Program Change for which the individual is not qualified; for example:**
 - moving to an IB program
 - moving to a Dual Language program
 - moving to a Montessori Program
 - moving to a Stanley British Primary Program
 - ELA E- to ELA S program

Examples of that are not allowable under the RIB guidelines:

1. **Changing to a Platooning concept**
2. **Grade Level Changes for which the individuals qualify to teach (i.e. split level concepts)**

Instructional Superintendents will provide guidance to principals in situations where the aforementioned examples need clarification or is not outlined above.

Reduction in Building Staff Form



DENVER PUBLIC SCHOOLS
Human Resources Department

Reduction in Building Staff (RIBS)
(Article 13-10)

Due to Teacher by February 25, 2009; schools must also report RIB information via the online teacher staffing system before 5 PM February 25, 2009

Teacher's Name: _____ DPS ID#: _____

This serves as notice that your position has been reduced in building (RIBS). You are expected to actively participate in the teacher staffing Open Market. If you are a non-probationary teacher and have not secured a position by April 10, 2009, you will be assigned to a position for which you are highly qualified. If you are a probationary teacher and are not non-renewed for reasons other than RIBS, you are eligible to participate in the Open Market staffing cycle and may be eligible for rehire. Probationary teachers will be non-renewed unless they secure a position prior to May 18, 2009.

Principal's Name (Print): _____

Principal's Signature: _____ Date: _____

Teacher's Signature (to indicate receipt): _____ Date: _____

Page 1 of 1

Original: HR School Partner, Department of Human Resources
Copies: Principal
Teacher

Reduction in Building Staff due to Beacon School Designation

When a school is designated a Beacon School, as described in the Memorandum of Understanding between DPS and DCTA, administrators and staff will make a concerted commitment to follow a specific educational/instructional plan.

Administrators and teachers (including those already in positions at a newly designated school) interested in assignments at Beacon Schools will need to become familiar with the school's educational/instructional plan. Teachers already assigned to a position at the school will be expected to make a concerted commitment to work toward the plan in order to retain a position at the school. Teachers interested in filling a vacant position at the school will be expected to make a concerted commitment to work toward the plan.

Beacon Schools will post positions during the Open Market. Educational program details will be included in the "additional description" area of the job requisition.

Should the District approve a Beacon school proposal a date will be designated for teachers to indicate their interest/disinterest in remaining at the Beacon School. Teachers who choose to remain at a Beacon School will sign a job description as evidence of their commitment to the program. Principals will keep the signed job descriptions as evidence of each teacher's commitment to the program.

Teachers who choose not to support the plan must be RIB'd by a date to be determined subsequent to the Beacon proposal designation using the on-line RIBS form. The reason code used on the RIBS form will be Beacon. These teachers will be able to apply for other assignments during the Open Market. They will be granted interviews at their top two choices for assignment, during the Open Market teacher transfer portion of the staffing cycle ending June 1, 2009, if they are highly qualified for these assignments. Teachers will notify the appropriate HR School Partner by email of their assignment choices by a date to be determined.

All non-probationary teachers will keep their jobs with the District unless there is a reduction in force as outlined in the DPS/DCTA Master Agreement. Probationary teachers who do not secure positions by May 18, 2009 will be non-renewed. State statute requires that non-renewed teachers are informed by June 1.

New Beacon Schools in 2009-2010:

Cory Elementary School
Merrill Middle School

1 x 1 Meetings

1. HR provides teacher rosters to each school listing all assigned teachers for the current school year, type of assignment (annual or continuing), and teacher qualifications.
2. 1x1 meeting is held with
 - a. Principal and Assistant Principal (if applicable) and Instructional Superintendent (if available)
 - b. HR School Partner and Director/Manager, as applicable
 - c. Budget representative
 - d. Student Services representative
3. During meeting, personnel changes are reviewed, to include
 - a. RIB'd teachers
 - b. Possible assignment changes
 - c. Conversions
 - d. Resignations and Retirements
 - e. Intent to Vacates
 - f. Non-renewals
 - g. Leave of Absence requests
 - h. Return from leave
 - i. Impact of school openings, program changes, redesigns, Beacon designation and closures (if applicable)
 - j. ELA designations
 - k. Net vacancies to be posted

Note: *Specific details on the format of the 1x1 meeting will be provided to the Principal along with the documentation for the meeting so that s/he is prepared for the meeting.*

4. Teacher Staffing sheets prepared by the Budget Office detail requested teacher budgets vs. current teacher FTEs and display teacher vacancies for the Principal/HR/Budget to review at the 1x1 staffing meetings.
5. HR will verify the teacher budget allocations and the current staffing FTEs on Teacher Staffing Sheets with each Principal. The status will be recorded of each teacher listed on the Teacher Staffing Sheets.
6. HR and Principals identify the teacher vacancies on the Budget Teacher Staffing Sheets. The Principal will post the identified vacancies through the Automated Teacher Staffing System for IBB (optional) or the Open Market cycle.
7. HR will request that Principals post all identified vacancies as soon as possible following the meeting.

GENERAL STAFFING

1. Schools will enter vacancy postings directly to job requisition (link available from HR website). Vacancy postings may not be edited after submission. Please ensure that postings are entered correctly. All vacancies including those for in-building bidding must be submitted via the on-line system.
2. Assignment of Unassigned Non-Probationary Teachers ("direct placement") will be facilitated using the Automated Teacher Staffing System. Instructional Superintendents in conjunction with school principal will select qualified unassigned teachers after review of applications. Selections will be made using the Automated Teacher Staffing System. HR and the Principal will notify teachers when placement has been finalized.
3. School interviews and recommendations for hire/job offers will occur throughout the interview/selection time period. Schools are expected to interview at least two candidates if more than one candidate applies. Once a school conducts all scheduled interviews, identifies their top candidate and the Principal contacts the teacher's references; in the case of an internal candidate the current Principal for a reference check, the Principal may extend an offer. If the candidate accepts, the school will use the Automated Teacher Staffing System to update the selected teacher's candidate status to "references checked; recommend for hire". This will notify HR and other schools that the teacher is no longer a candidate for any other position, except for developmental or promotional opportunities.
4. The Principal will conduct an in-depth reference check on all external and internal applicants who are recommended for hire prior to extending an official job offer.
5. The District will offer a limited number of contracts to teachers in high-needs areas and, once approved by the Board, the teacher will be eligible to participate in the Open Market.
6. If a teacher is assigned to more than one school (split assignment), the teacher's staffing activity will be forwarded to their home school only. The home school Principal should share any staffing information emailed to them regarding this teacher with the second school. Teachers that need to be unblocked for due to a split should contact the Human Resources Call Center (720) 423-3900.
7. Student Service Professionals Staffing Process: The process will be determined and communicated to Principals and teachers prior to teacher staffing, per Article 13.
8. Teachers will be limited to applying for no more than 15 positions during each staffing cycle.
9. Teachers with emergency authorizations or expired authorizations or licenses will be non-renewed and blocked from participating in the Open Market. If you have a teacher who has been approved to participate in the TIR program in Fall 2009, please contact your HR School Partner. Positions cannot be held for them.
10. **All known vacancies must be posted as soon as a school has confirmation of the vacancy.**

Teachers on Leave of Absence

1. All teachers currently on leave will be contacted by letter from Human Resources in January informing them of their eligibility to apply for a one-year extension (unless they have already used their extension request). They will be notified that they must return to work or resign from the District if they have reached the two-year maximum. Teachers who do not reply to the District by February 6, 2009 will be considered as having resigned from the District and their employment will be terminated. They will receive a letter prior to February 27, 2009 to this effect. Principals will be notified of such cases so that vacancies can be posted.

Placeholder and Continuing Assignments

Most teaching assignments are continuing assignments (continue from year-to-year) EXCEPT:

- a. Assignments posted when a teacher goes on leave for a semester or year and requests to return to the same assignment

School House Shuffle (In-Building Bidding – IBB) Procedures

1. The Personnel Committee (PC) determines if vacancies will first be posted in-building prior to District-wide (Internal) posting. IBB is optional.
2. IBB will run concurrent with the Open Market and a timeline for IBB is designated by the school, it must be completed by February 25, 2009.
3. PC posts procedures for in-building bidding for all teachers.
4. In-building bidding will be facilitated through the Automated Teacher Staffing System. Schools will see both internal and external candidates on their list; however may only interview internal candidates during the time they designate for IBB.
5. Teachers eligible for in-building bidding (teachers assigned in the building for the next school year) may apply for vacancies for which they are highly qualified through the Automated Teacher Staffing System.
6. Personnel Committee interviews teachers.
7. Teachers are selected for vacancies. They will **not** be eligible to bid on other vacancies in subsequent staffing cycles; unless it is a developmental/promotional opportunity.
8. Principal updates selected teacher's status to "recommended for hire" and denotes FTE value of hire through the Automated Teacher Staffing System.
9. Teachers transferring during IBB to another vacancy in the building must be highly qualified for the vacancy.

Open Market Internal Teacher Transfer – Teacher Application Procedures

Teachers who have a contract for the current school year are eligible to participate in the Open Market teacher staffing process through June 1, 2009. Teachers are eligible to move after June 1 if they have been offered a developmental opportunity (Facilitator, Administrator Assistant, TOSA, or Student Advisor) OR if both principals are in agreement. (See **Eligibility Grid** for further details)

1. All teacher staffing requests will be through the Automated Teacher Staffing System.
2. Teachers will be able to apply for only those positions for which they are highly qualified.
3. Teachers will be eligible to apply for up to 15 vacancies per cycle (Internal and Internal/External). Teachers will need to complete all their requests/applications at one session (the system will not allow them to submit five requests and then go back the next day and submit ten more).
4. Probationary teachers are eligible to transfer once during their first three years of employment with DPS as a teacher (four years for TIR). If a probationary teacher is RIB'd, they will be eligible to transfer/secure another assignment, even if they transferred in a prior year.
5. Teachers on a remediation plan are not eligible to voluntarily transfer unless the current and receiving Principal agree on the transfer.
6. Teachers on a remediation plan are not approved for Intent to Vacate.
7. Teachers who are recommended for non-renewal based on performance are not eligible to participate in the teacher staffing process.

Direct Placement Cycle-Assignment of Unassigned Non-Probationary Teachers

Assignment of unassigned non-probationary teachers (direct placement) will be conducted on as needed basis during the Open Market Cycle. The District reserves the right to freeze positions should it be determined there is an excess of unassigned non-probationary teachers in a subject area. For the 2009-10 Open Market a meeting is scheduled for April 10, 2009 to ensure all unassigned non-probationary teachers have an assignment for the 2009-2010 School Year. If for any reason the District is not able to find assignments for all unassigned non-probationary teachers by April 10, 2009, placements will continue to be made on an ongoing basis. If necessary a June 5, 2009 meeting is scheduled. Placements will be made by the Instructional Superintendents with principal input.

Eligibility for Assignment

Every effort will be made to assign non-probationary teachers who have not secured a position (continuing or annual) by the end of the Internal Cycle prior to the Internal/External teacher staffing cycle. Probationary teachers will be non-renewed if they don't secure a position during the Internal Cycle or Internal/External Cycle.

Teachers who are assigned for three consecutive years and do not actively participate in the staffing process are subject to disciplinary action, per Article 13-10-8.

- a. Remaining Unassigned Teachers
 - i. HR will continue to monitor vacancies to identify appropriate assignments and notify teachers as stated above.

Open Market after June 1, 2009 – Teacher Application Procedures

Current DPS teachers, in good standing, may participate in the Open Market Staffing Cycle. This cycle will end on June 1, 2009. After this date, teachers have the ability to secure a developmental role (e.g., TOSA, Administrative Assistant, Student Advisor, Facilitator) or may accept another teaching position when the teacher's current principal/supervisor and the receiving school's principal approve of the transfer.

Probationary teachers, in good standing, who have not secured a position during IBB or by June 1, 2009 are eligible to participate in the Open Market Cycle after June 1, 2009. HR will send out a report of unassigned probationary teachers who are in good standing to Principals and Instructional Superintendents by June 1, 2009

Teacher Assignment Split between Schools and Job Shares

Assignments split between two schools:

When a teacher is assigned as a 0.5 FTE at two different schools, the Principals are expected to agree upon a master schedule for that teacher. The master schedule should include their personal planning time, duty free lunch, travel time between schools, and required faculty meetings. The teacher should only be required to attend faculty meetings at one of the schools, depending on which school the teacher is assigned to during the time of the faculty meeting.

For itinerant teachers, contact the program manager for details.

Job Share Assignments

The definition of job share is as follows: Two teachers sharing one teaching assignment. These two teachers will be teaching the same students in the assignment.

*** Teachers must be non-probationary.**

Teachers who are interested in finding a job share partner must submit a request no later than March 2, 2009. The request form will include current school, teaching area, grade level, preferred job share schedule (time, days), and contact information (school email and school phone number). If a job share partner has been identified, his/her name and appropriate information must be included. (Refer to Job Share Forms)

Job share assignments will be administered in accordance with DCTA Agreement, Article 25. Article 25-1-2 states, "Teachers wishing to job share must find another teacher who also wishes to job share."

Job shares must be approved by the school Principal and the CSC; both job share teachers must be interviewed by the PC.



DENVER PUBLIC SCHOOLS
Human Resources Department

JOB SHARE REQUEST FORM-TEACHER STAFFING 2009-2010
JOB SHARE POSITION AND LOCATION IDENTIFIED
(NON-PROBATIONARY TEACHERS ONLY)
Due: March 2, 2009

The name of the person completing this form AND the job share assignment will be posted on the Human Resources website. The job share partners must be interviewed and approved by the Personnel Committee at the site of the job share assignment by April 10, 2009. Notice must be sent to Human Resources identifying the job share assignment and job share partners. If this assignment has not been filled by April 10, 2009 with two job share partners the position will remain a full-time position. Note: Job share positions cannot be filled by probationary teachers.

Name: _____ DPS ID#: _____

Current School: _____

Current Teaching Assignment (Grade Level/Subject Area): _____

Phone: _____ Email: _____

Name of school where the job share will occur: _____

Job Share Teaching Assignment (Grade Level/Subject Area – Identified): _____

Job Share Partner Identified:

_____ No – In this case your name will be posted on HR website indicating you are seeking a job share partner.

_____ Yes – If yes, provide the following information:

Your Name: _____

Your Job Share School: _____

Your Job Share Assignment: _____

Name of Partner: _____

Partner's Current School: _____

Partner's Phone #: _____

How Job Will Be Shared (Days of week, AM and PM) _____

Signatures to acknowledge approval of a job share assignment and job share partner.

CSC Committee Chair (Print): _____

CSC Committee Chair Signature: _____ Date: _____

Principal's Name (Print): _____

Principal's Signature: _____ Date: _____

If NO job share partner has been identified BUT in accordance with Article 25-1-5 there has been approval for a job share assignment, the following information must be completed:

Preferred Job Share Schedule: Days of Week: _____ Time: ___AM or ___PM

Preferred Location(s) in the district ___NE___NW___SE___SW

Preferred Job Share Teaching Assignment (Grade Level/Subject Area): _____

Signatures acknowledge approval of a job share assignment.

CSC Committee Chair (Print): _____

CSC Committee Chair Signature: _____ Date: _____

Principal's Name (Print): _____

Principal's Signature: _____ Date: _____

Original: HR School Partner, Department of Human Resources

Copies: Principal
Job Share Teachers



DENVER PUBLIC SCHOOLS
Human Resources Department

**JOB SHARE REQUEST FORM-TEACHER STAFFING 2009-2010
(NON-PROBATIONARY TEACHERS ONLY)
NO JOB SHARE PARTNER IDENTIFIED AND
NO JOB SHARE POSITION IDENTIFIED
Due: April 10, 2009**

Name: _____ DPS ID #: _____
 Current School: _____
 Current Teaching Assignment (Grade Level/Subject Area): _____
 Phone: _____ Email: _____
 Preferred Job Share Schedule: Days _____ Time: ___AM or ___PM
 Preferred DPS Location(s) ___NE___NW___SE___SW
 Your name will be posted on the HR website.

Once you have identified a job share partner, it will be your responsibility to secure a job share position. This position must be approved by the school's CSC. Once you and your partner have secured a job share assignment the form must be resubmitted with the completed information as listed below. The information below must be submitted to Human Resources no later than April 10, 2009.

Your Name: _____
 Job Share Partner Name: _____
 Job Share School: _____
 Job Share Assignment: _____

Signatures acknowledge approval of a job share assignment and job share partner.

CSC Committee Chair (Print): _____
 CSC Chair Signature: _____ Date: _____
 Principal's Name (Print): _____
 Principal's Signature: _____ Date: _____

Original: HR School Partner, Department of Human Resources
Copies: Principal
Job Share Teacher

No Child Left Behind (NCLB) Requirements for Current DPS Teachers

Minimum Qualifications for Current Licensed DPS Teachers

The North Central Association of Colleges and Schools (NCA) accredits all types of schools. Accredited K-12 schools agree to meet minimum standards, which encompass qualifications for teachers.

No Child Left Behind (NCLB), the reauthorization of ESEA, places further requirements on teachers in core academic subjects. In Colorado, persons receive teaching licenses with an endorsement in their major. State Law allows these teachers to teach in other fields if they meet certain minimum hour requirements in those fields. Passing the appropriate content area PLACE or Praxis test is an alternative to obtaining the content credit hours listed below, and will also identify you as highly qualified under NCLB, even if you do not have an endorsement.

HIGHLY QUALIFIED REQUIREMENTS FOR REGULAR EDUCATION TEACHERS: In order to be considered highly qualified, all teachers must hold a *valid Colorado Teaching License and one of the following:

Grade Level/Content	Endorsement	PLACE/Praxis	24 Semester Hours	Can Be Qualified thru HOUSSE	Degree in Subject Area
ECE (DPS requirement)	Early Childhood	Early Childhood	Not Applicable	Not Applicable	Not Applicable
K thru 3 rd grade	An Endorsement – and – General Elementary Education or Early Childhood Place/Praxis		Not Applicable	Yes Not	Applicable
K thru 5 th grade	An Endorsement – and - General Elementary Education Place/Praxis		Not Applicable	Yes Not	Applicable
K-5 th grade – (Music, Art) (DPS requirement)	Music, Art	Not Applicable	Not Applicable	Not Applicable	Not Applicable
K-5 th grade (Drama, Foreign Language, Technology, PE)	Endorsement in the content area taught	Pass PLACE/Praxis in the content area taught	24 semester hours in content area taught	Not Applicable	Bachelors Degree and higher in content area taught
6 th grade General Elementary	An Endorsement – and - General Elementary Education Place/Praxis		Not Applicable	Yes Not	Applicable
7 th & 8 th grade self contained class (teaching 3 or more content area classes)	Endorsement in the content area(s) taught	PLACE/Praxis in the content area taught General Elementary Education	24 semester hours in content area taught	Yes Bachelors	Degree and higher in content area(s) taught
6 th grade thru 12 th grade	Endorsement in the content area taught	Pass PLACE/Praxis in the content area taught	24 semester hours in content area taught	Not Applicable	Bachelors Degree and higher in content area taught

***Valid teaching licenses do not include emergency authorizations.**

HIGHLY QUALIFIED REQUIREMENTS FOR SPECIAL EDUCATION TEACHERS:

Grade Level/Content	Endorsement	PLACE/Praxis	24 Semester Hours	Can Be Qualified thru HOUSSE	Degree in Subject Area
Early Childhood Special Education (Special Education Requirement)	Endorsement in Teacher IV Early Childhood Special Education	Not Applicable	Not Applicable	Not Applicable	Not Applicable
Special Education Teachers at the Elementary Level (K-grade 5)	Endorsement in Special Education that is appropriate for the position	General Elementary Education	Not Applicable	Yes Not	Applicable
Special Education teachers teaching 6 th grade	Endorsement in Special Education that is appropriate for the position	General Elementary Education	Not Applicable	Yes Not	Applicable
Special Education Teachers teaching 7 th & 8 th grade	Endorsement in Special Education that is appropriate for the position and in content area being taught	Pass PLACE/Praxis in the content area taught	24 semester hours in content area taught	May be eligible for HOUSSE in March, 2007**	Bachelors Degree and higher in content area taught
Special Education Teachers teaching 3 or more content areas in 7 th & 8 th grade	Endorsement in Special Education that is appropriate for the position	General Elementary Education	Not Applicable	Yes Not	Applicable
Special Education Teachers teaching 9 th – 12 th grade	Endorsement in Special Education that is appropriate for the position and in content area being taught	Pass PLACE/Praxis in the content area taught	24 semester hours in content area taught	May be eligible for HOUSSE in March, 2007**	Bachelors Degree and higher in content area taught
Special Education Teachers who only teach CSAP – A students (i.e. MI or MIS classes)	Endorsement in Special Education that is appropriate for the position	General Elementary Education	Not Applicable	Yes Not	Applicable

** More information will be forthcoming.

Note: These guidelines are subject to change.

For more information on No Child Left Behind (NCLB) at DPS, visit the HR Web page at <http://hr.dpsk12.org/>

Colorado Department of Education (CDE) Teacher Licensure and Authorizations

The following licensure requirements are listed in order of hiring preference at DPS.

Professional License- Issued for a five-year period to a teacher who has completed all requirements of Colorado teacher licensure and an approved teacher induction program. Teachers with professional licenses are “highly qualified” provided they are teaching in their endorsement area(s).

Initial (Provisional) License - Issued for three-year period to teacher who has met basic requirements of Colorado teacher licensure but has not completed an induction program. Teachers with initial/provisional licenses are “highly qualified” provided they are teaching in their endorsement area(s).

Interim (Type VI) Authorization - Issued for a one-year period, with a one-year renewal option, to teachers who have completed an out-of-state or out-of-country teacher preparation program but have not taught for at least three years on a full time basis or otherwise met the requirements of Colorado licensure. Teachers with Interim/Type VI authorizations are “highly qualified” provided they are teaching in their endorsement area(s).

Emergency Authorization- Issued for a one-year period only upon request of a school District. Beginning with the 2003/2004 school year, emergency authorizations cannot be renewed except for certain specialized service providers and alternative licensure candidates who may be eligible for one additional year pending completion of an approved teacher preparation program. Emergency authorizations at DPS will only be considered if no licensed teachers or TIR/Alternative Teacher candidates can be recruited. Teachers with emergency authorizations are not “highly qualified.”

Substitute Authorization- For daily assignments, DPS accepts substitute authorizations issued for a three-year period granted to individuals with a four year college degree from an accredited university. For Long Term Substitutes (more than 16 consecutive days in one assignment), DPS requires the teacher to be licensed and endorsed in the teaching area. Teachers with three year substitute authorizations are not “highly qualified.” Teachers with five year authorizations (expired Colorado teaching license) are “highly qualified” if teaching in area(s) with 24 semester hours, Place/Praxis, or college degree.

Special Authorizations:

Adjunct Authorization- Issued for a three-year period to a teacher who possesses a skill in a specialized teaching area not covered in professional or provisional licensure, such as Dance. Teachers with adjunct authorizations are not “highly qualified.”

TTE (Temporary Teacher Eligibility) - Issued primarily to Special Education providers who do not currently possess a Colorado teaching license with a Special Education endorsement but do hold a valid Colorado teaching license. It is issued for one year with possibility of renewal for a maximum three-year period while the teacher is completing approved teacher preparation program in Special Education at an institute of higher education. Teacher must demonstrate adequate progress in order to continue on a TTE each year. Teachers on a TTE are “highly qualified” provided they are teaching in their endorsement area.

Teach for America Waiver- Candidates who have been selected through the District partnership with Teach for America are approved to teach in Denver Public Schools on an Alternative Licensure Waiver (ATLW). These candidates are considered highly qualified to teach in their approved content area and

Authorization: Teacher In Residence (TIR) –The teacher in residence (TIR) authorization shall be valid for two years. The teacher must meet the requirements of having 30-semester hours of coursework and passing the PLACE or Praxis test in the teaching subject area. The teacher must teach in the specified area for at least 51% of their day. The teacher must enroll and complete an approved TIR college program in the first year of teaching. The teacher will be eligible for an Initial Teacher License upon completion of the two year program.

Teacher in Residence (TIR) Program and Alternative Teacher Preparation Program Procedures

DPS hires TIR's or Alternative Teacher program candidates only in specified high needs areas. Requests will be considered within 30 days of the start of the next school year to allow time for interviewing and hiring licensed candidates first. Currently identified high-needs areas for TIR and Alternative programs are:

- Math
- Science
- Special Education
- ELA-S
- Montessori
- Other areas may be designated as "high needs" by the District.
- The Chief Academic Officer has full authority to hire a TIR/Alternative Program teacher in any area.

Procedures for requesting a TIR or Alternative Teacher:

1. Schools are expected to recruit, interview and seek licensed, endorsed teachers prior to recommending a TIR or Alternative teacher for hire.
2. If no licensed teacher can be recruited, Principal completes approval form (see attached) and submits to Instructional Superintendent for approval.
3. Teacher's transcripts are reviewed by TIR Coordinator. TIR/Alternative Licensure candidates must have at least 30 college semester hours in the teaching area.
4. Per state requirements effective May 30, 2004, all TIR/Alternative candidates must pass the state's content exams prior to their date of hire. No exceptions will be made.
5. Chief Academic Officer or designee approves or denies request and forwards to HR.
6. HR contacts teacher and Principal to confirm hire or denial of request.
7. Teacher attends New Hire Orientation and contract signing. Teacher is responsible to enroll in selected TIR/Alternative Teacher program to begin course of study.
8. Current recognized programs for DPS are:
 - a. Alternative: University of Colorado- Denver and Western State College
 - b. TIR: University of Colorado- Denver and Metropolitan State College

Further details are available on the HR website.

Teach for America and Denver Teaching Fellows candidates will apply online during the Open Market Staffing Cycle.

Request Form for TIR/Alternative Licensure



DENVER PUBLIC SCHOOLS
Human Resources Department

Request for Teacher in Residence or Alternative Licensure Teacher 2009/2010

Requests to hire TIR's or Alternative Licensure Teachers for the 2009/2010 school year require the pre-approval of the Chief Academic Officer or designee. Approvals will be granted at a designated time at a later date. Principals must demonstrate that they have conducted an extensive search for a licensed teacher prior to requesting a TIR/Alternative Licensure candidate. Procedures for submittal of this request:

1. If no licensed candidate is available in high needs area, Principal may request a TIR/Alternative licensure candidate. Candidate must verify through Human Resources a pass score on state content exam and 30 semester hours in content/endorsement area or via SOE (Statement of Eligibility) from Colorado Department of Education.
2. Principal submits Request form to Chief Academic Officer or designee with a copy to HR School Partner via email.
3. Chief Academic Officer or designee reviews and approves/denies request.
4. Decision is communicated to Human Resources.
5. HR notifies teacher, who then enrolls with the respective university.

Applicant's Name _____

Date of Request: _____

Brief Vacancy Description

Vacancy Number: _____

School: _____

Reason for Request (Describe below all actions that have been taken to fill this vacancy with a licensed teacher. Attach list of applicants who were contacted and reason for not hiring)

Principal

Area Superintendent

Chief Academic Officer/designee

Human Resources

Program Areas List

It is highly recommended that if you have a position to fill in a specialized area you include the program director, manager or coordinator for that area. Special requirements may be in effect for hiring teachers in program areas.

Following is a current list of specialized program contacts:

Contact	Specialized Area
John Crawford	ECE
Rebecca Blocher	Gifted and Talented
Jody Gehrig	Library/ Media
Donna Shocks	Nurses
Sally Whitelock	Psychologists
Susana Cordova	Reading Recovery-English
Susana Cordova	Reading Recovery-Spanish
Irma Anthony	Social Work
Bonnie Soman	Special Education
Scott Springer	Career and Technology Education

For other curriculum areas, contact the Curriculum and Instruction Department.

Teacher Resignation Notification Deadlines

Teachers are required to notify DPS of their intent to resign or retire at least 30 calendar days prior to start of the school year. If notice is not provided within this timeframe, the District is able to charge the teacher with actual recruiting expenses to hire a replacement.

The notification date for 2009 is as follows:

The date notification date will be posted once the start date for the 2009-2010 school year is established.

APPENDICES

**Appendix A
Glossary of Terms**

Annual assignment- (This is status/terminology is no longer valid)	A temporary or annual assignment is for a specified period of time, subject to the provisions of Article 13. (Article 13-16-5-1)
Consideration group	Article 13-10-3 for the purposes of a reduction in building or a reduction in force, associates a teacher to either a department (math, science, etc.), a grade level (grade one teacher, grade two teacher, etc.) or ELA/specialty area. The declaration of consideration group is designated by the contract to occur no later than the completion of the third week of school. Teachers can only be in one consideration group so it is especially important for teachers in split assignments to declare a consideration group.
Continuing assignment	A continuing assignment continues from year to year, subject to the provisions of Article 13 (Article 13-16-5-2)
Half-time	An assignment that is valued at 0.5 FTE. Both probationary and non-probationary teachers are eligible for half-time assignments.
Intent to Vacate	Non-probationary teacher who were direct placed at a school during the current school year as a result of a school redesign, closure, restructure the year prior. They must submit a request to relinquish their position at current school and will not return to that school. Must meet all of the aforementioned criteria to apply for this option. Not applicable for probationary teachers. See Article 13 for details.
Interim	Used only in reference to Principal positions
Involuntary Transfer (Administrative Transfer)	Principal recommendation, with Area Superintendent and Superintendent approval, to transfer a non-probationary teacher to another school. Administrative Transfer is not corrective action. This is a statutory guideline.
Job Share	A 1.0 assignment that is split between two teachers, at teachers' request and school approval. Must be approved by the school each year.
NCLB Requirements for External Candidates	Must be endorsed in the content teaching area.
NCLB Requirements for Internal Candidates	Teacher must be endorsed in designated core content teaching area or be endorsed in another content area and have passed the PLACE or Praxis exam or have 24 credit hours in the content teaching area. <ul style="list-style-type: none"> •Endorsed in curriculum area teaching OR •Endorsed in another curriculum area and have passed the PLACE/Praxis test in area teaching OR •Endorsed in another curriculum area and have 24 credit hours in area teaching
Non-renew	Board of Education approval of Principal or Human Resources recommendation to not renew the contract of a probationary teacher.
Non-Renewable contract (we don't use this language any longer)	The teacher was given a contract that ends at a defined date, usually the end of the school year. Implies that the position was posted after school start.
Not qualified	A teacher who is does not have the identified qualifications as listed in the job description.
Part-time	A teacher that teachers in an assignment less than full-time. Part-time assignments are open to both probationary and non-probationary teachers.
Personnel Committee	(Article 13-8) is composed of the school Principal, three teachers selected by faculty vote, and no more than two parents who are appointed by the

	Collaborative School Committee (CSC). A personnel committee exists at each school and is charged with selecting candidates for positions as well as identifying teachers for RIBS. Decisions of the PC are to be made by consensus. If consensus cannot be reached, the school Principal will make an impasse decision.
Qualified	A teacher who holds the qualifications as outlined by Colorado Department of Education (CDE)
Reduction In Building (RIB)	The need to reduce the number of teaching staff in a school or building.
Reduction In Force (RIF)	The need to reduce the number of teaching staff in the District. Teachers do not remain in District.
Renewable contract (we don't use this language any longer)	The teacher was given a contract that continues past their first year of employment. Usually implies that the teacher was given a contract for a position posted prior to start of school.
Voluntary Transfer	Teacher who opts to "shop" for another vacancy but will return to current position if no other position is secured.

Appendix B Frequently Asked Questions

1: As a non-probationary teacher, if I have secured a job share position, do I need to submit a completed job share request form to HR?

A: Yes. Once the CSC has approved the job share position, a completed job share request form must be submitted to your HR Representative.

2: I want to leave a 0.5 assignment and return to full-time next fall. What procedures must I follow?

A: A teacher currently in a 0.5 assignment must participate in the open market staffing process and secure either a 1.0 FTE or 0.5 FTE.

3: I am a non-probationary teacher and have two 0.5 positions. Can I do an Intent to Vacate for one of the positions and remain in the other?

A: Not unless you meet the criteria to submit an intent to vacate request under Article 13. If you do not meet the intent to vacate eligibility criteria, it is your responsibility to secure another 0.5 position. If you do not secure another 0.5 position, you will remain in your current assignments.

4: What if I file an Intent to Vacate notice and change my mind?

A: Once you have filed an Intent to Vacate notice, the decision is irrevocable assuming you are qualified.

5: What happens to a non-probationary teacher who is unassigned at the end of the school year?

A: He/she will be assigned by the District to an assignment that matches their teaching qualifications, according to Article 13.

6: According to Article 13-17-1, how will teachers notify their Principal if they will be applying for a new job?

A: The teacher needs to notify their Principal in writing or through email if h/she is applying for a new job.

7: What is RIBS?

A: Reduction in Building Staff (RIBS) is a process that the Personnel Committee (PC) oversees based on staffing allocation changes which results in fewer teachers in a consideration group.

8: How many positions can a teacher apply for during the Internal and Internal/External Cycles?

A: 15 positions per Cycle.

9: Can a current DPS teacher accept a position during School House Shuffle or the Open Market Staffing Cycle, and then apply for positions after the Open Market Internal transfer process ends on June 1, 2009?

A: Yes, as long as the position is developmental (TOSA, Administrator Assistant, Facilitator, Student Advisor) OR if both principals are in agreement you may make a subsequent job transfer according to Article 13 of the DCTA agreement.

10: How many times can a probationary teacher transfer?

A: Once during the probationary period. A TIR can transfer once within the first 4 years. Special Education teachers must remain in Special Education for four years. ELA-S teachers must remain in ELA-S positions for three years.

11: Can I volunteer for RIBS?

A: Yes. But you will need to secure another position in the District, or be assigned if non-probationary. If you are probationary, you will be non renewed, if you do not secure a new position, but will be eligible for rehire if in good standing.

12: I am a probationary teacher and was RIB'd from my building last year. Does this count as my one transfer opportunity? What if I am RIB'd from my building again this year?

A: Yes, it does count as your one transfer opportunity. However, if you are RIB'd again, you will be allowed to transfer, assuming you are not non-renewed.

13: Can a teacher on a remediation plan apply to transfer?

A: Only with written consent of the evaluator, teacher, and receiving school Principal.

14: Can a teacher in an placeholder assignment bid on an in-building posting?

A: Yes.

15: What time during the staffing process can a Long-term Substitute apply for open vacancies?

A: During the Open Market and ongoing through the 09/10 school year. They must hold a valid teaching license and meet the minimum qualifications for the positions for which they are applying.

16: If I am really interested in a particular job can I contact the school?

A: When you apply through the Automated Teacher Staffing System, you are encouraged to include (cut and paste) your resume and cover letter with your application. The Principal/Personnel Committee will have access to your application, resume and cover letter.

17: If a teacher is on the qualified list, but they don't send the school a copy of their resume, do they have to be considered for an interview?

A: All candidates on the qualified list should be considered for an interview. It is the responsibility of the teacher to provide a copy of a resume via the Automated Teacher Staffing System application. If there is more than one candidate for a position, the PC will decide who to interview. Article 13-18-1 states that "when there are two or more candidates for a position, the Personnel Committee shall interview a minimum of two candidates."

18: Are teacher candidates given a copy of the interview questions in advance?

A: No, they should not receive the questions prior to the interview. However, in some cases you may be asked to provide writing samples, portfolios, or other examples of work. Teachers should understand the job requirements and criteria for the position, as communicated by the Personnel Committee.

20: Article 13-10-10 states that teachers that are involuntarily transferred or unassigned are expected to actively participate in the teacher staffing process. What happens if they don't?

A: Disciplinary action will be taken against any teacher who is directly placed for three or more years and does not actively participate in the process. Corrective action procedures are covered in the Basic Fairness and Due Process document.

23: Can applicants without a social security number apply for positions?

A: No. All applicants need to have a valid social security number or a valid work visa with an identification number that is to be used for federal reporting purposes. Teachers hired from other countries will be required to have a social security card.

24: Does the teacher qualification report just show a minimum of 24 hours in a subject area or does it show all hours the teacher has obtained in that subject area?

A: The teacher qualification report shows all hours a teacher has obtained in the subject area provided they at least meet the minimum (24 hours for NCLB).

25: Are candidates for arts (Art, Music, Drama, Dance) positions who have a regular elementary or secondary license without an endorsement in Art/Music still qualified for those positions?

A: No. NCLB states that Art teachers are qualified if they have a regular elementary license, but the District has a higher standard. The District requires anyone teaching in an arts position to be endorsed in the arts.

The District will not allow a teacher to transfer to an elementary arts position or be hired from the outside into an elementary arts position unless s/he has an arts endorsement. Adjustments may need to be made based on the pool of licensed applicants.

26: What are the qualifications to be eligible for PE positions in the District?

A: The District requires an endorsement, PLACE/Praxis, or 24 hours in PE or degree subject area to be eligible to apply for those positions regardless of grade level.

27: Does a teacher have to be *highly qualified* to transfer to a new position during in-building bidding (IBB)?

A: Yes. Teachers transferring during IBB to another vacancy in the building must be *highly qualified* for the vacancy.

31. I am a full time teacher split between two schools. What happens if the assignment at one of my schools becomes full-time?

A: If the Principal/CSC at the school with the full-time position selects you for the expanded job, you will be able to vacate the .5 assignment at your other school. *This only applies for the job/schools that you are occupying. In addition, any change must occur prior to the start of the school year.*

Appendix C
DCTA Agreement – Article 13

Click here to access the DCTA Collective Bargaining Agreement and review Article 13:

http://hr.dpsk12.org/bargaining_units/pdf/DCTA%20AgreementNOVProComp.pdf

Appendix D Staffing Procedures for Student Service Professionals

These procedures below were written as per Article 13-12 of the Agreement between the Denver Public Schools and the Denver Classroom Teachers Association which states: **Specialized services personnel, including nurses, social workers, psychologists, speech correctionists/therapists and any other specialty group shall be transferred according to a written procedure made available to all affected employees. Specialized service personnel shall meet annually with their supervisor to discuss and make revisions to written reassignment procedures.**

The guiding principle of this procedure is to assure a fair and equitable process for assigning specialized services staff to schools.

PRELIMINARY PROJECTIONS

- Use Budget tables formula in budget guidance manual.
- Utilize timelines specified for budget process.
- Develop staff projections including job share requests and retirements.

STAFF INPUT

- Send memo to contract staff regarding preference requests (retaining assignment or relinquishing all or part).
- Develop list of school openings compiled and published by each office.
- Communication from staff regarding interest in schools/school groupings.

SCHOOL PLANS

- Schools submit proposed plans (as per guidance manual guidelines) for delivery of specialized services.
- Managers review plans with feedback to schools regarding either approval or revision.
- Revisions **must** meet specified timelines.

ASSIGNMENT DEVELOPMENT

- Assignments will be developed with the following in mind:
 1. Multiple school assignments will have the fewest number of schools possible.
 2. Managers will attempt to maintain consistency for buildings in making assignments.
 3. The individual(s) that best meet the identified needs of a school will be assigned.
 4. When reasonable, proximity of schools to each other will be considered.
 5. Principals may be asked to interview applicant(s).

STAFFING PROCEDURES FOR SPEECH/LANGUAGE SPECIALISTS, OCCUPATIONAL THERAPISTS, PHYSICAL THERAPISTS, AUDIOLOGISTS, AND OTHER ITINERANT STAFF WITHIN THE DEPARTMENT OF STUDENT SERVICES

STAFF INPUT

- The assignment guidelines and calendars for the assignment process are distributed to each employee group.
- Memos are mailed to contract staff regarding preference requests (retaining assignment or relinquishing all or part).
- Lists of school openings are compiled and published by each office.
- Communications are received from staff regarding interest in schools/school groupings.

ASSIGNMENT DEVELOPMENT

Assignments will be developed with the following in mind:

- Multiple school assignments will have the fewest number of schools possible.
- Managers will attempt to maintain consistency for buildings in making assignments.
- The individual(s) that best meet the identified needs of a school will be assigned.
- When reasonable, proximity of schools to each other will be considered.
- Principals and/or other administrators may be asked to interview applicant(s).

ADDITIONAL GUIDELINES FOR ALL SPECIALIZED SERVICE PROFESSIONALS

- Assignment groupings may change if allocations for a school increases or decreases or for other sound educational reasons.
- Managers have the option of utilizing, but team leaders must utilize, a committee of staff persons to assist in the development of assignments.
- As much as practical, assignments will be made consistent with District instructional team assignments.

Appendix E

Teacher Requests for Intent to Vacate, General Leave, Study, Travel or Research Leave, Charter School Leave, Return from Leave, Resignation and Move to Half-Time Notification Procedures

All teacher requests or notifications for Intent to Vacate; General Leave; Study, Travel or Research Leave; Charter School Leave; Return from Leave; Resignation and Move to Half-Time are made via the Automated Teacher Staffing system. The notice/request deadline is February 6, 2009.

DCTA - Leaves: See DCTA-DPS Agreement- Appendix A for details.

General leave and Study, Travel or Research Leave can be requested for one year at a time, with a one-time renewal for a maximum of two years. Charter School Leaves are valid for up to three years, per Colorado Statute. Sabbatical leaves will not be considered for the next school year due to budget considerations.

Eligibility for Leave:

All non-probationary teachers are eligible to request Intent to Vacate; General Leave; Study, Travel or Research Leave and Charter School Leave. Requests are submitted through the Automated Teacher Staffing System. Probationary teachers are eligible for Charter School Leaves.

Medical Leave:

Probationary and non-probationary teachers are eligible for medical leaves, maternity leaves, and FMLA (Family and Medical Leave Act) leave requests. Applications, including applicable medical documentation, must be submitted directly to the Benefits Department.

Leave Requests:

Leave requests (except medical) for the next school year must be submitted via an on-line link to Human Resources by February 6, 2009. All requests will be reviewed. Principals will be contacted prior to approval or denial of any General Leave or Travel, Study and Research Leave. All teachers and their Principals will be notified via email by February 23, 2009 if their leave was approved or denied.

Return to Work:

All teachers currently on leave will be contacted by letter from Human Resources in January informing them of their eligibility to apply for a one-year extension (unless they have already used their extension request). They will be notified that they must return to work or resign from the District if they have reached the two-year maximum. Teachers who do not reply to the District by February 6, 2009 will be considered as having resigned from the District and their employment will be terminated. They will receive a letter prior to February 27, 2009 to this effect. Principals will be notified of such cases so that vacancies can be posted.

**Appendix F
TEACHER ELIGIBILITY GUIDELINES**

Type of Teacher Current Year Status Contract Status Assignment Status	School House Shuffle (In- Building Bidding-IBB)	Open Market thru June 1, 2009 Internal Teacher Transfer	Open Market June 1, 2009 and ongoing
NON PROBATIONARY			
Non Probationary	Eligible	Eligible	Eligible for developmental assignments or with joint principal agreement
Non Probationary ➤ Remediation Plan	Not Eligible	Not Eligible unless	Not Eligible, will be direct placed, if RIB'D
Non Probationary ➤ Expired License	Not Eligible	Not Eligible	Not Eligible
Non Probationary ➤ Return from Leave	Eligible, if returning from leave by the start of next school year	Eligible	Eligible for developmental assignments or joint principal agreement (not eligible if unassigned-will be direct-placed)
PROBATIONARY			
Probationary	Eligible EI	Eligible EI	Eligible
Probationary ➤ Non renew for cause	Not Eligible	Not Eligible	Not Eligible
Probationary ➤ Adjunct License	Eligible depending on expiration of authorization	Not Eligible	Not Eligible
Probationary ➤ Emergency License ➤ Expired License	Not Eligible	Not Eligible	Not Eligible
SUBSTITUTES			
Substitutes (Long Term or Daily) without a contract for next year	Not Eligible	Not Eligible	Eligible to apply, but Colorado teaching license or TIR/Alternative License status required