



## **Certificated Personnel Policies**

Date Originally Adopted: 6/24/08

Revisions:

Related Documents:

---

---

### **Scope**

These policies apply to all certificated employees, that is, those who hold certificated positions at Kona Pacific Public Charter School ("Kona Pacific").

These policies are adopted and implemented in conjunction with the Kona Pacific Employee Handbook and Kona Pacific Charter Contract, which are incorporated herein by reference.

### **Policy Approvals**

All personnel and contract issues are approved by the Kona Pacific Governing Board ("GB").

## **Requirements for Employment**

### **Certification**

The appropriate credential is required for all regular teaching staff. All class teachers shall be Hawai'i state and Waldorf teacher certified upon hiring or shall be enrolled in accredited credential program(s). All class teachers are expected to maintain steady progress towards earning their credential by the agreed-upon timeline.

Non-class teachers are not required to hold credentials but must demonstrate subject knowledge and the ability to work well with children.

Substitute teachers must be approved by or fulfill the applicable state requirements.

### **Continuing Education**

All teachers are expected to keep their professional training and knowledge current through ongoing educational courses and workshops. The Kona Pacific Director (hereinafter "director") will develop with each employee annual Performance Goals and Objectives, to identify in which areas continued training and study would be most beneficial. Teachers must be trained to teach the curriculum as outlined by the charter and which supports the vision and mission of the school.

**Professional Growth Planning**

Each year all certificated employees shall complete coursework, seminars, or workshops related to their yearly Professional Growth Plan. These are in addition to regularly scheduled school in-service days. The school may provide reimbursement for coursework that is approved in advance and fits within the employees' professional growth plan and budgetary constraints. Employees are required to submit approved documentation of completed coursework and all professional growth in order to fulfill this requirement.

**Tuberculosis Test**

Before the first day of employment, all employees must have a tuberculosis test on file at Kona Pacific. Employees must comply with TB test requirements every three years.

**Fingerprinting**

All employees must submit fingerprints to the Department of Justice and Federal Bureau of Investigation for the purpose of obtaining a criminal record summary as required by Hawaii State law. Such fingerprints must be submitted and the criminal record summary received prior to employment. Summaries will be kept in employee's confidential personnel file. The cost of fingerprinting will be covered by Kona Pacific.

**CPR and First Aid**

All employees are required to have valid and current CPR/First Aid certification. The school will arrange and pay for this training for employees.

**Employee Professional Conduct**

Employees are expected to conduct themselves at all times in a manner consistent with the highest standards of personal character and professionalism, with children, parents, prospective parents, co-workers, and the community. This includes but is not limited to: attendance on field trips, during open public meetings, during staff meetings, while representing the school or themselves as a school employee during and after contracted hours whether on or off school campus.

**Drug and Alcohol Abuse**

The possession, use, delivery, transfer or sale of alcoholic beverages or controlled substances by faculty or staff, while at school or school- sponsored events, is expressly forbidden. Attending school or school- sponsored events while intoxicated is expressly forbidden.

**Compensation**

Kona Pacific cannot pay employees who have not been hired through the proper channels or for days worked prior to the start date of the contract or prior to fingerprint clearance.

Salary schedules are approved by the Kona Pacific IGB or GB. Teachers are paid over a twelve-month period.

**Professional Services Contracted Employees**

Employees are hired for a fixed term or a contracted amount at the will of the Kona Pacific GB.

**Specialty Teacher Contracts**

Fingerprints are required for all personnel prior to the first day of employment. Contract terms and conditions can only be changed by mutual agreement of the employee and the Kona Pacific IGB or GB.

**Volunteers**

Volunteers that volunteer on a regular basis will be required to have fingerprints on file. Volunteers will not be left alone with students if they do not have cleared fingerprints on file. Volunteers must abide by all rules set forth for employees regarding conduct and school policies.

**Returning Status**

Certificated employees are notified by March 30 of each year regarding their employment status for the following year. The Kona Pacific IGB or GB will approve the issuance of contracts at its April meeting.

**Nondiscrimination**

Kona Pacific does not discriminate in any personnel matters or in the provision of programs and services on any basis prohibited by law. Any employee who has been the subject of

discrimination or harassment may bring questions, concerns, and/or complaints to either the director or the Chair of the Kona Pacific IGB or GB.

Approved 6/24/08