

## Boulder Valley School District Effective Administrator/Professional- Technical Standards

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<b>Standard I</b>	<b>TALENT</b> - Strengths, skills, knowledge, attitude that employees contribute to their work
<b>Element A</b>	<b>Job Knowledge:</b> Employee has job knowledge required to carry out the duties and responsibilities of the position
<b>Professional Practices</b>	<ul style="list-style-type: none"> <li>• Understands job duties, processes, procedures, responsibilities, equipment, and technology needed to maximize job performance</li> <li>• Possesses:             <ul style="list-style-type: none"> <li>○ problem-solving skills to address current and potential problems</li> <li>○ knowledge of applicable laws, policies, regulations, and work procedures</li> <li>○ skill and/or technical knowledge to perform job at a professional level</li> </ul> </li> <li>• Has a comprehensive, advanced, and thorough understanding of professional and technical expertise required for the position</li> <li>• Understands job responsibilities within the context of the District Strategic Plan</li> </ul>

<b>Standard I</b>	<b>TALENT</b> - Strengths, skills, knowledge, attitude that employees contribute to their work
<b>Element B</b>	<b>Professionalism:</b> Employee demonstrates actions, behavior, and ethics that directly or indirectly support the operations of the District
<b>Professional Practices</b>	<ul style="list-style-type: none"> <li>• Is flexible and professional in accommodating interruptions and changes to the schedule and priorities</li> <li>• Demonstrates flexibility in decision making situations</li> <li>• Takes responsibility for own actions</li> <li>• Ensures that working relationships with others reflect respect for differing approaches</li> <li>• Maintains discretion and/or confidentiality as appropriate</li> <li>• Maintains high ethical standards including honesty and integrity</li> <li>• Has a supportive approach and disposition toward coworkers and/or job responsibilities</li> <li>• Follows scheduled hours, is punctual and dependable, and provides appropriate notice for absences</li> <li>• Maintains an organized work environment and exhibits care in use of District property and equipment</li> <li>• Follows department and District policies and procedures</li> <li>• Maintains appropriate dress and hygiene</li> <li>• Takes appropriate action to reduce or eliminate hazardous situations; reports safety hazards to appropriate personnel</li> </ul>

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<b>Standard I</b>	<b>TALENT</b> - Strengths, skills, knowledge, attitude that employees contribute to their work
<b>Element C</b>	<b>Job Performance:</b> Quality of an employee's performance with respect to job responsibilities
<b>Professional Practices</b>	<ul style="list-style-type: none"> <li>• Completes job responsibilities independently and/or with appropriate supervision</li> <li>• Completes work assignments and responsibilities in an effective and efficient manner</li> <li>• Is open to and responsive to feedback to improve job performance</li> <li>• Includes appropriate people in decision-making process</li> <li>• Demonstrates effective problem solving and decision making while considering the organizational implications of events or decisions</li> <li>• Completes required record keeping/reports in an accurate, thorough, and timely manner</li> <li>• Implements departmental goals, processes, procedures, and policies</li> <li>• Adapts to and implements change in a way that improves the overall operation of the school/department</li> <li>• Demonstrates effective use of applicable resources, technology, tools, and systems</li> <li>• Looks for/suggests efficiencies and improvements to work/department processes</li> </ul>

<b>Standard I</b>	<b>TALENT</b> - Strengths, skills, knowledge, attitude that employees contribute to their work
<b>Element D</b>	<b>Communication:</b> The employee demonstrates effective communication skills
<b>Professional Practices</b>	<ul style="list-style-type: none"> <li>• Routinely demonstrates appropriate verbal and/or written skills to ensure clear and concise communication</li> <li>• Communicates collaboratively with supervisor and/or colleagues about assignments and challenges</li> <li>• Listens and responds in an appropriate manner</li> <li>• Responds to email and addresses inquiries and requests in a timely manner</li> <li>• Actively listens and seeks clarification when necessary</li> <li>• Uses culturally respectful communications with peers and others in the work environment</li> </ul>

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<b>Standard I</b>	<b>TALENT</b> - Strengths, skills, knowledge, attitude that employees contribute to their work
<b>Element E</b>	<b>Diversity:</b> The employee values and promotes a safe, inclusive, and respectful work environment
<b>Professional Practices</b>	<ul style="list-style-type: none"> <li>• Displays respectful behavior to others regardless of age, socioeconomic status, linguistic differences, disability, race, creed, color, sex, sexual orientation, gender identity/expression, physical characteristics, national origin, religion, ancestry or need for special education services</li> <li>• Creates a safe and supportive work and learning environment</li> <li>• Establishes a safe, respectful, and inclusive environment for diverse populations</li> <li>• Respects and models the District’s priority of valuing and promoting understanding of diversity</li> </ul>

<b>Standard I</b>	<b>TALENT</b> - Strengths, skills, knowledge, attitude that employees contribute to their work
<b>Element F (if applicable)</b>	<b>Management/Supervision:</b> The employee demonstrates a deep knowledge of supervisory practices to support and guide employees. Establishes and effectively manages processes and systems that ensure a high quality and high performing staff
<b>Professional Practices</b>	<ul style="list-style-type: none"> <li>• Utilizes employees’ skills effectively</li> <li>• Provides clear expectations to employees to support and guide employees</li> <li>• Effectively assigns duties and responsibilities to maximize employee productivity</li> <li>• Provides direct and indirect supervision of department employees</li> <li>• Seeks appropriate solutions to resolve personnel issues</li> <li>• Utilizes a variety of decision making techniques with colleagues and employees</li> <li>• Coordinates employee hiring, training, development, and recognition</li> <li>• Complies with District’s financial policies, laws, and procedures</li> <li>• Supports District/department decisions and informs those impacted by the decision</li> <li>• Conducts evaluations in compliance with District policies</li> <li>• Understands District rules, Human Resources policies and procedures, and labor contract provisions</li> </ul>

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<b>Standard I</b>	<b>TALENT</b> - Strengths, skills, knowledge, attitude that employees contribute to their work
<b>Element G (if applicable)</b>	<b>Leadership:</b> The employee demonstrates an ability to articulate, model, and positively reinforce a clear vision for the department
<b>Professional Practices</b>	<ul style="list-style-type: none"> <li>• Cultivates a standard of excellence and equity that inspires and motivates employees</li> <li>• Supports employees to develop meaningful goals and pursue professional learning</li> <li>• Provides constructive and on-going feedback in a timely manner</li> <li>• Cultivates an environment of trust and credibility</li> <li>• Actively supports and connects the work of the department to the District's Strategic Plan and District Mission</li> </ul>

<b>Standard II</b>	<b>LEARNING</b> - Cultivating/growing the talent that employees bring to their work
<b>Element A</b>	<b>Continuous Improvement and/or Compliance:</b> The employee achieves job qualifications, remains qualified and/or certified, and commits to being a continuous learner to carry out the duties of the position
<b>Professional Practices</b>	<ul style="list-style-type: none"> <li>• Takes initiative to improve performance by developing skills and abilities and actively seeks professional learning opportunities</li> <li>• Exhibits ability and willingness to learn and apply new skills</li> <li>• Demonstrates willingness to learn and utilize technology to support work</li> <li>• Remains current in job related methods, technology, equipment, and skills</li> <li>• Assumes responsibility for maintaining training/certification/licensure required for the position</li> </ul>

<b>Standard II</b>	<b>LEARNING</b> - Cultivating/growing the talent that employees bring to their work
<b>Element B</b>	<b>Professional Growth:</b> The employee actively collaborates in developing a personalized learning plan and participates in related professional learning opportunities
<b>Professional Practices</b>	<ul style="list-style-type: none"> <li>• Self-reflects on strengths and challenges prior to creating personalized learning goal</li> <li>• Engages in collaborative process with the supervisor in developing a personalized learning goal</li> <li>• Participates in available professional learning opportunities that align with the personalized learning goal</li> <li>• Demonstrates growth in selected personalized learning goal</li> </ul>

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<b>Standard III</b>	<b>PARTNERSHIPS</b> - Develop and foster collaborative relationships with schools, departments, other District groups, and community that enhance the work of the District
<b>Element A</b>	<b>Interpersonal Teamwork Skills:</b> The employee demonstrates effective and respectful interpersonal skills while working in a team environment
<b>Professional Practices</b>	<ul style="list-style-type: none"> <li>• Supports a positive work environment by engaging in professional dialogue</li> <li>• Interacts with others to establish and maintain collaborative working relationships</li> <li>• Functions as a collaborative team member in analyzing and improving job-related practices</li> <li>• Engages in problem-solving solutions with team</li> <li>• Informs supervisor of concerns in a proactive manner</li> <li>• Offers assistance and support to coworkers</li> </ul>

<b>Standard III</b>	<b>PARTNERSHIPS</b> - Develop and foster collaborative relationships with schools, departments, other District groups, and community that enhance the work of the District
<b>Element B</b>	<b>District and Community Relations:</b> The employee builds and maintains supportive relationships and partnerships with schools, departments and community
<b>Professional Practices</b>	<ul style="list-style-type: none"> <li>• Establishes and maintains effective communications and collaborative relationships with schools, departments, and community</li> <li>• Demonstrates a service oriented, helpful attitude</li> <li>• Represents the department in a professional manner</li> <li>• Solicits input and collaborates with schools, departments, and community for continuous improvement</li> <li>• Interacts with staff, parents, students, and/or community to build and maintain supportive relationships</li> </ul>