

Boulder Valley School District Effective Administrator/Professional- Technical Standards

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

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

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

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

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Element E	Diversity: The employee values and promotes a safe, inclusive, and respectful work environment
Professional Practices	<ul style="list-style-type: none"> • 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 • Creates a safe and supportive work and learning environment • Establishes a safe, respectful, and inclusive environment for diverse populations • Respects and models the District's priority of valuing and promoting understanding of diversity

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Element F (if applicable)	Management/Supervision: 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
Professional Practices	<ul style="list-style-type: none"> • Utilizes employees' skills effectively • Provides clear expectations to employees to support and guide employees • Effectively assigns duties and responsibilities to maximize employee productivity • Provides direct and indirect supervision of department employees • Seeks appropriate solutions to resolve personnel issues • Utilizes a variety of decision making techniques with colleagues and employees • Coordinates employee hiring, training, development, and recognition • Complies with District's financial policies, laws, and procedures • Supports District/department decisions and informs those impacted by the decision • Conducts evaluations in compliance with District policies • Understands District rules, Human Resources policies and procedures, and labor contract provisions

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

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

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

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

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