

## Boulder Valley School District Effective Classified 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:             <ul style="list-style-type: none"> <li>○ job duties, processes, procedures, responsibilities, equipment, and technology needed to maximize job performance</li> <li>○ appropriate/required training</li> </ul> </li> <li>• Possesses:             <ul style="list-style-type: none"> <li>○ problem-solving strategies to address current and potential problems</li> <li>○ skill and/or technical knowledge to perform job at a professional level</li> <li>○ knowledge of applicable laws, policies, regulations, and work procedures</li> <li>○ knowledge of appropriate resources to support job performances</li> </ul> </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>• Follows scheduled hours, is punctual and dependable, and provides appropriate notice for absences</li> <li>• Maintains discretion and/or confidentiality as appropriate</li> <li>• Follows department and District policies and procedures</li> <li>• Uses own time and time of other employees responsibly</li> <li>• Demonstrates motivation and commitment to the position</li> <li>• Maintains appropriate dress and hygiene</li> <li>• Maintains high ethical standards including honesty and integrity</li> <li>• Has a supporting approach and disposition toward coworkers and/or job responsibilities</li> <li>• Maintains an organized work environment and exhibits care in use of District property and equipment</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>• Effectively manages time and workload</li> <li>• Is actively engaged in addressing challenges and seeking solutions</li> <li>• Completes work assignments and responsibilities in an effective and efficient manner</li> <li>• Completes job responsibilities independently and/or with appropriate supervision</li> <li>• Adapts to and implements change in a way that improves the overall operation of the school/department</li> <li>• Uses all applicable resources, technology, tools, and systems appropriately</li> <li>• Completes required record keeping in an accurate, thorough, and timely manner</li> <li>• Is open to and responsive to feedback from others regarding job performance</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>• Actively listens and seeks clarification when necessary</li> <li>• Communicates collaboratively with supervisor and/or colleagues about assignments and challenges</li> <li>• Uses culturally respectful communications with peers and others in the work environment</li> </ul>

<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>• Respects and models the District's priority of valuing and promoting understanding of diversity</li> <li>• Creates a safe and supportive work and learning environment</li> </ul>

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<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>• Participates in appropriate/necessary job training</li> <li>• Remains current in job related methods, equipment, and skills</li> <li>• Assumes responsibility for obtaining and maintaining training/certification/licensure required for the position</li> <li>• Demonstrates willingness to learn technology to support work completion</li> <li>• Takes initiative to improve performance by developing skills and abilities and actively seeks professional learning opportunities</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 a personalized learning goal</li> <li>• Engages in collaborative process with the supervisor in developing a personalized learning goal</li> <li>• Remains open to feedback in creation of a personalized learning goal</li> <li>• Participates in available professional learning opportunities that align with the personalized learning goal</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 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>• 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>• Aligns individual work to team and school/department with respect to the District's Strategic Plan</li> <li>• Supports a positive work environment and enhances professional practice through collaborative relationships and professional dialogue</li> </ul>

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	<ul style="list-style-type: none"> <li>• Utilizes problem-solving skills with colleagues</li> <li>• Informs supervisor of concerns in a collaborative manner</li> <li>• Communicates questions, requests assistance and guidance from supervisor or other applicable resources</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>• Represents the school/department in a professional manner</li> <li>• Interacts with staff, parents, students, and/or community to build and maintain supportive relationships</li> <li>• Communicates respectfully and collaboratively with schools, departments, and the community</li> <li>• Demonstrates a service oriented, helpful attitude</li> </ul>