

## VENTURA COUNTY OFFICE OF EDUCATION

**SUPERINTENDENT POLICY NO. 4000**

**ADOPTED: 02/14/96**

**CLASSIFICATION: Personnel**

**REVISED: 01/05/09**

**SUBJECT: Concepts and Roles**

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The Ventura County Office of Education (*VCOE*) wishes to establish, through the personnel policies and regulations of the VCOE, conditions that will attract and hold the best qualified personnel for all positions, who will devote themselves to the purposes of the Ventura County Office of Education. The County Superintendent desires that employees pursue excellence within their profession and shall provide incentives to employees of demonstrated ability and expertise which will encourage them to stay in the public school system. The policies in this section shall reflect these concepts.

The Ventura County Superintendent of Schools believes that its personnel policies must be developed through the cooperation and participation of the employees, the administrative staff, and the superintendent in an atmosphere of mutual faith and goodwill.

The Ventura County Superintendent of Schools affirms the intention to have all policies, regulations and procedures of the Ventura County Office of Education conform to all requirements of law and state regulations, including affirmative action, equal employment opportunity, office-wide standard salary schedules, and appropriate staffing, programs, instructional supplies and materials.

Provisions for the implementation of adopted policies will include channels of communication and procedures for the handling of professional and ethical problems, through which all persons or groups affected may voice their opinions.

The County Superintendent:

1. Employs all personnel.
2. Authorizes dismissal of employees whenever there is sufficient evidence warranting any such action according to policy and administrative regulations, and/or state or federal laws and regulations.
3. With the staff, assigns, directs and supervises the work of all employees.
4. Adopts salary schedules for staff members.

The role of certificated and classified personnel in the educational program shall be clarified so that staff may perform optimally. The duties and responsibilities of school/program positions shall be clearly defined and made known to each staff member who shall be held accountable for duties assigned to him/her.

The policies and regulations in the 4000 series are established to inform personnel of the framework within which they shall operate. VCOE's personnel policies and related regulations shall be designed to ensure a supportive, positive climate and shall be consistent with collective bargaining agreements and in conformance with state and federal law and regulations. The Superintendent intends that these policies be administered uniformly and fairly throughout the Ventura County Office of Education.

The Ventura County Office of Education recognizes that every employee has a stake in VCOE's successful operation. The Superintendent encourages all employees to express their ideas, concerns and proposals related to the improvement of working conditions and the total educational program. The Superintendent or designee shall establish procedures whereby he/she will receive and consider employee suggestions.

The Ventura County Superintendent of Schools encourages the staff to participate cooperatively in the study and recommendation of district policies to effect the highest standards of service.

All policies, rules and regulations concerning school personnel shall be in writing. The Superintendent shall publish personnel policies in a comprehensive manual, making them available to all concerned.