

ADMINISTRATIVE GUIDELINES

Special Services, Johnson County and Surrounding Schools

SERIES 500: PERSONNEL

Section 502: Certified Personnel

502.5 Reduction in Force

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RIF Criteria

Beginning May 1, 2013 the following guidelines will replace and supersede all previous guidelines and past practices in relation to Reduction in Force.

The cancellation of a certified employee’s contract due to a decrease in the number of teaching positions shall be determined on the basis of performance. An employee licensed in the program area to be reduced who is rated less effective will be subject to non-continuance or cancellation before an employee rated more effective will be subject to the same. The order of effectiveness from least to most is as follows:

1. Ineffective,
2. Improvement Necessary,
3. Effective, and
4. Highly Effective.

Two years of teacher effectiveness data will be considered if available. See Appendix for Performance Category List.

All evaluation information and data used in determining whether or not a certified employee is reduced will be the information and data collected while an employee of Special Services, Johnson County and Surrounding Schools.

In cases where the employees’ effectiveness categories are the same, the administrator will weigh the following factors (listed here in order of importance) before making a determination as to which employee(s) shall be subject to the non-continuance or cancellation:

1. the educational needs of the students

2. performance on the Core Professionalism Domain of the Employee Evaluation system
3. necessity for corrective/remediation plans
4. analysis of additional components of the employee's evaluation(s)
5. areas of special education certification
6. professional experience

[NOTE: While these six factors are listed in order of importance, all six factors may be considered as well as other relevant factors when making a decision.]

Recall

Certified employees whose contracts were non-continued and/or cancelled and who received a rating of Highly Effective or Effective will be considered for re-hire along with any new applicants. Certified employees will remain on the recall list for a period of twelve months. After this period, the employee shall have no recall privileges. Recall of these employees will be based on program needs, employee qualifications, and evaluations ratings.

APPENDIX

PERFORMANCE CATEGORY LIST

1. By June 15th of each school year, a list of employees with Special Services, Johnson County and Surrounding Schools (SSJCSS) shall be prepared. The list shall include:
 - Performance Category (*)
 - Employee Name
 - Primary Assignment Category
 - State Certified Licensing Area(s), where applicable
 - Total Years' Service (with SSJCSS)
2. This list shall be established by Performance Category. Employees will be listed alphabetically within the categories of Highly Effective, Effective, Improvement Necessary and Ineffective.
3. This list shall include employees on Board approved leaves of absence.
4. Experience gained while on a temporary contract will be included in Total Years' Service.
5. Service credit shall not be accrued by a certified employee during the period the employee is RIFed, unless the employee is hired to fulfill a temporary contract.

EXAMPLES OF PRIMARY ASSIGNMENTS

Blind and Low Vision
Deaf and Hard of Hearing
Diagnostician
Early Childhood
New Connections
Nonpublic School
Program Support
School Psychologist
Social Worker
Speech and Language Pathologist
Transition

(*) In the absence of Summative ratings for the current school year, the Performance Category rating will be based on the teacher effectiveness rubric score.

PERFORMANCE CATEGORY LIST

May 15, 2013 (Sample)

Performance Category (current year) (*)	Performance Category (previous year)	Teacher's Name	Years Experience with SSJCSS	Primary Assignment	M	LD	EH	PSY	SP	Other
Highly Effective	Highly Effective	Chesney, Kenny	8.00	Nonpublic		LD				EL
Highly Effective	Highly Effective	Levine, Adam	33.00	PSYCH				PSY		
Highly Effective	Highly Effective	McGraw, Tim	8.00	Nonpublic		LD				EL
Highly Effective	Highly Effective	Paisley, Brad	33.00	PSYCH				PSY		
Highly Effective	Highly Effective	Shelton, Blake	7.00	Early Child						EC
Highly Effective	Highly Effective	Usher, NFM	13.00	HI / VI						HI,VI
Effective	Effective	Duck, Daffy	19.00	Program Support	MR	LD				EL
Effective	Effective	Duck, Donald	24.50	New Connections		LD				EL
Effective	Effective	Goofy, NFM	5.00	PSYCH				PSY		
Effective	Effective	Mouse, Mickey	12.00	Early Child						EC
Effective	Effective	Mouse, Minnie	3.50	Diagnostician		LD				
Effective	Effective	Pluto, NFM	36.00	Vocational Res	MR	LD				EL
Effective	Improvement Needed	Squirrel, Rockey J.		Program Support	Mi	LD	EH			
Effective	Ineffective	DeVille, Cruilla	8.00	PSYCH				PSY		
Effective	Ineffective	White, Snow	3.00	SPEECH					SP	
Improvement Needed	Improvement Needed	Cruise, Tom	3.00	SPEECH					SP	
Improvement Needed	Improvement Needed	Hoffman, Dustin	11.00	PSYCH				PSY		
Ineffective	Ineffective	Ford, Harrison	7.00	SPEECH					SP	
Ineffective	Ineffective	Jones, Tommy Lee	2.50	PSYCH				PSY		
Ineffective	Ineffective	Neeson, Liam	18.00	SPEECH	MR				SP	Deaf
Ineffective	Ineffective	Washington, Denzel	4.00	Program Support						SWk

(*) In the absence of Summative ratings for the current school year, the Performance Category rating will be based on the teacher effectiveness rubric score as of May 1

Certification Area Abbreviations:

- EC Earlywood Childhood
- EL Elementary Education / General Elementary
- HI Hearing Impaired
- LD Learning Disabled
- SP Speech Pathology / Speech and Hearing
- PSY School Psychology
- MR Mentally Retarded
- VI Visually Impaired
- Mi Mildly Mentally Handicapped
- EH Emotionally Handicapped
- SWk Social Work