



North Middlesex
Regional School District

Faculty Handbook 2015

North Middlesex Regional School District
45 Main Street
Pepperell, MA 01463
www.nmrtd.org

Welcome! North Middlesex Regional School District (NMRSD) considers its employees to be one of its most valuable resources. The goal of this employee handbook is to provide you with information about matters significant to your employment in the North Middlesex Regional School District. This handbook also includes district policies and regulations that are pertinent to all personnel and students within the North Middlesex academic community.

The NMRSD School Committee has policies in place that inform decision making. To find the school district policy manual, please go to:

<http://www.nmrtd.org/schoolcommittee>

If you have questions regarding School Committee policies or the information contained in this handbook, please contact Human Resources at Central Office at (978) 597-8713.

NOTICE

Massachusetts General Laws, Chapter 71, Section 37H

The school committee of every city, town, or district shall publish its regulations pertaining to the conduct of teachers or students that have been adopted. Copies of the rules or regulations shall be provided to any person upon request, and without cost, by the principal or headmaster of a school within each town or district. *Such rules or regulations shall not become effective until filed with the Commissioner of Education accompanied by a certification by the committee that copies of the rules or regulations are available as previously set forth.*

Please be advised that any supplementary handbook information shall be treated as part of the handbook and, where appropriate, shall replace information already included within this book.

It shall be the responsibility of individuals to be thoroughly familiar with such supplement material, if such is circulated, and to retain it as reference throughout the school year.

DISCLAIMER

The laws, school committee policies, and school rules stated in this handbook are intended to ensure the safe, orderly, and educationally sound operations of the schools in the North Middlesex Regional School District. In addition to these written provisions, there may be times where, to further ensure the safe, orderly, and educationally sound operation of these schools, the school administration may enforce a standard of conduct upon students and employees of the District that furthers this end. Furthermore, the school administration has the right to enforce any law, ordinance or school committee policy not written in this handbook. If a new law is passed, it supersedes current rules.

This handbook is not intended, nor does it perform, as a contract between the school district and the employees.

GENERAL NORTH MIDDLESEX DISTRICT SCHOOL INFORMATION

ASBESTOS HAZARD EMERGENCY RESPONSE ACT of 1986: AHERA, 40 CFR Part 763 of Title II of the Toxic Substances Control Act

To: Families and Staff of the North Middlesex Regional School District
From: Joan Landers, Superintendent of Schools

This notification is required by the Asbestos Hazard Emergency Response Act of 1986, (AHERA, 40 CFR Part 763 of Title II of the Toxic Substances Control Act):

It is the intention of the North Middlesex Regional School District to comply with all federal and state regulations controlling asbestos and to take the necessary steps to ensure students and employees a safe and healthy environment in which to work and learn.

You are welcome to review the Asbestos Management Plan located in each school's administrative office during school hours. Contact Oscar Hills, Director of Building and Grounds at (978) 597-8713.

Confidentiality of Information

As an employee of the North Middlesex Regional School District, it is understood that the North Middlesex Regional School District and the individual school buildings where one is employed, often contain sensitive information. If during the course of employment, employees acquire confidential information about the District, a school of the district, its employees or students, business affairs, operations and activities, the information is to be handled in the strictest confidence and not be discussed with others, within or out of the District. Employees found to be in violation are subject to disciplinary action that may include termination.

STATE AND FEDERAL REGULATIONS

EQUAL EMPLOYMENT OPPORTUNITY: NMRSD Policy GBA

The North Middlesex Regional School District is an equal opportunity employer.

The North Middlesex Regional School District does not discriminate on the basis of race, religion, color, national origin, gender identity, age, sex, sexual orientation, or disability in admission to, access to, treatment in, or employment in its programs or activities.

Any inquiries concerning the practices or application of this policy may be addressed to the Superintendent's office.

PERSONNEL RECORDS: NMRSD Policy GBJ

Information about staff members is required for the daily administration of the North Middlesex Regional School District, for implementing salary and other personnel policies, for budget and financial planning, for responding to appropriate inquiries about employees, and for meeting the School Committee's education reporting requirements. To meet these needs, the Superintendent

will implement a comprehensive and efficient system of personnel records maintenance and control under the following guidelines:

1. A personnel folder for each present and former employee will be accurately maintained in the central administrative office. In addition to the application for employment and references, the folders will contain records and information relative to compensation, payroll deductions, evaluations, and any other pertinent information.
2. The Superintendent will be the official custodian for personnel files and will have overall responsibility for maintaining and preserving the confidentiality of the files within the provisions of the law.
3. Personnel records are considered confidential under the law and will not be open to public inspection. Access to personnel files will be limited to persons authorized by the Superintendent to use the files for the reasons cited above.
4. Each employee will have the right, upon written request, to review the contents of his own personnel file.
5. Employees may make written objections to any information contained in the file. Any written objection must be signed by the staff member and will become part of the employee's personnel file. Further, no negative comment will be placed in a staff member's file unless it is signed by the person making the comment and the staff member is informed of the comment and afforded the opportunity to include his/her written response in the file.
6. Lists of school system employees' names and home addresses will be released only to governmental agencies as required for official reports or by the laws.

SAFETY & SECURITY

STAFF PERSONAL SECURITY AND SAFETY: NMRSD Policy GBGB

Through its overall safety program and various policies pertaining to school personnel, the North Middlesex Regional School Committee will seek to assure the safety of employees during their working hours and assist them in the maintenance of good health.

Prior to employment in the school district, all employees will submit proof of fitness to perform the duties of the position.

The Superintendent may require an employee to submit to a physical examination by a physician appointed by the North Middlesex Regional School District whenever that employee's health appears to be a hazard to children or others in the school district or when a doctor's certificate is needed to verify need for sick leave.

TOBACCO USE ON SCHOOL PROPERTY BY STAFF MEMBERS: NMRSD Policy GBED

Smoking or the use of tobacco within school buildings, the school facilities or on school property or buses by any individual, including school personnel, is prohibited. Staff members who violate

this policy will be referred to their immediate supervisor.

DRUG FREE WORKPLACE POLICY: NMRSD Policy GBEC

The North Middlesex Regional School District will provide a drug-free workplace and certifies that it will:

1. Notify all employees in writing that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, is prohibited in the District's workplace, and specify the actions that will be taken against employees for violation of such prohibitions.
2. Establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace; the District's policy of maintaining a drug-free work-place; and available drug counseling, rehabilitation, and employee assistance programs; and the penalty that may be imposed on employees for drug abuse violations occurring in the workplace.
3. Make it a requirement that each employee whose employment is funded by a federal grant be given a copy of the statement as required.
4. Notify the employee in the required statement that as a condition of employment under the grant, the employee will abide by the terms of the statement, and will notify the District of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
5. Notify the federal agency within ten days after receiving notice from an employee or otherwise receiving notice of such conviction.
6. Take one of the following actions within 30 days of receiving notice with respect to any employee who is so convicted; take appropriate personnel action against such an employee, up to and including termination; or require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health law enforcement, or other appropriate agency.
7. Make a good faith effort to continue to maintain a drug-free workplace through implementation of all the provisions of this policy.

LABOR AND RELATIONS

FAMILY AND MEDICAL LEAVE: NMRSD Policy GCCC

The North Middlesex Regional School District shall comply with the mandatory provisions of the Family and Medical Leave Act of 1993. The Superintendent shall issue, and from time to time amend, regulations setting forth the rights and procedures granted by the Act, and shall ensure compliance with those regulations either personally or by delegation, or by some combination of personal oversight and delegation.

DOMESTIC VIOLENCE LEAVE: NMRSD Policy GCCD

It shall be the policy of the North Middlesex Regional School District to permit an employee to

take up to 15 days of domestic violence leave from work in any 12 month period. In order to be eligible for said leave:

(i) the employee , or a family member of the employee must be a victim of abusive behavior;

(ii) the employee must be using the leave from work to seek or obtain medical attention, counseling , victim services or legal assistance; secure housing; obtain a protective order from court; appear before a grand jury; meet with a district attorney or other law enforcement official; or attend child custody proceedings or address other issues directly related to the abusive behavior against the employee or family member of the employee; and

(iii) the employee must not be the perpetrator of the abusive behavior against such employee's family member.

The employer shall have the sole discretion to determine whether this leave shall be paid or unpaid. An employee seeking such leave shall exhaust all annual or vacation leave, personal leave and sick leave available to the employee, prior to requesting or taking domestic violence leave, unless the employer waives this requirement.

Except in cases of imminent danger to the health or safety of an employee, advanced notice of domestic violence leave shall be required. If such imminent danger exists the employee shall notify the employer within 3 workdays that the leave was taken. The notification may be communicated to the employer by the employee, a family member of the employee or the employee's counselor, social worker, health care worker, member of the clergy, shelter worker, legal advocate or other professional who has assisted the employee in addressing the effects of the abusive behavior. If an unscheduled absence occurs, an employer shall not take any negative action against the employee if the employee, within 30 days from the unauthorized absence or within 30 days from the employee's last unauthorized absence in the instance of consecutive days of unauthorized absences, provides any of the documentation found in (1) to (7) below. An employer may require documentation that the employee or employee's family member has been a victim of abusive behavior and that the leave is consistent with clauses (i) to (iii) as above referenced; provided, however, that an employer shall not require an employee to show evidence of an arrest, conviction or other law enforcement documentation for such abusive behavior. The documentation shall be provided to the employer within a reasonable period after the employer requests it.

An employee shall satisfy this documentation requirement by providing anyone of the following documents to the employer:

(1) a protective order, order of equitable relief or other documentation issued by a court of competent jurisdiction as a result of abusive behavior against the employee or employee's family member;

(2) a document under the letterhead of the court, provider or public agency which the employee attended for the purposes of acquiring assistance as it relates to the employee or family member;

(3) A police report or statement of a victim or witness provided to police documenting the abusive behavior;

(4) documentation that the perpetrator of the abusive behavior has admitted to sufficient facts to support a finding of guilt ; or has been convicted of , or has been adjudicated a juvenile delinquent by reason of any offense constituting abusive behavior;

(5) medical documentation of treatment as a result of the abusive behavior;

(6) a sworn statement, signed under the penalties of perjury, provided by a counselor, social worker, health care worker, member of the clergy, , shelter worker, legal advocate or other professional who has assisted the employee in addressing the effects of the abusive behavior;

(7) a sworn statement, signed under the penalties of perjury, from the employee attesting that the employee has been a victim of or is a family member of a victim of abusive behavior. All information related to the employee's leave shall be kept confidential and shall not be disclosed, except to the extent that disclosure is:

(i) requested or consented to, in writing, by the employee;

(ii) ordered to be released by a court of competent jurisdiction;

(iv) required in the course of an investigation authorized by law enforcement, including, but not limited to, an investigation by the Attorney General; or

(v) necessary to protect the safety of the employee or others employed at the workplace.

The Superintendent shall ensure that notice is provided to all employees in the next school year and beyond by appropriately amending the district's employee handbooks, by whatever title they may be known, or by direct notice about the Domestic Violence Law and securing the employees signature acknowledging receipt of the handbook/notice. The Superintendent shall be responsible for notifying all current employees, unless they have been notified through the handbook, of this policy in a manner that he/she deems appropriate.

No employer shall coerce, interfere with, restrain or deny the exercise of, or any attempt to exercise, any rights provided herein or to make leave requested or taken contingent upon whether or not the victim maintains contact with the alleged abuser. No employer shall discharge or in any other manner discriminate against an employee for exercising the employee's rights under law. The taking of domestic violence leave shall not result in the loss of any employment benefit accrued prior to the date of such leave. Upon the employee's return from such leave, he/she shall be entitled to restoration to the employee's original job or to an equivalent position. Definitions of 'abuse', "abusive behavior", "domestic violence", "employees" and "family members" may be found in the laws referenced below.

GENERAL EMPLOYMENT ISSUES AND WORKPLACE INFORMATION

STAFF CONDUCT: NMRSD Policy GBEB

All North Middlesex Regional School District staff members have a responsibility to familiarize themselves with and abide by the laws of the State as these affect their work, the policies of the School Committee, and the regulations designed to implement them.

In the area of personal conduct, the North Middlesex Regional School Committee expects that teachers and others will conduct themselves in a manner that not only reflects credit to the school system but also sets forth a model worthy of emulation by students.

All staff members will be expected to carry out their assigned responsibilities with conscientious concern.

Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities, which will be required of all personnel:

1. Faithfulness and promptness in attendance at work.
2. Support and enforcement of policies of the Committee and their implementing regulations and school rules in regard to students.

3. Diligence in submitting required reports promptly at the times specified.
4. Care and protection of school property.
5. Concern for and attention to their own and the school system's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times.

GIFTS AND SOLICITATIONS: NMRSD Policy GBEB

The North Middlesex Regional School District encourages the expression of appreciation to staff without the obligation of formal gift giving.

Gifts

The acceptance of gifts worth \$50 or more by school personnel in a calendar year when the gift is given because of the position they hold, or because of some action the recipient could take or has taken in his/her public role, violates the conflict of interest law. Acceptance of gifts worth less than \$50, while not prohibited by the conflict of interest law, may require a written public disclosure to be made.

In keeping with this policy, no employee of the school district will accept a gift worth \$50.00 or more that is given because of the employee's public position, or anything that the employee could do or has done in his or her public position. Gifts worth less than \$50.00 may be accepted, but a written disclosure to the employee's appointing authority must be made if the gift and the circumstances in which it was given could cause a reasonable person to think that the employee could be improperly influenced. The value of personal gifts accepted is aggregated over a calendar year (4 gifts of \$20.00 value is the same as 1 gift of \$80.00 if given in the same calendar year).

Class Gifts

There is a specific exception to the prohibition against accepting gifts worth \$50 or more, when the teacher knows only that the gift is from the class, not from specific donors. A single class gift per calendar year valued up to \$150 or several class gifts in a single year with a total value up to \$150 from parents and students in a class may be accepted provided the gift is identified only as being from the class and the names of the givers and the amounts given are not identified to the recipient. The recipient may not knowingly accept an additional gift from any of the individuals who participated in the class gift.

Gifts for School Use

Gifts given to a teacher solely for classroom use or to purchase classroom supplies are not considered gifts to an individual employee and are not subject to the \$50 limit. However, an employee who accepts such gifts must keep receipts documenting that money or gift cards were used for classroom supplies.

Solicitations

In spirit, the North Middlesex Regional School District School Committee supports the many worthwhile charitable drives that take place in the community and is gratified when school employees give them their support. However, the solicitation of funds from staff members through the use of school personnel and school time is prohibited by the conflict of interest law. Therefore, no solicitation of funds for charitable purposes should be made among staff members. Staff members, of course, remain free to support charitable causes of their choosing.

The North Middlesex Regional School District supports the philanthropic activities of our student groups.

For school groups, any district-wide solicitation of funds by and from students of the school district will be made only as approved by the School Committee.

The solicitation of funds for charitable purposes by and from students at a specific school within the school district will be made only as approved by that school's building administrator.

For the solicitation of funds by non-school groups, see Policy KHA (Public Solicitations in the Schools).

Any organization desiring to distribute flyers or other materials to students in connection with fund drives may do so only with the approval of the Superintendent.

STAFF ETHICS/CONFLICT OF INTEREST: NMRSD Policy GBEA

The North Middlesex Regional School District expects members of its professional staff to be familiar with the code of ethics that applies to their profession and to adhere to it in their relationships with students, parents, coworkers, and officials of the school system.

Commitment To The Student

In fulfilling the obligation to the student, the educator:

1. Shall not without just cause restrain the student from independent action in pursuit of learning, and shall not without just cause deny the student access to varying points of view.
2. Shall not deliberately suppress or distort subject matter for which he/she bears responsibility.
3. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
4. Shall conduct professional business in such a way that he/she does not expose the student to unnecessary embarrassment or disparagement.
5. Shall not exclude any student from participation in or deny him/her the benefits under any program, nor grant any discriminatory consideration or advantage according to the district's non-discrimination policy (AC).
6. Shall not use professional relationships with students for private advantage.
7. Shall keep in confidence information that has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.

8. Shall not tutor for remuneration students assigned to his/her classes unless no other qualified teacher is reasonably available.

Commitment To The Public

In fulfilling his/her obligation to the public, the educator:

1. Shall not misrepresent an institution or organization with which he/she is affiliated, and shall take adequate precautions to distinguish between personal and institutional or organizational views.
2. Shall not knowingly distort or misrepresent the facts concerning educational matters in direct and indirect public expressions.
3. Shall not interfere with a colleague's exercise of political and citizenship rights and responsibilities.
4. Shall not use institutional privileges for private gain or to promote political candidates or partisan political activities.
5. Shall accept no gratuities, gifts, or favors that might impair or appear to impair professional judgment, nor offer any favor, service, or thing of value to obtain special advantage.

Commitment to the Profession

In fulfilling his/her obligation to the profession, the educator:

1. Shall not exclude any student from participation in or deny him/her the benefits under any program, nor grant any discriminatory consideration or advantage according to the district's non-discrimination policy (AC).
2. Shall accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities.
3. Shall not use coercive means or promise special treatment in order to influence professional decisions of colleagues.
4. Shall withhold and safeguard information acquired about colleagues in the course of employment, unless disclosure serves professional purposes.
5. Shall not refuse to participate in a professional inquiry when requested by an appropriate professional association.
6. Shall provide upon the request of the aggrieved party a written statement of specific reasons for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
7. Shall not misrepresent his/her professional qualifications.
8. Shall not knowingly distort evaluations of colleagues.

Commitment to Professional Employment Practices

In fulfilling his/her obligation to professional employment practices, the educator:

1. Shall apply for, accept, offer or assign a position or responsibility on the basis of professional preparation and legal qualifications.
2. Shall apply for a specific position only when it is known to be vacant, and shall refrain from underbidding or commenting adversely about other candidates.
3. Shall not knowingly withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.
4. Shall give prompt notice to the employing agency to any change in availability of service, and the employing agent shall give prompt notice of change in availability or nature of a position.
5. Shall not accept a position when so requested by the appropriate professional organization.
6. Shall adhere to the terms of a contract or appointment, unless these terms have been legally terminated, falsely represented, or substantially altered by unilateral action of the employing agency.
7. Shall conduct professional business through channels, when available, that have been jointly approved by the professional organization and the employing agency.
8. Shall not delegate assigned tasks to unqualified personnel.
9. Shall permit no commercial exploitation of his/her professional position.
10. Shall use time granted for the purpose for which it is intended.

In order to avoid the appearance of any possible conflict, it is the policy of the School Committee that when an immediate family member, as defined in the Conflict of Interest statute, of a School Committee member or district administrator is to be hired into or promoted within the School District, the Superintendent shall file public notice with the School Committee and the Town or District Clerk at least two weeks prior to date of hire in accordance with the law.

TUTORING FOR PAY: NMRSD Policy GCRD

Definition: "Tutoring" means giving private instruction or help to an individual or group for which the teacher receives remuneration other than through the School Committee.

A teacher cannot recommend that one of his or her own students get tutoring, and then be paid to tutor that same student in a second job.

A teacher may not tutor students who are currently in his/her class. Even if the teacher does not recommend that the current student receive private tutoring, the teacher should not tutor current students.

Teachers and other public employees may not approach a student, or the student's parents/guardians, seeking private tutoring work. A teacher may provide tutoring when the relationship is initiated by the parents or a student, but, if the student is, or in the future may be, under the teacher's authority, the teacher will need to provide a written disclosure.

A teacher cannot use school resources such as classrooms or materials in connection with a private tutoring business. A public school employee cannot use a school or district website to

advertise private tutoring services. Schools cannot send home brochures for a particular tutoring service with the children.

Tutoring is not to be recommended for a student unless the appropriate teacher of the student involved is consulted and agrees that it will be of real help. If tutoring seems advisable, the Principal may give the parents a list of persons who are willing to tutor. This list may include teachers, but not the student's teacher of the subject in which he or she is to be tutored.

For purposes of this policy, music lessons are not considered tutoring.

SCHOOL COMMITTEE-STAFF COMMUNICATION: NMRSD Policy GBD

The North Middlesex Regional School Committee wishes to maintain open channels of communication between itself and the staff. The basic line of communication will, however, be through the Superintendent.

Staff Communications to the School Committee

All communications or reports to the Committee or any of its subcommittees from Principals, supervisors, teachers, or other staff members will be submitted through the Superintendent. This procedure does not deny the right of any employee to appeal to the Committee from administrative decisions on important matters, **except those matters that are outside the Committee's legal authority**, provided that the Superintendent has been notified of the forthcoming appeal and that it is processed in accordance with the Committee's policy on complaints and grievances. Staff members are also reminded that Committee meetings are public meetings. As such, they provide an excellent opportunity to observe first-hand the Committee's deliberations on issues of staff concern.

School Committee Communications to Staff

All official school committee communications, policies, and directives of staff interest and concern will be communicated to staff members through the Office of the Superintendent. The Superintendent will keep the staff fully informed of the Committee's agenda discussions and actions.

Visits to Schools

Individual School Committee members interested in visiting schools or classrooms will inform the Superintendent of such visits and make arrangements for visitations through the Principals of the various schools. Such visits will be regarded as informal expressions of interest in school affairs and not as visits for supervisory or administrative purposes. Official visits by Committee members will be carried on only under Committee authorization.

PERSONNEL POLICIES GOALS: NMRSD Policy GA

The District's specific personnel goals are:

To develop and implement those practices and procedures for personnel recruitment, screening, and selection that will result in the employment and retention of individuals with the highest capabilities, strongest commitment to quality education, and greatest probability of effectively implementing the district's educational program.

To develop a staff assignment practice that will contribute to the educational program by establishing annual staff assignments to benefit students first.

To provide positive programs of staff development that contribute both to the improvement of the educational program and to each staff member's career development aspirations.

To provide for a collaborative and interactive approach to education.

To develop and use a personnel evaluation procedure that proactively contributes to the improvement of both staff capabilities and the educational program.

To ensure the district adheres to the Massachusetts Department of Elementary and Secondary licensure requirements for all educational staff.

PROFESSIONAL STAFF RECRUITING/POSTING VACANCIES: NMRSD Policy GCE

It is the responsibility of the Superintendent, with the assistance of the administrative staff, to determine the personnel needs of the North Middlesex Regional School District, and it is the responsibility of the Principal, in consultation with the Superintendent, to determine the personnel needs of the individual schools. Any recommendations for the creation or elimination of a position must be approved by the North Middlesex Regional School Committee.

The search for teachers and other professional employees will extend to a wide variety of educational institutions and geographical areas.

Recruitment procedures will not overlook the talents and potential of individuals already employed by the North Middlesex Regional School District. Any current North Middlesex Regional School District employee may apply for any position for which he or she has certification and meets other stated requirements.

Openings in the schools will be posted in a reasonable period of time, to permit current employees to submit applications before the position is filled.

PROFESSIONAL STAFF HIRING: NMRSD Policy GCF

Through its employment policies, the North Middlesex Regional School District will strive to attract, secure, and hold the highest qualified personnel for all professional positions.

It is the responsibility of the Superintendent, and of persons to whom he or she delegates this responsibility, to determine the personnel needs of the North Middlesex Regional School

District and to locate suitable candidates. No position may be created without the approval of the School Committee.

It will be the duty of the Superintendent to see that persons considered for employment in the schools meet all certification requirements and the requirements of the Committee for the type of position for which the appointment is made.

The following guidelines will be used in the selection of personnel:

1. No person shall be excluded from or discriminated against in admission to a public school of any town or in obtaining the advantage, privileges, and course of study to such public school on account of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, or place of residence..
2. The quality of instruction is enhanced by a staff with a wide variation in background, educational preparation, and previous experience.
3. The administrator responsible for hiring, (in the case of District-wide positions, for the position of Principals, it is the Superintendent; for building-based personnel, it is the Principal) is directed to establish a representative screening committee. The administrator has the final say in determining who will be hired, but it is expected that the screening committee's input will be a factor in the decision. For those positions where the hiring authority rests with the School Committee, a representative screening committee may be established by the School Committee or the School Committee, may direct the Superintendent to establish a screening committee to assist the Superintendent in making a recommendation to the School Committee.

PROFESSIONAL TEACHER STATUS: NMRSD Policy GCJ

Teachers and certain other professional employees who have served in the North Middlesex Regional School District for three consecutive years shall be entitled to professional teacher status.

At the end of each of the first three years of a teacher's employment, it will be the responsibility of the Superintendent to notify each employee promptly in writing of the decision on reappointment. Notification to a teacher not being reappointed must be made by June 15, or at an earlier date if required, by a collective bargaining agreement.

A teacher who attains professional teacher status will have continuous employment in the service of the North Middlesex Regional School District. A teacher with professional teacher status whose position is eliminated by the North Middlesex Regional School Committee may be continued in the employ of the school system in another position for which he/she is legally qualified.

Nothing in these provisions will be considered as restricting the Superintendent from changing teaching assignments or altering or eliminating supervisory assignments except that, by law, no teacher may be assigned to a position for which he/she is not legally qualified.

SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT: NMRSD Policy GCG

The North Middlesex Regional School District will employ as substitute teachers, to the extent

possible, persons who meet the requirements for teacher appointments and will assign teachers substitute teaching positions on the basis of their areas of competence. When the supply of potential substitutes in a particular subject area is too limited to meet school department needs, there will be active recruitment for substitutes in those areas. All substitute teachers will be expected to provide educational services, rather than to assume merely a student-supervisory role. They will be provided with as much support as possible by building administrators and teachers.

The North Middlesex Regional School Committee will set the daily rate of pay for substitute teachers. There are three different categories of substitute teachers whom the district will employ:

1. Short term substitute teachers: Substitutes who teach a particular class for less than 30 days and are paid the daily rate.
2. Long term substitute teachers: Substitutes who teach a particular class for more than 30 days and are paid the daily rate for the first 30 days and then will be paid at the lowest teacher step for the remainder of the assignment.
3. Long term permanent substitute teachers: Substitutes who are hired for a full school year and will be paid at the lowest teacher step from the first day of the assignment. Only long term permanent substitutes shall be offered benefits.

All long term substitutes shall be approved by the superintendent.

SALARY RANGES FOR NON-REPRESENTED PERSONNEL: NMRSD Policy GCBA-E

The following salary ranges and job qualifications for Non-Represented Personnel will be effective as of July 1, 2012. Any variations from these ranges will require a specific vote of the North Middlesex Regional School District School Committee.

Position	Salary Range
Superintendent of Schools/Assistant Superintendent	TBD
Director of Special Education/Pupil Personnel Services	TBD
Business Manager Director	TBD
Director of Curriculum/Instruction	TBD
Director of Human Resources	\$75,000-\$90,000
Director of Technology	\$75,000-\$90,000
Director of Buildings and Grounds	TBD
High School Principal	TBD
Middle School Principal	TBD
Elementary School Principal	TBD
Athletic Director	\$50,000-\$65,000
Autism Specialist	\$45,000-\$60,000
Behavior Analyst	\$65,000-\$80,000
Speech/Language Pathology Assistant	\$65,000-\$80,000

Network Technician/Technology Technician/Senior Staff	\$45,000-\$70,000
Accountant Executive/ Assistant to Superintendent	\$35,000-\$60,000
Administrative Assistant/Human Resources	\$35,000-\$60,000
Administrative Assistant/Curriculum & Instruction	\$35,000-\$60,000
Administrative Assistant/Special Education	\$35,000-\$60,000
Administrative Assistant/Data Manager	\$35,000-\$60,000
Accountant/Clerk Payroll	\$35,000-\$60,000
Accounts Payable Clerk	\$35,000-\$60,000
Supervisor of Students	\$35,000-\$60,000
Athletic Trainer	\$25,000-\$40,000