

Dear Prospective Lead Teacher Applicant,

Please take a minute to read the attached material which includes a job description and our personnel policies. See below for some important information about our teaching positions and our pay scale. Please note that for placement on the pay scale as well as to verify early lead teacher qualifications, we will need a letter from previous employers which states how many hours were worked in a licensed early childhood education program. Please don't hesitate to call 636-3084 with any questions.



**Information about teaching at Ruth Washburn**

**All teaching positions at Ruth Washburn are part time.** Lead teachers are actively with children between 6-12 hours per week, depending on the class. Teachers are paid for between 14 and 24 hours, depending on the class. This includes pay for set up, clean up, planning and meetings. Teachers are expected to be in their classrooms at least a half hour before class begins and to clean up after class for at least a half hour. Teachers also attend Friday staff meetings and work in their classrooms planning for the following week. Additionally, teachers will meet weekly with the Education Director and with their Assistant Teacher. Often times lead teachers can add more time to their week be acting as an assistant in another class.

**First year Ruth Washburn Lead Teacher Pay Scale  
Based on Credential Level or basic lead qualifications**

Teacher				
ECT Qualification	Level 3 Credential	Level 4 Credential	Level 5 Credential	Level 6 Credential
\$ 15.00	\$ 15.15	\$ 15.30	\$ 15.45	\$ 15.61

**First Year Ruth Washburn Assistant Teacher Pay Scale  
Based on Credential Level or basic qualification**

Assistant						
no level	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
\$ 12.00	\$ 12.12	\$ 12.24	\$ 12.36	\$ 12.49	\$ 12.61	\$ 12.74

# Ruth Washburn Cooperative Nursery School

---

## Lead Teacher Job Description

Title: Teacher

Responsible To: Executive Director and Education Director

Supervises: Assistant

FLSA: Non-exempt

## General Summary

Under the direction of the Education Director, the Teacher develops and implements lesson plans for children, which help them to develop socially, intellectually, physically, and emotionally in a manner appropriate to their stage of development. The Teacher works collaboratively with the Teacher Assistant and Parent Helpers.

## Qualifications and Requirements

- CDHS Early Lead Teacher Qualified
- One year or more documented experience working with preschool aged children
- Early Childhood Credential level III or above preferred

## Essential Functions

- Adhere to NAEYC Code of Ethical Conduct and Statement of Commitment.
- Participate in required pre-service training.
- Plan and implement developmentally appropriate curriculum in the classroom.
- Arrive at least 30 minutes before class begins and stay to complete end of class duties.
- Perform the functions of this position with a strong understanding of the Colorado Early Learning and Development Guidelines and thorough knowledge and application of Developmentally Appropriate Practices.
- Plan and implement play based learning experiences that promote all developmental areas, including self-help, social/emotional, logic and reasoning, literacy, language, math, science, social studies and creative arts.
- Guide and facilitate activities of the children, including: daily activities, field trips, selecting and arranging equipment and materials in the classroom.
- Respectfully cooperate with other staff and classroom groups to maintain the smooth functioning of the school, which at times may require flexibility to meet the needs of the children.
- Maintain a comprehensive and ongoing portfolio assessment for each child, including observations in each area, examples of the child's work, and documentation in the Teaching Strategies online assessment system (as required by Colorado Preschool Program).
- Conduct a home visit, phone conference and at least two parent conferences to discuss the child's individual development, progress and concerns, bridge the gap between home and school environments, assist the parents in developing observational skills while respecting the culture of home and parent's roles as their child's first and most important teacher.
- Eat with and assist children in development of social and self-help skills, and sound nutritional practices.
- Meet at least bi-weekly with education director and weekly with classroom team to exchange information pertinent to the development of children within the classroom, share ideas and materials and assume equal share of room set-up, care and maintenance.
- Meet with Prevent-Teach- Reinforce (PTRYC) team which could include Education Director, parents, Explorers staff, behavior interventionist and assistant as needed to respectfully discuss, share and troubleshoot exceptional behavior/social needs of children and work on a behavior support plan if needed.
- Guide children's acquisition of social skills by utilizing the Pyramid Plus Approach (this training will be provided within a year of employment) and the PATHS social/emotional curriculum.
- Set and complete yearly professional development goals, attend staff trainings, staff meetings and board/parent meetings as requested.

- Work with the Teacher Assistant and Parent Helpers to use and develop their skills and abilities in planning and carrying out classroom activities.
- Maintain a safe and healthy classroom environment. Assure that classroom equipment, furniture, materials and supplies are properly maintained and stored.
- Use the playground as an extension of the classroom. Assure that the playground is safe.
- During the Parent Potluck and the first month of school, assist in orienting parent helpers, providing them with guidance as needed.
- Complete and submit required forms and records in a timely and accurate fashion, e.g., lesson plans, forms, assessment, time sheets, etc.
- Actively assist in transition activities including transition to school (home visit and student orientation) and daily transition to and from home and/or extended care.
- Distribute newsletters to families by the first of each month to include information given by the education director and write an article for the school newsletter once per year as assigned.
- Perform other duties, as may be required.

\* The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.

## **Additional Requirements**

- Acquainted with Personnel Policies of the School (copy is attached to packet).
- Successful experience working in a team setting.
- Ability to work respectfully and cooperatively with coworkers, utilizing assertive communication techniques, avoiding gossip and solving conflict independently, with support as needed.
- Ability to present a positive image of the organization to members of the community.
- Ability to plan, organize and implement position responsibilities.
- Visual and auditory acuity within professionally determined normal ranges, with correction if needed.
- Manual dexterity sufficient to operate a computer and office equipment, including, but not limited to, the telephone, fax machine, copier, and tape recorder.
- Must be able to withstand exposure to adverse weather conditions.
- Must be able to lift 55 pounds.
- Experience successfully working with a culturally diverse staff and clients.

## **Working Conditions**

- Possible exposure to blood and bodily fluids or tissues.
- Possible exposure to communicable diseases.
- Job requires standing for long periods of time, as well as stooping, squatting, and running.



**RUTH WASHBURN  
• COOPERATIVE •  
NURSERY SCHOOL**

APPLICATION FOR EMPLOYMENT 2017

Ruth Washburn is an Equal Opportunity Employer and does not discriminate against a job applicant because of his or her race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information.

NAME \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_ EMAIL \_\_\_\_\_

PRIMARY PHONE \_\_\_\_\_ SECONDARY PHONE \_\_\_\_\_

REFERRED BY \_\_\_\_\_

EMPLOYMENT DESIRED (Check all that apply.)

- Position  Early Childhood Teacher (must meet state requirements listed on last page)
- Early Childhood Assistant
- Other \_\_\_\_\_

Date Available \_\_\_\_\_ Hours Available \_\_\_\_\_

Have you ever been employed with us before? \_\_\_\_\_ If yes, give date \_\_\_\_\_

Have you ever filed an application with us before? \_\_\_\_\_ If yes, give date \_\_\_\_\_

Are you currently employed? \_\_\_\_\_ May we contact your present employer? \_\_\_\_\_

Employer \_\_\_\_\_

Phone \_\_\_\_\_ Position \_\_\_\_\_ How long? \_\_\_\_\_

**EDUCATION**

School Attended	Course of Study/ Major	Diploma/Degree Received

Please list any related courses, volunteer work, hobbies or interests. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Are you willing to continue your education by enrolling in courses or other training programs that may be recommended? \_\_\_\_\_

Please list community organizations in which you are active. \_\_\_\_\_

\_\_\_\_\_

**WORK EXPERIENCE**

List your last four employers, starting with the last one first.

Dates Employed	Name and Address of Employer	Salary Position	Work Performed	Reason for Leaving
----------------	------------------------------	-----------------	----------------	--------------------

---

---

---

---

Describe any specialized training, skills and extra-curricular activities \_\_\_\_\_

---

---

---

Other qualifications. Summarize special job-related skills and qualifications acquired from past employment or other experience. \_\_\_\_\_

---

---

---

**PHYSICAL RECORD**

Are you capable of performing the activities involved in the job for which you have applied?  
A job description has been given to you \_\_\_\_yes \_\_\_\_no

**EDUCATION PHILOSOPHY**

Please write your philosophy of early childhood education. Feel free to use additional pages

**ADDITIONAL INFORMATION**

State any additional information you feel may be helpful to us in considering your application.

---

---

---

**REFERENCES**

Please list at least three persons not related to you, whom you have known at least one year.

Name: \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Name: \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Name: \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

**EMERGENCY CONTACT INFORMATION**

Name: \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Relationship \_\_\_\_\_

**PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING**

1. I understand prior to employment, employees must submit a signed medical statement from their source of medical care stating that the employee has no known physical or emotional illness or condition which would adversely affect child care.
2. I understand Ruth Washburn fingerprints all employee applicants. The fingerprints will be used to check the criminal history records of the FBI and CBI. The applicant shall have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record as set forth in Title 28, C.F.R., Section 16.34. Employment determination shall not be denied until the applicant has had a reasonable time to correct or complete the record, or has declined to do so.
3. I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employers and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such person and organizations from any legal liability in making such statements.
4. I understand I may be required to successfully pass a drug screening examination. I hereby consent to a pre- and/or post-employment drug screen as a condition of employment, if required.
5. I understand that this application, verbal statements by management, or subsequent employment does not create an express or implied contract of employment nor guarantee employment for any definite period of time. Only the executive director has the authority to enter into an agreement of employment and such agreement must be in writing, signed by the executive director and the employee. If employed, I understand that I have been hired at the will of the employer and my employment may be terminated at any time, with or without reason and with or without notice.
6. I authorize investigation of all statements contained in this application. I understand that any applicant who knowingly or willfully makes a false statement of any material fact or thing in the application is guilty of perjury in the second degree as defined in section 18-8-503, C.R.S., and, upon conviction thereof, shall be punished accordingly.
7. I have read, understand, and by my signature consent to these statements.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Qualifications to be an Early Childhood Teacher in Colorado

Please put a check mark next to the item that pertains to you and provide copies of transcripts and hours for verification.

Check one	Option	Degree or college course requirement	Experience Requirement
	A Bachelor's (4 year) degree.	a. A Bachelor's degree from a regionally accredited college or university with a major area of study in one of the following areas: 1) Early childhood education; 2) Elementary education; 3) Special education; 4) Family and child development; 5) Child psychology.	No additional experience required.
	B. A Bachelor's (4 year) degree in an unrelated area.	b. A Bachelor's degree from a regionally accredited college or university with a major area of study in any area other than those listed at Section 7.702.44, A, 1, and additional two (2) three-semester hour early childhood education college courses with one course being either introduction to early childhood education or guidance strategies.	No additional experience required.
	C. Current early childhood professional Credential Level III Version 2.0.	c. Current early childhood professional Credential Level III Version 2.0 as determined by the Colorado Department of Education.	No additional experience required.
	D. A 2-year college degree, sixty (60) semester hours.	d. A 2-year college degree, sixty (60) semester hours, in early childhood education from a regionally accredited college or university, which must include at least two (2) three-semester hour courses, one of which must be either introduction to early childhood education or guidance strategies.	At least six (6) months (910 hours) of satisfactory experience.
	E. Twelve (12) semester hours in college-level credits in Early Childhood.	e. Completion of twelve (12) semester hours from a regionally accredited college or university, at either a two year, four year or graduate level, in each of the following subject or content areas in early childhood education and one of the three (3) semester hour courses must be either introduction to early childhood education or guidance strategies.	Nine (9) months (1,395 hours) of verified experience in the care and supervision of four (4) or more children less than six (6) years of age who are not related to the individual.
	G. Child Development Associate (CDA).	g. Current certification as a Child Development Associate (CDA) from the Council of Professional Recognition, or other Department-approved credential.	No additional experience required.
	H. Completion of a course of training approved by the Department.	h. Completion of a course of training approved by the Department that includes training and work experience with children in a child growth and development program.	Twelve (12) months (1,820 hours) of verified experience in the care and supervision of four (4) or more children less than six (6) years of age who are not related to the individual.

# Personnel Policies



**RUTH WASHBURN  
• COOPERATIVE •  
NURSERY SCHOOL**



# Contents

MISSION & PHILOSOPHY .....	2
FINGERPRINTING .....	2
AT-WILL EMPLOYMENT .....	2
PERSONNEL.....	3
LEAD TEACHER SCHEDULE .....	4
ASSISTANT TEACHER SCHEDULES .....	4
EXPLORERS STAFF SCHEDULES .....	4
STAFF MEETINGS .....	5
PARENT MEETINGS .....	5
LEAVE .....	5
RECRUITMENT AND RETENTION .....	6
CODE OF CONDUCT .....	7
STAFF EVALUATION .....	7
LETTER OF INTENT .....	7
SALARIES/PAY .....	8
GRIEVANCE/CONCERNS POLICY .....	8
EQUAL OPPORTUNITY / AFFIRMATIVE ACTION STATEMENT .....	8
FREEDOM FROM HARRASSMENT .....	8
DRUG/ALCOHOL POLICY .....	10
SOCIAL MEDIA/COMPUTER USAGE .....	10
NO BABYSITTING POLICY .....	10
DRIVING STUDENTS .....	10
WHISTLEBLOWER POLICY .....	10
MANDATED REPORTER.....	11

## **MISSION & PHILOSOPHY**

***Ruth Washburn Cooperative Nursery School (RWCNS) is a non-profit preschool dedicated to educating and nurturing children in an enriching play-based environment and engaging families in a supportive community.***

### Ruth Washburn Cooperative Nursery School Core Values

- At RWCNS we believe...
- That by calling ourselves a “nursery” school we strive to honor the child at the developmental stage where he or she is now, which is the best preparation for future schooling.
- Deeply in the value of play and the learning attained when children are invited to explore with a variety of materials including music, art, movement, and dramatic play.
- In providing an atmosphere focused on the “whole child;” where a child’s emotional, physical, social and cognitive needs are carefully nurtured.
- In helping children develop and sustain a positive self-image by learning to engage in caring interactions with others.
- In class sizes that are small and where teachers guide and facilitate activities, allowing children to make their own choices and direct their own work.
- In the blending of school and family life to create a cooperative community which provides the richest, most caring environment possible for children.

We operate:

- As a parent cooperative because we feel strongly that educating young children is best accomplished with the active presence of parents within the school.
- Where parents assist in the classroom and take responsibility for the maintenance and financial wellbeing of the school.
- So that in turn, RWCNS provides its families with opportunities for parent education and support.
- With a more than 50-year history of excellence in play-based education, and thus, we strive to make the school and its teachers a community resource and to act as a model for local and national preschools and educators.

## **FINGERPRINTING**

Ruth Washburn fingerprints all employee applicants. The fingerprints will be used to check the criminal history records of the FBI and CBI. The applicant shall have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record as set forth in Title 28, C.F.R., Section 16.34. Employment determination shall not be denied until the applicant has had a reasonable time to correct or complete the record, or has declined to do so.

## **AT-WILL EMPLOYMENT**

Ruth Washburn Cooperative Nursery School reserves the right to terminate the employment relationship at any time and for any reason or for no reason at all. Staff are vetted and interviewed by members of the cooperative including current teaching staff, parents and administrative staff. Final hiring decisions are the responsibility of the Executive Director. The position of Executive Director is hired and managed by the Board of Governors.

## PERSONNEL

All personnel are involved in cooperative decision-making, cooperative curriculum development, and program goal setting.

### A. Administrative Staff:

Executive Director: Reports directly to the Board of Governors and is responsible for the oversight of the day-to-day operations of the school, including direction of all personnel, as well as management of the Parent Cooperative. (Salaried position.)

Education Director: Reports directly to the Executive Director and has administrative, program, and cooperative responsibilities including participation in decision making, curriculum development, program goal setting, supporting teachers, helping with day-to-day activities of the front office, supporting families, and helping maintain program materials. (35-hours per week.)

Front Office Assistant: Reports directly to the Executive Director and is responsible for daily operations, including greeting families, maintaining preschool software, and billing and payments. (25-hours per week.)

### B. Teaching Staff:

Early Childhood Teacher: Reports directly to the Executive Director and is responsible for implementing the preschool program of the school for a designated group of children.

Explorers Supervisor: Reports directly to the Executive Director and is responsible for implementing Explorers Program. Assists Director with supervision and hiring of teachers and assistants.

Explorers Lead Teacher: Reports directly to Explorers Supervisor and is responsible for overseeing the day-to-day operation of the Afternoon Explorers program.

Explorers Assistant Teacher: Reports directly to Explorers Supervisor and implements program activities under direct supervision of an Explorers Lead Teacher.

Teaching Assistant: Reports directly to the Executive Director and is responsible for assisting a Preschool Teacher in implementing the preschool program for a designated child or group of children.

### C. Volunteers:

Volunteers may at times participate in the preschool program under the supervision of paid staff members. Volunteers, with the exception of parent helpers in the classroom, are bound by the policies in this document. Volunteers and parent helpers are not eligible for compensation for work performed or for benefits as outlined in this document, nor are they required to participate in staff meetings, professional development, or staff evaluation.

D. Full time employment: 32 or more hours worked per week as defined in the employee's job description.

E. Part-time employment: Fewer than 32 hours per week.

## LEAD TEACHER SCHEDULE

Lead teachers are actively with children during class time (6, 9 or 12 hours per week depending on class). Teachers are expected to be in their classrooms to set-up at least a half hour before class begins and to clean up after class for at least a half hour. Teachers also attend Friday staff meetings and work in their classrooms planning for the following week (12pm-3pm on Fridays). Additionally, teachers will meet weekly with the Education Director (.5 hours) and with their Assistant Teacher (.5 hours).

Lead teachers are paid for 4 hours per teaching day, 3 hours on Friday for planning and staff meeting or professional development, 1 hour meeting time with assistant and education director per week, and 1 additional hour per day worked for assessment and newsletters.

- 2 day per week teachers with students 6 hours/paid for 14 hours per week
- 3 day per week teachers with students 9 hours/paid for 19 hours per week
- 4 day per week teachers with students 12 hours/paid for 24 hours per week

Below is a **sample** schedule for a 3 day per week teacher:

<b>Monday</b>	<b>5 hours</b>	<b>Wednesday</b>	<b>5.5 hours</b>
7:30-8:30	Set up/planning time	7:30-8:30	Set up/planning time
8:30-11:30	Class time	8:30-11:30	Class time
11:30-12:00	Clean up time	11:30-12:00	Clean up time
12:00-12:30	Meeting with Education Director	12:00-1:00	Assessment
<b>Tuesday</b>	<b>5 hours</b>	<b>Friday</b>	<b>3.5 hours</b>
7:30-8:30	Set up/planning time	12:00-1	Meeting
8:30-11:30	Class time	1:00-3:00	Planning with roommates
11:30-12:00	Clean up time	3:00-3:30	Work on newsletters or other planning
12:00-12:30	Meeting with Assistant		

## ASSISTANT TEACHER SCHEDULES

Assistant Teachers are paid to work only during the class time plus an additional ½ hour per week for planning/meeting with Lead Teacher and an additional 2 hours per month for staff meetings. If additional staff meetings are required or staff development is offered, Assistant Teachers will be paid for that time as well.

- 2 day per week Assistants work 6 hours per week
- 3 day per week Assistants work 9 hours per week
- 4 day per week Assistants work 12 hours per week

## EXPLORERS STAFF SCHEDULES

Explorers staff have varying schedules depending on usage. The Explorers supervisor is paid for 22 hours of in-class time during the week, an additional 2 hours per day for set up and clean up, and 5 hours per week for staff meetings and planning time for a total of 35 hours per week. Assistants are paid for time in class plus 4 hours per month for meeting/planning time to be scheduled as needed. The Explorers supervisor is required to attend all teacher meetings and the assistants are required to attend the monthly staff meeting as well as meetings with the supervisor as scheduled.

## STAFF MEETINGS

Staff meetings are held on a regular weekly basis as set by the administration. All Lead Teaching staff are expected to attend these meetings which are led by the Executive Director or other individuals designated by the Executive Director. Assistant Teachers are encouraged to attend weekly meetings. All staff is expected to attend monthly staff development meetings. In addition to regular staff meetings, the School provides in-service workshops throughout the year that all staff are expected to attend. Staff will be paid for their time at all meetings and trainings at Ruth Washburn.

## PARENT MEETINGS

All staff members are encouraged to attend the three general all-school/parent meetings held in the fall (orientation), in January, and in May (the end-of-year picnic). They are invited to attend all other parent and parent education meetings and are welcome at monthly Board meetings and all social functions. All staff members are encouraged to attend at least one Board meeting each school year. Additionally, preschool teachers are expected to attend and lead their Fall Class Potluck. Staff will be paid for their time at events.

## LEAVE

Ruth Washburn Cooperative Nursery School has as its top priority the emotional well-being of the children enrolled in the School. A close, personal, stable relationship between a child and his/her teacher is one of the most important parts of school life that fosters that well-being. A teacher's absence can be unsettling to nursery-school-age children, and insecurities and behavior problems may flare up when the child's teacher is not there.

From time-to-time, however, a teacher will need time away from school for medical or compelling personal, family, or business reasons. While the School recognizes these needs and supports the teachers as much as possible at these times, the School must balance these needs with those of the children and the constraints of the budget.

Except for an emergency, leave must be approved by the Executive Director, or, in the case of the Executive Director, leave must be approved by the Board.

### A. Paid Leave

Paid Time Off (PTO) Hours for the school year are calculated for staff in the following manner:

	Lead Teacher	Administrator	AE Supervisor
2 day a week class	16 Hours	Hours in Typical Work Week X 2	Hours in Intended Work Week minus intended planning time X2
3 day a week class	24 Hours		
4 day a week class	32 Hours		

PTO time is offered at the beginning of each school year and cannot be carried over into the next school year. PTO time can only be utilized in the role it was given. Example: Teacher PTO Time can only be used for Lead Teacher Time off. PTO is not offered to temporary or substitute employees.

### B. Unpaid Leave

The Executive Director must approve days of absence without pay. In the event of any request for more than two consecutive school days of absence without pay, prior request should be submitted in writing to the Executive Director. Situations for which unpaid leave may be appropriate could include:

- a. The birth of a child and care of a newborn child.
  - b. The placement and care of a child for adoption/foster care.
  - c. A serious health condition of an employee's spouse, child, or parent.
  - d. An employee's own serious health condition.
- C. Emergency Closure of School  
Employee pay will not be affected by emergency closures such as inclement weather cancellations.
- D. Maternity Leave  
Full-time employees are eligible for six (6) weeks of unpaid maternity leave.

## RECRUITMENT AND RETENTION

It is important for children's development that there is a consistent, quality staff in place during the school year. To that end the Board of Governors and Executive Director will work to retain current quality staff and recruit high quality staff when vacancies arise.

- A. Retention of Current Staff
- a. **Professional Development:** Besides the mandatory 15 hours of professional development, Ruth Washburn offers ongoing professional development opportunities during the school year at the School and also in the community. With prior approval and commensurate with the school's needs, professional development will be paid for by the School. Paid time off for training might also be available on a case-by-case basis.
  - b. **Employee Compensation as a Board Priority:** The Board of Governors recognizes that the field of Early Childhood Education is not a high paying field and works to reward and compensate staff as a part of strategic and long term planning.
  - c. **Employee Discounts for Tuition and Afternoon Explorer Fees:** Teachers are entitled to a 20% tuition discount for their child(ren) attending Ruth Washburn. Teachers, Assistants and Afternoon Explorers Supervisors may have one of their children attend Afternoon Explorers free of charge for the hours that the parent is working at the school.
  - d. **Paid Holidays:** Lead teachers and administrative staff are paid for the following holidays if these fall on their regularly scheduled class day:
    - Martin Luther King Day
    - President's Day
    - Memorial Day
    - Fourth of July
    - Labor Day
  - e. **Unparalleled teaching materials and facility:** Our facility sits on 2.5 acres with three natural playgrounds. We have over 10,000 books in our teacher library with an entire basement of stored materials to be utilized in the classrooms weekly. Teachers are never expected to purchase materials themselves and will be reimbursed for items purchased for their classrooms. Reimbursement for items should be turned in with receipts to front office within one month of purchase.
  - f. **Employee Recognition:** Employees are recognized in many ways for their contributions to the school. Some of these may include a gift from the Board around the holidays, luncheons provided by the Education Committee during conferences, appreciation gifts during teacher appreciation week from the Administration and Class Coordinators, and staff appreciation meals during in-service or training.

- g. **Ample Planning Time:** All teaching staff are provided with planning/meeting time. Lead teachers are provided with at least 3 hours of paid planning time per week and assistant teachers are provided with at least .5 hours of paid planning/meeting time per week with their lead teachers. Additionally, lead teachers are paid for 1 hour of preparation time on their class days and meeting time each week.

B. Recruitment of Staff

- a. **Community/Council Outreach:** Ruth Washburn maintains active membership and participation in community organizations including Leadership Pikes Peak and Alliance for Kids. Open positions are actively advertised through those resources as well as at meetings of those organizations.
- b. **Cooperative Outreach:** Most often staff is found through word of mouth or from within the cooperative. Parents are our best resources and are often passionate about continuing to be a part of Ruth Washburn after their children have left. We will continue to seek out new staff through e-blasts to our current families and alumni families.
- c. **Organizational Outreach:** Advertisements and notices will be placed with Pikes Peak Community College Early Childhood Department and classes as well as with NAEYC and the Center for Non-Profit Excellence.

## CODE OF CONDUCT

Ruth Washburn follows the National Association for the Education of Young Children (NAEYC) Code of Ethical Conduct found at [naeyc.org](http://naeyc.org) and also attached to the personnel policy documents. Each year staff will be trained and reaffirm their commitment to following the four Professional Standards set forth by NAEYC including:

- Ethical Responsibilities to Children
- Ethical Responsibilities to Families
- Ethical Responsibilities to Colleagues
- Ethical Responsibilities to Community and Society

## STAFF EVALUATION

The Board of Governors is responsible for evaluating the Executive Director. The Executive Director is responsible for the evaluation of all other personnel.

Staff members' performances are evaluated in three ways: informal staff conference(s), formal evaluations, and feedback from the annual parent survey. The informal conference will be held in the fall and includes self-assessment and informal observation. The formal evaluation in the spring includes a formal observation, self-assessment, and a parent survey.

## LETTER OF INTENT

The Executive Director, on an annual basis, will issue a letter of intent setting forth the salary and dates of employment to employees. The letter of intent is not intended as a contract for employment.

## **SALARIES/PAY**

Ruth Washburn has a performance and credential level based step pay system that is approved by the Board of Governors. Staff will be placed on the pay level that is appropriate for their years of service at RW, their credential level as of August 1 of the school year, and also the performance level determined by the previous year's parent surveys, administrative review, and progress towards meeting current professional development goals.

## **GRIEVANCE/CONCERNS POLICY**

With regard to teaching staff, problem-solving between the people directly involved is encouraged and supported. If additional intervention is desired by any affected party, the Education Director can be called upon to facilitate a resolution. If additional intervention is desired by any affected party, the Executive Director can be called upon to facilitate a resolution. Once the resolution has been agreed upon, the parties involved will determine the necessary follow-up actions to ensure the issue or concern has been resolved.

With regard to the Education Director or Front Office Assistant, again, problem-solving between the people directly involved is encouraged and supported. If additional intervention is desired by any affected party, the Executive Director can be called upon to facilitate a resolution.

With regard to the Executive Director, any staff member who has issues or concerns about the legal, ethical or moral behavior or actions of the Executive Director may submit in writing to the President of the Board of Governors a description of the issue or concern. The Board of Governors will review the submitted document and determine the appropriate follow-up actions.

## **EQUAL OPPORTUNITY / AFFIRMATIVE ACTION STATEMENT**

Ruth Washburn Cooperative Nursery School is an Equal Opportunity employer and seeks to make all personnel decisions regarding hiring, assignment, promotion, and other terms and conditions of employment on the basis of an individual's qualifications and other job-related factors, and the business needs of Ruth Washburn Cooperative Nursery School, regardless of race, color, religion, sex, sexual orientation, gender expression, national origin, age, disability, marital status, veteran status, or any other protected class as required by applicable law. All employees are expected to actively support these principles and objectives in our work environment and with others with whom we come into contact. It is our firm conviction that equal opportunity will contribute to the success of both Ruth Washburn Cooperative Nursery School and its employees.

## **FREEDOM FROM HARRASSMENT**

Ruth Washburn Cooperative Nursery School expects that all employees, including supervisors and managers, will not engage in harassment directed to other employees or to volunteers, visitors, or contractors of Ruth Washburn Cooperative Nursery School. This policy applies also to harassment committed by volunteers, visitors, and contractors. Any such harassment may be reported and addressed under this policy.

Harassment based upon race, national origin, color, age, disability, sexual orientation, marital status, veteran status, protected activity (opposition to prohibited discrimination or participation in making a complaint of harassment or discrimination), or any other illegal basis is strictly prohibited.

Sexual harassment is also strictly prohibited. Conduct is prohibited when (1) submission to the conduct is made either an explicit or implicit condition of employment; (2) submission to or rejection of the conduct is used as the basis for an employment decision; (3) conduct occurs that is unwelcome and is sufficiently severe



or pervasive as to interfere with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

Examples of the types of conduct that are prohibited by the policy include, but are not limited to, the following:

- Touching, such as rubbing or massaging someone's neck or shoulders, stroking someone's hair, or brushing against another's body
- Sexually suggestive touching
- Grabbing, groping, kissing, fondling
- Suggestive whistling
- Lewd, off-color, sexually oriented comments or jokes
- Foul or obscene language directed at an individual
- Leering, staring, stalking
- Suggestive or sexually explicit posters, calendars, photographs, graffiti, cartoons, or screen savers
- Unwanted or offensive letters or poems
- Gesturing in a sexually suggestive manner
- Offensive or suggestive e-mail or voicemail messages
- Requesting dates after the person has suggested he/she does not want to date
- Asking for dates, sex or sexual favors in return for promotion, pay increase, transfer, etc.

If an employee feels that (s)he has been subjected to or is a victim of racial, sexual, or other harassment, or if an employee believes (s)he has observed such harassment, the employee should report the harassment immediately to his/her supervisor or a member of the Board of Governors. Employees who observe or hear about harassment of others should not attempt to resolve such incidents, but are expected to report the matter promptly. Employees are encouraged to report harassment before it becomes severe or pervasive. Even if you are not sure if certain conduct that offends you or that you feel is inappropriate for the workplace would be considered harassment under the law, such conduct may still be inappropriate and should be reported according to this policy. Ruth Washburn Cooperative Nursery School desires to have an opportunity to address harassment before it arises to the level of unlawful harassment. Harassment is extremely serious misconduct and may result in disciplinary action as determined appropriate by Ruth Washburn Cooperative Nursery School. Harassment may also subject the harasser to personal legal and financial liability.

Ruth Washburn Cooperative Nursery School will review and, as it deems appropriate in the circumstances, investigate the report. At the conclusion of the review and any investigation conducted, Ruth Washburn Cooperative Nursery School will take such action as it deems appropriate, which may include immediate discharge or disciplinary action if Ruth Washburn Cooperative Nursery School determines harassment has occurred.

Ruth Washburn Cooperative Nursery School may seek to preserve confidentiality regarding the matters alleged in the report to the extent that such confidentiality does not conflict with efforts to review, investigate, and otherwise address the report, take remedial or other action in response to the report, and/or to prevent further harassment.

Retaliation against persons who bring a complaint of actual or perceived racial, sexual, or other harassment is prohibited. Employees should not engage in adverse treatment of others because they have reported

harassment or have provided information in connection with a harassment report. Employees who believe they have experienced or observed retaliation should report it immediately to one of the persons designated above. Retaliatory behavior may result in immediate discharge, disciplinary action, or other remedial action as deemed appropriate in the circumstances by Ruth Washburn Cooperative Nursery School.

### **DRUG/ALCOHOL POLICY**

Reporting to work impaired by alcohol, drugs or controlled substances; or the possession, consumption or distribution of drugs, controlled substances, inhalants, alcohol or related paraphernalia on Ruth Washburn premises shall be grounds for disciplinary action including immediate termination. A condition of employment includes a willingness on your part to agree to a physical and or substance testing if requested by the Executive Director. We are committed to operating a drug-free work place. Violations of this policy will result in dismissal.

### **SOCIAL MEDIA/COMPUTER USAGE**

Social media is defined as online technology tools that enable people to communicate easily – via the internet – and to share information.

While social media can keep you connected with colleagues and friends it is not without inherent risks. Once information is released into cyberspace it is gone forever and can never be retrieved. It can be copied and passed – literally – to millions of people in a fraction of a second.

You may think social media posts are private but they are never private.

Protect confidential information at all times. Never post any information or photos about a child or family involved with Ruth Washburn Cooperative Nursery School, either by name or by other descriptive nature, on any social media site. This includes positive as well as negative comments.

Violations of this policy are grounds for discipline including the possibility of termination of employment.

Use of school computers is for business use only.

### **NO BABYSITTING POLICY**

Staff members are not permitted to babysit for families in our program. Should any parent/legal guardian/staff member take exception to this policy, each parent/legal guardian and staff member must sign the attached Consent to Hold Harmless and deliver a fully executed copy of it to the Executive Director before any such babysitting arrangement is carried out.

### **DRIVING STUDENTS**

Under our current insurance policy, staff may not drive students (other than their own children).

### **WHISTLEBLOWER POLICY**

A whistleblower as defined by this policy is an employee, volunteer, or board member of the Organization who reports an activity that he or she considers to be illegal or dishonest to one or more of the parties specified in this Policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities. Examples of illegal or dishonest activities are violations of federal, state or local laws; billing for services not performed or for good not delivered; and other fraudulent financial reporting.

If an employee or volunteer has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee or volunteer is to contact the Board Treasurer or the Board President who is responsible for investigation and coordinating corrective action. The employee or volunteer must exercise sound judgment to avoid baseline allegation. An employee or volunteer who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are to cover two important areas – confidentiality and against retaliation. Insofar as possible, confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. The Organization will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he or she is being retaliated against must contact the Board Treasurer or the Board President immediately, the right of the whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

Employees or volunteers with any questions regarding this policy should contact the Executive Director or the President of the Board.

## **MANDATED REPORTER**

What is a mandatory reporter?

- Some professionals are required by law to report suspected child abuse and neglect. This includes all early childhood professionals and all staff at Ruth Washburn Cooperative Nursery School. It is a class 3 misdemeanor in Colorado for a mandated reporter to fail to report suspected child abuse or neglect or knowingly makes a false report and is punishable under law.

What is a mandatory reporter required to do?

- Any person specified below, as described in C.R.S. 19-3-304, is by law a mandatory reporter in Colorado. If a mandatory reporter has:
  - reasonable cause to know or suspect that a child has been subjected to abuse or neglect or
  - observed the child being subjected to circumstances or conditions that would reasonably result in abuse or neglect,the mandatory reporter shall immediately upon receiving such information report or cause a report to be made of such fact to the county department, the local law enforcement agency, or through the child abuse reporting hotline system. Call 1-844-CO-4-Kids or 1-844-264-5437 to report your concerns.

All staff at Ruth Washburn are required to take the online mandatory reporter training on the CDHS Child Welfare Training System at [www.coloradocwts.com](http://www.coloradocwts.com) before the first day working with children and then yearly thereafter. Yearly, staff will also affirm in writing their understanding of their role as Mandated Reporter.



## NAEYC Code of Ethical Conduct

### Job descriptions

- Executive Director
- Education Director
- Front Office Assistant
- Explorers Supervisor
- Lead Teacher
- Assistant Teacher
- Explorers Assistant