Board-Approved Employee Expectations for Professional Excellence

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Each Webster County School District employee shall:

1. Report to work on time, acceptable for duty, and remain fit while representing the Webster County Public School District.

2. Prepare for and perform all assigned duties using best practices required by one’s job description(s).

3. Comply with reasonable directives issued by established lines of authority.

4. Identify, report, and/or control, if possible, unsafe conditions and/or safety hazards to maintain safe and secure working and/or learning environments.

5. Demonstrate respect and integrity and treat every individual with genuine positive regard when interacting with students, parents, staff, community members, and other stakeholders.

6. Comply with federal laws, state statutes, Board policies, and related administrative procedures that prohibit coercive, harassing, threatening, retaliating, or discriminating conduct.

7. Communicate in a truthful and timely manner about any matter of interest to the District.

8. Acquire, use, maintain, and dispose of District assets in an ethical and responsible manner in accordance with federal laws, state statutes, Board policies, and related administrative procedures.

9. Maintain confidentiality of information as required under federal laws, state statutes, Board policies, and related administrative procedures.

10. Report actions that may represent violations of federal laws, state statutes, Board policies, and/or related administrative procedures.

11. Refrain from any activity that may reasonably interfere with either one’s ability to effectively perform one’s duties as assigned, or the legitimate operational interests of the District.

12. Comply with all other federal laws, state statutes, Board policies, and related administrative procedures.

I acknowledge that I have read, understood, been given an opportunity to ask questions about, and agree to abide by by the Webster County Board of Education *Employee Expectations for Professional Excellence* (EEPE). My signature below does not necessarily indicate agreement with the EEPE, but I understand that the Webster County Board of Education will hold me accountable for the standards referenced herein.

This notice will be issued to each Webster County School Districtemployee on an annual basis, and a copy of his or her acknowledgement will be retained in the employee’s Master Personnel File (MPF).