

AFFIRMATIVE ACTION PLAN

Pateros School District No. 122

Pateros, Washington

Revised November, 2005

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**PATEROS SCHOOL DISTRICT
AFFIRMATIVE ACTION PLAN
2005 - 2008**

INTRODUCTION

It is the policy of the Pateros School District to provide equal employment opportunity for all applicants and staff in all aspects of employment, including recruitment, hiring, retention, assignment, transfer, promotion, and training. Such equal employment opportunity shall be provided without unlawful discrimination based on race, color, creed, religion, age, sex, ethnicity, national origin, veteran status, marital status, or the presence of a sensory, mental or physical disability.

The following Affirmative Action Plan will outline steps to be taken to ensure that District policies and practices do not unlawfully discriminate against an individual on the basis of race, color, creed, religion, age, sex, ethnicity, national origin, veteran status, marital status, or the presence of a sensory, mental or physical disability. Furthermore, reasonable steps will be taken to actively promote employment opportunities to qualified individuals in protected groups that are underutilized in the workforce. The Superintendent of the District is assigned responsibility for implementing our Affirmative Action Plan. However, it is emphasized that every employee is expected to comply with and facilitate the ultimate success of the program.

The Equal Employment Opportunity program will be evaluated each year. The Affirmative Action Officer will report to the Board, as part of its standard reporting procedures, progress in the implementation of the District's Affirmative Action Plan. Copies of the Affirmative Action Plan will be made available to the State Human Rights Commission, the Office of Superintendent of Public Instruction, the State Department of Personnel, staff members, community groups, and other interested parties.

PURPOSE

It is the purpose of this Affirmative Action Plan of the District to promote, monitor and maintain the District's affirmative action and equal employment opportunity policies. These policies provide for equal employment opportunities for all employees and applicants for employment without unlawful discrimination on the basis of race, color, creed, religion, age, sex, ethnicity, national origin, veteran status, marital status, or the presence of a sensory, mental or physical disability, and promote diversity in the District's workforce.

It is also the purpose of this Plan to identify at all levels of the workforce, areas of underutilization of protected groups and to identify and address, when possible, those factors that may be causing such underutilization. This Plan is designed to promote outreach, recruitment, training and education efforts intended to expand the pool of qualified applicants to promote diversity, consistent with the District's standards of excellence. This Plan advances equal employment opportunity without preferential treatment on the basis of race, gender, ethnicity or national origin. This Plan is also designed to ensure that District policies are properly implemented without unlawful discrimination on the basis of race, color, creed, religion, age, gender, national origin, ethnicity, veteran status, marital status, or the presence of a sensory, mental or physical disability.

Reaffirmation of Affirmative Action Policy

The Board of Directors of the Pateros School District formally adopted an Affirmative Action policy in April, 1975, and revised it in 1981, 1989, 1994, 2001, and now in November, 2005. The policy has been distributed to all employees and will be provided to all new employees. In addition, a memo from the Superintendent has been distributed to all employees reaffirming the District's commitment to the policy and designating an Affirmative Action Officer for the District. In essence, the statement (copy enclosed) indicated that it is the policy of the Pateros School District that decisions on employment, recruitment, hiring, training, promotion and transferring in all job classifications are to be administered in accordance with the principles of equal employment opportunity and Board Policy 5010. Further, that the faculty, administration and staff are required to comply with the spirit of equal opportunity and with the letter of all applicable federal, state, and school board regulations. District and school letterhead stationary and official publications are to contain a notation stating that Pateros School District No. 122 is an Equal Opportunity Employer, strives to meet Title IX regulations, and lists the Superintendent as the Affirmative Action Officer.

The Board of Directors of the Pateros School District has formally adopted Board Policy 5010 – Personnel; Nondiscrimination and Affirmative Action (revised February, 2003). In addition, the School Board has placed into action Procedure 5010P to provide administrative guidance in the implementation of Policy 5010. Please check with the Superintendent's Office for an opportunity to view Policy 5010 and/or Procedure 5010P.

Staff Responsibilities for Implementation and Evaluation

Dr. Neal Powell, Superintendent, 344 W. Beach St., Pateros, WA, Phone: 509-923-2751, is the district official responsible for the Affirmative Action Program of the Pateros School District No. 122. As such, the Superintendent will implement the internal audit procedures and report to the board of directors. Principals will review policy before hiring and will be responsible for training all committees.

Training and Advancement: The Superintendent shall be responsible for reviewing all training programs to ensure that no indication of discriminatory selection practices exists. The Superintendent shall monitor the selection of administrative interns and administrators as well as other opportunities for advancement within the District.

Dissemination of Policy

Internal: Each year the affirmative action notification will be distributed to all employees and posted on staff bulletin boards with information indicating where a complete plan can be obtained. A memo from the Superintendent and a complete copy of Policy 5010 will be provided for each new employee. Information will also be shared at staff meetings during "start-up" each September.

External: Yearly notifications and information will be published with the school district "Back to School" edition of the local paper. Information will also be available on all school district job postings, and on all formal letterhead and stationary.

Identification of Problem Areas

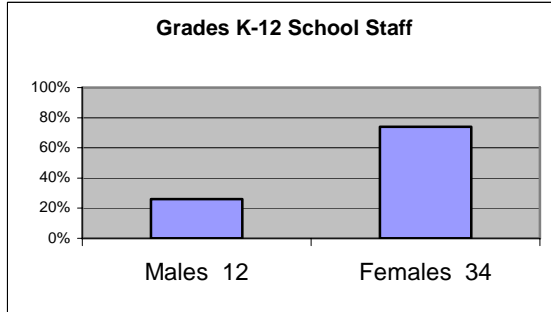
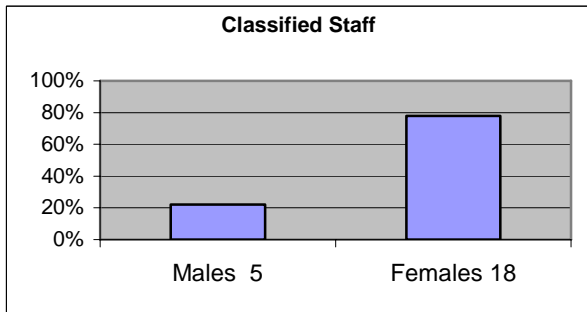
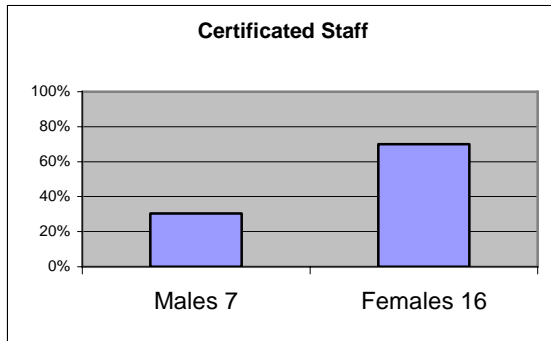
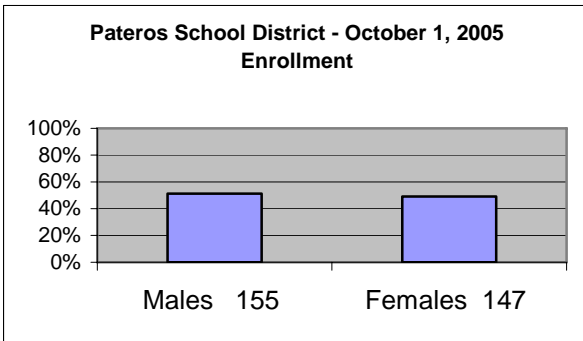
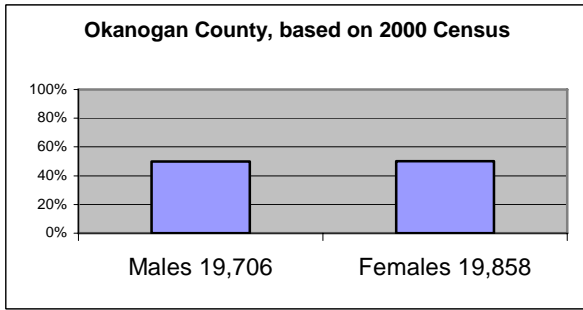
An analysis and update of Pateros School District personnel on the basis of minorities, handicapped, aged, sex, veterans, both disabled and Vietnam and more recent military action Veterans, identifies the following areas in which affirmative action in consideration for hiring without preferential treatment has been completed and where hiring is still necessary:

1. Minorities and men in the elementary level;
2. Minorities in the secondary level;
3. Handicapped in the elementary, secondary and classified;
4. Disabled Veterans in the elementary, secondary and classified; and

Job Descriptions

Existing job descriptions will be reviewed in terms of performance criteria including, but not limited to, successful experience in similar positions. Decisions regarding new hires will be based on performance criteria needed for that position. The Pateros School District No. 122 will work with employee organizations to periodically review and update written job descriptions.

Gender- Pateros School District



Pateros School District and Okanogan County Ethnicity and Gender Percentages

