

Denver Green School  
6700 E. Virginia Ave  
Denver, CO 80224

Dear Candidate,

We are pleased to offer you the position of \_\_\_\_\_ at Denver Green School (DGS), an Innovation School in Denver Public Schools District 1 (DPS). We are excited that you are committed to the philosophy, vision and mission of Denver Green School and welcome you to the team.

Innovation status means that DGS has received waivers under Colorado's Innovation Schools Act. This enables the school to organize and govern itself in the manner of a professional practice of teachers. It also gives DGS control over the hiring and termination of staff. This letter contains information about working at DGS and some general information about your position within the district. Finally, you will find a step-by-step guide to preparing the documents required at your district orientation.

We asked to waive The Teacher Employment, Compensation, and Dismissal Act of 1990 (CRS 22-63-101, *et seq.*, TECDA hereafter), the primary piece of legislation governing the hiring and dismissal of teachers. The Partners agree that TECDA does not translate well to the context of a teacher led school. Our Innovation Status is pending and we anticipate a decision by June 2010. With Innovation Status your employment will not be subject to TECDA. In the event that Innovation Status is not approved, all applicable state statutes, district policies, and collective bargaining agreement provisions will apply to this position.

#### **In the Interest of Students**

Denver Green School:

- Controls the hiring and dismissal of all staff (including but not limited to teachers) at the school level in order to ensure a common commitment to the DGS mission and vision; and
- Uses a simple, fair and timely process to address staff performance issues in the context of the DGS mission and vision.

#### **In the Interest of Teachers**

Denver Green School:

- Differentiates induction into teaching and into DGS based on each individual's abilities, needs, and experience;
- Provides multiple forms of feedback, including but not limited to an annual peer evaluation, to support each staff member's development at DGS;
- Defines a path from associate partnership to full partnership, including the requirements for making the transition and the associated rights and responsibilities; and
- Guarantees the right to apply for jobs during DPS internal staffing rounds (if applicable) for full partners and associate partners.

#### **In the Interest of the Partnership**

At Denver Green School:

- *Associate Partnership* will apply to all teachers hired by DGS. The period of associate partnership will include induction into DGS and where applicable, induction into the profession of teaching.
- Teachers leaving DGS to work at another DPS school will have the same employment status (probationary or non-probationary) they had when they joined DGS.
- By the end of the 5<sup>th</sup> year of employment, an associate partner with probationary or no employment status in DPS must attain full partnership, resign from DGS or face dismissal.
- *Full Partnership* will apply to all Founding Partners of DGS and to all teachers who fulfill the requirements of full partnership.
- Employment rights shall be governed by the DGS Articles of Partnership and not by TECDA.
  - Full partners participate in school policy development and decision making;

- The DGS Articles of Partnership protect the academic freedom of full partners in the context of the DGS Mission and Vision; and
- Full partners will have the right to participate in the DPS staffing round(s) open to all other DPS teachers.

**Salary Information:**

Staff at Denver Green School will receive professional compensation that reflects their commitment to the mission and vision of the school and their success at improving student outcomes. ProComp provides the foundation of teacher salary at DGS. The school has the discretion to exceed these minimum salary expectations when necessary or appropriate.

Staff at Denver Green School will participate in the retirement program as would any other DPS teacher.

**Position Requirements:**

The nature of this position also requires: (Include applicable sections of job description)

**New Teacher Requirements:**

Teachers new to Denver Green School must attend an orientation, professional development March 1, 8; April 1,2,3. Attend a 1 week summer institute to include a service-learning seminar developed in collaboration between DGS and Front Range Earth Force, begin the school year on August 9<sup>th</sup>, 2010 and work with a mentor teacher during the first year of service.

**TIR Program and Other Alternative Routes to Licensure:**

If the teacher is employed pursuant to the District’s TIR Program authorized by Colorado Revised Statutes, Section 22-32-110.3, or participates in any other program to attain licensure while teaching, the teacher must fulfill the following:

- Enrollment in, and satisfactory and timely completion of a teacher preparation program at an institution approved pursuant to the District’s TIR or alternative licensure program;
- Timely procurement of a CDE Initial Teacher’s license upon completion of the District’s TIR or alternative licensure program;
- Attendance at all classes and seminars required pursuant to the District’s TIR or alternative licensure program;
- Receipt of a passing grade on the PLACE™ or PRAXIS™ Content Area Test prior to \_\_\_;
- Performance of teaching duties in a manner which meets or exceeds the performance standards applicable to licensed teachers; and
- Compliance with any other lawful requirements of the District’s TIR or alternative licensure program.

The teacher understands and agrees that neither Denver Green School nor the District promises or represents that the teacher’s employment shall be continued/extended/renewed for any time period, including the anticipated duration of the teacher’s participation in the TIR or alternative licensure program.

If applicable, consult your employment contract for the terms of payment for the program.

**ELA Program**

If the teacher is assigned at the time of hire or thereafter to teach in the ELA program, the teacher must fulfill the following:

- Successful and timely completion of the current DPS ELA training program
- Compliance with other requirements found at <http://ela.dpsk12.org/>
- If employed to work in an ELA-S program, receipt of a passing grade on all portions of the Spanish Language Proficiency (“SLP”) or other approved Spanish language proficiency examination prior to entering into this Contract

If the teacher fails to complete any requirements, the teacher acknowledges and agrees that s/he may be subject to immediate termination from employment due to, without limitation, lack of sufficient qualifications for continued employment.

The teacher understands and agrees that neither Denver Green School nor the District promises or represents that the teacher's employment shall be continued/extended/renewed for any time period, including the anticipated duration of the teacher's participation in the TIR or alternative licensure program.

The teacher understands and agrees that neither Denver Green School nor the District promises or represents that the teacher's employment shall be continued/extended/renewed for any time period including the duration of the ELA program commitment. The teacher understands and agrees that if s/he is hired by Denver Green School to provide services in the ELA-S program and re-employed by the Denver Green School for any subsequent school year(s), s/he may be eligible for placement only in teaching positions in this program, and said limitation shall remain in effect for a period of three (3) years from the date of the teacher's first employment with the District for performance of ELA program services.

**REQUIRED INFORMATION:** (a current version of the following text should come from HR)

This offer of employment shall be further conditioned upon filing with the Department of Human Resources prior to the commencement of teaching duties all of the following information and attendance at a DPS orientation session.

**All the documents listed below are posted at: [http://hr.dpsk12.org/pre\\_employment\\_information/](http://hr.dpsk12.org/pre_employment_information/)**

### **Step 1: Background**

**Fair credit (background consent)** – Please print, sign and fax this to 720-423-3201, ATTENTION HR Associate. This documentation is required within 2 days of receipt.

### **Step 2: Teaching Verification – Please bring these documents to orientation**

- **Official Transcripts** - Provide **ALL** official transcripts from each college you've attended. (**PLEASE NOTE:** These transcripts are in addition to the transcripts you submitted to the Colorado Department of Education for your license). In addition, your salary will not be set until all required documents have been received by Human Resources.
- **Teacher's License** – provide a copy of your Colorado Department of Education (CDE) Teacher's License. If you have not been issued your license from CDE you may provide the receipt from the application for your license.
- **Exam results** - PLACE or Praxis
- **Out of District Verification of Employment Form** – complete and send out to all previous schools where you were employed as a *0.5 FTE or greater teacher for at least one full year within the past ten years*. These forms must be sent back from the school or school district directly to DPS Human Resources.

### **Step 3: New Hire Forms – Please bring these documents to orientation**

- **Form I-9, Employment Eligibility Verification** – please complete Section 1 of this form
- **Employment Verification Affirmation** – please put your name only at the top, HR will fill in the rest
- **Government Issued Photo ID** – a driver's license or passport at the most common type of photo id, however, other types of acceptable identification can be found on the back of the Form I-9
- **Your original Social Security Card** – You must furnish your *original* Social Security Card or the 2 page dated notice issued by the Social Security Administration that a duplicate card is pending, the dated notice *must* indicate your SSN.
- **Authorization for Automated Deposit of Salary Checks** – please complete the form and attach a **Voided check or savings slip** (direct deposit is required by the District)
- **Form W-4** – Please note: Denver Public School staff cannot advise you in the completion of this form. Please consult your tax accountant or other advisor if you need assistance with this document.
- **Employee Verification for Worker's Compensation**
- **SSA1945 - Statement Concerning Your Employment in a Job Not Covered by Social Security**

- **Spanish Language Proficiency (SLP) Exam Results** – If you are being considered for an ELA-S position, you must complete the SLP Exam prior to attending orientation. Please contact Luis Diaz at 720-423-8158 or Joaquina Fuentes de Munoz at 720-423-8152 to schedule the exam.
- **Reference Check Work History – Candidate Completed** – To expedite your hiring process please bring this completed form in for our recruiting team.

**Step 4: Attend Orientation**

After you have cleared your background check you can schedule your orientation. Your HR Representative will be contacting you with details on how to register.

**Step 5: Salary Setting**

**Set Salary** - Your salary will not be set until all required documents have been received by Human Resources.

**Additional Licenses and Certifications** – Please provide any additional licenses or certifications that may affect your salary. <http://ela.dpsk12.org/>

We look forward to welcoming you as a new employee at Denver Green School. Please call if you have any questions.

Sincerely,

The Denver Green School Partnership