

ATTACHMENT D: DRAFT OFFER LETTER

Congratulations

We are pleased to offer you the position of _____ at Valdez which is an Innovation School with Denver Public Schools. We feel that your skills and background will be a valuable asset to the District in this role!

As an Innovation School, Valdez may:

- Develop its own curriculum and assessments rather than adhering to the prescribed DPS curriculum and assessments;
- Hire some faculty/staff members who are not licensed;
- Create its own staffing model, job descriptions and pay structures;
- Be exempt from the union contract (DPS/DCTA negotiated agreement) for working conditions, work week, schedule, calendar or grievance procedures;
- Establish its own calendar and daily schedule that are different from the DPS calendar and schedule;
- Develop and implement its own professional development which is, in most cases, different from the District;
- Develop and implement its own teacher evaluation procedures which may be different from the District’s.

Salary Information:

Staff at Valdez will receive professional compensation that reflects their commitment to the school and their success at improving student learning. This compensation package will have, as its foundation, the salary system established in the DPS/DCTA ProComp Agreement. The school will have the discretion to exceed these minimum salary expectations according to a bonus structure. The Principal will be responsible for developing the compensation package for teachers and all staff, and Valdez will be exempt from § 22-63-401, *et seq.*, C.R.S.

All full time employees at Valdez will participate in the Denver Public Schools Retirement System (DPSRS). Should any staff or faculty member transfer from Valdez to another DPS assignment, all pension benefits will be portable and there shall be no loss of benefit. Following the rules of the DPSRS, part time employees and temporary staff will not participate in the retirement system.

Your salary will build upon the base salary in accordance with ProComp and the following elements:

Starting Base Salary (based on a Bachelor’s degree)	_____
Additional qualified education	_____
Eligible teaching experience (greater than 0.5 FTE)	_____
Hard to Serve School	_____
Hard to Staff Position (if applicable)	_____
Benefits Flex Dollars	_____
Total Monetary Compensation	\$_____

Additional compensation in the form of school based incentives and/or bonuses will be determined by Valdez and will be communicated with you independently of this base salary agreement if applicable.

Position Requirements: (Include only applicable sections)

The nature of this position also requires:

[TIR Program]

If the teacher is employed pursuant to the District's TIR Program authorized by Colorado Revised Statutes, Section 22-32-110.3, the teacher must fulfill the following:

1. Enrollment in, and satisfactory and timely completion of, any teacher preparation courses at an approved institution administering a teacher preparation course required pursuant to the District's TIR or alternative licensure program;
2. Timely procurement of a CDE Initial Teacher's license upon successful and timely completion of the District's TIR or alternative licensure program;
3. Attendance at all classes and seminars required pursuant to the District's TIR or alternative licensure program;
4. Receipt of a passing grade in the PLACE™ or PRAXIS™ Content Area Test prior to _____;
5. Performance of teaching duties in a manner which meets or exceeds the performance standards applicable to licensed teachers; and
6. Compliance with any other lawful requirements of the District's TIR or alternative licensure program.

The teacher understands and agrees that Valdez or the District does not promise or represent 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.

For those teachers enrolled in the TIR program, the teacher further agrees to the deduction from his/her salary of any applicable enrollment, tuition, and other charges described in the TIR program agreement between the District and the institution administering the approved teacher preparation course until such time that the teacher's student account is paid in full. For the school year 2009-2010, the amount, if any, withheld from the teacher's monthly checks will be determined for eleven months, for a cumulative deduction of an amount to be determined. If the teacher receives financial aid from the approved institution, the District will cease the monthly withholding upon official notification from the institution, provided that the teacher duly notifies the District's Human Resources Department. The teacher shall review his/her semester billing statements to ensure that payments are being made. If for any reason the District does not execute monthly payroll deductions, the teacher shall be solely responsible for payment of the remaining program charges.

[TTE Program]

If the teacher is employed pursuant to a TTE certification granted by the CDE the teacher must fulfill the following:

1. Enrollment at his/her sole expense in, and satisfactory and timely completion of, all required coursework in the approved program for endorsement in the specified area of Special Education pursuant to Valdez's TTE Program;
2. Procurement of a CDE teacher's license and endorsement in the area specified by Valdez (describe: _____) upon successful and timely completion of the TTE Program;

3. Receipt of a passing grade in the "PLACE Content Area Test" after timely and successful completion of an approved endorsement program in the area of the required Special Education endorsement; and
4. Performance of teaching duties in a manner which meets or exceeds the performance standards applicable to endorsed Special Education teachers.

The teacher understands and agrees that Valdez does not promise or represent that the teacher's employment shall be continued/extended/renewed for any time period including the duration of the teacher's anticipated participation in the TTE program.

ELA Program

If the teacher is assigned at the time of hire or thereafter to teach within the ELA-S/ELA-E program the teacher must fulfill the following, on a timeline prescribed by the District:

1. The teacher's successful completion at their sole cost and expense, except to the extent tuition is subsidized at the District's sole discretion, of the current ELA teacher training as delivered in partnership with the University of Colorado at Denver (UCD) consisting of four ELA units/UCD graduate ELA courses of study as follows: successful completion (passing grade of C or above and as evidenced by a UCD transcript) of all four ELA units/UCD graduate ELA courses of study 24 months from their original ELA designation date;
2. The teacher's comprehensive review and compliance with ELA training information/requirements found on the District's ELA website at <http://ela.dpsk12.org/>;
3. If employed pursuant to the ELA-S program, receipt of a passing grade in the oral and reading portions of the Spanish Language Proficiency ("SLP") or other District-approved Spanish language proficiency examination prior to entering into this position; and
4. If employed pursuant to the ELA-S program, receipt of a passing grade in the writing portion of the SLP or other District approved Spanish language proficiency examination prior to February 12, 2010.

If the teacher drops or otherwise fails to timely and successfully complete any of the above-referenced requirements, including any required UCD course, the teacher acknowledges and agrees that he/she may be subject to immediate termination from employment due to, without limitation, lack of sufficient qualifications for continued employment.

The teacher further understands and agrees that the District does not promise or represent 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 he/she is hired by the District to provide services in the ELA-S program and re-employed by the District for any subsequent school year(s), he/she 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.

Employment Status

The teacher understands and agrees that his/her employment at Valdez in the Denver Public Schools is **at-will** and is not subject to the Teacher Employment Compensation and Dismissal Act of 1990, § 22-63-101, *et seq.* The employee has a right to end his/her work relationship with Valdez and Denver Public Schools for any reason at any time. Valdez and the Denver Public Schools have the right to end the work relationship with the teacher at any time in accordance with the due process and basic fairness procedures. Neither this letter nor any verbal statements made by administrators constitute a contract of employment, either expressed or implied, for a specific duration.

REQUIRED INFORMATION:

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/

Step 1: Background

- Fair credit (background consent)** – Please print, sign and fax this to 720-423-3201, ATTENTION Megan Jarrett. 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.

ADDITIONAL INFORMATION

- 1) The current Teacher Salary Schedule may be found at the following link:

<http://hr.dpsk12.org/dpsEmployees/salary/DCTA.shtml>

- 2) Procomp (Professional Compensation) information can be located at:

http://denverprocomp.org/procomp_video

- 3) SmartFind Express Quick Guide For Teachers

http://hr.dpsk12.org/substitutes/pdf/SFE_teachers.pdf

- 4) Lawson SEA – Employee Self-Evident Application:

[http://payroll.dpsk12.org/stories/storyReader\\$107](http://payroll.dpsk12.org/stories/storyReader$107)

- 5) Benefits at a Glance:

http://hr.dpsk12.org/benefits_pay/benefits_glance.shtml

- 6) Denver Public Schools Retirement System (DPSRS):

<http://www.dpsrs.org/docs/MembershipDocuments/NewMembers.pdf>

- 7) ELA Department:

<http://ela.dpsk12.org/>

We look forward to welcoming you as a new employee at Denver Public Schools!
Sincerely,