



SDJ Standards of Professional Behavior



Employee behavioral standards are a Studer Group principle that provides an important foundation for the School District of Janesville. The behavioral standards assist in providing consistency in our service to all stakeholders. The standards were developed by SDJ employees. District employees are expected to practice these non-negotiable behavioral standards. The standards are founded on the district's Core Values and the district's six pillars of excellence.

I will...	<u>People</u> Employees/Volunteers	<u>Quality</u> Curriculum & Instruction	<u>Service</u> Constituents	<u>Growth</u> Enrollment	<u>Finance</u> \$\$	<u>Health and Safety</u>
<i>Respect</i>	Listen to others' thoughts/opinions. Be respectful w/parents, students, community, and staff. Show pride in the SDJ.	Honor individual differences and create opportunities that are adapted for diverse learners.	Respect cultural differences.	Promote a positive image of SDJ.	Reuse, recycle district materials.	Maintain a clean, safe workplace. Use district equipment properly and practice good safety habits.
<i>Caring</i>	Create a caring workplace where compassion and understanding are demonstrated. Have empathy for others.	Demonstrate concern for the physical, social, moral, and cognitive development of students, staff, and parents.	Promote student achievement. Perform job responsibilities in a friendly/caring manner.	Promote a caring atmosphere within the workplace. Demonstrate a caring attitude witnessed by all.	Use district materials and equipment for the intended purpose. Protect materials and equipment by storing them safely and securely.	Maintain current First Aid, CPR/AED cert. if an emergency responder. Wear a seat belt when driving a school vehicle or using my own vehicle on work time.
<i>Honesty</i>	Be sincere. Not allow conversations to erode into gossip or negative talk. Communicate in an honest manner.	Serve as a positive role model that demonstrates credibility, integrity, and fairness in all interactions.	Be honest in dealing with SDJ matters. Be productive and model a strong work ethic within the workplace.	Actively dispel misinformation.	Handle and account for all revenue collected in an honest manner. Handle and account for all materials in an honest manner.	Immediately report accidents that occur at work.

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<i>Cooperation</i>	Recognize differences in others. Support co-workers. Encourage participation.	Actively collaborate with SDJ staff to promote the implementation of district goals.	Communicate and work with families. Assist others in learning new strategies/skills to improve work performance. Show cooperation in all aspects of my job.	Work with community resources towards increasing enrollment in the SDJ. Brainstorm with co-workers to solve problems. Encourage schools to cooperate with each other to provide the optimal student placement for learning.	Share cost saving ideas concerning time, supplies and resources.	Strive to maintain/improve personal wellness to benefit SDJ. Follow district/building safety procedures. Use district resources and supplies efficiently. Take proper care of equipment.
<i>Responsibility</i>	Have high expectations for self, students, others. Follow District approved dress code. Follow worksite procedure for arrival and departure.	Apply information, knowledge, and concepts through a relevant, challenging and comprehensive curriculum. Support district teaching and learning goals.	Use discretion with confidential matters. Report to work prepared. Demonstrate a friendly, helpful attitude. Answer voicemails/ emails appropriately and in a timely manner (no longer than 2 school days).	Routinely promote active learning and student engagement within the school setting. Be a well-informed ambassador of the SDJ that effectively communicates current trends and practices.	Use time, supplies, and resources effectively. Protect and safeguard district property. Be fiscally responsible with district revenue.	Provide a safe environment for learning. Provide a safe environment for employees. Wear SDJ ID badge at work. Report unsafe conditions/people. Use district provided personal protective equipment.

I have read and actively endorse the Standards of Professional Behavior with the School District of Janesville.

Staff Signature

Staff Printed Name

Date