

Edmonds School District No. 15
Human Resources
MISSION STATEMENT

"Umbrella" of CONFIDENTIALITY

PROFESSIONALISM

We will:

- Role model all behaviors and practice what we preach
- Follow through on projects and requests
- Stay on top of what is happening in our jobs
- Publicly support decisions verbally and nonverbally

RESPECT

We will:

- Acknowledge opinions of others in a positive manner
- Practice direct and tactful communication in an appropriate place
- Accept differences in culture/values
- Be truthful and direct when resolving conflict
- Give feedback and receive feedback

POSITIVE COMMUNICATION

We will:

- Allow others to speak without interruption
- Listen attentively by verbally validating what others say
- Use appropriate setting to deal with issue of conflict
- Allow discussion of feelings
- Make sure that impact of communication equals intent of message
- Seek clarification when unsure
- Be timely and courteous with responses (email, voice mail, personally)
- Maintain positive communication style (verbal and nonverbal)

DEDICATION

We will:

- Go the extra mile to help each other
- Provide solutions to problems
- Encourage and support each other in good and bad times
- Maintain flexibility in difficult situations
- Practice patience and humor
- Continue professional learning
- Be open to new and better ways to do our jobs