

EMPLOYMENT PRACTICES

DC  
(LOCAL)

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| PERSONNEL DUTIES                        | The Superintendent or designee shall define the qualifications, duties, and responsibilities of all positions and shall ensure that job descriptions are current and accessible to employees and supervisors.  |
| POSTING VACANCIES                       | The Superintendent or designee shall establish guidelines for advertising employment opportunities and posting notices of vacancies. These guidelines shall advance the Board's commitment to recruiting well-qualified candidates. Current District employees may apply for any vacancy for which they have appropriate qualifications.   |
| APPLICATIONS                            | All applicants shall complete the application form supplied by the District. Information on applications shall be confirmed before a contract is offered for a contractual position and before hiring or as soon as possible thereafter for a noncontractual position.   |
| SUMMER SCHOOL AND NIGHT SCHOOL TEACHERS | <p>Teachers for summer and/or night school programs shall make application for teaching to the personnel office. After checking certification, the personnel office shall forward a copy to the designated principal of the appropriate summer or night school program for consideration. Preference shall be given to regular District teachers. The principal shall submit a list of all teachers for summer or night school to the director of personnel for final approval.</p> <p>Summer and night school teachers shall meet all state certification standards and comply with all state and local requirements established for regular teachers.</p>  |
| NONCONTRACTUAL PERSONNEL                | <p>The director of personnel shall maintain an active file of appropriate noncontractual personnel applicants. Applicants for these positions shall be interviewed by the appropriate administrative personnel.</p> <p>In all cases, selection of personnel for employment shall be based on the qualifications of the applicants. The best qualified applicants shall be employed to fill the particular position where a vacancy exists.</p> <p>Salaries shall be paid in accordance with the schedule approved by the Board. [See DEA]</p> <p>The public school program in the District shall not be open to exploitation for any reason whatsoever, including political, business, special friendship, family relationship, or personal gratification. The instructional staff and other employees shall be recommended to the Board on the basis of qualifications to the best of the knowledge, belief, and ability of the administrative staff. The Board shall follow the same plan in approving recommendations, and their decision shall be final and effective.</p> |

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EMPLOYMENT OF  
PERSONNEL

The Superintendent has sole authority to make recommendations to the Board regarding the selection of contractual personnel. Final authority for employment of contractual personnel shall be retained by the Board. [See DCA, DCB, DCC, and DCE, as appropriate]

The Board delegates to the Superintendent final authority to employ noncontractual personnel on an at-will basis. [See DCD]

CRIMINAL HISTORY  
RECORD

The District shall obtain criminal history record information on a person the District intends to employ.

PRINCIPAL  
SELECTION

Any principal recommended to the Board for approval shall meet the following qualifications. The candidate shall:

1. Have earned at least a master's degree.
2. Hold a Texas certificate to practice the assigned principalship.
3. Have had at least three years of successful classroom teaching experience.
4. Have other qualifications as may be determined by the Superintendent.

ORIENTATION

The Superintendent or designees shall conduct orientation programs for new contractual personnel and for other professional contractual personnel as required by law, TEA regulations, and Board policy.

Orientation programs for noncontractual employees shall be conducted by the department heads, principals, or other administrative personnel as designated by the Superintendent.

EXIT INTERVIEWS AND  
TERMINATION  
REPORTS

An exit interview shall be conducted, if possible, and an exit report shall be prepared for every employee who leaves employment with the District.