

EMPLOYMENT OF PERSONNEL

The educational program is dependent upon the employment and retention of the best qualified personnel. Accordingly, the Board shall develop a personnel program to upgrade the qualifications of personnel, provide competitive salary schedules, provide above average working conditions, and provide for adequate educational facilities.

By law the superintendent makes recommendations to the board for the appointment of all personnel and the board acts on those recommendations. If the board rejects a recommendation, it is the Superintendent's responsibility to present another.

The following guidelines shall apply to the employment of personnel:

1. All policies and procedures for employment and assignment of personnel shall be based on principles presented in policy, File: GAAA;
2. Recruiting, interview, selecting, and assigning personnel is the responsibility of the superintendent. The superintendent will consult with principals and central office supervisory personnel, whenever possible, in the process. The superintendent will insure that, wherever possible:
 - a. Applications are distributed when requested by prospective employees.
 - b. Job fairs, on line services and other means of recruiting are utilized.
3. The criteria for employment outlined in board policy will be considered in the selection of personnel. In addition, the following documents and/or data shall be considered in the selection of certified personnel:
Certified Personnel
 - a. Certification required by law and/or SDE;
 - b. Additional education;
 - c. Previous experiences working with students
 - d. Available evaluations and recommendations as provided by:
 - (1) Professional associates
 - (2) Former employers
 - (3) Supervisors of student teaching

- e. The applicant's exhibited knowledge of subject matter, ability to communicate that subject matter, personality, general appearance, educational philosophy, and ability to work cooperatively with others as determined through personal interviews by the Superintendent or designee(s).

Non-certified Personnel

- a. Apprenticeship or training program credentials;
 - b. Additional job-related education;
 - c. Previous experiences working in job-related fields;
 - d. Available recommendations as provided by:
 - (1) Former employers
 - (2) Persons with knowledge of the applicant
 - e. The applicant's exhibited knowledge of job tasks, personality, general appearance, and ability to work cooperatively with others as determined through personal interviews by the Superintendent or designee(s).
4. The process of staff selection or promotion is based on two basic principles:
- (a) Selection or promotion shall be based on ability to fulfill efficiently the responsibilities of the position;
 - (b) The applicant nor School System personnel shall not use political, social, or other pressures to foster employment or promotion (immediate members of a Board member's family shall not be denied employment because of the relationship as long as the practice is not declared illegal).
5. The responsibility for the collection of employment data and interviews shall be the responsibility of the Superintendent or designee(s). When a vacancy occurs in the teaching staff, the principal shall receive applicant files from the Central Office.
6. When vacancies occur in new or existing positions, they will be made known to the staff, and anyone with the qualifications for the position may apply. Consideration will be given the qualified applicants from current employees.
7. In the event a school in the School System is closed or its grade organization is changed, the personnel of that school will receive preference in other school assignments for which they are qualified.

SOURCE: Athens City Board of Education, Athens, AL

ADOPTED: October 5, 1978; REVISED: Dec. 19, 1996; June 5, 2008

LEGAL REF: The Code of Alabama, §16-22-15 (1975), §16-4-9

(1975), §16-12-16, §16-12-19 (1975).