



WAKULLA

SCHOOL DISTRICT

RIGOROUS. RESILIENT. RELEVANT

HIRING MANUAL

<https://www.wakullaschooldistrict.org>

WAKULLA COUNTY SCHOOLS

Revised 2024

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E-Verify Disclosure:

In accordance with federal law, all employers are required to verify the identity and employment eligibility of all new employees, including U.S. citizens, within three days of hire. Employees must complete Form 1-9 and provide documentation that establishes both their identity and eligibility to work in the United States. To further assist employers in this verification process, the Department of Homeland Security (OHS) and the Social Security Administration (**SSA**) have implemented an electronic system known as E-Verify.

Employers utilizing E-Verify must also display a notice informing employees of the system's usage and provide them with a copy of the notice outlining their rights. This ensures transparency and awareness among employees regarding the verification procedures. E-Verify is designed to be a fast and efficient method for confirming employment eligibility, thereby supporting the maintenance of a legal and compliant workforce.

Employers are encouraged to integrate E-Verify into their hiring procedures to comply with federal laws. The system not only aids in verifying the eligibility of new hires but also helps prevent identity theft and employment fraud. By adopting E-Verify, employers contribute to the integrity of the hiring process and promote a trustworthy work environment.

It is crucial for employers to remain informed about any updates or changes to the E-Verify system and to incorporate these into their hiring practices. Regular training and communication regarding E-Verify procedures can ensure that all personnel involved in the hiring process are knowledgeable and adhere to regulations.

Moreover, employees should be made aware of their rights and responsibilities within the verification process. Providing clear and accessible information can help ease any concerns and foster a culture of transparency and trust within the organization.

IF YOU HAVE THE RIGHT TO WORK



DON'T LET ANYONE TAKE IT AWAY

If you have the skills, experience, and legal right to work, your citizenship or immigration status shouldn't get in the way. Neither should the place you were born or another aspect of your national origin. A part of U.S. immigration laws protects legally-authorized workers from discrimination based on their citizenship status and national origin. You can read this law at [8 U.S.C. § 1324b](#).

The **Immigrant and Employee Rights Section (IER)** may be able to help if an employer treats you unfairly in violation of this law.

The law that IER enforces is 8 U.S.C. § 1324b. The regulations for this law are at 28 C.F.R. Part 44.

Call IER if an employer:

Does not hire you or fires you because of your national origin or citizenship status (this may violate a part of the law at 8 U.S.C. § 1324b(a)(1))

Treats you unfairly while checking your right to work in the U.S., including while completing the [Form I-9](#) or using [E-Verify](#) (this may violate the law at 8 U.S.C. § 1324b(a)(1) or (a)(6))

Retaliates against you because you are speaking up for your right to work as protected by this law (the law prohibits retaliation at 8 U.S.C. § 1324b(a)(5))

The law can be complicated. Call IER to get more information on protections from discrimination based on citizenship status and national origin.

Immigrant and Employee Rights Section (IER)

1-800-255-7688

TTY 1-800-237-2515

www.justice.gov/ier

IER@usdoj.gov



U.S. Department of Justice, Civil Rights Division, Immigrant and Employee Rights Section, January 2019

This guidance document is not intended to be a final agency action, has no legally binding effect, and has no force or effect of law. The document may be rescinded or modified at the Department's discretion, in accordance with applicable laws. The Department's guidance documents, including this guidance, do not establish legally enforceable responsibilities beyond what is required by the terms of the applicable statutes, regulations, or binding judicial precedent. For more information, see "Memorandum for All Components: Prohibition of Improper Guidance Documents," from Attorney General Jefferson B. Sessions II, November 16, 2017.



EQUAL EMPLOYMENT OPPORTUNITY/ANTI-DISCRIMINATION POLICY

NON-DISCRIMINATION STATEMENT

The following policy applies to students, applicants for admission, employees, and applicants for employment:

The School Board of Wakulla County, Florida does not discriminate in admission or access to, or treatment or employment in, its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, religion, genetic information for applicants and employees, or any other reason prohibited by Federal and State law regarding non-discrimination. See 34 C.F.R. 100.6(d); 34 C.F.R. 106.9; 34 C.F.R. 110.25.

In addition, the School Board provides equal access to the Boy Scouts and other designated youth groups. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. See 34 C.F.R. 108.9.

Disabled individuals needing reasonable accommodations to participate in and enjoy the benefits of services, programs, and activities of the School Board are required in advance to notify the administrator at the school/center at which the event or service is offered to request reasonable accommodation in advance.

The designated Title IX and Section 504 Compliance Coordinator as required by 34 C.F.R. 100.6(d) is Lori Sandgren, Human Resource Officer, 69 Arran Road, Crawfordville, FL 32327; 850-926-0065 ext.9401; lori.sandgren@wcsb.us.

Scope of Policy: The equal employment opportunity and anti-discrimination policy encompasses every facet of the relationship between the Wakulla County School District and its employees. This policy includes, but is not limited to, the following areas:

- Recruitment
- Employment
- Promotion
- Transfer
- Training
- Working Conditions
- Wages and salary administration
- Employee benefits
- Application of policies

Harassment: (Reference S.B. Policy 2.70)

Harassment is a form of discrimination and is strictly prohibited under this policy. It encompasses any unwelcome verbal, non-verbal, or physical conduct directed at an individual based on their race, color, religion, sex, national origin, age, disability, or any other protected characteristic. Such behavior is deemed a violation when it creates an intimidating, hostile, or offensive work environment, unreasonably interferes with an individual's work performance, or otherwise negatively impacts an individual's employment opportunities.

Violation of Policy: (Reference S.B. Policies 6.36 and 6.35)

Violations of this policy, regardless of whether an actual law has been violated, will not be tolerated. The Wakulla County School District will investigate every issue that is brought to its attention in this area and will take appropriate disciplinary action, up to and including termination of employment. The Wakulla County School District provides an application and employee complaint form on the website as well as an external phone line available for the purpose of reporting workplace wrongdoing anonymously: 7.800.576.5263 CIDE #30089. All complaints should be forwarded to the Human Resource Officer, Lori Sandgren.

Recruitment:

The Wakulla County School District is dedicated to employing the most qualified candidates for approved positions. To achieve this, the district follows recruitment and selection practices that adhere to all applicable employment laws. [Re: S.B. Policy 6.10]

Authorization is necessary to initiate any action for an open position, including recruitment efforts, advertising, interviewing, and extending offers of employment. Job opportunities are communicated through postings on the School District's website, various forms of media, and recruitment fairs.

The district values hiring qualified individuals as it contributes to the overall strategic success of the Wakulla County School District. Each employee is hired to make significant contributions during their employment. To assist in hiring the most qualified candidates, this Hiring Procedure Manual serves as a guide for principals, site administrators, and supervisors.

Emphasis is placed on equal employment opportunities and non-discriminatory practices throughout the recruitment process. All recruitment activities aim to attract a diverse pool of candidates, ensuring a fair and transparent selection process. The recruitment team collaborates with various departments to identify staffing needs and develop comprehensive recruitment strategies.

Additionally, the district participates in local and regional job fairs to reach a broader audience and conduct on-site interviews. These events allow the district to connect with potential candidates and demonstrate its commitment to excellence in education.

Once candidates are identified, a rigorous screening process begins, involving background checks, reference checks, and multiple rounds of interviews. This thorough process ensures that only the best candidates are selected to join the Wakulla County School District team.

The district is committed to continuous improvement in its recruitment practices by regularly reviewing and updating procedures to align with best practices and legal requirements. Feedback from hiring managers and candidates is also incorporated to enhance the recruitment experience.

By maintaining high standards in recruitment, the Wakulla County School District aims to build a talented and dedicated workforce that supports the district's mission and goals.

Initiating Job Postings:

Personnel requisitions must be completed by the hiring authority to initiate the posting of positions. These requisitions must be initiated by the principal or site administrator and receive approval from the Superintendent or the Human Resources Director.

Job postings commence under one of the following circumstances:

- The vacancy arises from an employee's resignation, termination, or leave of absence, with written documentation submitted to the Human Resources department.
- Resignation forms are accessible at www.wakullacountyschooldistrict.org under Employee Resources—forms.
- These forms must be submitted to Human Resources before a job can be posted on the applicant tracking job board.
- A new position has been created as determined by the Superintendent, based on district configurations and/or legislative mandates.

- Prior to posting positions, approval must be obtained from the Superintendent or Human Resources.

Principals, site administrators, or supervisors are responsible for posting jobs on the Wakulla County School District's applicant tracking platform, located under employment.

If applicable, the job post should include the name of the person being replaced.

Position control numbers will be confirmed and/or assigned by Human Resources.

Checklist For Posting Jobs:

Once the position is marked as open, it is listed on the company's career portal and other relevant job boards. Candidates are invited to submit their applications during this period. Human Resources then reviews the applications, shortlists candidates, and coordinates interviews with the hiring manager. The selection process involves multiple rounds of interviews, assessments, and reference checks to ensure the best fit for the role.

Checklist:

- Job Status
- Posting Date
- Closing Date
- Building
- Job Title
- Job Type
- Person replacing
- Special Program
- Certificate/Endorsements

After HR has reviewed the posting and made appropriate edits, the position is moved to "open" status. Job postings are open for 5 calendar days, including all Supplemental vacancies that are not filled at the school level.

In-District Lateral Transfers:

Current WCS employees in good standing may request a lateral transfer to a comparable position by submitting an online application for any advertised position. All applicants, including those seeking internal transfers, must complete the appropriate application and apply for the posted position. The position must remain open for the duration of the scheduled posting period.

Veterans Preference Procedures:

Veterans Preference provides servicemen and women with the opportunity to reenter the workforce after serving our country. While it is not a mandate for employers to hire veterans, the preference ensures that qualified veteran candidates are given an interview and considered for the position.

Application Process

Veterans Preference must be clearly indicated on the employment application. Although there is no point system for applicants, any qualified veteran candidate is guaranteed an interview, demonstrating the organization's commitment to providing fair consideration.

Scope of Preference

Veterans Preference extends beyond the initial hiring process to include promotions and retention, ensuring veterans receive due consideration in their career advancement and job security within the organization.

Required Documentation

Veterans must provide a copy of the DD Form 214, which reflects periods of wartime service, prior to the closing date of the position. It is the veteran's responsibility to furnish this documentation to verify their service and eligibility for preference.

Due Process in Non-selection

In cases of non-selection, veterans are afforded due process and have the right to file a complaint within 21 days of receiving notice. This ensures transparency and fairness in the recruitment process.

Implementing Veterans Preference not only honors the service of our veterans but also enriches the workforce with their unique skills and perspectives. By adhering to these procedures, organizations can facilitate a smooth transition for veterans and maintain the integrity of the recruitment process.

****** INTERVIEW ALL QUALIFIED VETERAN CANDIDATES**

Interview Process:

For team or panel interviews, a structured process is recommended. The interviewing team should compile a set of questions, which must then be reviewed by the Principal/Site Administrator. After completing the interviews, the team should forward the results to the principal or hiring authority for review. The principal or hiring authority is responsible for sharing the selections with the Superintendent before making any job offers.

All job offers are contingent upon:

- Pre-employment drug screening
- Reference checks
- Background screening, including fingerprint submission
- Attendance at orientation
- Completion of necessary paperwork
- Any other required training as deemed necessary by the department

Interview Notes:

Make and maintain notes of the interview and response to questions posed during the interview. It is the responsibility of the hiring authority to maintain hiring documents and notes. The interview notes will be helpful if a charge or other legal action is filed and will help the interviewer or hiring official recall reasons for selection or non-selection. All interview notes are subject to Florida Public Records requests.

Tips for a Successful Interview:

- Once the list of job-related interview questions is created, use it consistently for all applicants for the same position.
- Try to first put the applicant at ease with introductory and welcoming remarks.
- Ask open-ended questions which focus on behavioral descriptions rather than simply “yes or no” questions (i.e., have them describe a work situation in which they “handled stress well” rather than just asking if they can handle stress well).
- Listen; don’t do all the talking.
- Stay away from questions that have more to do with personal lifestyles than job experience – phrase the question so that the answer will describe on-the-job qualities instead of personal qualities – if the question is not related to performance on the job, it should not be asked.

Red Flags in Hiring Actions:

When conducting interviews and hiring employees, it is crucial to avoid certain topics and questions that may lead to discrimination or reveal protected class information. The following topics should generally be avoided:

- Age – Only relevant if concerned about child labor violations.
- Arrest Record – Do not ask at all; convictions are revealed in background checks.
- Association with Present Employees – Irrelevant to job performance.
- Bankruptcy and Credit Affairs – Never ask about bankruptcy.
- Citizenship – Unless required by law or regulation.
- Disability – Focus on job-related abilities, not disabilities.
- Driver's License – Only ask if the job requires one.
- Emergency Contact Information – Not needed at the application stage.
- Height and Weight – Focus on job requirements, not physical characteristics.
- Marital Status/Name Changes/Spouse/Children – Irrelevant and potentially discriminatory.
- Organization or Club Membership – May reveal protected class information.
- Race, Color, Religion, Sex, or National Origin – Prohibited by EEOC guidelines.
- Union Affiliation – Can be considered an unfair labor practice.
- Veteran Status/Military Records – Ask only if job-related or necessary.
- Weekend Work/Shift Change – Only if required for the job.
- Photographs – Do not request photos during the screening process.
- Drug Screening – Instead of asking about drug use, state that screening is a condition of employment.

Always ensure that interview questions are directly related to job performance and avoid any that delve into personal lifestyles or characteristics.

Ask **ALL** applicants the same questions-Do not ask questions only of one race.

Interviewing Questions Database-Sample Questions:

Behavioral Sample Questions:

1. How do you recognize when you are stressed? What strategies do you use to alleviate stress?
2. Describe a time when you were part of an exceptionally effective team. What role did you play in contributing to the team's success?
3. Provide an example of a situation where you had to manage a difficult colleague. How did you address the issue?
4. How do you think your colleagues would react if you were unexpectedly absent from work?
5. Can you share an instance from your previous employment where you proposed a more efficient way to perform a task or process?
6. Discuss a personal or professional goal that you have achieved and explain why it was significant to you.
7. Describe a scenario where you were striving to meet a deadline but were interrupted and failed to meet it. How did you respond to the situation?
8. What key strength did you rely on in your last position that contributed to your success?
9. How do you handle situations where you are confident in your position, but your supervisor disagrees? Provide an example from your career to illustrate this.
10. Reflect on a situation you wish you had handled differently based on the outcome. What was the situation, and what changes would you make if faced with a similar situation in the future?

Interpersonal Sample Questions:

1. What types of individuals do you find most challenging to work with?

Consider a scenario where you are required to collaborate with someone very different from yourself. How would you address the difficulties arising from such differences?

2. What decision-making methods do you employ?

Under what circumstances do you find decision-making most challenging?

3. Describe an instance when you found it difficult to interact with an employee, customer, or co-worker.

What made the situation difficult, how did you address it, and what was the outcome?

4. How would your colleagues describe your work style and habits?
5. How do you respond when your ideas or actions are resisted or rejected by others?
6. What do you consider the best and worst aspects of working in a team environment, and how do you manage them?
7. Under what conditions do you learn most effectively?
8. How would your previous employers describe your work style and habits?
9. If asked, what would your co-workers identify as your greatest strengths as a team member?
10. Which do you find more desirable: a business run in an efficient, business-like manner, or one that operates in a personal and friendly way, and why?

Creative Thinking Sample Questions:

1. What is the best book you have read in the past year? Please describe what you enjoyed about it.
2. Can you share the most creative task or project you completed in your previous job?
3. How do you define "success" in your own words?
4. Describe your ideal work environment or what you consider the "perfect job."
5. In what ways do you showcase your personality in the workplace?

General Sample Questions:

1. What are your career path interests?
2. What do you know about our company?
3. Why do you believe you are the best candidate for this position?
4. If the position required it, would you be willing to travel?
5. If the position required it, would you be willing to relocate?
6. If you were offered this position, when would you be able to start?
7. After learning about this opportunity, what motivated you to apply for this job?

8. If you were a successful applicant, how would you envision yourself growing in this position over the next year?

9. Now that you have learned about our company and the position you are applying for, do you have any hesitations or reservations about accepting this job if it were offered to you?

10. Is there any additional information you would like to share with us that would assist us in making our decision?

11. What questions do you have for me?

Managerial Sample Questions:

1. Is it more important to focus on details or the big picture? Explain your reasoning.

2. What has been the most challenging personnel issue you have faced, and how did you resolve it?

3. Describe a time when you encountered questionable business practices. How did you handle the situation?

4. How would you discuss a new, organization-wide policy with your staff if you disagreed with it?

5. Describe a decision you made that is typically made by a supervisor. What was the outcome?

6. Explain the differences between remediation, corrective action, and discipline.

7. Describe the steps you have taken to handle an employee with a performance problem.

8. Why should employees aim to improve their knowledge and skills?

9. How would you motivate employees to enhance their skills and knowledge?

10. What coaching or mentoring experience do you have? Was it with groups or one-on-one? How did you determine the best approach, and what were the results?

Pre-Employment Requirements: Reference Checks, Drug Screening, Background Check, E-Verify, FLDOE Certification.

The Following MUST Be Completed before Offering a Job:

1. A background check with the Florida Department of Professional Practices will be conducted
2. A review of the certification credentials will be done.
3. A verbal check with the hiring authority on required hiring procedures reviewed
4. Approval from the Superintendent
5. An appointment form completed by the hiring authority sent to Human Resources.
6. Human Resources will contact the employee AFTER the appointment form is received and will schedule the following:
 - A. Orientation
 - B. Fingerprinting
 - C. Pre-employment drug testing.
7. No new hire should be sent to HR without HR first making an appointment with the new hire.

Once pre-employment procedures have been completed, the principal or hiring authority will be notified that the employee may begin work. An employee may NOT begin work until Human Resources notifies the hiring authority.

Employees Hired for Certified Positions and Have a SOE, Temporary or Professional Certificate:

Principals must ensure that all new hires for certified positions possess a Statement of Eligibility (SOE), temporary, or professional certificate review and complete the NEW HIRE and Out-Of-Field (OOF) forms. These forms must be signed and submitted to HR in a timely manner. If the new hire is designated as Out-Of-Field, the corresponding Out-Of-Field chart must be accurately filled out.

Additionally, principals should review the New Hire Professional Development requirements, including the dates for the Welcome to the Team and the New Teacher

Induction Program (TIP). Assigning a mentor teacher to the new hire is necessary, and these mentor positions must be publicly advertised.

District Certification for Industry Certification:

Senate Bill 1012.39 addresses the hiring and certification process for individuals within school districts who hold industry certifications, specifically using the CAPE (Career and Professional Education) course code. Under SB 1012.39, school districts have the authority to hire individuals based on district certification.

Implications and Benefits:

The implementation of SB 1012.39 and the use of CAPE course codes for district certification offer several advantages:

- **Enhanced Educational Quality:** Students benefit from the expertise of industry-certified professionals who bring real-world experience into the classroom.
- **Career Readiness:** Courses under the CAPE framework help students acquire skills that are directly applicable to the job market, improving their employability.
- **Flexibility for Schools:** School districts have greater flexibility in hiring, allowing them to address specific educational needs and fill teaching positions in specialized subjects.
- **Alignment with Industry Standards:** Education remains relevant and aligned with the latest industry developments, ensuring that students are well-prepared for future careers.

The Executive Director of Academics and the Executive of Human Resources will make the determination regarding the awarding of district certification.

Employees Hired for Certified Positions Without a SOE, Temporary or Professional Certificate:

In the event that there are no qualified, eligible applicants holding a SOE, temporary, or professional certificate, candidates with a four-year degree from an accredited university may be considered for hire, provided that the HR Director is consulted. Prior to being considered as an applicant in this category, the individual must have a paid teaching certificate application on file with the DOE and provide official transcripts from all colleges attended.

Principals are required to review and complete the CERTIFICATE PENDING form with each candidate, sign it, and return it to HR. This form can be found on the website under other HR forms. Applicants should be informed that they will receive substitute teaching pay until their SOE or teaching certificate is issued.

Once the SOE is issued, the applicant will be paid retroactively as a certified teacher, unless there are delays caused by the applicant's credentials, correct completion of the DOE certificate application, lack of payment, delayed official transcripts, or any other reasons attributable to the applicant's neglect or fault.

If the applicant is not issued a SOE by the DOE, the job must be advertised, and the applicant may only continue in that position until a certified teacher is hired.

The Official Appointment of All Applicants remain Pending Until the Following Criteria Are Met:

The applicant must attend and complete the mandatory orientation program designed to familiarize new hires with the policies, procedures, and culture of the organization.

- A negative result on the pre-employment drug screening – (\$35.00) is received.
- Fingerprints have been taken (\$51.00) and approved.
- The applicant has been E-Verified.
- The applicant has been officially Level II approved.
- All paperwork completed, official transcripts received, references turned in, social security card provided.
- ID badge is issued and given to employee.
- The criteria are met through HR: Official Transcripts, Certification, References, Social Security, ETC.

***** Price subject to change without notice .**

Pre-Employment Drug Test:

The pre-employment drug test involves the collection of your urine and is conducted under procedures mandated by the Department of Transportation (DOT). The DOT regulations ensure your individual privacy unless there is reason to believe that the urine specimen has been altered or substituted.

Collection Process:

1. Identification

- Present the required photo ID to the collector. If you do not have a photo ID, an employer representative will identify you.

- You may ask the collector to show their identification.

2. Preparation

- Remove any unnecessary outer garments (e.g., coats, jackets, hats). All personal belongings (e.g., purse, briefcase) must remain with the outer garments. You may retain your wallet and ask for a receipt.

- Empty your pockets and display the items. If allowed, place the items back into your pockets. If you have items inadvertently brought (e.g., eye drops), the collector will secure them until the process is completed. If the material appears to be intended to alter your specimen, a directly observed collection will occur.

3. Hand Washing

- Wash and dry your hands when instructed by the collector.

4. Specimen Collection

- You will be provided with a sealed specimen bottle or collection container, or the collector will unwrap it in your presence.

- Provide the specimen in the privacy of a stall or partitioned area.

5. Completion

- Do not leave the facility until told you are clear to go. Occasionally, a second specimen might be needed. If you leave the facility before being cleared, you are ineligible for employment for one year from the date of testing.

Observation and Certification:

- Observe the entire collection procedure. The collector will check the specimen for volume, temperature, and color. They will also split the specimen into two bottles and seal each with a tamper-evident label/seal.

- Initial the label/seal on both bottles to certify that it is your specimen.

- Complete the information in copies 2-5 of the custody and control form. A copy of the completed form will be provided to you after the collector completes their certification.

- Do not list medications/prescriptions on any copy of the form except the one kept for your records.

Test Results:

The laboratory analysis results are forwarded to your employer's Medical Review Officer (MRO).

- If the results are negative, the MRO will notify your employer.
- If the results are positive, the MRO will contact you at the provided phone number to discuss the results and allow you to submit information demonstrating authorized use of the drug(s) in question.
- You may request to have your split specimen analyzed at a DHHS certified laboratory of your choice at this time.

This comprehensive procedure ensures that the pre-employment drug testing process adheres to strict regulatory standards while respecting your privacy and rights.

Job Offers:

Job offers should be extended contingent upon the successful completion of reference checks, pre-employment drug screenings, and background checks. Candidates recommended for certified and select administrative positions must hold the appropriate Florida Department of Education certification, an active Statement of Eligibility, or relevant licensure. Upon receiving satisfactory results from the reference checks, certifications or SOE, pre-employment drug screening, and criminal background checks, Human Resources will notify the hiring authority or principal to confirm the initial offer.

Substitute Teaching Pre-Employment Requirements:

Substitute teachers are employed when the need arises. They can only receive payment if they are listed on the approved substitute list, which is updated and distributed to relevant schools when changes occur.

All substitute teachers must complete the PAEC Sub Online Training Course before becoming eligible. If an applicant has previously completed this course through WCSB, retaking it is not necessary. However, if the requirement has not been met, the applicant will be directed to complete the online course at <http://www.paec.org/courses/SubstituteTraining>. A certificate of completion will be granted upon finishing the course, and a copy must be sent to Human Resources prior to scheduling orientation.

Complete this course only if instructed by the Human Resources Department or indicated in the job posting.

The link for the PAEC Sub Online Training Course is provided below:

<http://www.paec.org/courses/SubstituteTraining>

Please ensure that you complete the form with your name and other required information. Note that your progress will not be saved, so the course must be finished in one session. Upon reaching the section with district contacts, print or save the document for your records. At the conclusion of the course, there will be a post-test; make sure to print or save this as well. If printing is not feasible, select the "Save as PDF" or "Print to PDF" option available on most devices.

Human Resources Paperwork Guidelines:

School Board policy 1.06(5) mandates that the Superintendent distribute an agenda with all items scheduled for the Board meeting to Board members at least seven (7) days before the meetings. Each agenda must include all the items to be considered by the Board. To meet this deadline, the Superintendent publishes a schedule of Board meeting dates and corresponding deadlines for submitting agenda materials.

The following personnel action items and supporting paperwork must be on file in the Human Resources Office before the published deadline:

- Termination form or leave request form
- Online application available at www.wakullaschools.org
- Reference forms with documentation of reference checks (Ethic Bill)
- Required license, certification, or statement of eligibility
- Employment forms
- Official college transcripts (for certified positions) or high school diploma (for classified positions)
- Out of field form (if applicable)

Important: Applicants will not be submitted to the School Board for approval until all required paperwork is correctly completed and on file with Human Resources. Ensure the employee's name is entered exactly as it appears on their social security card.

Individuals who need to apply for positions are those who:

- Have never worked for the School Board, or
- Previously worked for the School Board but terminated employment and are now being rehired after a period of separation, or

- Have been on call as substitutes or OPS personnel and are transitioning to regular positions, or
- Are currently employed within the district but are being hired for an additional role (e.g., a bus driver being hired as a paraprofessional).

Q: How do interested applicants find job postings and apply?

A: All interested applicants must apply online at www.wakullaschooldistrict.org under the blue employment tab. There are three computers available for public use in a kiosk at the District Office in the Personnel and Finance Annex where assistance is provided as needed or requested.

Q: What documents must Certified and select administrative applicants provide to be considered for employment?

A: Official copies of college transcripts (which can be submitted electronically from the university/college).

- FLDOE certificate or statement of eligibility
- Reference forms
- Two forms of current ID are required; see the I-9 form for a list of acceptable documents.

Q: What documents must Classified applicants provide to be considered for employment?

A: Official copies of high school diploma or college transcripts

- Reference forms
- CDL license (if applicable)
- Paraprofessional test results (if applicable)
- Two forms of current ID are required; see the I-9 form for a list of acceptable documents.

Orientation:

New employees at the Wakulla County School District are introduced to the organizational culture through a structured orientation process designed to enhance learning and productivity from the outset. This orientation, mandatory for all new hires, is scheduled to occur before the commencement of their official duties.

Specifically, substitute teachers are required to complete the online substitute teacher training offered by PAEC. Additionally, all new employees must participate in sessions that

cover critical topics such as Bloodborne Pathogens, Diversity and Harassment, Respect in the Workplace, and Mental Illness awareness. This comprehensive approach ensures that every new member of the district is well-equipped to contribute effectively and harmoniously to our educational community.

Pre-Orientation Preparation:

All new employees will be informed by Human Resources about the specific date, time, and location of the orientation session. Before the start date, employees are required to complete their new-hire informational package, as well as fingerprinting and drug testing. The following documents or forms must be completed by each employee:

- I-9 Form and Instructions: Employees need to bring unexpired and current documents to support their eligibility to work in the United States. The district will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with the information from each new employee's Form to confirm work authorization.
- Employee self-identification (current/not expired)
- U.S. Passport or Certificate of U.S. Citizenship (INS Form N-560 or N-570)
- Certificate of Naturalization (INS Form N-550 or N-570) or Alien Registration Card with picture
- Permanent Resident Card or Current Employment Authorization Card (INS form I-688A)
- Florida Driver's License, U.S. Military card, or Original Social Security card
- Birth Certificate bearing a seal or current INS employment authorization
- Federal and State Tax Withholding Forms
- Emergency Contact information form
- Benefit Plan enrollment forms
- Signed copy of the Confidentiality and Nondisclosure Policy
- Signed copy of the Ethical Practices Policy

Additionally, employees must submit and receive a negative result on the Pre-Employment Drug Test, which costs \$35.00. Fingerprinting is also required before being hired, with a fee of \$51.00 (unless waived for certain employee groups as indicated by the Superintendent). The fingerprinting process uses the FDLE/DOE's Automated Fingerprint-Based Applicant Processing System, which requires pre-registration and pre-payment. Accepted payment methods include:

- Cash

Supplemental Positions:

There are three categories in which all supplements will be paid:

- Yearly: Payments spread across 10 months.
- Seasonal: Payments during the sport season.
- Bi-annual: Payments in January and June.

Academic Supplements:

Principals must complete a supplemental positions appointment form and forward it to Human Resources. Forms are located on the district website at www.wakullaschooldistrict.org/resources/employee-resources/employee-forms under the Appointment of Personnel tab.

Athletic Supplements:

For current certified employees, principals must complete Form Supplemental Positions-Athletic/Academic-WCSB Certified Employees. If the candidate is not a certified employee, the principal or designee (such as the athletic director) must attach a copy of the Coaching Certificate to Form Supplemental Positions-Athletic/Academic-Non-Certified & Non-Employee along with a current CPR card. Non-faculty coaches are required to complete an online application, be fingerprinted (\$51.00), and submit appropriate transcripts and Florida DOE certification. Non-faculty athletic supplements should not be submitted to HR without a copy of the coaching certificate and CPR card attached.

Activity Leader Supplements:

Activity Leaders/Summer-After Hour Camps:

Newly appointed Activity Leaders must visit Wakulla Institute to meet with the Secretary of Adult & Community Education to review guidelines for their role. Re-appointed Activity Leaders should contact the Secretary via phone or in person to arrange the collection of necessary forms and receipt books.

All individuals employed by the WCS Board must adhere to the approved hiring procedures, which include a level 2 background check, pre-employment drug screening, orientation, and submission of an approved appointment form.

Those interested in becoming an Activity Leader must contact the Administrator of Adult and Community Education. The Administrator will verify eligibility and inform the Secretary to process the appointment forms. Activity Leaders are appointed only for the duration of the specific activity period. Generally, activities are scheduled during the school year,

excluding Christmas break, Spring break, and summer break, except for summer camps like Cheerleading and other sports.

Once the appointment is approved, Activity Leaders will meet with the principal at the designated school where the activities will occur.

Requirements and Expectations:

Accuracy and punctuality are paramount for the smooth operation of our programs. Each Activity Leader is expected to adhere to the following guidelines meticulously:

1. **Setting Fees:** Each Activity Leader must establish a fee for the activity they will instruct, unless a pre-determined fee is already set. The fee must be approved by the Administrator.
2. **Scheduling:** A comprehensive schedule of dates, days, times, and locations must be determined prior to the commencement of the activity. If the location is other than the Wakulla Institute or Wakulla Education Center, approval must be obtained from the Administrator of Adult Education and the chosen location.
3. **Documentation:** Each Activity Leader will be provided with an Activity Roster, a receipt book, and a form to sign, confirming that the Secretary has reviewed the Requirements and Expectations with them and that they agree to comply with these guidelines.
4. **Fee Collection:** Each Activity Leader is responsible for collecting fees from all activity participants with absolute precision. Leaders must issue a receipt for the collected money to each participant and accurately record the required information on the Activity Roster. All checks and money orders must be made out to the Wakulla County School Board (WCSB), not to the Activity Leader.
5. **Submission of Funds:** Once all funds have been collected, the Activity Leader must promptly bring the collected money, Activity Roster, and receipt book back to the Secretary at Wakulla Institute. The submission of this information must be timely to ensure proper payroll processing. Upon verification of all information, payroll details will be submitted to the County Office.

By adhering to these requirements with the utmost accuracy and punctuality, we ensure the integrity and efficiency of our programs, benefiting all participants and staff involved.

Wakulla Adult Education:

Activity Leader Signature Page

My signature below confirms that I have thoroughly reviewed the Requirements and Expectations with the Secretary of Adult Education. I acknowledge and agree to comply with all outlined procedures. I understand that any failure to adhere to these procedures may result in dismissal from my role as an Activity Leader and may affect my eligibility for payment.

Activity Leader’s Printed Name

Activity Leader’s Signature

Date

Wakulla Adult Education Secretary’s Signature

Date

Activity Roster

Class: _____

Beginning Date: _____ Ending Date: _____

Instructor: _____

Meeting Days/Time: _____

Fee Per Participant: _____ Course Code #: _____

STUDENT	RECEIPT #	ADDRESS	PHONE	FEE
			Total Fees Collected:	

Adult & Community Education Program – Instructor Wakulla Adult Education
850-926-1841

Requirements for Applying for Supplemental Positions: Academic, Athletic, or Activity Leader:

***Preference: Current WCS faculty members

Application Process:

- All applicants for coaching positions will demonstrate evidence of coaching/athletic experience.
- Must have a current CPR certificate
- Preference: Current WCS faculty members

Current Certified Employees:

- Submit an online application along with a current CPR card at www.wakullaschooldistrict.org

Current Classified Employees:

- Submit an online application along with a current CPR card at www.wakullaschooldistrict.org
- Possess a coaching certificate or provide proof of application for one

Applicants Not Currently Employed by WCS:

- Submit an online application at www.wakullaschooldistrict.org
- If appointed, complete the following:
 - Supply a copy of a current CPR card
 - Fingerprinting (\$51.00 fee)
 - Pre-employment drug test (\$35.00 fee)
 - Submit coaching certificate or proof of application
 - Submit official transcript or high school diploma/equivalent
 - Complete New Employee Orientation Program

Submission Deadline: Applications must be submitted at www.wakulladistrict.org by midnight on the closing date of the posted position.

Notification: Principals or designees must notify the Payroll and HR Department in writing if an employee quits a supplemental position or becomes ineligible for the supplement.

Appointment & Recommendation of Personnel Form:

To recommend new hires for appointment, utilize the Recommendation & Appointment of Personnel form. Ensure that you use the employee's legal name as it appears on their social security card. Accurately list the title of the position. Please specify the term of service, either for the entire school year or for particular dates. Make sure all details are correct to facilitate a smooth hiring process.

Difference Between PAC & AC:

PROBATIONARY ANNUAL CONTRACT (PAC)	ANNUAL CONTACT (AC)
Must be legally qualified to teach in Florida	Must be legally qualified to teach in Florida
PAC is for one year	AC is for one year
May be terminated without cause during the first year or may resign without breach of contract	Shall not be dismissed during the term of the AC except for just cause
Employees may only be awarded one PAC unless there is a break in service	Employee may receive multiple ACs
All new employees in another district – will receive PAC	School district may choose to award or not award without cause at the end of the year

Summer Certified/Classified Position Appointments:

Please note that ten (10) month employees who are recommended for summer employment receive annual contracts. This policy applies even to professional service contract teachers, who will also be issued annual contracts for the summer period. For further details, refer to the section listed under Activity Leader/Summer-After Hours Camps.

Coach Hiring Procedures/Requirements:

Step #1: If this is a new hire, coaching positions must be posted on the job board for a total of 5 days. The individual must apply online @wakullaschooldistrict.org. The coaching candidate will be interviewed/hired by the principal.

- Determine Coach Status---Identify whether the individual is a new coach hire or a returning coach.

Step #2: School Board Certification ---If the individual is a returning coach, determine if they are a school board certified employee.

- All coaching positions must have a valid teaching/coaching license and a valid CPR/First Aid card before hiring.

Step #3: Certified School Board Employee ---For returning coaches who are school board-certified employees, the following MUST be presented to HR before hiring:

- A copy of a current Florida Department of Education coaching certificate
- A copy of a current CPR/First Aid card.
- The School Administration will complete the "Recommendation for Appointment - Supplemental Positions" form and check the "athletic" box. This form is available under the forms tab at wakullaschooldistrict.org under HR forms (WCS CERTIFIED EMPLOYEE).
 - On the Supplemental appointment form, please include their teaching/coaching certificate number and CPR/First Aid expiration date. A copy of both certifications should be kept at the school.

Step #4: Non-Certified School Board Employee---For returning coaches or new coaches who are not school board-certified employees, the following MUST be presented to HR before hiring:

- A copy of a current Florida Department of Education coaching certificate
- A copy of a current CPR/First Aid card.
- The administration will complete the "Recommendation for Appointment - Supplemental Positions" form and check the "athletic" box (NON-WCS EMPLOYEE).
 - On the Supplemental appointment form, please include their teaching/coaching certificate number and CPR/First Aid expiration date. A copy of both certifications should be kept at the school.

The Non-WCS employee will NOT receive a supplement until they have:

- Been appointed
- Attended orientation, completed financial paperwork, and provided HR with the following:

- High school diploma or official college transcript
- Completed reference form
- Received an active athletic coaching certificate from the Florida DOE (\$75.00)
- Obtained background clearance and a negative result on pre-employment drug testing
- CPR/First Aid Card (See Amy Bryan)

If the NON-WCS employee cannot obtain an athletic coaching certificate, then they must complete a volunteer coaching form and obtain background clearance. Contact Nick Weaver at the District Office. 850-926-0065

Wakulla High School Coaches:

Wakulla High School coaches must also meet the following qualifications:

- Must be at least 21 years of age.
- Experience as a high school or college participant in the sport being coached is preferred.
- To qualify to drive school district vehicles, all coaches must meet driving requirements, including possession of a valid Florida driver's license and a clear DMV report as determined by the WCS Transportation Coordinator.

Additional:

- Coaches receive stipends at season end.
- Coaches need a valid athletic license.
- A valid CPR/First Aid license is required.
- Obtain a WCSB badge and background clearance before student contact.

It is essential for our coaches to have an official form of communication; therefore, accounts should be created as soon as the individual has completed all required HR steps and received approval for appointment by the Superintendent. This will enable the coach to schedule games and prepare for the season promptly.

To establish a consistent endpoint and ensure compliance with audit requirements, these accounts will be deactivated two weeks after the last date of the state series according to the FHSAA calendar, unless the Principal notifies HR of their intent to reappoint the coach for the following year. This allows outgoing coaches to conclude any end-of-season matters with the school, while continuing coaches retain the necessary official communication for off-season activities.

Should a non-full-time employee coach be hired for an additional season within the same year, their account may remain active through the remaining seasons. However, it will still be deactivated after the two-week window following the last season coached if the Principal does not intend to reappoint them the following year.

Additionally, keys and badges must be returned within this two-week period following the last season coached to ensure the safety and security of our campuses.

Appendices:

Federal and Florida Labor Laws

Appendix A: Child Labor Laws:

<http://www.myfloridalicense.com/DBPR/child-labor/>

Appendix B: Discrimination:

<http://FCHR.state.fl.us>

Appendix C: Equal Employment Opportunity is the Law:

<https://www.eeoc.gov/overview>

Appendix D: Employee rights (UNLRA):

<https://www.nlr.gov/about-nlr/rights-we-protect>

Appendix E: Equal Opportunity is the Law:

<https://www.dol.gov/agencies/oasam/civil-rights-center/statutes/civil-rights-act-of-1964>

Appendix F: Employee Rights and Responsibilities (FMLA):

<https://www.dol.gov/agencies/whd/fmla>

Appendix G: Job Safety and Health (OSHA):

<https://www.osha.gov/>

Appendix H: Notice to Employees Minimum Wage in Florida:

<https://www.minimum-wage.org/florida>

Appendix I: Notice Employee Polygraph Protection Act:

<https://www.dol.gov/agencies/whd/polygraph>

Appendix J: To Employee – Notice of Unemployment Compensation Registration:

www.floridajobs.org

Appendix K: Your Rights Under USERRA:

<https://osc.gov/Services/Pages/USERRA.aspx>

Appendix L: Workers' Compensation Works for You:

<https://www.myfloridacfo.com/Division/WC/>