

# Houston County Board of Education

|                                                        |                                                |                                  |                                 |
|--------------------------------------------------------|------------------------------------------------|----------------------------------|---------------------------------|
| Monitoring:<br><b>Review: Annually,<br/>in January</b> | Descriptor Term:<br><br><b>Staff Positions</b> | Descriptor Code:<br><b>5.116</b> | Issued Date:<br><b>03/03/25</b> |
|                                                        |                                                | Rescinds:                        | Issued:                         |

## CREATION OF POSITION

All staff positions shall be approved through the budget process in accordance with an organizational plan submitted by the Director of Schools/designee.<sup>1</sup> Before an additional position is established, the Director of Schools/designee shall present to the Board a job description, qualifications, performance responsibilities, and the method by which the performance of these responsibilities will be evaluated.

The Director of Schools/designee may revise the organizational plan as long as budgetary amounts are not exceeded and board policy is not violated. In the event of reorganization, the Director of Schools/designee shall adhere to all applicable reduction in force guidelines and shall inform, in a timely manner, the Board of the change and include the change in the Director's report at the next board meeting. If changes in personnel create additional encumbrances on a future budget, prior approval of the Board is required.

## REDUCTION IN FORCE

When it becomes necessary to reduce the number of positions in the district because of a decrease in enrollment or for other good reasons, the Board shall abolish the positions. The Board or the Director of Schools/designee, as appropriate, shall dismiss such employees as may be necessary.<sup>2</sup>

### *Licensed Personnel*

Reductions in staff shall be made in an attempt to have the least detrimental effect on students. Reductions shall be made in accordance with the following:

1. Retains the most effective teachers;
2. Avoids undue increases in class size; and
3. Provides consideration for the exceptional teacher without exclusive emphasis on seniority.

The elimination of a position does not necessarily mean the person occupying the position will be dismissed. When an employee is released, the Director of Schools/designee shall make the decision based upon a composite of the following criteria:

1. Effectiveness in teaching and in related professional responsibilities evidenced by teacher evaluation;
  2. Adaptability to other assignments (academic and extracurricular);
-

3. Evidence of professional growth as well as specialized or advanced training;
4. Previous history of grade levels and subject areas taught; and
5. Type, length, and quality of service made to the teaching profession and the school district.

When an employee is released because of reduction in staff, the teacher shall be given written notice of the release explaining the circumstances or conditions making dismissal necessary.

#### *Non-Licensed Personnel*

When a non-licensed employee is released because of a reduction in the number of support positions, the Director of Schools/designee shall give the employee written notice of dismissal explaining the circumstances or conditions making termination of employment necessary.<sup>3</sup>

### **RECALL**

The Director of Schools/designee shall maintain a preferred re-employment list for tenured teachers whose positions are abolished. The fitness of any teacher for re-employment shall be determined on the basis of the teacher's competence, compatibility, and suitability to properly discharge the duties required by the position with consideration for the best interests of the students in the school where the vacancy exists.<sup>3</sup>

It shall be the responsibility of the separated teacher to notify the Director of Schools/designee in writing of his/her availability and current address. A professional employee who is placed on the preferred re-employment list and subsequently refuses four (4) offers of a comparable position shall be removed from the preferred list.<sup>4</sup>

Employees returning from a lay-off shall have all previously accrued sick leave and years of service reinstated, but they shall not receive benefits for the period of the layoff.

---

#### Legal References

1. [Tenn. Att'y Gen. Op. No. 93-66 \(November 29, 1993\)](#)
2. [TCA 49-5-409\(c\)](#); [TCA 49-2-301\(b\)\(1\)\(CC\)](#); [TCA 49-5-511\(b\)\(1\)](#)
3. [TCA 49-5-511\(b\)\(1\)---\(4\)](#)
4. [TCA 49-5-511\(b\)\(4\)](#)

#### Cross References

Recruitment of Employees 5.105  
Supervision 5.108