

EMPLOYMENT AND PLACEMENT OF PROFESSIONAL STAFF

The Board of Education recognizes that it is vital to the successful operation of the District that positions created by the Board be filled with highly qualified and competent personnel. Further, pursuant to the Administrative Rules Governing the Certification of Michigan Teachers, the Board requires that anyone employed as a professional staff member with instructional responsibilities in an elementary or secondary school in this District hold a certificate, permit, or vocational authorization valid for the positions to which s/he is assigned, and that the individual meets the established criteria to be highly qualified in his/her assignment.

~~The Superintendent or his/her designee shall determine teacher placement based on qualifications (as defined by the District, which shall include, but not be limited to, state and federal requirements such as certification, Highly Qualified requirements, endorsements, etc.), the academic needs and best interest of District students, and the District's educational program. Teacher preference(s) may also be considered. At all times, the District shall strive to place the most effective and qualified teachers in assignments aligned with student and District needs.~~

~~For purposes of this policy, "placement" shall mean and include the filling of vacancies, voluntary and involuntary transfers, job sharing, and any decision, which results in the placement of a teacher in an assignment determined by the District to be a teaching assignment; "vacancy" shall mean and include any unoccupied position to be filled by the Board after all other positions have been filled by District assignments, transfers, or recalls, in the manner and to the extent determined by the District as appropriate. Staffing decisions when making a personnel reduction or recall are subject to Board Policy 3131.~~

The Board shall approve the employment, and also, when not covered by the terms of a negotiated, collectively bargained agreement, fix the compensation and establish the term of employment for each professional staff member employed by this District.

Individuals employed in the following categories shall be considered members of the professional staff:

- A. administrative staff

**BOARD OF EDUCATION
VICKSBURG COMMUNITY SCHOOLS**

PROFESSIONAL STAFF
3120/page 2 of 8

- B. certified classroom teacher
- C. special certificated teachers
- D. guidance counselors
- E. librarians
- F. speech therapists
- G. school psychologists
- H. school social workers
- I. academic coaches

- ~~C. — counselors~~
- ~~D. — special education: itinerant staff~~

~~For purposes of this policy, “teacher” includes individuals whose employment is regulated by the Tenure Act, such as individuals with teaching certificates (as defined by the Teacher Certification Code) who are assigned to positions within the District for which the Michigan Department of Education (MDE) requires a teaching certificate. Individuals who do not possess teaching certificates but are serving a probationary period under the Tenure Act or acquire classroom teacher tenure within the District are also considered as a “teacher” for purposes of this policy. Individuals who may possess a teaching certificate but are assigned to a position for which a certificate is not required are not subject to this policy or its implementing regulations (e.g., school social workers, school psychologists, school nurses, occupational therapists, etc.).~~

~~Pursuant to section 15(3)(j) of the Public Employment Relations Act, teacher placement decisions, and the impact of such decisions on the individual teacher or the bargaining unit, shall not be the subject of any terms or conditions within a collective bargaining agreement between the District and a collective bargaining representative of such teachers.~~

~~All professional staff are subject to a criminal history record check. See Policy 3121.~~

~~[] Such approval shall be given only to those candidates for employment recommended by the Superintendent.~~

~~When any recommended candidate has been rejected by the Board, the Superintendent shall make a substitute recommendation.~~

~~[] All applications for employment shall be referred to the Director of Human Resources.~~

~~The Superintendent or his/her designee may develop and adopt administrative guidelines related to teacher placement.~~

~~All professional staff are subject to a criminal history record check. See Policy 3121.~~

~~Such approval shall be given to those candidates for employment recommended by the Superintendent.~~

~~All applications for employment shall be referred to the Superintendent.~~

~~Applications for employment will not be accepted from any current District Board member. If a Board member wishes to apply for a position, his/her resignation must be accepted by the Board prior to submitting an application.~~

**BOARD OF EDUCATION
VICKSBURG COMMUNITY SCHOOLS**

PROFESSIONAL STAFF
3120/page 4 of 8

~~Any professional staff member's misstatement of fact material to qualifications for employment or the determination of salary shall be considered by this Board to constitute grounds for dismissal.~~

~~Wherever possible, positions shall be filled by holders of permanent, professional, or provisional certificates. Only when, after due diligence, a worthy candidate holding permanent, professional, or provisional certification cannot be found, the Board may employ the holder of an emergency certificate.~~

Relatives of Board members may be employed by the Board, provided the Board member does not participate in any way in the discussion or vote on the employment when a conflict of interest is involved.

[] Relatives of staff members may be employed by the Board, provided the staff member being employed is not placed in a position in which s/he would be supervised directly by the relative staff member.

Applications for employment will not be accepted from any current District Board member. If a Board member wishes to apply for a position, his/her resignation must be accepted by the Board prior to submitting an application.

Any professional staff member's intentional misstatement of fact or omission material to his/her qualifications for employment or the determination of salary shall be considered by this Board to constitute grounds for dismissal.

[x] The temporary employment of professional staff members prior to approval by the Board is authorized when their employment is required to maintain continuity in the educational program. Employment shall be recommended to the Board at the next regular meeting.

No candidate for employment to the professional staff as a nonadministrator shall receive recommendation for such employment without having proffered visual evidence of proper certification or that application for such certification is in process, except under the following circumstances:

- A. The Superintendent may employ noncertificated, nonendorsed teachers to teach, in grades 9-12, a course in computer science, foreign language, mathematics, biology, chemistry, engineering, physics, robotics, or any other course approved by the State Board, providing they meet all of the conditions established by law and by the Superintendent.
- B. The Superintendent may also employ a teacher without a valid teaching certificate as a substitute teacher, on a day to day basis, if the person has at least ninety (90) semester hours of college credit from a college or university or for a full school year if the person has at least a bachelor's or higher degree from a college or university, and has met all other conditions established by law and by the Superintendent.
- C. The Superintendent may hire an individual who does not hold a valid teaching certificate to serve in a counseling, social worker or speech pathologist ~~or~~ role provided s/he meets all the requirements

**BOARD OF EDUCATION
VICKSBURG COMMUNITY SCHOOLS**

PROFESSIONAL STAFF
3120/page 6 of 8

established by law. Policy 3120 and Policy 3121 shall apply with respect to that individual in the same manner required for employing a person with a teaching certificate.

Prior to hiring an applicant, the Superintendent shall obtain from the applicant a signed Consent to Obtain Records (Form 3120 F2) and shall obtain from the applicant's current or immediately-previous employer any records, including the applicant's personnel file relating to unprofessional conduct in which the applicant engaged. Any such records are to be reviewed prior to a recommendation for employment and may be disclosed to those individuals directly involved in evaluating the applicant's qualifications.

The Superintendent shall prepare administrative guidelines for the recruitment and selection of all professional staff.

REQUIREMENTS FOR TITLE I TEACHERS HIGHLY QUALIFIED STATUS

~~All teachers hired for a Title I supported program must be "highly qualified."~~ Pursuant to State law, "Highly Qualified" means:

~~"Highly Qualified" means:~~

- A. full State certification as a teacher or passed State teacher licensing exam and holds current license to teach; certification or license requirements may not be waived on emergency, temporary, or provisional basis;
- B. for elementary teachers new to the profession, this also requires:
 - 1. at least a bachelor's degree;
 - 2. passing a rigorous State test on subject knowledge and teaching skills in reading, writing, math, and other areas of elementary curriculum (State certification test may suffice);
- C. for secondary or middle school teachers new to the profession this also requires:
 - 1. at least a bachelor's degree, and
 - 2. passing a rigorous State test in each of the subject areas s/he will teach (State certification test may suffice), or
 - 3. for each academic subject taught, having an academic major, course work equivalent to an undergraduate major, a graduate degree, or advanced certification or credentialing;

D. for elementary, middle, or secondary school teachers with prior experience, this also requires:

1. at least a bachelor's degree, and
2. meets standards for new teachers (above), or
3. demonstrates competence in all academic subjects s/he teaches based on a uniform State standard of evaluation (standard for academic subject matter and teaching skills set by the State).

REQUIREMENTS FOR TEACHERS IN DISTRICT RECEIVING TITLE I FUNDING

All teachers hired for a Title I supported program or a core subject area must be "highly qualified."

~~All~~ As a condition of employment, all newly-hired teachers in a Title I supported program or in core subject areas ~~teachers (as defined in the No Child Left Behind Act) in a District receiving Title I funds~~ shall be required to submit documentation that they are "highly qualified" as described above. ~~The District must have a plan and show annual progress towards meeting these teacher qualification requirements.~~

As designated by Federal law, core subject areas shall include the following: English, reading or language arts, science (which includes physics, chemistry, biology, earth science, and physical science), mathematics, arts (which includes instrumental music, vocal music, visual arts, dance, and drama/theater), foreign languages, government and civics, history, economics and geography.

The Superintendent shall prepare ~~administrative guidelines for the recruitment and selection of all professional staff,~~ a plan that will result in all teachers who are employed in professional staff positions with instructional responsibilities in Title I supported programs and/or core subject areas to be highly qualified by a date specific, and the Superintendent shall show annual progress towards meeting these teacher qualification requirements.

M.C.L.A. 380.1229 – 1231, 380.1233, 380.1237, 380.1531d, 380.623, ~~423.215(3)(j)~~
20 U.S.C. 6319 & 7801
R390.1105

**BOARD OF EDUCATION
VICKSBURG COMMUNITY SCHOOLS**

Revised 11/13/06

Revised 6/11/12

Revised 6/12/17

PROFESSIONAL STAFF
3120/page 8 of 8

© NEOLA ~~2005~~2015