

**DEC ROBSTOWN INDEPENDENT SCHOOL DISTRICT
AGENDA ACTION SHEET**

Date: May 18, 2022

Subject: Discuss and Consider revisions to policy DC Local

Administrator Responsible: Diana L. Silvas

Position: Deputy Superintendent

A. Purpose of Agenda Item:

Information Only Action Needed

B. Authority for this Action:

Local Policy DC Local Law or Rule _____

C. **Strategic Objective, Goal, or Need Addressed:** Include the following revisions under **Employment of Contractual Personnel – From April 1 to September 30, however, the Board delegates to the Superintendent the authority to employ classroom teachers. The Superintendent shall inform the Board of any persons hired under this authority.**

D. Summary:

E. Alternatives Considered:

F. Comments Received:

G. **Administrative Recommendation:** That the Board approve the revisions to policy DC Local

H. Fiscal Impact and Cost:

I. Monitoring and Reporting Time Line:

PROPOSED REVISIONS

Personnel Duties	The Superintendent 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 equal opportunity employment and to recruiting well-qualified candidates. Current District employees may apply for any vacancy for which they have appropriate qualifications.
Hiring Relatives	A District employee with responsibility for recommending applicants for employment shall not recommend for employment any person related to himself or herself within the third degree by blood or marriage.
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. [For information related to the evaluation of criminal history records, see DBAA.]
Employment of Contractual Personnel	The Superintendent has sole authority to make recommendations to the Board regarding the selection of contractual personnel. The Board retains final authority for employment of contractual personnel. <u>From April 1 to September 30, however, the Board delegates to the Superintendent the authority to employ classroom teachers. The Superintendent shall inform the Board of any persons hired under this authority.</u> [See DCA, DCB, DCC, and DCE as appropriate]
Employment of Noncontractual Personnel	The Board delegates to the Superintendent final authority to employ and dismiss noncontractual employees on an at-will basis. [See DCD]
Employment Assistance Prohibited	No District employee shall assist another employee of the District or of any school district in obtaining a new job if the employee knows, or has probable cause to believe, that the other employee engaged in sexual misconduct regarding a minor or student in violation of the law. Routine transmission of an administrative or personnel file does not violate this prohibition. [See CJ for prohibitions relating to contractors and agents and DH(EXHIBIT) for the Educators' Code of Ethics.]