

Book	Policy Manual
Section	Special Update - November 2023
Title	Special Update - November 2023 Reissued EMPLOYMENT OF PROFESSIONAL STAFF
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Reissued Policy - Special Update - November 2023

3120 - EMPLOYMENT 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. 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 ~~the professional staff members~~ ~~she~~ is assigned.

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

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

- A. administrative staff
- B. certified classroom teacher
- C. noncertificated, nonendorsed teachers providing they meet all of the conditions established by law
- D. special certificated teachers
- E. guidance counselors
- F. librarians
- G. speech therapists
- H. school psychologists
- I. school social workers
- J. instructional coaches

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.

Such approval shall be given only to those candidates for employment chosen by the Board from a group selected 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 Superintendent.

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 ~~the staff members/he~~ would be supervised directly by the relative staff member.

The Board will not employ (but may reemploy) the children, siblings, spouse, parents, in-laws, or bona fide dependents (IRS criteria) of a Board member children, siblings, spouse, parents, in-laws, or bona fide dependents (IRS criteria) of a regular full-time professional 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, ~~the Board member's/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.

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 as otherwise permitted by law.

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.

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Last Modified by Amy Manchester on January 9, 2024