

<u>Section G:</u>  <b>Human Resources</b>	<b>Knox County Board of Education Policy</b>		
	Descriptor Term:  <b>Hiring Personnel</b>	Descriptor Code:	Issued:
		<b>G-290</b>	<b>7/95</b>
		Reviewed:	Revised:
	<b>6/24</b>	<b>10/17</b>	

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**EQUAL OPPORTUNITY EMPLOYMENT**

Opportunity for employment, as well as continuation and advancement in employment, shall be afforded equally to members of all races, creeds, colors, sexes, religions, ages, national origins, and individuals with disabilities or veteran status with regard only for qualifications for the positions involved. <sup>1,2</sup>

An individual desiring a position with the Board shall make application via method approved by the Director of Schools.<sup>3</sup> Knowingly falsifying information shall be sufficient grounds for termination of employment and shall also constitute a Class A misdemeanor which must be reported to the District Attorney General for prosecution. In a continuing effort to further ensure the safety and welfare of students and staff, the district shall require criminal history records checks for all prospective employees.<sup>4</sup>

Information shall be verified by fingerprint and criminal history records check conducted by the Tennessee Bureau of Investigation or other sources as needed. Any costs incurred in conducting such investigations of applicants shall be paid by the individual.<sup>4</sup>

Intentional misuse of Criminal History Record Information (CHRI) is not permitted and all allegations of same will be investigated. Use of CHRI for any purpose other than what is allowed by federal or state law is misuse. If misuse is discovered through an investigation, appropriate action will be taken. Additionally, misuse of CHRI shall be reported to the Tennessee Bureau of Investigation.

**PROFESSIONAL EMPLOYEES RECRUITMENT**

The authorization of funding for all school system positions rests with the Board. The Director of Schools shall have the authority to organize the Central Office as deemed necessary consistent with law, policy and within budget. Personnel employment and staffing structure shall be within the discretion of the Director of Schools.<sup>5</sup>

The Director of Schools is responsible for the development of a program for the recruitment of professional personnel.

Identification of personnel needs shall be the responsibility of the Director of Schools, supervisors and building principal. Effort shall be made to include a diversity of academic and professional experience, age, ethnic backgrounds, race and sex as reflected in the Knox County community.

**APPLICATION**

The application must include official transcripts of all credits earned at the colleges or universities attended along with reference information from persons such as previous employers, college professors and supervisors of student teachers. Other information shall include whether such applicant has been dismissed for cause from any previous employment. If previously employed by a local Board of

1 Education, the applicant shall provide evidence of resignation with the possibility of rehire.<sup>6</sup>

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3 Other than those individuals assigned to the Knox County Schools pool of substitute teachers, no person  
4 employed to teach shall be employed who does not hold a valid license to teach from the State Board of  
5 Education.<sup>7</sup>

6  
7 No person shall be employed:

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- 9 1. Who does not present a physician's certificate showing a satisfactory health record or has any  
10 contagious or communicable disease in such form that might endanger the health of school  
11 children;<sup>8</sup>
  - 12
  - 13 2. Who advocates the overthrow of the American form of government or who is a member of a  
14 political party which advocates the overthrow of the American form of government;<sup>9</sup>
  - 15
  - 16 3. Who refuses to take and subscribe to an oath or affirmation to support the Constitution of the State  
17 of Tennessee and of the United States of America;<sup>10</sup>
  - 18
  - 19 4. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from  
20 employment for cause.<sup>11</sup>
  - 21
  - 22 5. Whose background screening check produces information indicating that the individual may be a  
23 safety or security risk with regard to the position for which they have applied.
  - 24
  - 25 6. Is not in compliance with the Immigration Reform and Control Act of 1986;<sup>12</sup> and
  - 26
  - 27 7. Who does not meet established drug screening criteria.
- 28

## 29 **RECOMMENDATION**

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31 After checking references and receiving written recommendations, the Director of Schools shall authorize  
32 the hiring and assignment of qualified applicants.<sup>13</sup>

## 34 **ORIENTATION**

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36 All certified staff members new to the school system shall be engaged in a new teacher orientation  
37 program during the in-service training period prior to the beginning of the school year.

## 39 **TEMPORARY REPLACEMENTS**

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41 Vacancies occurring after the first day of instruction at the beginning of each school year will be filled as  
42 temporary replacements for the remainder of the school year.

43  
44 Said positions will be filled at the discretion of the Director of Schools in such a manner as to cause the  
45 least disruption in the educational process for students and as quickly as possible to ensure a continuous  
46 function of the position. Exceptions may be made for special assignments upon the recommendation of  
47 the Director of Schools. Persons filling temporary positions shall have no expectation of continued  
48 employment.<sup>14</sup>

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Legal References:

1. U.S. Constitution, Amendment XIV; Title VII, Civil Rights Acts of 1964; Title VI, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; Age Discrimination Act of 1967; Section 504 of Rehabilitation Act of 1973.
2. Public Law 101-336; 42 U.S.C § 12101, et seq.
3. T.C.A. § 49-5-406.
4. T.C.A. § 49-5-406 (a)(1)(A); T.C.A. § 49-5-413.
5. T.C.A. § 49-2-301.
6. T.C.A. § 49-5-406.
7. T.C.A. § 49-5-403; TCA § 49-5-101.
8. T.C.A. § 49-5-404; TRR/MS § 0520-1-3-.08(2)(f).
9. T.C.A. § 49-5-202.
10. T.C.A. § 49-5-405.
11. T.C.A. § 49-5-406.
12. Immigration Reform and Control Act of 1986, 8 U.S.C. § 1101, et seq.
13. T.C.A. § 49-2-301(f).
14. T.C.A. § 49-5-409.

Approved as to Legal Form  
By Knox County Law Director 8/25/2017  
*/Gary T. Dupler/Deputy Law Director*