

<u>Section C:</u> General School Administration	Knox County Board of Education Policy			
	Employment and Transfers of Administrative and Supervisory Personnel	Descriptor Term:	Descriptor Code:	Issued:
			C-133	7/95
		Reviewed:	1/17	Revised:
		3/17		

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RECRUITMENT

The Director of Schools shall secure qualified persons to fill all certificated positions. No person shall be considered for employment in any position until that person has filed an application for employment.

Vacancies will be posted and advertised locally. A deadline for receiving applications will be established and disseminated with the vacancy notice.

HIRING

The Director of Schools shall hire qualified applicants for administrative and supervisory personnel appointments.¹ Each employee shall be provided a notification of annual salary, which may be renewed annually by the Director of Schools. The performance contract with each principal shall not exceed the Director of Schools' contract term.² Each principal performance contract shall specify duties and performance standards and shall require annual written evaluations by the Director of Schools or his or her designee. The school calendar adopted by the Board each year shall become a part of each employee's annual salary length.

The Director of Schools shall inform the Board of Education of all administrative appointments and transfers. The Director of Schools shall also keep the Board informed concerning newly hired certified personnel.

TRANSFER

All administrative and supervisory personnel serve at the discretion of the Director of Schools. When necessary to the efficient operation of the school system, the Director of Schools may transfer an administrator or supervisor. Personnel shall be informed prior to all transfers.

ORIENTATION

All administrative and supervisory personnel new to the school system shall be engaged in an orientation program.

SUPERVISION

Supervision and annual evaluations of administrative and supervisory personnel shall be provided by the Director of Schools or his or her designee.

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Legal References:

1. TCA § 49-2-301.
2. TCA § 49-2-303.

Approved as to Legal Form
By Knox County Law Director 7/25/2016
/Gary T. Dupler/Deputy Law Director