

**PROFESSIONAL STAFF POSITIONS,  
RECRUITING, AND EMPLOYMENT**

The Board of Education recognizes the need to establish positions which, when filled by competent, qualified professional staff members, will assist the district in achieving the education goals set by the Board. The district employs only U.S. citizens and others lawfully authorized to work in the United States.

The Board reserves the right to:

- A. Create new positions;
- B. Specify the number of persons to be employed within each job category; and
- C. Set the initial salary for a new position not currently covered by a valid negotiated, collectively-bargained agreement.

Before any new position is established, the Superintendent of Schools will present for the Board's approval, a job description for the position which specifies the job holder's qualifications, the job's performance responsibilities, and the method by which the performance of these responsibilities will be evaluated.

The search for professional staff will take into consideration the characteristics of the community and the school district as well as the need for staff members from various backgrounds and with differing levels of experience.

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

- A. Administrative personnel
- B. Certificated personnel

Approval shall be given only to those candidates for employment recommended by the Superintendent.

Relatives of Board members may be employed by the Board, provided a member of the Board 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 he/she is supervised directly by the relative staff members.

Applications for employment will not be accepted from any current 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 and the Board member must not use or attempt to use his/her official authority or influence to secure the employment position.

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

The Superintendent shall:

- A. Recommend candidates who, in his/her judgment and in compliance with all state and federal laws and Board policies, are best qualified to perform the duties of the position they may fill. Beginning July 1, 2019, no classroom teacher shall be employed to provide instruction in a core subject area to any student unless such teacher is a properly-certified or licensed teacher.
- B. Interview candidates or designate an administrator or supervisor to interview candidates before they are recommended to the Board for employment. Additionally, the Superintendent or designee shall contact any references supplied by the applicant. If the applicant had been employed in another public school prior to applying for the position, the Superintendent/designee shall request all of the public records from the previous employer relating to the applicant. If time permits, the records are to be reviewed before recommending the applicant for employment.
- C. Run a criminal background check on the recommended candidate. Checks on other candidates may be made at the discretion of the Superintendent or his/her designee. In either case, prior notification shall be made.

#### Certificates/Licenses and Transcripts

No candidate for employment as a professional staff member shall receive a recommendation for such employment without having proffered visual evidence of proper licensing or that application for such licensing is in process. Said licensing shall meet the minimum requirements of State law for the position for which he/she is being recommended.

#### Paraprofessionals

Beginning July 1, 2019, the District shall not employ any paraprofessional in a program supported with funds received under Title I, to provide academic support in a core subject area to any student, unless such paraprofessional is a "properly-certified paraprofessional" under O.R.C. §3319.074.

LEGAL REFS.: O.R.C. §§3319.074; 3319.36

Adopted: April 17, 2019