

CHAPTER 6.00 - SCHOOL ADMINISTRATION

6.02 - General Requirements for Appointment and Employment

POLICY

An applicant for employment shall file a written application with the Director of Personnel. The application shall include pertinent information and complete details regarding training, experience, and other required credentials. All personnel shall be recruited, selected, and assigned solely on the basis of experience, qualifications, and the necessary requirements of the vacant position. Race, religion, age, national background, marital status, and sex will not be considered as factors in the recruitment, selection, and assignment of such personnel, nor shall any qualified disabled person be excluded from consideration for employment solely on the basis of his/her disability. The School Board of Levy County will provide reasonable accommodations for a verifiable disability when requested. (1000.05, F.S.) All personnel assignments shall reflect job placement in the best educational environment to provide harmony, unity, and cooperation in meeting the needs of the students in each school. Therefore, it is recommended that husband and wife placements in the same school be avoided when at all possible.

(1) Instructional Personnel

(a) Certificate Requirements

The applicant shall hold a Florida Teacher's Certificate at the Bachelor's or higher level or shall have a receipt from the Florida Department of Education acknowledging that an application has been filed and that issuance of the certificate is pending.

- (b)** An applicant shall be duly qualified for the position for which he/she is being considered. If it appears that the applicant is eligible for proper certification, appointment may be made subject to the conditions set forth in the Annual Contract of Employment Form as approved by the Commissioner of Education.
- (c)** Any person not holding a valid Florida certificate at the time of employment shall be required to show proof of having filed an appropriate certification by not later than ninety (90) calendar days following appointment. Failure to file such certificate shall result in termination of the person's employment.
- (d)** For initial appointment, an instructional applicant must be eligible for a Florida teaching certificate as provided in Subsection (1) above. After reviewing the initial application, the Director of Personnel shall provide for the appropriate interview or interviews. Any recommendation for appointment shall be on the proper district form and shall be initiated by the principal or department head and sent to the Superintendent for his/her consideration.

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(2) Principals and Instructional Supervisors

Each applicant shall hold a valid certificate covering his/her assigned duties.

(3) The Superintendent shall consider any recommendations made to him, and if he/she concurs, shall submit his/her recommendation for appointment in writing to the Board.

(4) Nominations for appointment to all positions shall be the responsibility of the Superintendent.

(5) Acceptance of Appointment

Failure to signify acceptance of appointment within ten (10) days after receipt of the official notice of appointment shall be considered a rejection of the offer and the position shall be declared vacant.

(6) Prerequisites for Position Recommendations

Prior to a recommendation to the Board for initial appointment, the following shall be on file in the Office of the Superintendent:

- (a) A complete written application, including references;
- (b) A valid Florida certificate for positions defined in 1012.55, F.S. or the Florida Department of Education official notice of application except when employed under the provisions of Section 6.01(1)(c) of these regulations;
- (c) A notarized loyalty oath;
- (d) Personal History Record, FRS-M10;
- (e) Employee status sheet;
- (f) IRS form, W-4;
- (g) Complete transcript of college credits, if applicable;
- (h) Complete set of fingerprints;
- (i) Form I-9, Immigration and Naturalization Service;
- (j) Criminal background screening form; and
- (k) Applicable fees.

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- (7) Upon initial employment all personnel shall submit a complete set of fingerprints. Every five years, the same fingerprints will be resubmitted to the FDLE and FBI to run a background check. The employee shall have probationary service until a background check is completed by state and federal agencies and the employee is determined to be in compliance with standards for good moral character. Persons of good moral character are recognized as honest and fair with respect for the rights of others, can distinguish right from wrong, and possess the character to observe the difference. Lack of good moral character shall include but not be limited to crimes involving moral turpitude. Employees found to be guilty of a crime involving moral turpitude through fingerprint processing or otherwise through the criminal justice system, shall not be employed. (231.02, 1012.56, 1012.56 (8) (g) F.S.)
- (8) A probationary employee found to have a criminal record may be terminated by the Board.
- (a) A three-member committee appointed by the Superintendent shall review the background check of any employee found to have a criminal record.
- (b) Based on the findings of the review committee, the Superintendent shall make a recommendation to the Board.
- (c) Probationary employees terminated because of their criminal records shall have the right to appeal such decisions. (231.02)
- (9) Screened administrative, instructional, and educational staff professional who have been unemployed for more than 90 days shall be re-fingerprinted and rescreened upon reemployment. (231.02, 231.1713)

STATUTORY AUTHORITY: 11001.41 (2), 1001.42 (17), F.S.

LAWS IMPLEMENTED: 1012.22 (5), 1012.27 (7), F.S.,
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STATE BOARD OF EDUCATION RULES: 6A-1.9001

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