

BOARD PROCEDURE**Descriptive Code: GBBA****QUALIFICATIONS AND DUTIES
PROFESSIONAL PERSONNEL****Date: June 9, 2009**

The job description for each position in the Columbia County School System will define the qualifications and necessary experience required of employees in each position. As positions become vacant, the job description will be revised to reflect qualifications of employees at the time the position will be filled. All professional personnel are required to be certified in-field. District administrative positions which do not require teacher certification will be reviewed when vacancies occur to determine if the position will be filled with non-certified administrative employees who will serve on a year-to-year basis.

In order to comply with the Georgia Department of Education Middle School Program criteria, Rule 160-4-2-.05, specific procedures will be required for middle school staff qualifications. The school administrator is responsible for ensuring that the following certification guidelines are enforced.

ALL MIDDLE SCHOOL TEACHERS ARE EXPECTED TO BE CERTIFIED IN-FIELD AND MEET THE FOLLOWING CRITERIA:

1. The certified staff serving as academic core teaching team members shall hold middle grades (4-8) certification with a concentration in two content areas or secondary grades (7-12) certification and be assigned to teach in their primary teaching content areas.
2. The certified middle school staff and the principal, but excluding those persons assigned to the middle school for the first time for the current school year, shall have earned the equivalent of three semester hours or five staff development units in the Nature and Curriculum Needs of the Middle Grades Learner.
3. All certified middle school staff members shall earn the equivalent of three semester hours or five staff development units of training in the teaching and evaluation of reading and writing in the middle grades.
4. Certified staff teaching courses that will carry high school credit must meet certification requirements as specified by the rules of the Professional Standards Commission.

ADOPTED: 04/11/89**REVISED: 12/14/93, 8/7/00****NAME CHANGED 6/9/09 GBBA (1) to GBBA****Columbia County Board of Education**