

**HIRING PROFESSIONAL PERSONNEL**

**Date: April 9, 2007**

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I. Recommendation for Employment

The principals and district administrators are responsible for adhering to all hiring and recruitment/selection guidelines for employment as outlined under Policy and Procedure GAAA, Equal Opportunity Education Programs and Employment and GBC, Recruitment and Selection of Professional Personnel.

1. The principal is responsible for making all recommendations for professional employees assigned to the school.
2. The district administrator is responsible for making all recommendations for professional employees assigned to the department under his or her supervision.
3. The Director of Special Services is responsible for making all recommendations for the itinerant special education staff and for assisting school principals with the selection of staff for special education positions assigned to individual school buildings. The school principal will interview special educators assigned to the school building and confer with the Director of Special Services when making a recommendation for employment.

All recommendations for professional personnel should be made **through the online Doc-e-fil New Hire Form.**

II. Employee Information Required for Approval

When an administrator makes a recommendation for a professional employee, the superintendent will recommend the prospective employee to the Board of Education only after the required information is submitted and approved.

The school principal or administrator making the recommendation for employment is required to check all qualifications and work references prior to making a recommendation for employment. The principal must talk to the most recent principal or other supervisors as a minimum prior to making a selection.

1. Complete and accurate professional application for employment.
2. **Résumé outlining all educational training and background work experiences.**
3. **Acceptable previous work/employment references for the past five years; if multiple employers, limit to three most recent employers within those five years.**
4. **Official transcripts of all college/university coursework.**
5. Copy of valid, infield Georgia certificate.

OR

Complete application for valid, infield Georgia certificate.

6. Copy of Teacher Certification Test results, Praxis II examinations **or** GACE test results.
7. Complete I-9 form (as required by Immigration Reform and Control Act of 1986).
8. Complete Consent Form for Criminal Background Check and fingerprinting.

The Superintendent of Schools has been authorized by the Columbia County Board of Education to approve an employee to begin work prior to official Board of Education approval only after all of the employment requirements have been met, including a clear criminal background check and no admission of an arrest or conviction. Upon approval of the Superintendent of Schools, the **Executive** Director of **Human Resources** will authorize the employee to work and will notify the principal or supervisor. No prospective employee with a record or confession will be allowed to work prior to approval **of the Superintendent of Schools**.

**ADOPTED: 05/10/88**

**REVISED: 08/13/91, 08/01/93, 12/14/93, 8/7/00**

**Columbia County Board of Education**