

Auxiliary personnel include all categories of workers other than professional certified teachers and administrators. Administrators must adhere to Policy and Procedure GAAA, Equal Opportunity Education Programs and Employment, which assure nondiscrimination with regard to sex, age, race, handicap, religion, or national origin in the educational programs and employment opportunities in facilities or programs operated by the Columbia County Board of Education.

I. Recommendation for Employment

All recommendations for auxiliary (non-professional) employees should be made by calling the Personnel Department with all required information.

1. The principal will recommend the following employees assigned to the school: secretaries, clerk-typists, bookkeepers, paraprofessionals and clerical aides, custodians, school nutrition managers and assistants.
2. District administrators will recommend all secretaries, clerk-typists, bookkeepers, or other non-professional employees as assigned to their particular departments.
3. The Director of Special Services will concur with the principal's recommendation for all special education paraprofessionals.

II. Employee Information Required for Approval

Prospective auxiliary applicants for employment must have the following information on file in order to be approved for employment. In addition, 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 or administrator must talk to the most recent principal or supervisor as a minimum prior to making a selection.

1. Complete auxiliary application for employment.
2. Complete and acceptable references from all previous work/employment references.
3. Complete I-9 form (as required by Immigration Reform and Control Act of 1986).
4. Written Oath of Allegiance (required by O.C.G.A. 45-3-11).
5. Complete Consent Form for Criminal Background Check and fingerprinting.

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In addition, the following categories of workers must have specific information as outlined below.

Paraprofessionals and Substitute Teachers

1. Copy of high school diploma or GED equivalency.
2. Transcript(s) of post secondary training (if applicable).
3. Evidence of at least 21 years of age to qualify for substitute teacher.

Bus Drivers

1. Evidence of age, at least 21 years of age, either birth certificate or driver's license.
2. Evidence of satisfactory physical examination.
3. Pass a training program administered by Department of Transportation.
4. Passing score on required written and driver's safety examination.
5. Satisfactory motor vehicle report establishing driving history for past three years (will be secured by Department of Transportation).
6. Commercial driver's license.

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 above 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 Director of Personnel will clear the employee to begin work and will notify the principal or supervisor. No prospective employee with a record or confession will be allowed to work prior to Board of Education approval in an executive session at a regular scheduled Board of Education meeting.

ADOPTED: 05/10/88

REVISED: 08/13/91, 08/01/93, 12/14/93

Columbia County Board of Education