

**TERRELL COUNTY BOARD POLICY  
Professional Personnel Hiring**

**Descriptive Code: GBD  
Issue Date: 10/11/10  
Rescinds Code: GBD  
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**Employment of Personnel**

All certified personnel shall be employed by the local Board of Education on the recommendation of the Superintendent. However, in emergency situations tentative appointments may be made by the Superintendent subject to the approval by the Board at its next regular meeting. While the Board may accept or reject a nomination, an appointment will be valid only if made with the recommendation of the Superintendent. In the case of rejection, it is the duty of the Superintendent to make another nomination.

It will be the duty of all principals to recommend via the Superintendent's designee to the Superintendent personnel to fill any vacancy that may occur at their building. Interviewing and selection procedures should ensure that the principal or other administrator (to be directly responsible for the work of the staff member) has the opportunity to aid in the selection. However, the final selection shall be made or approved by the Superintendent.

It shall be the duty of the Superintendent or a designee to see that a person recommended for employment shall be the best qualified available from within or without the system and meet all qualifications established by law and the Board for the type of position for which nomination is made.

There shall be no discrimination on the basis of sex, race, color, national origin, or religion except as required by court order or affirmative action program. Advertisement to this effect will be appropriately placed.

No qualified disabled person shall, on the basis of the handicap, be subjected to discrimination in employment. Reasonable accommodation to the known physical or mental limitations of otherwise qualified handicapped persons shall be made where such accommodation would not impose an undue hardship on the operation of the system programs.

By the notice date required by state law of each school year, the Board of Education shall either tender new contracts for the ensuing year to all certificated professional personnel who were on payroll of the local school system at the beginning of that school year, except personnel who have resigned or who have been terminated, or notify such personnel that they will not be rehired for the ensuing school year. Such notification shall be in writing.

The Board authorizes the Superintendent to fill a vacancy between Board meetings in order for the school system program to continue to operate. The employee shall be presented to the Board at the next regularly scheduled meeting to ratify the employment and upon a majority vote of the Board a contract will be offered for professional staff. Should the Board reject the employee, payment for the time worked shall be made and the employment will cease. The employee will be treated as a substitute with no due process rights accrued.

