

**TERRELL COUNTY BOARD POLICY**  
**Classified Personnel Positions & Hiring**

**Descriptive Code:** GCD  
**Issue Date:** 10/11/10  
**Rescinds Code:** GCD  
**Issue Date:** 9/1/1971

Classified personnel shall be defined as: secretaries, clerks, paraprofessionals, maintenance personnel, custodians, maids, lunchroom workers and bus drivers.

All paraprofessionals are required to meet the licensing requirements of the State Board of Education with a copy maintained in the personnel office.

**Employment of Ancillary Personnel**

All ancillary 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 approval by the Board at its next regular meeting.

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.

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 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.

**Evaluation of Ancillary Staff**

The job performance of each member of the ancillary staff shall be periodically evaluated by the immediate supervisor. Criteria for evaluation shall be performance of responsibilities listed in each person's job description, performance of objectives set in the previous evaluation session, and other criteria deemed pertinent by the evaluator.

The evaluator and the person being evaluated shall discuss the evaluation and set objectives

for the future.

Each person being evaluated shall signify that he has discussed the evaluation with the evaluator and participated in the setting of objectives by signing the evaluation. The signature does not necessarily indicate that the person being evaluated agrees with the evaluation.

### **Transfers of Ancillary Staff**

Ancillary personnel are subject to assignment and transfer by the Superintendent and Board of Education.

If a school-based employee desires a transfer, the request must be made to the principal and the Superintendent for consideration.

### **Resignations of Ancillary Personnel**

All ancillary personnel must notify their immediate supervisor when resigning. The time limits for effecting a resignation may be waived whenever it is mutually agreed upon by the employer and employee. If the employer and employee are unable to agree on time limits, ten (10) working days shall be automatically applied.