

OLDHAM COUNTY BOARD OF EDUCATION POLICY

SELECTION AND ASSIGNMENT OF EMPLOYEES

5080

References: KRS 160.345; KRS 160.380; KRS 160.390; KRS 161.760
Relates to Board Policy 5040, 5096

The Board is an equal opportunity employer and does not discriminate against any applicant on the basis of sex, color, race, religion, national origin, age, disability or ethnic background in the hiring, selection and assignment of employees.

The district utilizes on-line training modules for required employee training. As of July 1, 2010, all new employees must have basic computer literacy skills enabling them to log on and complete required training modules.

5080.01 CERTIFIED STAFF

The Board intends that the positions established for certificated employees be held by persons best qualified to enable the district to attain its purposes, goals and objectives.

Any person interested in applying for a certified position should complete an on-line application on the district website with transcripts and certification attached. For school-level positions, interviews will be conducted by the principal, or School-Based Decision Making (SBDM) Council when appropriate. The principal shall select the most qualified applicant to fill the position, after consultation with the Site-Based Decision Making (SBDM) Council, and make a recommendation to the Superintendent. This decision shall be binding on the Superintendent, who completes the hiring process. Principals will be hired in compliance with KRS 160.345.

All appointments, promotions and transfers of principals, supervisors, teachers and other public-school employees shall be made only upon action by the Superintendent. All employees of the Board shall have such qualifications as are prescribed by law and by the regulations of the State Board of Education and of the Board. Supervisors, principals, teachers and other employees may be appointed by the Superintendent for any school year at any time after February 1 preceding the beginning of the school year.

Employment of a teacher, either under a limited or continuing contract is employment in the school district only and not in a particular position or school.

Applicants for administrative positions shall submit a completed on-line application, with a resume, transcripts and certificate to the Personnel Office. Interviews shall be conducted by the Superintendent and/or his/her designee, and selection and assignment shall be made by the Superintendent.

5080.02 CLASSIFIED STAFF

Any person interested in applying for a classified position, should complete an on-line application through the district's website. Classified positions at a particular school shall be selected by the Principal after consultation with the Site-Based Decision Making (SBDM) Council. Classified positions at the Central Office shall be selected by the Superintendent or his/her designee. All appointments, promotions or advancements shall be made only upon action by the Superintendent.

Classified employee contracts remain contingent until the pre-employment process has been completed. A probationary period may be required for newly hired classified employees. The probationary period is not to exceed six months for bus drivers, and three months for all other classified employees. A building principal or district-level supervisor may apply to the superintendent to have the probationary period for a classified employee extended to a period not to exceed twelve months upon a showing of exceptional circumstances.

The Superintendent shall notify the Board of all personnel actions