

2.02 APPLICATION/RECRUITMENT

B. Application Screening

7. Veteran's Preference

- a. All veterans' preference eligible applicants, as defined in the Florida Statutes, shall be given special consideration at each step of the employment selection process. Specifically, all preference-eligible applicants shall be granted an interview.
- b. If there is more than one step in the application process, a preference-eligible applicant who meets the minimum qualifications for the position shall be advanced to the next step in the selection process.
- c. If an applicant other than a preference-eligible applicant is hired into a position, the person making the recommendation will document the reason for the decision.
- d. Any employee who is reinstated to employment after separation from the U.S. Armed Forces with an honorable discharge will be given preference in promotion. This preference means that the preference-eligible employee will be promoted ahead of all other employees who are as well or less qualified for the position. This applies to the first promotion after reinstatement only.
- e. Special consideration for retention will be given to preference-eligible employees where layoffs are necessitated. Documentation will be maintained to confirm preference was given.

~~7.8.~~ A former Clay County employee, or Clay County School Board member, who was elected immediately after his/her last teaching, administrative or work assignment in the district, shall be considered for a teaching or support position in Clay County if: he/she has completed an on-line application and, if applicable, has transcript(s) (official or microfilmed) on file; received a satisfactory rating on the last performance evaluation conducted in Clay (if applicable); was recommended for reappointment by his/her last Clay County administrator (if applicable); presents a satisfactory reference, on the required form, from his/her last Clay County administrator; and has not been separated from Clay County for more than two years.

~~8.9.~~ An employee who has served as an Interim Under Contract teacher or as a Limited Contract employee, has met the minimum standards required for hire and has a complete application shall be required to submit only a satisfactory reference completed by his/her Clay County supervisor in order to be considered for regular employment as a teacher or support employee. This exemption from other application requirements shall be valid for the current and next school year only.

~~9.10.~~ A former Clay County teacher or support employee who received a satisfactory evaluation, but was not recommended for reappointment for the following year, shall not be considered for reemployment for one year. Subsequently, the individual

may be considered only if a current on-line application, with all required documentation, is submitted and all minimal pool requirements are met.

~~10.~~11. A former Clay County teacher or support employee who received an unsatisfactory performance evaluation from his/her last Clay County supervisor will not be considered for reemployment in Clay County until a new, complete on-line application is submitted, including a reference documenting satisfactory performance subsequent to Clay County employment. A former Clay County teacher or support employee who received an unsatisfactory evaluation and was not recommended for reappointment by his last Clay County supervisor shall not be considered for reemployment in the district, except as directed by the Superintendent.

~~11.~~12. Any exceptions to these requirements, due to extenuating circumstances, must be approved by the Superintendent. No other exceptions shall be made to these procedures.

~~12.~~13. All applications for employment shall remain active for a period of one year following the date of initial on-line application and may be reactivated upon written notification by the applicant to the Human Resources Division prior to the expiration of the current application period. If an on-line application is inactivated, it must be updated when reactivated, a new application, including a reference and official transcript, will be required before an applicant will be considered for employment. In no case shall an applicant be considered for employment based on an application that is older than two years.

~~13.~~14. Prior to payment of salary, all nominated candidates for positions shall report to the Division of Human Resources for a pre-employment meeting to complete required paperwork. When requirements have been completed for employment, a contract may be offered with the approval of the Superintendent. The Superintendent shall make his nomination at the next regular School Board meeting, but final employment shall rest with confirmation of the School Board.

~~14.~~15. Once an employee has been appointed by the School Board, the employee may be released from contract only through regular resignation or leave procedures or as provided by law.

~~15.~~16. Applicants and employees' eligibility under Section 504, or the Americans with Disabilities Act, and their need for reasonable accommodation, shall be determined on a case-by-case basis. Employment opportunities shall not be denied to applicants or employees with a disability unless reasonable accommodations cannot be provided due to undue hardship or the presence of direct threat to the health or safety of the applicant/employee or others.

(Ref. F.S. 1012.22; 1012.27; 1012.32; 1012.56)(Adopted: 01/08/81)(Amended: 10/14/82, 12/13/84, 04/10/86, 01/08/87, 01/21/88, 01/19/89, 11/21/89, 04/19/90, 04/18/91, 07/18/91, 09/19/91, 06/15/93, 02/17/94, 01/18/96, 01/21/99, 12/16/2004, 06/20/06, 11/20/07, 05/20/10)

2.04 EMPLOYMENT PROCEDURES FOR TEACHERS

A. EMPLOYMENT

1. The minimum requirements to be employed as a teacher in Clay County shall include meeting the minimum standards as prescribed by state law and as outlined below.
2. Applicants for teaching positions in the Clay County Schools shall be required to file an on-line application. A complete application file will consist of an electronic application, appropriate reference submitted on the required form and, a complete set of transcripts from each college/university from which the applicant received a bachelor's degree or higher. Additional transcripts necessary for certification purposes may be required. The application form, reference sheets, transcripts and other required documents shall be submitted as required by the Board-approved application and accompanying directions. These forms and directions shall be reviewed and revised as necessary in order to comply with state, federal and court requirements
3. No applicant shall be recommended for hire unless the following minimum standards have been met:
 - e. Interviews of applicants will be scheduled and conducted by the principal, department head, or their designees. Veterans will be provided an opportunity to interview, if they are qualified for the posted position, **in accordance with 2.02, Section B.6.**
4. All applicants shall have a chance to be reconsidered after one year from the date that initial eligibility was determined if new teaching experience is submitted and if the applicant requests such review and submits the required documentation.

(Ref. F.S. 1012.22; 1012.27; 1012.37; 1012.55; 1012.28; 1012.32; 1012.39)(Adopted: 01-08-81)
(Amended: 11-08-84; 7-10-86; 11-18-86)(Amended: 04-23-92)(Amended: 06-15-93) (Amended: 02-17-94,
01-21-99, 11-16-99, 12-18-01, 04/18/02, 06/20/06, **05/20/10**)

2.05 SCREENING, SELECTION AND APPOINTMENT OF ADMINISTRATORS

A. School Administrators

1. General

All procedures for application, selection, and appointment of school administrators shall be established in the Clay County Human Resources Management Development (HRMD) Plan. All persons who wish to apply for vacancies in school level administration must be screened, trained and interviewed in accordance with the HRMD Plan, as developed and submitted by the Superintendent and approved by the School Board.

2. Veteran's Preference

- a. All veterans' preference eligible applicants, as defined in the Florida Statutes, shall be given special consideration at each step of the employment selection process. Specifically, all preference-eligible applicants shall be granted an interview.
- b. If there is more than one step in the application process, a preference-eligible applicant who meets the minimum qualifications for the position shall be advanced to the next step in the selection process.
- c. If an applicant other than a preference-eligible applicant is hired into a position, the person making the recommendation will document the reason for the decision.
- d. Any employee who is reinstated to employment after separation from the U.S. Armed Forces with an honorable discharge will be given preference in promotion. This preference means that the preference-eligible employee will be promoted ahead of all other employees who are as well or less qualified for the position. This applies to the first promotion after reinstatement only.
- c. Special consideration for retention will be given to preference-eligible employees where layoffs are necessitated. Documentation will be maintained to confirm preference was given.

~~2.3.~~ Notification for Enrollment in the HRMD Program

The Human Resources Division shall notify current certificated employees through notices posted in the schools of the opportunity to participate in the HRMD Program. Persons who apply to enroll in the HRMD Program must provide evidence of qualifications sufficient to ensure that they possess minimum requirements for subsequent training and selection.

~~3.4.~~ Training Requirement

The HRMD Program shall include training components designed to develop leadership skills. Other training opportunities will be provided where appropriate for the purpose of developing in-depth job content knowledge and for developing an individual's potential as an educational leader.

4.5. Screening Requirement

Pre-candidate screening of applicants shall be conducted at specific intervals as outlined in the HRMD plan. Such screening shall include credential screening, interviews conducted by trained interviewers utilizing research-based instruments, and verification that prerequisite training requirements have been satisfied.

5.6. Identification of Candidates

Persons who are identified as candidates and who are otherwise qualified to be appointed to such positions shall be eligible for final selection to be Vice/Assistant Principals. Persons who are identified as candidates, who are otherwise qualified to be appointed to such positions and who have successfully completed an HRMD Level II School Principal training program shall be eligible for final selection to be Principals. Current administrators who have attained or are eligible for certification as School Principal/ Educational Leadership in Florida, have been screened by trained interviewers utilizing research-based instruments, and have met all other requirements may be eligible for final selection to be Principals. The Superintendent may waive screening requirements to allow other experienced, certified candidates, from outside of Clay, to be placed in the pool of qualified administrators.

6.7. Selection

Vacancy notices for Principal, and Vice/Assistant Principal positions will be posted, and applicants, if eligible under the rules, may apply for such positions. These vacancy postings shall also be posted at each school. Eligible candidates, who apply for such vacancies, may be interviewed by the Principal and/or the Superintendent of Schools. The Principal and/or Superintendent may choose to interview applicants through use of a representative committee consisting of school staff, parents, current administrators, members of the School Advisory Council, etc. The Superintendent shall verify that his/her nominee for such vacancy is qualified under these rules. The Superintendent shall have the responsibility of identifying an applicant as his/her nominee for the vacant position from those interviewed. His/Her recommendation will be forwarded to the School Board who will have the responsibility for approving such recommendation in accordance with current state statutes.

7.8. Feedback and Counseling

Appropriate career counseling and feedback may be provided to applicants at any stage of the selection process.

8.9. Interim School Administrator

Interim Principals may be recommended by the Superintendent and appointed by the School Board under circumstances which affect the smooth and continuous operation of the school system. Such interim school administrator must possess the minimum degree and experience requirements as established by the state and by the

School Board adopted job description, except that some training and screening requirements may be met during the initial year of appointment. In no case shall any such interim school administrator be reappointed to a subsequent year unless all screening and training requirements are met in accordance with the HRMD Plan.

B. DISTRICT WIDE ADMINISTRATORS

1. General

All persons who wish to apply for vacancies as district wide administrators must be screened and interviewed. All candidates must apply on-line to the appropriate division. The candidate will furnish references, transcripts of college work, other credentials substantiating training level, occupational experience, and other pertinent documents. Only the Superintendent has the authority to waive any of these application requirements. District level administrators who are required to have a Florida Educators Certificate must present verification of eligibility or a copy of their Florida Educators Certificate or district issued certificate.

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- b. If there is more than one step in the application process, a preference-eligible applicant who meets the minimum qualifications for the position shall be advanced to the next step in the selection process.
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- e. Special consideration for retention will be given to preference-eligible employees where layoffs are necessitated. Documentation will be maintained to confirm preference was given.

~~2.3.~~ Vacancy Posting

Vacancy notices for district wide administrative positions will be posted on-line via the district website.

~~3.4.~~ Selection

The Assistant Superintendent and/or appropriate Directors will be responsible for screening of candidates. Eligible candidates will be interviewed by the department head and/or screening committee, and/or the Superintendent of Schools. The

Superintendent will forward his/her recommendation to the School Board who will have the responsibility for approving such recommendation in accordance with current state statutes.

4.5. Appointment

Prior to the first day of work, a district wide administrator who is new to the Clay County School Board, shall have passed required drug screening, been fingerprinted, and appointed by the School Board. Prior to the first salary payment, the new-to-Clay administrator shall have completed the required pre-employment process.

(Ref. F.S. 1012.22; 1012.27; 1012.32)(Revised: 01-08-81)(Amended: 12-31-84; 06-12-86; 04-18-91; 03-21-96; 02-15-01; 06/20/06, 05/20/10)