

A "close relative" shall be defined as the first degree of kindred: husband, wife, father, mother, brother, sister, son, daughter, and in-laws of the same degree.

2. This section shall be effective July 1, 1993, but shall not apply to supervisory relationships existing on that effective date.

(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)

2.03 POSITION AVAILABILITY

- A. All regular employment positions and supplemental positions shall be allocated by the School Board. Such allocations must be recommended by the appropriate division head and Deputy Superintendent to the Superintendent prior to the Superintendent's recommendation to the School Board for their consideration and approval.
- B. No allocation shall be approved unless supported by a job description with job locator code, description of duties and qualifications. Each job description shall be submitted to the Human Resources Division for review and approval prior to submission to the School Board for its final approval. No employment position shall be posted, made public or presented to the Board with an appointment recommendation unless an allocation exists which has been approved by the Board.
- C. Job descriptions, including the job duties and qualifications shall be reviewed by the Superintendent or his designee and brought to the Board for approval no less frequently than every two (2) years. The purpose of the review is to determine the current need for the position, to determine whether the listed job duties are appropriate and to determine the appropriate job qualifications. Before any new or existing job opening or vacancy is announced or made available for appointment recommendation, internal transfer, re-designation or new hire, or when a position is vacated, the Superintendent shall bring the Job Description for said position to the Board for review and approval. The Superintendent shall also provide a rationale as to the reason for the continued need for the position and the salary range. Once the Board approves the position the job may be posted, advertised or filled by recommendation of the Superintendent to the Board. No appointment recommendation shall be made by the Superintendent and the employment position shall not be filled until such time as the job description for the vacated position has been reviewed as set forth herein and brought to the Board for approval. Effective January 1, 2014, no allocation of any position shall be approved by the Board until the job description for that position has been reviewed as to duties and qualifications as required by this Policy and the reviewed/amended job description is approved by the Board.

This subsection shall be applicable only to Administrative positions other than those which are considered the Administration of an individual school. This Policy does not apply to any employee who is governed by any contract between the Board and CCEA or CESP.

- D. Positions which have been authorized by the School Board and which are available must be posted ~~in all schools~~ electronically as required by the applicable collective bargaining agreement.

(Ref. F.S. 1012.27) (Adopted: 01-08-81)(Amended: 12-13-84, 01-18-96) (Amended: 09/19/13)

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:
 - a. A valid professional or temporary Florida teaching certificate or a valid district certificate with coverage in the appropriate subject areas; or, in the case of a speech clinician, occupational or physical therapist, a valid license or registration issued by the Department of Business & Professional Regulations; or evidence that the requirements for Non-Certified Instructional Personnel, stipulated in these policies, have been met. If required certification or licensure has not yet been issued, the applicant may submit evidence of eligibility for such, pending receipt of the certificate/license.
 - b. Professional Practices Commission clearance. If any action has been taken by the Commission regarding the applicant, the case will be reviewed by the Human Resources administrator. The decision regarding the impact of the record on the applicant's employment in Clay County shall be at the sole discretion of the Superintendent or his/her designee.
 - c. Ratings on the appropriate reference form must average, at least, "Meets Acceptable Standards (3)" and must include no overall recommendation less than that of "Recommend". Additionally, if any of the references stipulates that there may be reasons for not allowing the applicant to work around