

## **SELECTION, ASSIGNMENT, AND PROMOTION PROCESS**

### **Policies Applicable to All Employees (2600.1)**

Both the selection and promotion of employees of Edmond Public Schools is based exclusively on merit. The following criteria, as evidenced by the application, personal interview, references, and school or teaching experience (as applicable), are used as guides for the selection or promotion of staff:

Training for the position	Character
Special abilities or skills	Experience
Competencies (personal & professional)	Ability to perform the essential functions of the position
	Requirements of the position

### **Non-Discrimination**

The Edmond Public Schools fully supports a policy of equal employment opportunity in all job classifications. The Edmond Public Schools does not discriminate against any employee or applicant for employment on the basis of race, color, national origin, religion, sex, age, qualified disability or veteran status. This policy encompasses recruitment, selection, assignment, promotion, transfer, dismissal, compensation, and training of all District personnel.

Discrimination is specifically prohibited by Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Act of 1972 and Section 504 of the Rehabilitation Act.

### **National Criminal History Record Check**

It shall be the policy of this School District that it will obtain the results of a national criminal history record check of every prospective School District employee. For the purposes of this policy the term "national criminal history record check" means a search of criminal history records entailing the fingerprinting of the individual and submission of the fingerprints to the United States Federal Bureau of Investigation (FBI) for the purpose of obtaining the national criminal history record of the person.

During the first interview with each employment applicant, the School District will advise the applicant that:

1. The School District shall request in writing to the State Board of Education a national criminal history record check for any person recommended for employment with the School District;
2. To enable the School District to request the search and obtain the results, the applicant must submit his/her fingerprints for a national criminal history record check as well as

complete and sign an Authorization and Release form provided by the School District (see pp.5-6);

3. The School District will only request a national criminal history record check if the Superintendent of Schools recommends employment of the applicant;
4. If the Superintendent of Schools recommends employment of the applicant, the applicant shall be required to pay all fees associated with such national criminal history record check; and,
5. The applicant, if placed on duty prior to receipt of the national criminal history record check results, will be classified as a temporary employee not to exceed sixty (60) days pending receipt of the results of the national criminal history record check results.

All national criminal history record checks will be made in compliance with the Federal Fair Credit Reporting Act. If the national criminal history record check reveals a prior felony offense conviction or if the applicant provides a false response to one or more of the questions on the Authorization and Release, the applicant will be denied employment and, if placed on duty prior to receipt of the search results, will be deemed to have resigned from employment with the School District, effective upon acceptance by the Board of Education. The Board of Education may accept any employee's resignation at any time within thirty (30) days after the date the School District is notified of either the unsatisfactory search results or learns of the applicant's false response, whichever is later. Under these circumstances, the employee waives any due process procedures which might otherwise be available under federal and state law and School District policies and procedures.

The School District will also request a national criminal history record check of the name, fingerprints, social security number or other relevant information of any current School District employee if the Board of Education or Superintendent of Schools requests a search of that employee's record (see pp.7-8).

### **Employment Eligibility**

The Edmond Public Schools will employ only United States citizens and aliens authorized to work in the United States. All new employees will be required to complete and sign an Employment Eligibility Form (I-9) to certify that they are eligible for employment.

### **Certified Employee Selection/Assignment/Promotion Process** (2600.2)

#### **Application**

Applications for positions or promotions with Edmond Public Schools shall be completed online using the District's online application system.

The following items are required before an application can be considered for employment:

1. a completed application form including a list of references and contact information.
2. an official transcript of degrees conferred, bearing the college/university seal, and the date the degree was conferred.
3. a copy of the applicant's valid Oklahoma teacher's certification/license.
4. completion of the District's screening assessment if required.

All applications submitted for employment or promotion become the sole property of Edmond Public Schools. The application, references, transcripts, and other information are confidential and will be reviewed only by the Human Resources Department and appropriate, authorized school supervisory personnel.

An applicant's name or other information will not be given to any private business, agency, or institution. Names of certified applicants will be submitted to the Oklahoma State Department of Education as required by law. In the event another school district is seeking applicants for an appropriate position, the applicants will be notified and must authorize the release of any information.

### **Interviews**

The principals will carefully screen applications for certified positions. Based upon the screening, principals will select a reasonable number of applicants for interview. Principals will contact those applicants who have been selected for interviews to schedule the date and time for an interview.

### **Selection**

The building principals will select individuals to be recommended to the Board of Education for employment. Applicants will be notified that recommendations will be made to the Superintendent and to the Board of Education at the next regularly scheduled Board meeting. Formal appointment is made only after the Board has approved the Superintendent's recommendation. Assignment is made, unless specifically indicated otherwise, for one school year or the balance of the school year, subject to legal requirements.

### **Assignment**

Assignment of teachers shall be made under the direction of the Superintendent of Schools in accordance with state and federal law and the District's collective bargaining agreement. The recommendations of principals and Human Resources administrators shall be considered.

The district administration may assign a teacher to any position for which he/she is qualified and certified prior to the first day of class. Teaching assignments including anticipated grade levels or subjects for each semester, shall be made prior to the opening of the semester unless there exists an exceptional emergency.

Teachers shall not be assigned outside the scope of their teaching certification or their major or minor fields of study, except on a temporary basis and by written notice from the Superintendent. Such notice shall assure the teacher of an opportunity for assignment in his/her major or minor field when such vacancy occurs.

Re-assignments/transfers will be made in accordance with the District's collective bargaining agreement and only after discussion between the principal and the teacher affected. When school is not in session, a reasonable effort will be made to discuss the proposed change with the teacher involved.

### **Support Employee Selection/Assignment/Promotion Process** (2600.3)

#### **Application**

Applications for positions or promotions with Edmond Public Schools shall be completed online using the District's online application system. All applications submitted for employment or promotion become the sole property of Edmond Public Schools. The application, references and other information are confidential and will be reviewed only by the appropriate authorized supervisory personnel. The applicant's name or other information will not be given to any private business, agency, or institution. Persons desiring to make application for employment with the Edmond Public Schools may do so by contacting the appropriate departments within the District.

#### **Interviews**

Applicants for support personnel positions will be carefully screened by the appropriate administrator/supervisor. Based on the screening, the appropriate administrator will select a reasonable number of applicants for interview. The appropriate administrator/supervisor will contact those applicants who have been selected for interviews and schedule the date and time for an interview.

#### **Selection**

The administrator/supervisor will select individuals to be recommended to the Board of Education for employment.

Applicants will be notified that recommendations will be made to the Superintendent and to the Board of Education at the next regularly scheduled Board meeting. Formal appointment is made only after the Board has approved the Superintendent's recommendation.

## **Assignment**

Assignment/reassignment/transfer of support employees shall be made under the direction of the Superintendent of Schools in accordance with state and federal law and the District's collective bargaining agreement. The recommendations of principals and Human Resources Administrators shall be considered.

**AUTHORIZATION AND RELEASE**

This Authorization and Release is executed under penalty of perjury on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by \_\_\_\_\_, an applicant for employment ("Applicant") with the Edmond School District.

Applicant understands that the Edmond School District's receipt of a clear national criminal history record check is a condition of employment with the School District. Because Applicant desires employment with the School District, Applicant authorizes the School District to request and obtain the results of a national criminal history record check of Applicant's name, fingerprints, social security number and any other lawful means of obtaining such results. Applicant hereby releases Applicant's national criminal history record check results to the School District. Applicant also releases the School District of any and all liability relating to its request for, receipt and use of the search results.

Applicant acknowledges that Applicant has been furnished and understands all of the requirements of the School District's National Criminal History Record Check Policy and agrees to be bound by all of its terms and conditions.

Applicant also agrees to truthfully answer the following questions:

**HAVE YOU EVER:**

	<b><u>Yes</u></b>	<b><u>No</u></b>
a. Entered a plea of guilty or nolo contendere to a state or federal felony charge?	_____	_____
b. Been convicted of a state or federal felony offense?	_____	_____
c. Been charged with a state or federal felony offense which was reduced to a misdemeanor offense to which which you entered a plea of guilty or nolo contendere?	_____	_____
d. Entered a plea of guilty or nolo contendere to, or been convicted of, a state or federal misdemeanor charge involving illegal chemical substances or illegal sexual activity?	_____	_____



**AUTHORIZATION AND RELEASE**

This Authorization and Release is executed under penalty of perjury on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by \_\_\_\_\_, an employee ("Employee") with the Edmond Public Schools.

Employee understands that the Edmond Public Schools receipt of a clear national criminal history record check has been requested by the Superintendent and/or Board of Education. Employee hereby releases his/her national criminal history record check of his/her name, fingerprints, social security number and any other lawful means of obtaining such results to the Edmond Public Schools. Employee also releases School District of any and all liability relating to its request for, receipt and use of the search results.

Employee acknowledges that he/she has been furnished and understands all of the requirements of the School District's National Criminal Record Check Policy and agrees to be bound by all of its terms and conditions.

Employee also agrees to truthfully answer the following questions:

**HAVE YOU EVER:**

	<b><u>Yes</u></b>	<b><u>No</u></b>
a. Entered a plea of guilty or nolo contendere to a state or federal felony charge?	_____	_____
b. Been convicted of a state or federal felony offense?	_____	_____
c. Been charged with a state or federal felony offense which was reduced to a misdemeanor offense to which which you entered a plea of guilty or nolo contendere?	_____	_____
d. Entered a plea of guilty or nolo contendere to, or been convicted of, a state or federal misdemeanor charge involving illegal chemical substances or illegal sexual activity?	_____	_____



Employee understands that if the national criminal history record check reveals a prior felony offense conviction or if Employee has provided a false response to one or more of the above questions, then Employee's employment by the School District will be reviewed to determine whether there is a basis for non-reemployment or dismissal.

"Employee"

**VERIFICATION**

STATE OF OKLAHOMA            )  
  ) ss.  
COUNTY OF OKLAHOMA        )

\_\_\_\_\_, Employee, of lawful age and being first duly sworn upon oath, deposes and states: that Employee is familiar with the statements set forth above; that Employee has read and fully understood the foregoing Authorization and Release; and Employee states that all the matters therein set forth are true and correct.

"Employee"

SUBSCRIBED AND SWORN to before me this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Notary Public

My Commission expires:

\_\_\_\_\_

(SEAL)