

CHAPTER 6.00 – HUMAN RESOURCES

EMPLOYMENT REQUIREMENTS

6.16

Any person desiring employment shall file a completed application on the form provided by the Superintendent.

- I. Qualifications
 - A. Must be of good moral character
 - B. Must have attained the age of eighteen (18) years with the exception of students employed by the Board.
- II. Certificate requirements - Each applicant for an instructional or a certified administrative position shall hold an Alabama Teacher's Certificate and all vocational personnel shall meet the State Department of Education requirements and have the proper license to perform services.
 - A. To be considered for a position, an applicant shall be duly qualified for that position in accordance with federal and state law, regulations of the State Department of Education and the approved job description. If it appears that the applicant is eligible for proper certification, appointment may be made subject to the conditions set forth in the contract of employment.
 - B. Any person not holding a valid Teacher's Certificate at the time of employment shall be required, upon initial employment to make application to the State Department of Education for such a certificate, through the personnel office of the school system. When such certificate is received, it must be filed with the office of the Superintendent. If the State Department of Education declines to issue a certificate, the person's employment shall be terminated immediately. Failure to file for such certificate, except for good cause as determined by the Superintendent, shall result in the termination of employment.
- III. Criminal background checks by means of fingerprinting for prospective and current employees who have unsupervised access to students shall be conducted consistent with requirements of law.
- IV. The system shall ensure that all aspects of the recruitment and selection process are job-related and are consistent with business necessity to ensure equal employment opportunity. Neither the system nor its agents shall engage in any discrimination with respect to employment in violation of any state or federal laws. Applicants shall be informed of the complaint procedure that may be used should they allege discrimination.

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STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-22A-1 et seq., 16-23-1 et seq.**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

**ADOPTED: October 18, 2006
REVISION DATE(S): _____
FORMERLY: GAJDB**