



HARLAN INDEPENDENT SCHOOLS

TEL. (606) 573-8700
FAX (606) 573-8711

420. E. CENTRAL ST.
HARLAN, KY 40831

Thank you for your interest in job opportunities with the Harlan Independent School District. The Harlan Independent School District is a high performing school district that is focused on student success. Ranking among the Commonwealths highest performing school districts, Harlan Independent is recognized as the educational leader in our community, region, and state. With unmatched academic success, the faculty, staff, and administration are the driving force in equipping our students for a successful future. Working together, we provide a systematic educational experience for all students K3- 12th grade.

Sunshine Preschool serves three, four, and five year old students seeking an exciting and engaging entry level school experience. Students in Kindergarten through fourth grade are housed at Harlan Elementary School, Harlan County's only 5 Star rated elementary school. Harlan Middle School serves grades 5-8 and Harlan High School houses students in 9-12th grade. Harlan Middle/High School has been recognized as one of America's Best High Schools by US News and World Report for the last 10 consecutive years.

To join the Green Dragon Family and pursue an exciting career with our district you must submit several documents to be considered for vacancies.

Please use this document to help ensure that all paperwork is on file so that you may be considered for vacancies with the district. If you have questions, please feel free to contact 606-573-8700 option 6 Monday-Friday from 7:30AM -4:00PM. Only candidates who complete and submit all required paperwork will be considered for employment.

Completed applications and related paperwork must be filed in the Central Office located at 420 E. Central St. Harlan, KY 40831. You may also mail your documentation to the same address. Additionally, you may email your completed application to Harlan.jobs@harlanind.kyschools.us.

Do not submit applications to schools or individuals within the school buildings. Feel free to schedule appointments to discuss potential jobs and vacancies with Supervisors or Principals. However, you must submit all applications to the Central Office.

You may deliver materials in person if that is more convenient. The Harlan Independent Board of Education is located in the parking area of Harlan High School directly adjacent to the Humanities Building. Visitor parking is available directly in front of the building with the administrative offices located on the first floor.

Use this checklist to ensure all documents have been submitted. Please make sure all contact information is correct. We will use this information to contact you.

"Partners for Success"

EQUAL EDUCATION AND EMPLOYMENT INSTITUTION



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Application Checklist for Candidates

Teachers and Administrative Staff

Completed Certified or Support Staff Application	<input type="checkbox"/> Yes
Complete Criminal Background check: <i>* Involves finger printing & Fee</i>	<input type="checkbox"/> Yes
Complete CAN Registry Check (Child Abuse and Neglect): <i>* Involves a fee - visit https://kog.chfs.ky.gov/home/</i>	<input type="checkbox"/> Yes
Original Transcripts submitted:	<input type="checkbox"/> Yes
College Credit Hours on Record: <i>*64 College Credit Hour required for Substitute Teacher Positions</i>	<input type="checkbox"/> Yes
Copy of Valid (up to date) Teaching Certificate:	<input type="checkbox"/> Yes
Three (3) Letters of Recommendations:	<input type="checkbox"/> Yes
Lesson Plan	<input type="checkbox"/> Yes

Support Staff (Bus Drivers, Food Services, Custodians, Instructional Aides, Coaches, etc.)

Completed Application on File:	<input type="checkbox"/> Yes
Complete Criminal Background check: <i>* Involves finger printing & Fee.</i>	<input type="checkbox"/> Yes
Complete CAN Registry Check (Child Abuse and Neglect): <i>* Involves a fee - visit https://kog.chfs.ky.gov/home/</i>	<input type="checkbox"/> Yes
Original Transcripts submitted:	<input type="checkbox"/> Yes
GED/ High School Diploma on File:	<input type="checkbox"/> Yes
College Credit Hours on Record: <i>*48 College Credit Hour required for Instructional Aide Positions</i>	_____ Hours <input type="checkbox"/> N/A
Tuberculosis Test: <i>*Required for all Caf� Staff Applicants.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
TC 94-35E and the Supplement to TC94-35E <i>*Required for all bus drivers.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Kentucky Motor Vehicle Records Check <i>*Required for all bus drivers. Includes a fee.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A

Volunteers

Completed Application on File:	<input type="checkbox"/> Yes
Complete Criminal Background check: Pending: _____	<input type="checkbox"/> Yes <input type="checkbox"/> Already on File
Complete CAN Registry Check (Child Abuse and Neglect): Pending: _____	<input type="checkbox"/> Yes <input type="checkbox"/> Already on File

"Partners for Success"

EQUAL EDUCATION AND EMPLOYMENT INSTITUTION

HARLAN INDEPENDENT SCHOOL DISTRICT INFORMATION FOR APPLICANTS FOR TEACHING POSITIONS

We appreciate your interest in obtaining a teaching position with us. This is how applications are handled:

If you are applying for a specific position listed in the Job Register, your application will be filed in a folder for that position. Otherwise, it will be placed based on your certification, in one of the three general folders; secondary, elementary, or special education. Each time that a position opens, we will review the appropriate folder and transfer all relevant applications to the folder for that job. Except in emergency situations, we will notify you that you are being considered for this position to see if you are still interested in a job with us and so that you can supply any additional documentation needed.

On or immediately after the date specified in the Job Register, the search committee will review applications and select candidates to be interviewed. Following completion of the interview process, the search committee will forward its recommendations to the Superintendent who will make the final decision. Applicants will be notified by mail that their application has been reviewed.

Except in extenuating circumstances, the following information should be on file in the office by the closing date for applications:

- A. Photocopy of teaching certificate or statement of eligibility
- B. Transcripts from all colleges attended
- C. Sample lesson plan prepared according to our directions
- D. Recommendation forms completed by three references

The district has its own recommendation form. Please have three individuals who are familiar with your professional qualifications and work to complete them and mail them directly to us.

You are welcome to provide us with a resume and to have college placement service send us your file as additional information, but this is not required unless specifically requested by the search committee.

The filing year for applications runs from the beginning of one school year to the beginning of the next. At that time all applications are transferred to the Inactive file except those under active consideration for an open position. Applicants wishing to reactivate their file should contact the personnel secretary for instructions.

HARLAN INDEPENDENT SCHOOL DISTRICT
INSTRUCTIONS FOR LESSON PLANS REQUIRED OF THE TEACHER APPLICANTS

To the Applicant:

As part of the process for screening applicants for teaching positions, we ask applicants to submit a lesson plan which they actually taught in the classroom. This lesson should be one designed by you which reflects your own work. Should you be called for an interview, this lesson plan will be used as a starting point for discussing instruction. It should exemplify your educational philosophy and approach to teaching.

The points to be included are:

- I. Course data (Name of course, grade level of students, number of students, length of class period, any other pertinent data about class needed to interpret the lesson.)
- II. Goals/objectives of the lesson.
- III. Relationships of this lesson to a unit or sequence of work. (What came before and what was to come next.)
- IV. Lesson development.
 - a. how the lesson opened
 - b. steps/activities used in developing the lesson
 - c. how lesson closed
- V. Follow-up. (Related homework if any and how lesson was followed up the next day during the week.)
- VI. Evaluation (How student learning was evaluated and when.)

Please give enough detail on each of these points that we may be able to picture how the lesson was conducted. If you have on file a detailed plan for this lesson you may submit it and attach an addendum which covers any points not included in your original plan.

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APPLICATION FOR CERTIFIED STAFF

(Teachers/Administrative/Substitute Teacher/Other)

An Equal Educational and Employment Opportunities Institution

Harlan Independent Schools is an Equal Opportunity Employer. Race, color, religion, age, sex, disability, marital or veteran status, place of national origin and other categories protected by law are not factors in employment, promotion, compensation or working conditions.

Name (Last/First/Middle): _____ Date: _____

Current Address: _____ City/State: _____ Zip: _____

Home Telephone: _____ Cell Phone: _____

Email address: _____ Driver's License #: _____

Position for which you are applying: _____

Job #: _____ Date you can begin work: _____

Applying for: _____ Full Time _____ Part - Time

If not applying for a specific opening, please indicate below the kind of position in which you are interested:

	Job Title	School	Grades
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

CERTIFICATION INFORMATION

Enclose a photocopy of your certificate or statement of eligibility with this application.

STATE	Certificate /EPSB#	Rank
_____	_____	_____
Codes	Certification Areas	Effective
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

A picture ID must accompany this application.

WORK HISTORY

Give a complete record of full & part-time employment. Give most recent employer first.

School Board/Firm:	_____			
Name of Supervisor:	_____	Telephone #:	_____	
Address:	_____			
	Street	City	State	Zip Code
Position and Duties:	_____			
Dates of Employment	_____	to	_____	
Reason for Leaving:	_____			
May we contact this employer:	___ Yes ___ No	(If no, give Reason:	_____)	

School Board/Firm:	_____			
Name of Supervisor:	_____	Telephone #:	_____	
Address:	_____			
	Street	City	State	Zip Code
Position and Duties:	_____			
Dates of Employment	_____	to	_____	
Reason for Leaving:	_____			
May we contact this employer:	___ Yes ___ No	(If no, give Reason:	_____)	

School Board/Firm:	_____			
Name of Supervisor:	_____	Telephone #:	_____	
Address:	_____			
	Street	City	State	Zip Code
Position and Duties:	_____			
Dates of Employment	_____	to	_____	
Reason for Leaving:	_____			
May we contact this employer:	___ Yes ___ No	(If no, give Reason:	_____)	

School Board/Firm:	_____			
Name of Supervisor:	_____	Telephone #:	_____	
Address:	_____			
	Street	City	State	Zip Code
Position and Duties:	_____			
Dates of Employment	_____	to	_____	
Reason for Leaving:	_____			
May we contact this employer:	___ Yes ___ No	(If no, give Reason:	_____)	

EDUCATIONAL HISTORY**

List postsecondary institutions attended starting with the one most recently attended.

List below the high school(s) and postsecondary institutions (colleges, vocational schools) which you have attended starting with the first attended school:				
	School	Location	Dates	Degree
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____

***Official Transcripts from these schools must be filed with your application.*

***After July 13, 1990, no person shall be initially hired unless s/he holds at least a high school diploma or a certificate of high school equivalency or unless s/he shows progress, as defined by Administrative Regulations of the State Board for Adult, Vocational Education and Vocational Rehabilitation, toward obtaining a certificate of high school equivalency.*

List ALL states or former residence, including the dates of residency. (KRS 160.380)

Total years of teaching experience in public schools _____.

Are you interested in extra duty opportunities? Yes No

Do you have any special talents, skills, or expertise which would be useful either in carrying out your professional duties or in helping with extracurricular activities?

Have you ever had a teaching certificate revoked by any state? Yes No
If yes, give details:

Have you ever been convicted of a felony which has not been annulled, expunged, or sealed by a court? (Kentucky school law does not permit the hiring of persons with a record of violent offenses or sex crimes.) Yes No
If yes, describe in full:

I hereby declare that the information provided by me in this application is true, correct, and complete to the best of my knowledge. I understand that if employed, any misstatement or omission of fact on this application shall be cause for dismissal.

Signature of Applicant

REFERENCES (Required)

Give the names of three persons who would be able to describe your **professional qualifications & fitness** for this positions. Do not list any relatives.

1. Name:	_____	Title:	_____	
Address	_____			
	Street		City	State
		Phone:	_____	
2. Name:	_____	Title:	_____	
Address	_____			
	Street		City	State
		Phone:	_____	
3. Name:	_____	Title:	_____	
Address	_____			
	Street		City	State
		Phone:	_____	

GENERAL INFORMATION

1. Are you related to anyone currently employed at Harlan Independent or members of the School Board? Yes _____ No _____
If yes, please list their name and relationship: _____

2. Do you have any physical limitations which affect the kinds of work you could perform?
Yes _____ No _____
If yes, please describe: _____

3. For employment, state law requires a criminal record check. State law does not permit the hiring of persons with a record of violent offenses or sex crimes. Have you in the last 10 years been convicted of a felony (excluding any sealed or expunged convictions)?
Yes _____ No _____
If yes, explain: _____

State Law requires a State Criminal History Background Check as a condition of employment. Under certain circumstances, a National Criminal History Background Check may be required as a condition of employment. (KRS 160.380) List ALL states of former residence, including the dates of residency.

Address	City	State	Zip	Dates

NOTE: No applicant will be denied employment solely on the grounds of a conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

(KRS 160.380)As part of the initial employment process, all new hires who will have direct contact with students must have both a state and federal criminal record check by the Administrative Office of the Courts (AOC), a fingerprint police record check., and a letter (CA/N check) from the Cabinet for Health and Family Services documenting the individual does not have an administrative finding of child abuse or neglect in records maintained by the Cabinet,. Additional background checks may be required for childcare/daycare positions. SESC will bear the cost of required checks.

Please read and initial each paragraph below (if there is any part of this page you do not understand, please ask us about it before signing).

_____ I understand that if offered employment, the offer may be contingent on my passing a pre-employment alcohol and drug screen and a pre-employment physical. By signing this application, I voluntarily agree to submit to a pre-employment alcohol/drug screen and pre-employment physical upon request. I understand that failure to pass the alcohol/drug screen and/or physical will result in withdrawal of the employment offer.

_____ I understand that nothing contained in the application or conveyed to me during any interview which may be granted is intended to create an employment contract, implied or explicit, between me and Harlan Independent Schools.

_____ I understand and agree that any future changes in my title, duties, compensation, working conditions, and/or Harlan Independent Schools benefits, policies and procedures will not alter my contractual obligations.

_____ I understand that if offered employment, I will, as a condition of employment, be required to submit proof of my identity and legal right to work in the United States on my first day of employment.

_____ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement on this application or on any documents used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ Applicant's Signature

_____ Date

PAGES 1-5 Must be completed and submitted for consideration for all employment opportunities.

PAGE 7 – Must be completed for all Café related staff. Additionally, all Café Staff must obtain Food Handlers Card issued through the Harlan County Health Department.

PAGES 9-12 Are for your reference and should not be submitted with your completed application.

** Bus drivers are required to complete a current Medical Examination Report, form TC94-35E and supplement (TC 94-35E and the Supplement to TC94-35E) for each school bus driver shall be retained by the district. Medical Examination Report forms may be obtained at the Central Office.

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**KENTUCKY DEPARTMENT OF EDUCATION
MEDICAL EXAMINATION OF SCHOOL EMPLOYEES***

Name _____ Date of Birth ___/___/___ Sex: M F

Address _____ Telephone _____

Applicant With Or Employed By _____ Board of Education

HISTORY

Medical (All serious medical and psychiatric diseases: Diabetes, Epilepsy, Heart Disease, etc. _____

Surgical (All major operations) _____

Family History (T.B., epilepsy, Diabetes, etc.) _____

PHYSICAL

- | | |
|------------------------------|-------------------------------------|
| 1. General Appearance _____ | 7. Blood Pressure _____ Pulse _____ |
| 2. Eyes _____ | 8. Lungs _____ |
| 3. Ears, Nose & Throat _____ | 9. Abdomen _____ |
| 4. Teeth & Gums _____ | 10. Nervous System _____ |
| 5. Thyroid _____ | 11. Extremities _____ |
| 6. Heart _____ | Other _____ |

Tuberculosis Risk Factor Assessment

Yes No High risk for Tuberculosis infection

Yes No Referred to local health department for further TB infection evaluation

Yes No Tuberculosis test performed (specify: _____TST/_____BAMT)

_____Date of chest X-Ray

No further follow-up unless signs/symptoms of Tuberculosis infection develop

I have examined _____ and find him/her free of communicable disease and any physical or mental disabilities that might interfere with performing his/her duties, except as follows:

Date of Examination

Signature (Physician/PA/ARNP)

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RECOMENDATION FOR CERTIFICATED POSITION

_____ has given your name as a reference in support of (his/her application for the position of _____ Grades _____. Please complete both sides of the form and return it by _____ to the Harlan Independent Board of Education at the address given above. You may also submit this form through fax, or scan & email it to Harlan.jobs@harlanind.kyschools.us.

CANDIDATE APPRAISAL CHECKLIST

Outstanding	Above Average	Average	Below Average	Poor	Please rate the candidate on each item below by placing an X in the appropriate box. If you do not have a basis for evaluating a particular statement, draw a line across the boxes. If you would like to comment on a particular rating, please use the space on the back under #4 or attach a separate sheet.
					1. Works effectively with others.
					2. Is dependable.
					3. Accepts responsibility for his/her actions.
					4. Shows initiative and leadership in carrying out his/her duties.
					5. Exhibits understanding of and empathy for students.
					6. Is knowledgeable in his/her content areas.**
					7. Uses methods which reflects knowledge of current educational research.
					8. Demonstrates ability to plan for instruction effectively.
					9. Carries out instruction effectively.
					10. Uses a multisensory approach to teaching, including hands-on activities where appropriate.
					11. Manages classroom time effectively to achieve a high level of time on task for instruction.
					12. Demonstrates ability to control student behavior and to employ effectively positive methods of discipline.
					13. Handles required paperwork in an efficient and timely manner.
					14. Demonstrates a sense of professional ethics and personal Integrity.
					15. Demonstrates a willingness to go beyond the call of duty.
					16. Works effectively with others.
					17. Is dependable.

Comment on No. 7 (Elementary candidates only): Are there any subject areas in which the candidate is exceptionally well-prepared? Noticeably weak? Please explain.

1. How long have you known the candidate and in what position?

2. What do you consider this person's strengths as a teacher?

3. Do you have any reservations about this person's ability or fitness for this job? If so, please explain.

4. Additional comments about this person's fitness for the position.

Name: _____ Signature _____

Title/Position: _____ Phone: _____

Address: _____

Date: _____

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Title/Position: _____ Phone: _____

Address: _____

Date: _____

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2. What do you consider this person's strengths as a teacher?

3. Do you have any reservations about this person's ability or fitness for this job? If so, please explain.

4. Additional comments about this person's fitness for the position.

Name: _____ Signature _____

Title/Position: _____ Phone: _____

Address: _____

Date: _____

PERSONNEL

03.11

- CERTIFIED PERSONNEL -

Hiring

SUPERINTENDENT'S RESPONSIBILITIES

All appointments, promotions, and transfers of certified personnel for positions authorized by the Board shall be made by the Superintendent who, at the first meeting following the actions, shall notify the Board of same. Such notification shall be recorded in the Board minutes.

When a vacancy occurs, the Superintendent shall notify the Commissioner of Education fifteen (15) days before the position is to be filled.

When a vacancy needs to be filled in less than fifteen (15) days to prevent disruption of necessary instructional or support services of the school District, the Superintendent may seek a waiver of the fifteen (15)-day advance notice requirement from the Commissioner of Education. If the waiver is approved, the appointment shall not be made until the person selected by the Superintendent has been approved by the Commissioner of Education.

EFFECTIVE DATE

Personnel actions shall not be effective until the employee receives written notice of such action from the Superintendent. Certified employees may be appointed by the Superintendent for any school year at any time after February 1 next preceding the beginning of the school year.

QUALIFICATIONS

The Superintendent shall employ only individuals who are certified for the positions they will hold and who possess qualifications established by law, regulation and Board policy, except in the case where no individual applies who is properly certified and/or who meets established qualifications set by Board policy.

Hiring of certified personnel who have previously retired under TRS shall be in compliance with applicable legal requirements.²

All teachers shall meet applicable certification or licensure requirements as defined by state and federal regulation.³

CRIMINAL BACKGROUND CHECK AND TESTING

Applicants, employees, and student teachers assigned within the District shall undergo records checks and testing as required by applicable statutes and regulations.¹

Each application form provided by the employer to an applicant for a certified position shall conspicuously state the following:

"FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A NATIONAL AND STATE CRIMINAL HISTORY BACKGROUND CHECK AND A LETTER, PROVIDED BY THE INDIVIDUAL, FROM THE CABINET FOR HEALTH AND FAMILY SERVICES STATING THE APPLICANT HAS NO ADMINISTRATIVE FINDINGS OF CHILD ABUSE OR NEGLECT FOUND THROUGH A BACKGROUND CHECK OF CHILD ABUSE AND NEGLECT RECORDS MAINTAINED BY THE CABINET FOR HEALTH AND FAMILY SERVICES."

Hiring

CRIMINAL BACKGROUND CHECK AND TESTING (CONTINUED)

Initial employment shall be contingent on receipt of records documenting that the individual does not have a conviction for a felony sex crime or as a violent offender as defined in [KRS 17.165](#) or other conviction determined by the Superintendent to bear a reasonable relationship to the ability of the individual to perform the job. Employment shall also be contingent on receipt of a letter from the Cabinet provided by the individual documenting that the individual does not have an administrative finding of child abuse or neglect in records maintained by the Cabinet.

“Administrative finding of child abuse or neglect” means a substantiated finding of child abuse or neglect issued by the Cabinet for Health and Family Services that is:

1. Not appealed through an administrative hearing conducted in accordance with KRS Chapter 13B;
2. Upheld at an administrative hearing conducted in accordance with KRS Chapter 13B and not appealed to a Circuit Court; or
3. Upheld by a Circuit Court in an appeal of the results of an administrative hearing conducted in accordance with KRS Chapter 13B.¹

Probationary employment shall terminate on receipt of a criminal history background check documenting a conviction for a felony sex crime or as a violent offender.

Link to DPP-156 Central Registry Check and more information on the required CA/N check:

<http://manuals.sp.chfs.ky.gov/chapter30/33/Pages/3013RequestfromthePublicforCANChecksandCentralRegistryChecks.aspx>

Criminal records checks on persons employed in Head Start programs shall be conducted in conformity with 45 C.F.R. § 1302.90.

REPORT TO SUPERINTENDENT

An employee shall report to the Superintendent if the employee has been found by the Cabinet for Health and Family Services to have abused or neglected a child, and if the employee has waived the right to appeal such a substantiated finding or the finding has been upheld upon appeal.

JOB REGISTER

The Superintendent or the Superintendent's designee shall maintain in the Central Office a job register listing all current job openings in the District. The register shall describe the duties and qualifications for each opening, and District employment policies shall be attached to the register. The job register shall be open to public inspection during Central Office business hours.

VACANCIES POSTED

Under procedures developed by the Superintendent, a listing of all District job openings shall be posted in the Central Office and in each school building on a timely basis and shall refer interested persons to the Central Office job register for additional information. Postings of vacancies may be made with other agencies, as appropriate.

When a vacancy for a teaching position occurs in the District, the Superintendent shall conduct a search to locate minority candidates to be considered for the position.

Hiring

REVIEW OF APPLICATIONS

Under procedures developed by the Superintendent, each application shall be reviewed and each applicant so notified upon initial application. Applications for candidates not employed shall be retained for three (3) years and shall remain active for one (1) year.

RELATIONSHIPS

The Superintendent shall not employ a relative of a member of the Board.

A relative may be employed as a substitute for a certified or classified employee if the relative is not:

1. A regular full-time or part-time employee of the District;
2. Accruing continuing contract status or any other right to continuous employment;
3. Receiving fringe benefits other than those provided other substitutes; or
4. Receiving preference in employment or assignment over other substitutes.¹

A relative of the Superintendent shall not be employed except as provided by [KRS 160.380](#).

CONTRACT

Except for noncontracted substitute teachers, all certified personnel shall enter into annual written contracts with the District.

JOB DESCRIPTION

All employees shall receive a copy of their job description and responsibilities.

INTENT

Under procedures developed by the Superintendent, employees may be requested to indicate their availability for employment for the next school year.

EMPLOYEES SEEKING A JOB CHANGE

Other than the routine transmission of administrative and personnel files, District employees are prohibited from assisting a school employee, contractor, or agent in obtaining a new job if the individual knows, or has probable cause to believe, that such school employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law and such school employee, contractor, or agent does not meet the exceptions outlined in 20 U.S.C. § 7926.

Hiring

REFERENCES:

¹[KRS 160.380](#)

²[KRS 161.605](#); [702 KAR 001:150](#)

³ P. L. 114-95, (Every Student Succeeds Act of 2015)

20 U.S.C. § 7926; 42 U.S.C. § 9843a(g)

45 C.F.R. § 1302.90

KRS Chapter 13B

[KRS 17.160](#), [KRS 17.165](#); [KRS 156.106](#)

[KRS 160.345](#); [KRS 160.390](#); [KRS 161.042](#); [KRS 161.611](#)

[KRS 161.750](#); [KRS 335B.020](#); [KRS 405.435](#)

[016 KAR 009:080](#); [702 KAR 003:320](#); [704 KAR 007:130](#)

[OAG 73-333](#); [OAG 91-10](#); [OAG 91-149](#); [OAG 91-206](#)

[OAG 92-1](#); [OAG 92-59](#); [OAG 92-78](#); [OAG 92-131](#); [OAG 97-6](#)

Records Retention Schedule, Public School District

RELATED POLICIES:

01.11; 02.4244; 03.132

Adopted/Amended: 7/28/2020

Order #: 0021-006