

## **HIRING PERSONNEL**

In carrying out its belief that the quality of its teachers is the single most important ingredient of a school district, the Amber-Pocasset Board of Education shall seek to attract and retain the services of well-qualified, competent teachers. The board shall select teachers on a basis of professional qualifications, and those teachers shall enter into a contract with the school district upon employment. No teacher will be employed who does not meet accrediting standards established by the Oklahoma State Department of Education. All teachers shall register their certificates and transcripts in the office of the superintendent before assuming their teaching duties with the school system.

General regulations concerning the employment of teachers for the school district are as follows:

The Amber-Pocasset Board of Education requires that all candidates for teaching positions have at least a bachelor's degree and a valid Oklahoma teaching certificate.

Preference may be given those candidates holding a master's degree or its equivalent and to applicants who have had at least two years of successful teaching experience, preferably in the fields in which applications are made.

Applicants for teaching positions in vocational-technical areas must meet the certification requirements set forth in the state plan for vocational education as well as other educational requirements prescribed for teaching in the district schools. Preference shall be given those who have had trade experience.

All applications for teaching positions shall be made in writing and filed with a complete set of credentials: official and up-to-date transcript of college credits; recent photograph; certificate information.

- A. All nominations for positions except the superintendency shall be made to the board of education in writing by the superintendent.
- B. Each nomination shall be made with reference to position and salary.

There shall be no discrimination against any teacher on the basis of race, creed, color, national origin, sex, marital status, membership or non-membership, or participation in any professional, civic, parent, or charitable organization, in the evaluation, employment, transfer, or promotion of personnel.

Teachers who have resigned from the district schools may be reemployed, but under the same terms and conditions applicable to any new employee.

Where a teacher resigns after completing a school year, has a change in plans and requests the resignation be rescinded, such request may be approved if the teacher has completed the previous school year and is available for the beginning of the following school year without any significant loss of teaching time. The teacher may be continued without loss in salary status and in the same position filled the previous year, if the previous assignment is still available. In case the previous position has been filled, the teacher may then be considered for another assignment, if one is available. Whether or not the resignation is rescinded is entirely at the discretion of the board of education acting on the recommendation of the superintendent.

New personnel will be notified of employment and building assignment at the earliest possible date.

In the event that specific criteria are not being met by a particular candidate being recommended, it shall be the responsibility of the superintendent to point out the deficiencies to the board so that they may act accordingly. Should

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the board not approve the employment of a candidate being recommended by the superintendent, it shall be the duty of the superintendent to make another recommendation.

The employment of any professional staff member is not official until the contract is approved by the board and signed by the candidate.

The employment sequence is as follows:

1. The verbal offer of employment to the candidate
2. Verbal acceptance by the candidate
3. Approval of candidate by the board
4. Contract sent to candidate

This does not prohibit placing a candidate in the position on a temporary basis until board approval is given and a contract is signed.

**REFERENCE: 70 O.S. §5-113.1, §5-138  
70 O.S. §6-101, §6-107 through 112, and §6-154**