

Houston County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in February	Job Positions	5.101	07/08/13
		Rescinds:	Issued:
		5.102/5.103/5.104	01/09/95
		5.105/5.106/5.108	11/11/02

5.110/5.111/5.115	07/22/04
5.116/5.202/	03/08/10
5.301-5.310	12/08/03

All staff positions shall be approved through the budget process in accordance with an organizational plan submitted by the director of schools.¹ Before an additional position is established, the director of schools will present to the Board a job description, qualifications, performance responsibilities and the method by which the performance of these responsibilities will be evaluated. When it becomes necessary to reduce the number of positions in the system because of a decrease in enrollment or for other good reasons, the Board shall abolish the positions.⁵

The director of schools may revise the organizational plan as long as budgetary amounts are not exceeded and board policy is not violated. In the event of reorganization, the director of schools will adhere to all applicable reduction in force guidelines and will inform, in a timely manner, each member of the board of the change and include the change in the director's report at the next board meeting. If change in personnel creates additional encumbrance on a future budget, prior approval of the Board is required.

The director of schools shall develop procedures regarding the recruitment, selection, supervision, transfer, assignment, organization, leaves of absences and termination of employees. The director of schools shall transfer, assign or reassign employees as required in the best interests of the students or as necessary for the efficient operation of the schools.⁶ No single criteria, such as seniority, shall be used as the basis of any transfer, assignment or reassignment of personnel.

The director of schools shall be responsible for developing a plan for utilizing Career Level educators beyond their regular responsibilities,² and to ensure that local responsibilities are exercised.

TERMINATION

The director of schools may dismiss any classified (non-certified) employee at any time the director deems necessary, in accordance with the law and Board Policy.¹ Tenured and non-tenured certified personnel shall be terminated in accordance with the law.⁷

EQUAL OPPORTUNITY

Opportunity for employment, as well as continuation and advancement in employment, shall be afforded equally to members of all races, creeds, colors, sexes, religions, ages, national origins, and individuals with disabilities or veteran status with regard only for qualifications for the positions involved.^{3,4}

Legal References:

1. TCA 49-2-301(b)(1)(EE) – (FF)
2. TCA 49-5-5209
3. U.S. Constitution, Amendment XIV; Title VII, Civil Rights Act of 1964; Title VI, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; Age Discrimination Act of 1967; Section 504 of Rehabilitation Act of 1973
4. 42 U.S.C. §12112, The Americans with Disabilities Act
5. TCA 49-5-511(b)(1); TCA 49-5-409(c)
6. TCA 49-5-510
7. TCA 49-5-409; TCA 49-2-301((b)(1)(GG); TCA 49-5-511

Cross References:

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| Section 504/ADA Grievance Procedures | 1.802 |
| Discrimination/Harassment | 5.500 |
| Complaints and Grievances | 5.501 |