

The superintendent shall recommend candidates for administrative, support, and certified positions. The appropriate principal(s) may be consulted regarding the employment and retention of teachers. In every case, the superintendent will make the final decisions as to whether or not a candidate will be recommended.

Minimum position requirements must be established for each vacancy and recorded before accepting any applications. Teacher and/or administrator vacancies may be advertised within the Geary system to fit a particular school need, if deemed necessary. Transfers within the system may fill vacancies. In this case, there is not a vacancy until all transfers are complete.

Among other requirements for employment, the superintendent shall ensure that prospective employees produce legally sufficient documents showing citizenship status. The superintendent may develop rules and regulations governing employment practices. Such rules and regulations, if developed, must be approved by the Board of Education and shall become a part of this policy.

In the event the board decides not to employ a candidate who is recommended by the superintendent, the superintendent may make further recommendations to the board until a selection is made.

Equal Opportunity Employment

Geary Public Schools is an equal opportunity employer, and will abide by all pertinent state and federal laws, and all applicable EEOC regulations. It is the policy of the Geary School District to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran status in its educational programs and activities. The Geary School District does not discriminate on the basis of race, color, national origin, sex, age, qualified handicap, or veteran status. The employment of any person with this school district shall not be made or excluded on the basis of age, sex, race, religion, national origin, handicap, pregnancy, parenthood, marriage, or for any other reason not related to individual capability to perform in the position for which he/she applies.

Application Procedure

In accordance with the policy of the Board of Education, the following procedure shall govern the processing of applications for employment with the school district:

All applicants for employment, whether solicited or unsolicited, must produce sufficient and satisfactory identification which shows United States citizenship, or in the case of applicants who are not United States citizens, authorization to seek and hold employment in the United States.

A birth certificate accompanied by an official identification card bearing a photograph and/or fingerprints will be considered as sufficient and satisfactory identification to establish United States citizenship.

If the applicant is not a United States citizen, one or more of the following documents will be sufficient to establish identity:

- United States passport.
- Certificate of United States citizenship.
- Certification of naturalization.
- A current, valid passport issued by a foreign country if the passport contains an unexpired endorsement of the Attorney General of the United States authorizing the individual to obtain employment.
- Resident alien card (Green card) or other registration card if the card contains a photograph of the applicant and appropriate identifying information.

In addition to the documents listed above, the non-United States citizen applicant must possess one of the following forms of employment authorization:

- INS Form I-94, which is an Immigration and Naturalization Service form evidencing an alien's admission into the United States with employment authorization.
- Permanent resident approval letter giving employment authorization.
- Official letter from the INS providing authorization to hold employment.

Any documentation considered sufficient and satisfactory for purposes of employment must be copied and the copy retained in the applicant's employment file. The copies will be retained for a period of three years or for one year following the termination of the person's employment, whichever is sooner.

Employee and/or Volunteer Records Investigation

The Board of Education believes that it has a responsibility to seek only those employees and volunteers who are qualified in every respect. The board further believes that it should avail itself of means and methods provided by the legislature to assist in the selection of volunteers and employees. Therefore, it is the policy of this Board of Education to require a

signed release from all prospective employees and volunteers allowing a felony records check to be conducted as authorized by state and federal law.

The Board of Education directs the superintendent to request in writing to the State Board of Education a national criminal history record check for any person seeking employment or volunteering with the district. Prospective employees and/or volunteers shall be notified of the national criminal history record check requirement and the fee that shall be paid by the district when first interviewed concerning employment and/or volunteering with the district.

If the applicant for employment and/or volunteering meets all other criteria for employment or volunteering their services in this school district, the applicant may be employed or volunteer on a temporary basis not to exceed sixty (60) days pending receipt of the national criminal record search results.

Felons/Sex Offenders and Employment

The Board of Education, in order to comply with state and federal law regarding felons and sex offenders, shall:

1. Require every person or business making a contract with the school district, for service to be performed on school premises during normal school hours, to sign a statement declaring that no employee working on the school premises under the authority of the person or business has either been found guilty of (1) a felony offense during the previous ten years or (2) any sex offense subject to the Sex Offenders Registration Act of any state or the federal sex offender registration provisions. If, however, there has been a pardon for the felony offense, this provision shall not apply. Provided, however, persons performing community service hours or services under work release shall not be allowed to work on school premises at any time after having been convicted of a sex offense subject to any Sex Offenders Registration Act or the federal sex offender registration provisions.
2. Dismiss or not reemploy, unless a pardon has been issued, any teacher, support employee, or administrator who, during the term of employment, is convicted of any sex offense subject to the Sex Offenders Registration Act of any state or the federal sex offender registration provisions or who is convicted of any felony offense.

The board understands that it is unlawful for any person registered pursuant to the Sex Offenders Registration Act to work with or provide services to children or to work on school premises, or for any person to knowingly and willfully allow such employment. Upon conviction, the violator shall be guilty of a misdemeanor and may be liable for civil damages.

Approved: October 6, 2010

Board Clerk

Board President