



## Procedures for Hiring Personnel

*Revised July 2020*

The following guidelines apply for vacancies that occur in Blount County Schools:

- When a full-time vacancy occurs, the Office of Human Resources will post the position for five business days or longer if deemed necessary by the Director of Schools/designee. Postings will occur on the BCS website, and notices will be sent to employees via email and will be posted in each building by the principal. In lieu of posting, part-time classified positions and all interim positions will be filled from the applicant pool.
- The principal/supervisor will begin the process of hiring school/department personnel by accessing applications of qualified applicants to screen and interview. For certified positions, the principal/supervisor shall assemble a team of individuals to assist in the interview process. The principal/supervisor is also encouraged to utilize a team interview process for classified positions whenever possible.
- **Certified Positions:** The principal shall interview a minimum of three applicants (if available). The principal shall review the candidate's work history, evaluations, references, and student performance results. If the candidate has worked for other school districts, the principal/supervisor shall contact all districts prior to recommending for hire.
- **Classified Positions:** The principal/supervisor shall interview a minimum of three applicants (if available). The principal/supervisor shall review the applicant's work history and references. If the prospective employee has worked for other school districts, the principal/supervisor shall contact all districts prior to recommending for hire.
- **After** the principal/supervisor has made a hiring decision, the following applies:
  - **CERTIFIED POSITIONS:** The principal/supervisor shall email the Director of Schools and Assistant Director of Schools with a recommendation. The Director of Schools will accept or deny the recommendation and notify the principal/supervisor and Assistant Director of Schools via email. Following approval, the principal/supervisor may offer employment contingent on a satisfactory background check and drug test (if new to BCS) and submit an official hire sheet to the Office of Human Resources. Following the approval of the recommendation for hire, all interviewees not recommended for hire shall be contacted by the principal/supervisor.
  - **CLASSIFIED POSITIONS:** The principal/supervisor may offer employment contingent on a satisfactory background check and drug test (if new to BCS) and submit an official hire sheet to the Office of Human Resources. Following submission of the recommendation for hire, all interviewees not recommended for hire shall be contacted by the principal/supervisor.
- Upon receipt of the hire sheet, the Office of Human Resources will contact the prospective employee regarding processing. After receiving a satisfactory background check and drug test and approval by the Director of Schools/designee, the candidate will be available to begin work.

Director of Schools

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### **Teacher Hiring Plan**

Blount County Schools is an equal opportunity employer and does not discriminate in employment, recruitment, consideration, or selection on the basis of race, color, sex, age, national origin, disability, or veteran status. Blount County Schools complies with the provisions of Title VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Age Discrimination Act of 1967; and Section 504 of the Rehabilitation Act of 1973.

Blount County Schools posts all full-time positions on the BCS website for five business days or longer if deemed necessary by the Director of Schools. Postings will be on the BCS website, and notices will be sent to employees via email and will be posted in each building by the principal. In lieu of posting, part-time classified positions will be filled from the applicant pool. Part-time positions are filled from the applicant pool.

Blount County Schools accepts student teachers and practicum students from the following regional colleges and universities: Carson Newman University, King University, Lincoln Memorial University, Maryville College, South College, Tennessee Technological University, Tennessee Wesleyan, Tusculum College, and The University of Tennessee. All placements are coordinated by building level principals.

Blount County Schools adheres to the requirements in having a hiring plan for teachers who work with English Learners.

“TEACHER ENGLISH FLUENCY” - Each eligible entity receiving a subgrant under ESSA section 3116 shall include in its plan a certification that all teachers in any language instruction educational program for English learners that is, or will be, funded under this part are fluent in English and any other language used for instruction, including having written and oral communications skills.

Blount County Schools requires all teachers of any language instruction program for English Learners (ELs) to be fluent and competent in the four domains of language assessed by the English Language Proficiency Assessment: reading, writing, speaking and listening. A teacher's fluency in listening and speaking will be documented and evaluated during the interview process. Reading will be satisfied through the college transcript from an English speaking university. Writing fluency will be evaluated through the application responses and written samples provided during the interview process.

All employees are hired based on the system's procedures for hiring personnel.

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