

PROFESSIONAL
PERSONNEL
RECORDS

Upon employment, professional employees shall submit the following personnel records to the Human Resources office:

1. Official transcripts of all colleges and/or universities attended. Only paper copies of the original transcripts bearing the official college seal and showing the date on which the degree(s) were conferred will be accepted. Transcripts are required within 30 days of the start date.
2. Official copies of all permits and/or proof of the certificate or endorsement as required by the *State Board for Educator Certification*. For recent graduates, a "letter of completion" stating the date the applicant was recommended for certification is acceptable until the official certificate is received.
3. Official education service records including employment in other Texas school districts, out-of-state school districts, or higher education. Service records are required within 30 days of the start date. After 30 days, the District reserves the right to move employees to Step 0 of the teacher's pay scale until the missing records are received by the certification specialist.
4. Copy of state issued driver's license or state issued ID card with a photograph indicating current name.
5. Proof of social security number with current name for payroll purposes.
6. Employment Eligibility Verification form (I-9 form provided by the district).
7. Completed, dated, and signed W-4 form.
8. Any additional documentation required by the *Texas Education Code*.

PROFESSION-READY

Grade level or content specific teaching positions falling under the requirements set forth by ESSA (Every Student Succeeds Act) must be filled with a teacher who is profession-ready. This refers to placing individuals in classrooms who (1) hold full or appropriate certification as determined by the State Board for Educator Certification, (2) have attained a minimum of a bachelor's degree, and (3) have demonstrated subject matter competency on the appropriate state teacher performance assessment.

However, in accordance with the District's local innovation plan exemption regarding SBEC certification, the Superintendent shall

have the authority to approve a request by the principal for a qualified individual with experience in a career and technical education (CTE) field to teach a CTE course. All other teaching assignments shall require certification in accordance with state law.

VACANCY

Any grade level or content specific vacancy which occurs during the year must be filled with an appropriately certified teacher. The position may be filled with a substitute only if the substitute meets the same requirements the teacher is required to meet and has been previously approved by either the Director of Elementary Staffing or the Director of Secondary Staffing.