

Williamson County Board of Education

**Adopted Date:**

1/22/01

Editorial 6/5/14; Rev.

3/19/18

5.106

HIRING
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1 The Williamson County Board of Education holds the Superintendent of Schools responsible for the
2 initial employment of all employees in the Williamson County School System. TCA 49-2-301(f)
3 (10). The Principal's recommendation shall be submitted to the Superintendent of Schools. TCA
4 49-2-303(b) (3). Specifically, it is the policy of this board to require all persons applying for
5 positions that require proximity to school children to state on their application whether or not they
6 have been convicted of a misdemeanor or a felony in the state of Tennessee or any other state. It
7 is also required that those applying for any teaching positions shall state on their application
8 whether or not he or she has been dismissed for any of the causes enumerated for dismissal in
9 TCA 49-2-203 and/or 49-5-511.
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12 Any person seeking employment with the Williamson County Board of Education is required to
13 make a full disclosure of any prior criminal record, misdemeanor or felony, and any prior dismissals
14 from employment for cause. Any applicant who knowingly falsifies information regarding a prior
15 conviction of a misdemeanor or felony or dismissal for cause from prior employment shall forfeit
16 his/her office. An applicant who claims a prior conviction to have been expunged may, at the
17 discretion of the Superintendent of Schools, be given 30 days to show proof of expungement. If
18 proof of claimed expungement is not provided within 30 days, the applicant shall forfeit his or her
19 office. No person shall be employed who has any contagious or communicable disease in such
20 form that might endanger the health of children, subject to the provisions of the Americans with
21 Disabilities Act and any other applicable law.
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24 After checking references and receiving written recommendations from Principals and/or
25 supervisors, the Superintendent of Schools shall hire and assign qualified certificated applicants.
26 The contract of each support employee shall contain a statement regarding the required 90-day
27 probationary period.
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30 The Superintendent of Schools may disapprove any recommendation by a Principal or other
31 supervisor, but the Superintendent of Schools will not initially employ any personnel without the
32 recommendation of the Principal to whose school the person is to be assigned.
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34 In order for an applicant to schedule an interview, an official signed application shall be submitted.
35 It shall be the sole responsibility of the applicant to see that transcripts and reference information,
36 when necessary, have been received by the Superintendent of Schools' office.
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38 Opportunity for employment, as well as continuation and advancement in employment, shall be
39 afforded equally to members of all races, colors, sexes, religions, ages, national origins, and
40 individuals with disabilities or veteran status with regard for qualifications for the position involved.
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1 The process of selection shall be free from pressures considered detrimental to the best conduct of
2 the school program, based on the following principles:

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4 1. Ability to fulfill the responsibilities of the position efficiently as judged by all pertinent
5 standards is the sole basis of selection.
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7 2. The use of political, social, or other pressures automatically disqualifies the applicant for the
8 position from any further consideration.
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11 Applicants for positions in the school system who reside within the county will be given priority for
12 employment, provided such persons are equally qualified. However, the primary goal in hiring is to
13 locate and employ the best-qualified personnel possible.
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15 A transcript of all college credits must be placed on file in the central office. This applies to all
16 professional personnel in the system. The professional staff personnel is also individually
17 responsible for filing with the central office, before receiving pay for advanced salary ratings, a
18 transcript or grade report of all college credits earned prior to September 1 of the school year for
19 which any change in salary rating is to be effective. However, this does not apply to those persons
20 employed after the opening of the regular school term, provided that such teachers shall be rated
21 upon the basis of the academic training earned at the time of employment, plus allowable
22 experience, if any.
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25 All applicants must meet the requirements of TCA 49-5-202, 49-2-203(a), 49-2-301(f), 49-2-303(b),
26 49-5-401, 49-5-402, 49-5-403, 49-5-404, 49-5-406, 49-5-407, 49-5-408, 49-5-411, Immigration
27 Reform and Control Act of 1986.
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