

CERTIFICATED STAFF HIRING

Wherever and whenever possible, certification of the professional employee of the District shall exceed the minimum requirements set by the State of Ohio Department of Education and those of the North Central Association of Colleges and Secondary Schools.

Procedures and forms shall be kept to the minimum essential to secure adequate information. All openings and/or vacancies shall be published by approved means.

Qualifications

To be eligible for an appointment as a teacher in the District, a person must possess a teacher's certificate/license valid in the State of Ohio. Upon appointment, such certificate or a copy of the same shall be filed in the office of the Superintendent.

Credential File

To be eligible for employment, a candidate must have the following on file:

1. a properly completed application;
2. a complete official transcript of college credits;
3. a copy of the teacher's valid Ohio teaching certificate/license.
4. a copy of the discharge papers of any person having served in the armed services of the United States;
5. a record of the amount of unused sick leave transferred from another school district, if applicable;
6. evidence of a negative TB test; and,
7. evidence of lack of criminal record as verified by a criminal background check.

All credentials are to remain as a part of the permanent record of the candidate and become the sole property of the Fairfield City Schools. The credentials are not transferable but may be examined by properly authorized persons upon approval of the Superintendent. Upon making appointments, the best interest of the schools along with the qualifications of the candidate shall be given consideration.

(Issue date: February 2, 2007)