

EMPLOYMENT OF PERSONNEL

The Evangeline Parish School Board and its administrative staff believes that it has an obligation to provide the children attending its schools with the very best personnel available regardless of race, color, creed, sex, age, national origin or any similar personal characteristic. Age shall be considered only with respect to minimums set by law.

The Superintendent or his/her designee shall be responsible for establishing and maintaining appropriate procedures for reviewing and evaluating any and all applicants for selection, including administrative and supervisory personnel, and assuring adherence to applicable state and federal legal requirements. Selection of personnel to fill all positions shall be based upon performance, effectiveness, and qualifications applicable to each specific position. Decisions shall be made on a non-discriminatory basis with selection procedures and evaluative criteria known to all applicants. Applicants should not resort to the use of political, social, or other pressures to gain employment or promotion.

Teachers and all other personnel shall be selected for employment by the Superintendent. It shall be the responsibility of the Superintendent to ensure that all persons recommended have proper certification where applicable, and are qualified for the position. Seniority and tenure shall not be used as the primary criteria when making any employment decision.

The Superintendent shall delegate to the school principal all decisions regarding the employment of any teacher or other personnel at the school in which the principal is employed, subject to the approval of the Superintendent.

The Superintendent and/or his/her designee shall consult with teachers regarding any possible selections made by the Superintendent for the hiring or placement of a principal at the school in which such teachers are employed, subject to the provisions of any applicable court order.

ADMINISTRATIVE PERSONNEL

Selection of personnel for administrative positions shall be based on the following criteria:

1. Eligibility Criteria - At the time of application for the position, the applicant must meet all requirements for the position as outlined in *Louisiana Standards for State Certification of School Personnel*, Bulletin 746.
2. Selection Criteria – Selection of an individual to be appointed to the position of supervisor, principal, assistant principal, or other administrative position except Superintendent shall be based on Act 1 of the 2012 Louisiana Legislative Session.

Interim Appointments

When circumstances require that a vacancy be filled on an interim basis, the interim appointment shall be filled by the Superintendent; however, no interim appointments shall exceed twelve (12) months. Any person who has held the position on an interim basis may apply for the position on the same basis as any other person.

COACHES

The following sports shall not be eligible for assistant coaches:

- Wrestling
- Golf

FEDERAL OR STATE GRANT FUNDED POSITIONS

Whenever the School Board is the recipient of grants from federal, state or private funding agencies for supplementing and/or funding of innovative educational strategies, long range planning, and special supportive services, such grants may fund staff positions related to the grants. *Grant-funded positions* may be full-time or part-time positions established for specific periods of time, not to exceed the scheduled termination date of the applicable grant funded. The letter of appointment sent to an employee for grant-funded positions shall state that continuation of the employee's service in that position shall be contingent upon the continuing availability of funds from the applicable grant funding source.

FUNDING SOURCES

In the event a funding source is decreased or eliminated, staffing shall be reduced proportionately. Affected personnel shall be notified in writing by the Personnel Department.

Revised: August, 2010

Revised: June 20, 2012

Revised: August 5, 2015

Revised: August 3, 2016

Ref: La. Rev. Stat. Ann. §§17:81, 17:81.9, 17:413, 17:493.1, 23:897; Louisiana Handbook for School Administrators, Bulletin 741, Louisiana Department of Education; Board minutes, 2-15-73, 8-3-79, 1-19-93, 5-19-93, 9-15-93, 2-4-98, 5-6-98, 9-15-99, 1-23-02, 10-21-09, 6-20-12, 8-5-15, 8-3-16.