

# Obion County Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Application and Employment</b>	Descriptor Code: <b>5.106</b>	Issued Date: <b>04/20/15</b>
		Rescinds: <b>5.106</b>	Issued: <b>09/11/06</b>

## 1 APPLICATION

2 An individual desiring a position with the Board shall make application to the director of schools on  
3 forms developed by his/her office. <sup>1</sup> To ensure the safety and welfare of students and staff, the district  
4 shall require criminal history background checks and fingerprinting of applicants for teaching positions  
5 and any other positions that require proximity to children.

6 Knowingly falsifying information shall be sufficient grounds for termination of employment and shall  
7 also constitute a Class A misdemeanor which must be reported to the District Attorney General for  
8 prosecution.

9 Any costs incurred to perform these background checks and fingerprinting shall be paid by the applicant.

10 The Board shall reimburse applicants in the following manner:

- 11 • School Mentors or volunteers shall be reimbursed upon the receipt of a satisfactory background  
12 check;
- 13 • Professional and Support Substitutes shall be reimbursed upon the receipt of a satisfactory  
14 background check and the completion of ten (10) full days of substituting;
- 15 • Fulltime Professional and Support Staff shall be reimbursed at the end of the fiscal school year.

### 16 *Professional Employees*

17 The application must include a transcript of credits earned at the colleges or universities attended along  
18 with reference information from persons such as previous employers, college professors and  
19 supervisors of student teachers. Other information shall include whether the applicant has been  
20 dismissed for cause from a school system. If previously employed by a local board of education, the  
21 applicant shall provide evidence of acceptable resignation. <sup>1</sup>

22 No person shall be employed:

- 23 1. Who does not hold a valid license to teach from the State Board of Education;
- 24 2. Who does not present a physician's certificate showing a satisfactory health record or has any  
25 contagious or communicable disease in such form that might endanger the health of school  
26 children <sup>4</sup>
- 27 3. Who refuses to take and subscribe to an oath to support the Constitution of the State of Tennessee  
28 and of the United States of America; <sup>5</sup>

1 4. Who fails to make a full disclosure of any prior criminal record and any prior dismissals  
2 from employment for cause;

3 5. Who has not complied with the Immigration Reform and Control Act of 1986<sup>6</sup> or

4 6. Who does not receive a satisfactory background check.<sup>1</sup>

5 *Support Employees*

6 No person shall be employed:

7 1. Who has any contagious or communicable disease in such form that might endanger the health  
8 of the children;<sup>4</sup>

9 2. Who has not complied with the Immigration Reform and Control Act of 1986;<sup>6</sup> or

10 3. Who fails to make a full disclosure of any prior criminal record and any prior dismissals  
11 from employment for cause; or

12 4 Who does not receive a satisfactory background check.<sup>1</sup>

13 **EMPLOYMENT**

14 *Professional Employees*

15 After checking references and receiving written recommendations, the director of schools shall hire and  
16 assign qualified applicants.

17 *Initial Employment*

18 Upon initial employment, the director of schools shall notify such person, in writing, of the offer and  
19 conditions of employment. Upon receipt of employment notification, such person shall have fourteen  
20 (14) days to accept or reject, in writing, the offered employment. From the date of the written acceptance,  
21 such person is considered to be under employment with the Board and is subject to all rights, privileges  
22 and duties.

23 *Support Employees*

24 After checking references and receiving written recommendations from principals and/or supervisors,  
25 the director of schools shall hire and assign qualified applicants. The contract of each support employee  
26 shall contain a statement regarding the required ninety (90) day probationary period.

27 *Construction Workers Employed by the Board*

28 The expense of the background check, physical, and drug tests for construction workers hired by the  
29 Board will be paid by the Board contingent on the employee working fourteen (14) days. If the  
30 construction employee does not work fourteen (14) days the costs incurred will be deducted from the

- 1 employee's last check.
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Legal References

- 1. TCA 49-5-406 (a)(1)
- 2. TCA 49-5- 406 (a)(2)(A)
- 3. TCA 49-5-413(c)
- 4. TCA 49-5-403; TCA 49-5-101
- 5. TCA 49-5-404;TRR/MS 0520-01-03-.08(2)(f)
- 6. TCA 49-5-405
- 7. Immigration Reform and Control Act of 1986

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Cross References

- Orientation and Probation 5.107
- Compensation Guides & Contracts 5.110