

All personnel (other than the superintendent) are employed by the superintendent. All such employment must be based upon a written application filed in the superintendent's office.

- I. **All PROFESSIONAL PERSONNEL must file with the superintendent of schools as a condition of employment:**
 - A. a completed application with all supporting documentation,
 - B. a valid license for the position held,
 - C. complete and official transcripts of college or university coursework completed,
 - D. suitable evidence of date of birth,
 - E. evidence of a satisfactory background check, and
 - F. any other documents required by local, state, or federal regulations.

- II. **All CLASSIFIED PERSONNEL must file with the superintendent of schools as a condition of employment:**
 - A. a completed application with all supporting documentation,
 - B. a valid license (if required) for the position held,
 - C. official verification of high school graduation or completion of GED requirements,
 - D. complete and official transcripts of college or university coursework completed (if required),
 - E. suitable evidence of date of birth,
 - F. evidence of a satisfactory background check, and
 - G. any other documents required by local, state, or federal regulations.

- III. **TEACHER SUBSTITUTES must file with the superintendent of schools as a condition of employment:**
 - A. a completed application with all supporting documentation,
 - B. official verification of high school graduation or completion of GED requirements,
 - C. suitable evidence of date of birth,
 - D. evidence of a satisfactory background check, and
 - E. any other documents required by local, state, or federal regulations.