

HIRING OF ADMINISTRATIVE STAFF

Code **GCFB** Issued **9/10**

Purpose: To establish the basic structure for the hiring of administrative staff.

Mandatory assessment of principal appointees

Any person, prior to permanent appointment as a principal in the district, must be assessed for his/her instructional leadership and management capabilities by the Office of School Leadership of the State Department of Education, in accordance with statute.

The board will not appoint any individual to a principalship unless the individual has had prior experience as a principal or has been assessed. The board may appoint a principal on an interim basis until the completion of the School Leaders Licensure Assessment. The board will not hire any candidate until they have reviewed the written assessment report. The board may waive this requirement if an interim appointment is needed to fill a vacancy during the school year. A copy of the assessment report must be forwarded to the superintendent and the board.

A personal professional development plan with annual updates must be constructed on the basis of that assessment prior to or within one year of the appointment (see GCI, Professional Staff Development).

Individuals will successfully complete the School Leaders Licensure Assessment in accordance with state law and regulations with regard to mandatory assessment of principal appointees.

Contract status

An administrator employed by the district on a contract will retain his/her rights as a teacher under state law. However, state law does not grant these rights to the position or salary of an administrator (for example, if he/she is returned to the classroom).

For required criminal record checks on new employees, see policy GBEBDA*, Criminal Record Checks.

Cf. GBEBDA*

Adopted 9/14/10

Legal references:

A. S.C. Code, 1976, as amended:

1. Section 59-24-10 - Assessment of leadership and management capabilities of persons being considered for appointment as elementary or secondary school principals.
2. Section 59-24-15 - Rights of certified education personnel employed as administrators.
3. Section 16-1-60 - Violent crimes defined.
4. Section 23-3-115 - Fees for criminal record searches conducted for charitable organizations.
5. Section 23-3-130 - Determination of information to be supplied and methods of evaluation and dissemination; promulgation of rules and regulations.
6. Section 23-3-430 - Sex offender registry; convictions and not guilty by reason of insanity findings requiring registration.
7. Section 59-19-117 - Background checks.
8. Section 59-25-150 and 160 - Revocation or suspension of certificate; "just cause" defined.

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B. State Board of Education Regulations:

1. R43-205 - Administrative and professional personnel qualifications, duties and workloads.

C. Court cases:

1. Henry-Davenport v. The School District of Fairfield County, 391 S.C. 85, 705 S.E.2d 26 (S.C. 2011).