

**Cincinnati CITY SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

Procedure Name Qualifications for Appointment as a Contract Teacher	
Procedure No. 3120-00-01	Eff. Date: 10/13/2014
Implements Board Policy (ies) <u>3120-Employment of Professional Employee</u>	Last Reviewed: <u>10/13/2014</u>

1. Background

Describe relevant background to the implementation of the policy.

No person shall be appointed or receive a contract as a teacher with a regular certificate or license who does not meet the qualifications.

2. Responsibilities

Title: Paul McDole, Director of Human Resources	
Address: 2651 Burnet Ave., Cincinnati, OH 45219	
Phone: 513-363-0149	Cell phone: 513-207-1945
Describe responsibilities:	
-prepare procedure/guidelines for the recruitment and selection	

3. Action Steps

Describe the action steps relevant to the implementation of the policy.

-review required licensure, qualifications and back ground checks

4. Equity Considerations

Describe any equity considerations relevant to the implementation of this policy.

5. Additional Information

Describe any additional information relevant to the implementation of the policy.