



CERTIFIED STAFF APPLICATION PROCEDURE (CER-P001)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the processing of applications for certified positions.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Human Resources (HR) Associate

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Educator Quality

4.0 DEFINITIONS:

- 4.1 Unified Talent Applicant Tracking.

5.0 PROCEDURE:

- 5.1 Online application submitted via Applicant Tracking system.
- 5.1.1 Required documentation includes: Transcripts, License, Praxis and Minimum of two professional reference using the electronic form automatically sent in the application, or original letterhead that includes contact name, company/school, contact number and signature. Documents must be uploaded to application.
- 5.1.2 Certified Application & Recruitment Representative verifies submitted documentation
- 5.1.3 If applicant is a previous CMCSS employee, Certified Application & Recruitment Representative reviews employment file and confers with CHRO or the Director of Educator Quality if needed.
- 5.1.4 Certified Application & Recruitment Representative conducts active license review through NASDTEC Clearinghouse

- 5.2 Each application is marked approved for specific position after review and verification of eligibility.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Application (electronic)

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Application, completed	Human Resources	Two years	N/A	Secured Office
Application, incomplete	Human Resources	School year	N/A	Secured Office

8.0 REVISION HISTORY:

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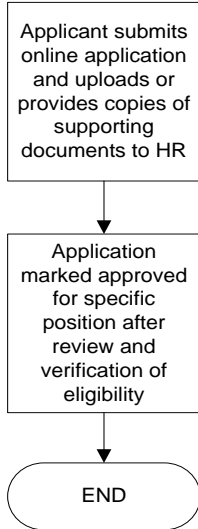
<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
2/06/04		Initial Release
3/05/07	A	Update responsibility, change Gallup to Ventures, revise procedure to on-line application, remove 5.4 and renumber, update retention table & flowchart
9/03/08	B	Update 4.2 with Teacher Profile Builder from Ventures
5/4/12	C	Procedure revamped by P. Casebolt and J. Ross.
11/13/12	D	Add forms HUM-F065, 5.3 change HR Director to Director of Educator Quality and/or designee, delete HR Director from Approval Authority
2/21/13	E	Delete hiring section and created new procedure for certified hiring.
9/11/14	F	Deleted 4.1 (web-based teacher interview), 5.2 through 5.41, and 6.3 (reference to HUM-F065); minor grammatical and clarifying changes throughout; flowchart and logo updated
10/30/15	G	5.1.1 added copies submitted to HR and updated flowchart.
8/14/17	H	4.1 Updated name of applicant system. 5.1.1 added electronic form sent. 5.2 Updated to reflect new system. Updated flowchart.
6/6/18	I	5.1, changed one to two references, removed reference to CER-F003 due to form being obsolete, removed copies submitted to HR. Removed 6.2.
5/15/19	J	4.1, replaced "recruit and hire" with "Unified Talent Applicant Tracking". 5.1.1, added "and signature".
6/22/20	K	5.1.1. removed "highly qualified documentation."
4/28/21	L	Added additional steps to 5.1, including steps for verifying submitted documentation and verifying an active license for certified applicants.
3/15/24	M	Updated titles.

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found below.

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***** End of Procedure *****