



School- and District-Level Administrator Announcements (HUM-G018)

Clarksville-Montgomery County School System

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

GUIDELINES:

Routinely, the Chief Human Resources Officer, or designee, sends school- and district-level administrator announcements via email to all district-level employees and school-level administrators. The purpose of these announcements is to ensure internal employees who frequently interface with school and district leaders remain informed when there are personnel changes. The Communications Department assists the Human Resources Department by scheduling and producing headshots and writing biographies. Additionally, the Communications Department distributes administrator announcements externally so that all stakeholders are informed.

Although all positions in CMCSS are important and have an impact on the District accomplishing its mission and vision, it is not feasible to send announcements for all personnel actions with a workforce of almost 5,500 employees. Therefore, the administrator announcements are reserved for positions that lead schools, departments, and/or critical, wide-reaching functions to ensure stakeholders know who they are.

In general, announcements will be sent for the following position types:

- School-Level
 - Principals
 - Assistant Principals
- District-Level
 - Chiefs
 - Department Heads
 - Directors
 - Other Departmental Senior-Level Positions

On a case-by-case basis, positions not reflected above that oversee critical, wide-reaching functions may be announced at the request of a Chief and the discretion of the Chief Human Resources Officer.

***** End of Guidelines *****