

POLICIES PERTAINING TO OUR EMPLOYEES

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS, CREDENTIALS AND RECORDS

Minimum Qualifications for Principals and Teachers:

A person employed by Triumph Public High Schools as a Principal or Teacher must hold at least a baccalaureate degree.

Pre-Employment Affidavit:

An applicant for employment as a teacher, teacher intern or teacher trainee, librarian, educational aide, administrator, educational diagnostician, or school counselor must submit, using a form adopted by the Texas Education Agency, a pre-employment affidavit disclosing whether the applicant has ever been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor.

An applicant who answers affirmatively concerning an inappropriate relationship with a minor must disclose in the affidavit all relevant facts pertaining to the charge, adjudication, or conviction, including whether the charge was determined to be true or false.

An applicant is not precluded from being employed based on a disclosed charge if School Name determines based on the information disclosed in the affidavit that the charge was false.

A determination that an employee failed to disclose information required to be disclosed by an applicant is grounds for termination of employment.

Notice to Parents - Qualifications

The Superintendent or designee shall provide to the parent or guardian of each student enrolled in Triumph Public High Schools written notice of the qualifications of each teacher employed by the School.

Parents may also request, and the School will provide in a timely manner, information regarding the professional qualifications of their student's classroom teachers. Information provided in response to a parent request will include, at a minimum:

1. Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
3. Whether the teacher is teaching in the field of discipline of the certification of the teacher; and
4. Whether a child receives services from paraprofessionals and, if so, their qualifications.

Records:

The Charter District shall maintain current and complete personnel records of all employees.

Professional and paraprofessional personnel of the Charter District shall be required to have on file in their personnel folders the following materials:

1. A completed application.
2. Contract (if applicable).
3. A valid Texas teaching certificate or other certificate as required for the position.
4. Up-to-date official transcripts of all college credits completed, showing all degrees conferred. Degrees must be from accredited colleges and universities recognized by the U.S. Department of Education.
5. A complete service record showing TEA's official verification for all claims of prior teaching experience.
6. Audit verification card, if applicable.
7. Withholding tax Form W-4.
8. All other items as required by law, TEA regulations, or the Board.

Access to Employee Records:

Custodians of personnel records shall adhere to the requirements of the Texas Public Information Act ("TPIA").

Information in a personnel file is excepted from the requirements of the TPIA if the disclosure would constitute a clearly unwarranted invasion of personal privacy.

A Triumph Public High Schools employee shall choose whether to allow public access to information in the School custody that relates to the employee's home address, home telephone number, or Social Security number, or that reveals whether the person has family members. Gov't Code 552.024, 552.102(a). The Superintendent shall develop procedures for employees to opt-out of having the above information released.

Custody of Records:

These records shall become the property of the Charter District and the State of Texas during the time of employment to be used for the proper maintenance of the personnel folder for the individual as required by law. The Human Resources Director will be the custodian of these records.

All employees who have earned certificates, endorsements, or degrees of higher rank since the previous school year must file the following with the human resources office:

1. An official college transcript showing highest degree earned and date conferred. Upon termination, the official transcript remains the property of the Charter District.
2. A valid certificate of higher rank. The original certificate shall be given to the employee who resigns or retires. A copy shall remain in the personnel folder.

Employees who resign shall be given the Charter District's original copy of any certificate filed with the human resources office. The resigning employee may also

request the Service Record, Audit Card, and T.B. Immunization Card. The Charter District shall keep copies of all these credentials.

Employee Right of Access:

All information in the personnel file of a Triumph Public High Schools employee shall be made available to that employee or the employee's designated representative as public information is made available under the Public Information Law. An employee or an employee's authorized representative has a special right of access, beyond the right of the general public, to information held by Triumph Public High Schools that relates to the employee and that is protected from public disclosure by laws intended to protect the accessing employee's privacy interests. The School may assert as grounds for denial of access other provisions of the Public Information Law or other laws that are not intended to protect the accessing employee's privacy interests.

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