

Board Policy**Descriptor Code: GCD****Classified Personnel Hiring**

All school personnel of the Muscogee County School District shall be employed by the Board of Education on the recommendation of the Superintendent. All employees must meet minimum qualifications as set forth by the State Board of Education or by provisions of law or job descriptions established by the Muscogee County Board of Education.

Individual school principals and other administrative/supervisory personnel that have secretaries and/or clerks under their supervisions shall recommend such personnel for employment in the school system to the Board through the Superintendent.

Bus drivers, mechanics, maintenance and custodial personnel are recommended by the program supervisors through the Superintendent to the Board.

School nutrition workers are recommended by the supervisor, principal and the Director of the school Food Services, after they agree on a recommendation, through the Superintendent to the Board.

All classified personnel must meet the qualification requirements set by the Board of Education prior to the recommendation to the Board for Employment.

The Director of Transportation shall provide a list of qualified competent bus drivers and for approval by the Board of Education. No drivers shall be allowed to operate Muscogee County School buses that are not approved drivers from the list approved by the Board. The director of Transportation shall have the authority to select substitute bus drivers in emergency situations.

ADOPTED: April 19, 2004

MUSCOGEE COUNTY BOARD OF EDUCATION