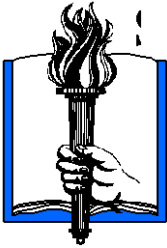


**MURFREESBORO CITY SCHOOLS  
ADMINISTRATIVE DIRECTIVES**



<b>Descriptor Term:</b>  <b>Districtwide Job Vacancies and Requirements of Discovery Teachers</b>	<b>Descriptor No:</b>  <b>AD PER13</b>	<b>Effective Date:</b>  <b>1/83</b>
<b>Revised:</b>  <b>7/84; 3/99; 2/11; 4/12; 7/13; 6/14; 9/18;7/19; 5/22</b>		

1 All terminations should be reported to the Human Resources Office. All vacancies are to be pre-  
2 approved by the Human Resources Office. (A termination does not automatically result in a  
3 vacancy, etc.)  
4

5 It is the responsibility of the Human Resources Office to coordinate all employment activities  
6 and provide guidelines as needed for principals or supervisors to use in selecting applicants to  
7 consider for interview purposes. Assistance is available from the Human Resources Office.  
8

9 **No employment commitment may be made to any individual without the approval of the**  
10 **Director of Schools/Designee.** Only the Director of Schools has the authority to employ or  
11 dismiss personnel. Recommendations for employment should be made by the principal or  
12 supervisor to the Human Resources Director.  
13

14 All postings, interviews, recommendations, selections and other employment activities must be  
15 done in accordance with local Board policy and applicable federal and state employment law as  
16 it relates to all personnel.  
17

18 The Supervisor of Special Education shall be involved in the hiring of all special education  
19 personnel (including teachers and educational assistants). The Assistant Superintendent of  
20 Curriculum and Instruction shall be involved in the hiring of academic interventionists and  
21 Academic Coaches. The Assistant Superintendent for Student Support Services shall be involved  
22 in the hiring of social workers and school counselors.  
23

24 **Requirements of Discovery School Teachers**

25  
26 When hiring, Discovery School will place a preference on applicants with a minimum of a  
27 master’s degree and prior teaching experience.  
28

29 Classroom teachers will have two years after they begin teaching at Discovery to complete the  
30 Murfreesboro City Schools’ Gifted Academy.  
31

32 Related Board Policy – 5.106