

PERSONNEL

Employment of Staff

Citizenship Status

Prior to employment by the Board, the District will document the citizenship/immigration information regarding employment eligibility that is furnished by the prospective employee.

The information that is recorded may come from single documents which establish both identity and authorization to work including:

Acceptable Verification Document for New Hires

A. One Document Establishing *Both* Identity and Employment Authorization

U.S. Passport	Resident Alien Card (Form I-551)	Permanent Resident Card "Green Card" (Form I-551)
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— OR —

B. One Document Establishing Identity

C. One Document Establishing Employment Authorization

Driver's License or State-Issued ID Card with Photo	PLUS	Social Security Card
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The District must complete an Employment Eligibility Verification (I-9) for each staff member employed after November 6, 1986 and keep that form on file for three years. For updates visit www.uscis.gov.

Sexual Misconduct

For all prospective employees, the District will request sexual misconduct information from all current and former employers, including employers outside of Washington state.

All prospective employees must sign a release form granting permission for the District to contact their current and former employers. The release authorizes disclosure of information on sexual misconduct by the prospective employee and access to all documents in the previous employer's files related to such sexual misconduct. The prospective employee will agree to release their current and past employers from any liability arising from their providing responsive information to the District. Refusal to allow the release of information will end consideration of the applicant.

For certificated applicants, the District will verify certification, and request that the Office of the Superintendent of Public Instruction OSPI release all information about the applicant regarding sexual misconduct.

Information received by the District from current or former school district employers and from OSPI on applicants will be used by the District only for purposes of evaluating the applicant's qualifications for employment and, except as required by law, will not be disclosed to any person who is not directly involved in the process of evaluating the applicant's qualifications, other than the applicant.

Child Support Reporting for Staff

The District will report all new hires and rehires to the state of Washington's Department of Social and Health Services, Division of Child Support, as required by P.L. 104-196, the Personal Responsibility and Work Opportunity Reconciliation Act of 1996.

Certification Requirements

The District will require that certificated staff hold a Washington state certificate, with proper endorsement (if required for that certificate and unless eligible for out-of-endorsement assignment), or such other documentation as may be required by OSPI and/or the professional educator standards board with respect to alternative route programs, for the role and responsibilities for which they are employed. Failure to meet and maintain this requirement will be just and sufficient cause for termination of employment. State law requires that the initial application for certification will require a background check of the applicant through the Washington State Patrol criminal identification system and Federal Bureau of Investigation. No salary warrant may be issued to the staff member until the District has registered a valid certificate for the role to which he/she has been assigned. All certificated staff members are required to maintain their certification in accordance with state and federal requirements.

The following persons will be required to possess valid first aid and CPR certificates:

- Athletic Trainers
- Coaches
- Custodians
- Main Office Secretaries with clinic responsibilities
- Maintenance
- Mechanics
- Nurses
- Occupational Therapists
- Paraeducators with day care responsibilities
- Paraeducators who work with developmentally delayed
- Paraeducators with health room responsibilities
- Paraeducators who work in Pre-school

- Paraeducators who work with CTE programs
- Paraeducators with playground responsibilities
- Physical Therapists
- Principals
- School Bus Drivers
- Security Monitors
- Supervisors
- Teachers of Career & Tech Education
- Teachers of Developmentally Delayed
- Teachers of Health & Fitness
- Teachers of Pre-school
- Teachers of Physical Education
- Teachers of Science
- Teachers of Visually Impaired
- And other persons deemed appropriate by the Superintendent

Classified Staff (Reasonable Assurance)

Classified staff who are engaged to serve less than twelve (12) months, will be advised of their employment status for the ensuing school year prior to the close of the school year. If the District chooses to re-employ the staff member the following year, the Superintendent or designee will give "reasonable assurance" by written notice that the staff member will be employed during the next school year.

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