



# **CERTIFIED STAFF APPLICATION PROCEDURE (CER-P001)**

Clarksville-Montgomery County School System

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## **1.0 SCOPE:**

- 1.1 This procedure outlines the processing of applications for certified staff positions.

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

## **2.0 RESPONSIBILITY:**

- 2.1 Human Resources (HR) Associate

## **3.0 APPROVAL AUTHORITY:**

- 3.1 Human Resources Director

## **4.0 DEFINITIONS:**

- 4.1 Minimum qualifications: BA degree and Ventures interview  
4.2 Teacher Profile Builder: Web-based teacher interview  
4.3 CMCSS: Clarksville-Montgomery County School System

## **5.0 PROCEDURE:**

- 5.1 Applicant completes on-line application on the CMCSS website.
- 5.1.1 Applicant submits application electronically.
- 5.2 Application packet reviewed by HR Associate and applicant file is created.
- 5.3 HR Associate reviews packet.
- 5.3.1 If packet is not complete, applicant is notified by email to submit needed information.
- 5.3.2. If applicant meets minimum qualifications and all supporting documents are received, their application is processed and placed in active pool. Supporting documents are:
- Official transcripts
  - Praxis Scores
  - Tennessee Certificate or verification of Alternate Licensure
  - References
- 5.4 Human Resources Director or designee determines positions for which applicant is qualified based on applicant file and Ventures interview results.

## **6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Application



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### **7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Application, completed	Human Resources	Two years	Shred	Secured Office
Application, incomplete	Human Resources	School year	Shred	Secured Office

### **8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
2/06/04		Initial Release
3/05/07	A	Update responsibility, change Gallup to Ventures, revise procedure to on-line application, remove 5.4 and renumber, update retention table & flowchart
9/03/08	B	Update 4.2 with Teacher Profile Builder from Ventures

### **9.0 FLOWCHART:**

9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

**\*\*\* E n d o f p r o c e d u r e \*\*\***

