

## ADMINISTRATIVE POLICY

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

### CERTIFICATION

It is the policy of the Clarksville-Montgomery County School System (CMCSS) that all personnel employed in positions for which certification is available holds a valid Tennessee or Transitional License for the type of work assigned and that personnel employed in positions not requiring certification are placed according to the Classification Plan or the Salary Schedule for the Director's Staff and Department Heads.

Personnel employed as assistant principals will hold valid principal's certification.

Teachers of Trade and Industries will meet the requirements set forth in State Rules, Regulations, and Minimum Standards for Career Technical Education teachers.

Personnel employed as administrators will hold valid administrator's certification.

In the event a person is to be recommended for employment in a position for which he/she does not hold valid certification, it is brought to the attention of the Assistant Director of Human Resources/Chief Human Resources Officer, along with justification for the recommendation.

The employment of any person who does not hold valid certification for the work assigned is limited to one year. Any exception to this portion of the policy is brought to the Chief Human Resources Officer or Director of Schools for approval.

It is the responsibility of the Assistant Director of Human Resources to verify certification both for current and proposed employees.

Implementing Procedures: None

#### Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
1/17/05		Initial Release
5/28/09	A	Change of titles re Transitional instead of Alternative, Career instead of Vocational and Assistant HR Director and Chief HR Officer

\*\*\* End of Policy \*\*\*