

Supplemental Duty Hiring Policy Crawford Middle School

POLICY

All supplemental duties will be open for applications on May 1 of each school year.

The application process will be completed electronically. The available supplemental positions will be communicated to the staff via email. The positions will be open for application to Crawford Middle School staff for 10 days prior to a general posting.

Staff must reapply for supplemental duties each school year, per Fayette County Public Schools policy. Pursuant to Fayette County Public School Policy 09.311 and KHSAA By-Law 27, concerning hiring of supplemental duty positions, preference must be given in the hiring process to certified person over a non-certified person. Once the application deadline has closed, the principal or designee will conduct interviews for all supplemental duties.

Persons selected for supplemental duties will be notified in writing within one week of completion of the hiring process. E-mail will suffice for the written notification.

The application process may be waived at SBDM discretion if a vacancy occurs during the summer or the school year.

Policy Evaluation

We will evaluate the effectiveness of this policy through our School Improvement Planning Process.

Date Adopted: 9/23/10

Date Reviewed or Revised: 5/10/22