

IDEA Public Schools **BOARD POLICY MANUAL**
POLICY GROUP 4 – PERSONNEL
EMPLOYMENT CREDENTIALS AND RECORDS

PG-4.9

Sec. 4.9.1. MINIMUM QUALIFICATIONS FOR PRINCIPALS AND TEACHERS

A person employed by IDEA Public Schools as a Principal or teacher must hold at least a baccalaureate degree. *Education Code 12.129.*

Sec. 4.9.2. PRE-EMPLOYMENT AFFIDAVIT

Beginning September 1, 2017, an applicant for employment as a teacher, teacher intern or teacher trainee, librarian, educational aide, administrator, educational diagnostician, or school counselor must submit, using a form adopted by the Texas Education Agency, a pre-employment affidavit disclosing whether the applicant has ever been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor.

An applicant who answers affirmatively concerning an inappropriate relationship with a minor must disclose in the affidavit all relevant facts pertaining to the charge, adjudication, or conviction, including whether the charge was determined to be true or false.

An applicant is not precluded from being employed based on a disclosed charge if IDEA Public Schools determines based on the information disclosed in the affidavit that the charge was false.

A determination that an employee failed to disclose information required to be disclosed by an applicant is grounds for termination of employment.

Sec. 4.9.3. NOTICE TO PARENTS – QUALIFICATIONS

The Superintendent or designee shall provide to the parent or guardian of each student enrolled in IDEA Public Schools written notice of the qualifications of each teacher employed by IDEA Public Schools. *Education Code 12.129.*

Parents may also request, and IDEA Public Schools will provide in a timely manner, information regarding the professional qualifications of their student's classroom teachers. Information provided in response to a parent request will include, at a minimum:

1. Whether a child's teacher(s) have met state qualification and licensing criteria for their grade levels and subject areas;
2. Whether a child's teacher(s) are serving under emergency or other provisional status through which state qualification or licensing criteria have been waived;
3. Whether the teacher is teaching in the field of discipline of the certification of the teacher; and
4. Whether a child receives services from paraprofessionals and, if so, their qualifications.

Sec. 4.9.4. ACCESS TO EMPLOYEE RECORDS

Custodians of personnel records shall adhere to the requirements of the Texas Public Information Act (TPIA).

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Information in a personnel file is excepted from the requirements of the TPIA if the disclosure would constitute a clearly unwarranted invasion of personal privacy.

A IDEA Public Schools employee shall choose whether to allow public access to information in IDEA Public Schools’ custody that relates to the employee’s home address, home telephone number, emergency contact information, Social Security number, or that reveals whether the person has family members. *Gov’t Code 552.024, 552.102(a)*. The Superintendent shall develop procedures for employees to opt-out of having the above information released.

Sec. 4.9.5. EMPLOYEE RIGHT OF ACCESS

All information in the personnel file of a IDEA Public Schools employee shall be made available to that employee or the employee’s designated representative as public information is made available under the TPIA. An employee or an employee’s authorized representative has a special right of access, beyond the right of the general public, to information held by IDEA Public Schools that relates to the employee and that is protected from public disclosure by laws intended to protect the accessing employee’s privacy interests. IDEA Public Schools may assert as grounds for denial of access other provisions of the TPIA or other laws that are not intended to protect the accessing employee’s privacy interests.

CERTIFICATION

The Undersigned, being the Secretary of IDEA Public Schools, hereby certifies that the foregoing represents a true copy of the Employment Credentials and Records Policy as originally adopted by the Board on August 20, 2021, which Policy is in full force and effect and has not been revoked or amended.

DocuSigned by:

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Ryan Vaughan, Board Secretary

8/24/2021

Date