

EMPLOYMENT CREDENTIALS AND RECORDS

Sec. 4.9.1. MINIMUM QUALIFICATIONS FOR PRINCIPALS AND TEACHERS

A person employed by IPS Enterprises, LLC as a Principal or teacher must hold at least a baccalaureate degree.

Sec. 4.9.2. PROHIBITING CONVICTIONS

Every employee is required to complete an application for the completion of a Bureau of Criminal Identification and Investigation and FBI criminal background check as required by Ohio law

Certain convictions as outlined in Ohio Law, referred to as “absolute bar offenses,” will prohibit an individual from working in a public school. A listing of the disqualifying offenses may be obtained from the School’s office or its attorney. Teachers must comply with all licensure requirements established by the Ohio Department of Education.

In certain circumstances, an individual who would otherwise be disqualified may be hired by the Employer if that individual’s offense has been rehabilitated. Rehabilitation is limited to certain offenses. A complete list of offenses that cannot be rehabilitated (“absolute bar offenses”) may be obtained from the School’s office. To be rehabilitated, (1) the offense cannot involve a victim who was a minor or a victim who was or is a student; (2) for a felony, at least five years have passed since the individual was fully discharged from imprisonment, probation, or parole or the individual has had his/her conviction sealed or expunged; (3) for a misdemeanor, at least five years have elapsed since the date of conviction or the individual has had the record of his/her conviction sealed or expunged; (4) the individual is not a “repeat offender” (has not been convicted of any of the offenses listed in R.C. 3319.39(B)(1) or R.C. 3319.31 two or more times in separate criminal actions); (5) the individual has provided written confirmation of rehabilitation efforts, the results of those efforts, and whether the terms of his/her probation, parole, or deferred adjudication have been completed; and (6) as viewed by a reasonable person, the employment of the individual will not jeopardize the health, safety, or welfare of people served by the school. The Employer has discretion to decide whether the offense has been rehabilitated. Written confirmation required in item (5), above, will not be conclusive evidence that the applicant has met the other rehabilitation requirements required by the Board and by law. *R.C. 3319.291; R.C. 3319.30; 3319.39; R.C. 3313.71; OAC 3301-20-01.*

Sec. 4.9.3. NOTICE TO PARENTS – QUALIFICATIONS

The Superintendent or designee may provide to the parent or guardian of each student enrolled in IDEA Greater Cincinnati, Inc. written notice of the qualifications of each teacher employed at the School.

Parents may also request, and the School 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 Ohio Public Records Act. Information in a personnel file is excepted from the requirements of the Ohio Public Records Act if the disclosure would constitute a clearly unwarranted invasion of personal privacy.

Sec. 4.9.5. EMPLOYEE RIGHT OF ACCESS

All information in the personnel file of the School's employees, if any, shall be made available to that employee or the employee's designated representative as public information is made available under the Ohio Public Records Act. 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 the Management Company that relates to the employee and that is protected from public disclosure by laws intended to protect the accessing employee's privacy interests. The School and the Management Company may assert as grounds for denial of access other provisions of the Ohio Public Records Act or other laws that are not intended to protect the accessing employee's privacy interests.