

EMPLOYMENT PRACTICES

DC  
(LOCAL)

**Personnel Duties** The Superintendent shall define the qualifications, duties, and responsibilities of all positions and shall ensure that job descriptions are current and accessible to employees and supervisors.

**Posting Vacancies** The Superintendent or designee shall establish guidelines for advertising employment opportunities and posting notices of vacancies. These guidelines shall advance the Board's commitment to equal opportunity employment and to recruiting well-qualified candidates. Current District employees may apply for any vacancy for which they have appropriate qualifications.

**Applications** All applicants shall complete the application form supplied by the District. Information on applications shall be confirmed before a contract is offered for a contractual position and before hiring or as soon as possible thereafter for a noncontractual position.

[For information related to the evaluation of criminal history records, see DBAA.]

**Employment of Contractual Personnel**

The Superintendent has sole authority to make recommendations to the Board regarding the selection of contractual personnel.

The Board retains final authority for employment of contractual personnel.

[See DCA, DCB, and DCE as appropriate]

**Employment of Noncontractual Personnel**

The Board delegates to the Superintendent final authority to employ and dismiss noncontractual employees on an at-will basis. [See DCD]

**Employment of All Personnel**

---

**Note:** For employment of a bus driver related to a Board member or the Superintendent, see DBE(LEGAL).

---

~~The Board delegates to the Superintendent final authority for employment of contractual personnel, as well as final authority to employ and dismiss noncontractual employees on an at-will basis. [See DCA, DCB, DCC, DCD, and DCE as appropriate]~~

**Employment Assistance Prohibited**

No District employee shall assist another employee of the District or of any school district in obtaining a new job if the employee knows, or has probable cause to believe, that the other employee engaged in sexual misconduct regarding a minor or student in violation of the law. Routine transmission of an administrative or personnel file does not violate this prohibition. [See CJ for prohibitions]

EMPLOYMENT PRACTICES

DC  
(LOCAL)

relating to contractors and agents and DH(EXHIBIT) for the Educators' Code of Ethics.]



**BOARD OF TRUSTEES  
RESOLUTION AMENDING POLICY DC(LOCAL) REGARDING  
AUTHORITY TO HIRE & DISMISS PERSONNEL**

---

**WHEREAS**, the Board of Trustees finds that retaining final hiring authority for all contractual personnel is in the best interest of Ingram Independent School District; and

**WHEREAS**, the Board of Trustees finds that delegating to the Superintendent final authority to employ and dismiss noncontractual employees on an at-will basis is in the best interest of Ingram Independent School District; and

**WHEREAS**, the Board of Trustees finds that amending Policy DC(LOCAL) is required to effectuate these findings and that such amendment is in the best interest of Ingram Independent School District.

**THEREFORE, IT IS RESOLVED** by the Board of Trustees of Ingram Independent School District as follows:

1. The Board of Trustees adopts the foregoing recitals as findings of fact.
2. The Board of Trustees approves and adopts the amended Board Policy DC(LOCAL) as attached to this Resolution.
3. The amended Policy DC(LOCAL) is effective immediately upon passage.
4. The Board of Trustees directs the Interim Superintendent of Schools or designee to provide this Resolution and the attached policy to the policy representative at the Texas Association of School Boards for inclusion in the online policy manual's appropriate designation category.

PASSED, ADOPTED, and APPROVED on the 16 day of December, 2025, by the Board of Trustees of Ingram Independent School District by the following vote:

For: 16


Against: \_\_\_\_\_

Abstain: \_\_\_\_\_

Absent: \_\_\_\_\_

  
\_\_\_\_\_  
Jack Fairchild  
President, Board of Trustees

ATTEST:

  
\_\_\_\_\_  
Bennett Woodruff  
Secretary, Board of Trustees