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**Note:** This local policy has been revised in accordance with the District's [innovation plan](#).<sup>1</sup>

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**Updating Credentials** All employees who have earned certificates, endorsements, or degrees of higher rank since the previous school year shall file with the District:

1. An official college transcript showing the highest degree earned and date conferred.
2. Proof of the certificate or endorsement.

All faculty and staff whose job descriptions require transportation of students shall maintain valid commercial driver licenses as a condition of their employment.

**Contract Personnel** The Superintendent or designee shall ensure that contract personnel possess valid credentials before issuing contracts.

The Superintendent shall have the authority to approve a request by the principal for an individual with experience in a career and technical education (CTE) field to teach a vocational skills course in accordance with the District's innovation plan. The Superintendent shall report to the Board prior to the individual beginning any employment with the District. All other teaching assignments shall require certification in accordance with state law. [See DK]

**Social Security Number** The District shall not use an employee's social security number as an employee identifier, except for tax purposes [see DC]. In accordance with law, the District shall keep an employee's social security number confidential.

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<sup>1</sup> Innovation Plan:  
[http://www.sabinalstorage.tech/requiredpostings/LIP/LIP\\_web\\_posting\\_FINAL.pdf](http://www.sabinalstorage.tech/requiredpostings/LIP/LIP_web_posting_FINAL.pdf)