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

Exception to Requirement for SBEC Certification

In accordance with the District's innovation plan, the District shall be exempt from the statutory requirement that each person employed as a teacher must hold an appropriate permit or SBEC certification.

Therefore, the Superintendent shall have authority to approve a principal's request for a noncertified, but highly qualified, professional to teach a unique or innovative course. The District shall not submit to TEA any paperwork for waivers or other special permits for these positions.

The District shall require SBEC certification for all other teaching assignments. [See DK]

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.

Contract Personnel

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

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.

¹ Innovation Plan: <http://www.tomballisd.net/apps/news/article/653619>