

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS  
CREDENTIALS AND RECORDS

DBA  
(LOCAL)

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**Note:** The District's innovation plan may be found [http://www.kellerisd.net/district/DOI/Documents/DOI\\_LocalInnovationPlan\\_Final.pdf](http://www.kellerisd.net/district/DOI/Documents/DOI_LocalInnovationPlan_Final.pdf). This local policy has been revised in accordance with the District's innovation plan.

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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.

CONTRACT  
PERSONNEL

The Superintendent or designee shall ensure that contract personnel possess valid credentials before the first day of performance under the contract.

EXCEPTION

The Board of Trustees may employ a teacher who does not have the applicable certification when doing so is in the best interest of the District because the position is hard to fill or requires specific industry expertise. Individuals hired under this exception are expected to work towards certification and will obtain that certification within the timeframe identified in the employment contract.

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.