School Board of Brevard County
2700 Judge Fran Jamieson Way • Viera, FL 32940-6601
Mark J. Rendell, Ed.D., Superintendent

Brevard Public Schools

COMMUNITY COACH
EMPLOYMENT PROCESS LETTER

This notice is to provide certain information to applications for employment in the Brevard County School System concerning the process and conditions for employment.

When a selection is made, the person selected is recommended on an appointment form by the principal. This constitutes the first step in the employment procedure, but this does not constitute commitment for employment. The appointment form and credentials are reviewed by the Area Superintendent and sent to Human Resources. Further approval is required by Human Resources and by the School Board in official action. If the School Board acts favorably on this recommendation, employment will begin on a day specified and in a school designated by the School Board.

In accepting this assignment, the employee agrees to observe and enforce faithfully the laws, rules, regulations, and policies lawfully prescribed by legally constituted school authorities, insofar as such laws, rules, regulations, and policies are applicable to the above named position.

This recommendation for employment is specifically conditioned on State Board of Education Administrative Rule 6A-1.0502, paragraph 8, which states that in advance of assuming this responsibility, the applicant has a clear understanding of all state and district instructional practices and policies relevant to the responsibilities of the position.

When employed in such positions, an employee may be dismissed or suspended by the Superintendent or School Board for failure to comply with any and all lawful rules, regulations, and policies of the State Board of Education or the School Board, now existing or hereafter enacted, as provided by law.

This employment recommendation is pursuant to all of the above conditions. You may begin work provided all personnel documents are completed in time to present the appointment at the next regular School Board meeting. Failure to meet this condition will result in being considered a volunteer and no recommendation will be made for payment of the supplement.

I have read this document and understand its contents. The attached appointment form is offered in agreement with the stated process and pursuant to the employment conditions as specified.

Name (Printed) _____ Signature _____ Date _____

Principal/Department Head Signature _____ Date _____

School Name _____

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Human Resources Services
Phone: (321) 633-1000, ext. 11200 • FAX: (321) 633-3525

An Equal Opportunity Employer