



**WINDHAM SCHOOL
DISTRICT
BOARD OF TRUSTEES**

NUMBER: WBP-07.01 (rev. 2)

DATE: August 27, 2026

PAGE: 1 of 2

**SUPERSEDES: WBP-07.01 (rev. 1)
December 17, 2019**

WINDHAM BOARD POLICY

SUBJECT: EMPLOYMENT OF PERSONNEL

AUTHORITY: Tex. Educ. Code §§ 19.001–.012, 21.031-.06; Tex. Labor Code §§ 21.001–.556, 301.151–.156; WBP-03.02, “Windham School District Superintendent Responsibilities and Authority”

Reference: WBP-07.52, “Equal Employment Opportunity” and WBP-07.57, “District Technical Education Teaching Permit”

APPLICABILITY: Windham School District Board of Trustees (Board) and Windham School District (Windham)

EMPLOYMENT AT WILL CLAUSE:

This policy does not constitute an employment contract or guarantee of continued employment and does not create a legally enforceable interest or limit the superintendent’s authority to implement personnel policies. Windham reserves the right to revise this policy at any time.

POLICY:

The Board delegates to the superintendent the authority to employ Windham personnel.

DEFINITIONS:

“Accredited Institution of Higher Education” is an institution of higher education that, at the time it conferred the degree, was accredited or otherwise approved by an accrediting organization recognized by the Texas Higher Education Coordinating Board.

“Applicant” is a person who has applied for a posted position in Windham.

“Certificate” is an educator credential issued by the State Board for Educator Certification.

“Qualified Applicant” is a person who meets the eligibility criteria and minimum qualifications established for a posted position.

DISCUSSION:

Windham provides equal employment opportunities for all employees and does not discriminate on the basis race, color, religion, sex (gender), national origin, age , disability, or genetic information. Additionally, Windham complies with federal and state laws relating to employment of prospective, current, or former members of the uniformed services.

PROCEDURES:

I. The superintendent will develop appropriate directives to implement this policy.

II. Selection Procedures

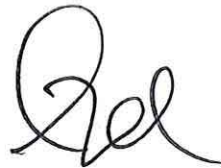
Windham vacancies may be announced through internal and/or external systems. When possible, employee selections will be made from a pool of qualified applicants who are evaluated by the Human Resources department. The selection process includes document reviews, background and reference checks, and interviews. The Superintendent may appoint positions within the A80 Salary Plan or below. Openings for positions in the A85 Salary Plan and above may be announced internally and filled by internal applicants before posting externally.

III. Required Qualifications

Selected applicants must meet the minimum qualifications as specified on the position description to include the specified level of education from an accredited institution of higher education, a valid Texas teaching certificate, or Windham School District Teaching Permit.

IV. Positions Requiring a Certificate or license

An employee whose position requires a certificate or license must hold and maintain the proper certificate license, or be eligible for a probationary certificate. The certificate must be verified through the issuing authority.



Eric J.R. Nichols, Chairman
Windham School District Board of Trustees