

## **SCHOOL DISTRICT OF NEW LONDON**

### **ADMINISTRATIVE GUIDELINE 533 - SELECTION OF CERTIFIED STAFF**

- A. When a position becomes vacant or a new position is created, notice of such available position will be posted at designated sites established by the district, as well as forwarded to all staff via e-mail. The position will be posted in the district and outside the district at the same time.
- B. All applications will be accessed and stored through the district's electronic system (WECAN). Principals and/or Directors who will be conducting the interviews will be granted access.
- C. Current staff wishing to apply for a position which is posted, must submit a letter of interest to the District Administrator by the posting closing date.
- D. Interviews will not be held until after the closing date, unless approved by the District Administrator. All applications and all interview materials are to be forwarded to the District Administrator. These materials will be kept for three (3) years after the interview.
- E. Upon completion of at least three (3) telephone reference checks and a background check, the District Administrator or designee will meet with the candidate to review the contract and hiring terms.
- F. The final candidate will then be presented to the Board of Education for approval.
- G. The final candidate will be required to undergo a physical/drug screening in accordance with the district requirements.

ADOPTION DATE: June 14, 1999

REVISION DATE(S): March 13, 2006; February 12, 2018

REVIEW DATE(S):

CROSS-REFERENCE: Policy 533 Selection of Certified Staff

LEGAL REFERENCE: