

**SELECTION OF CERTIFIED STAFF**

**POLICY STATEMENT**

- A. When a vacancy in the professional staff occurs, the administrative staff will be responsible for seeking out the best possible candidates for the position.
- B. Certified staff will be contracted by the Board, upon recommendation of the District Administrator. In the event a person recommended by the District Administrator is rejected by the Board, it will be the responsibility of the District Administrator to make another nomination.
- C. All persons nominated for employment should meet all qualifications prescribed in the position's job description and all qualifications established by law for the position for which the nomination is made.
- D. Certified staff vacancies will be posted in accordance with provisions of the current employee agreement.

**POLICY PROCEDURE**

- 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 addressed and mailed/delivered to the District Administrator and housed at the District Administration Building. Applications will then be forwarded to the Building Principals/Directors who will be conducting the interviews.
- C. Bargaining Unit Members 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.

LEGAL REFERENCE:

CROSS-REFERENCE: Exhibit 1, Certified Staff Employment Checklist