

HIRING EXPECTATIONS

Be sure to read the board policy regarding the hiring process so you are aware of the parameters set forth by the school board. Be sure to inform the District Administrator of any circumstances which would prevent you from following any of these guidelines in a specific situation.

Basic concepts to guide you in the process:

1. Our expectation is to hire the very best, most qualified candidate possible in every situation. While there may be times when we are faced with underlying limitations such as financial impact, those limitations will always be secondary to the District's desire to have the very best staff possible.
2. All final recommendations for hire will be made to the Board by the superintendent.
3. A team concept will be used for all hiring decisions whenever possible.
4. The District does recognize that in some cases we may choose to "groom" or prepare a specific staff person to assume a position once trained. In those cases, interviewing expectations may be waived.
5. All contractual expectations must be followed. Please work with your various union representatives to have a collaborative effort in the process.
6. The Principal or direct supervisor will be responsible for developing a list of interview questions when appropriate. All candidates shall be asked the same set of questions.
7. A final decision on all candidates will be made by the Board. Therefore, please be sure to indicate to all candidates that the position is not formally filled until the Board acts on the acceptance of the final candidate. An application including resume when appropriate shall be forwarded to the Board along with the recommendation.
8. The administrative secretary shall work with you to complete the following:
 - a. Post the position with local papers or DPI websites as necessary.
 - b. Collect applications. (Renee will have all applications sent directly to her.)
 - c. Contact candidates to set interview times.
 - d. Send letters of denial to all non-accepted candidates.
 - e. Send appropriate candidate application materials to Board for approval.
9. All final candidates shall have a criminal background check completed by the Superintendent prior to recommendation to the Board. In the case of a bus driver, a driving record also will be checked.
10. The Superintendent shall determine all salary considerations including placement on salary schedules using the following guidelines:
 - a. Certified staff may receive credit for public school experience and or private school experience based on the need for the District to fill the position.
 - b. Certified staff may receive credit for educational advancement based on the Districts need to fill the position.
 - c. Unless absolutely necessary, all non-certified staff will be placed on the base salary schedule for their respective position.

Certified Staff:

1. Principals shall develop a team to screen applicants and conduct interviews.
2. The interview team shall select the top two candidates.
3. The Superintendent and Principal shall interview the top two candidates.

HIRING EXPECTATIONS (cont.)

4. The candidate selected by the Superintendent/Principal shall be forwarded to the Board by the Superintendent as a recommendation for hire.

Secretaries, Aides:

1. The building level Principal most responsible for that position will be in charge of the selection process.
2. An interview team will consist of at least the Principal and in the case of an aide, the teacher whom that aid will directly work with and report to.
3. The Principal shall select a final candidate and make that recommendation to the Board for hire.

Custodial, Cooks, Bus Drivers

1. The Lead Maintenance Supervisor, Head Cook, or Transportation Supervisor and Superintendent will be responsible for the selection and interviewing of candidates for all custodial, Cook, and Bus Driver positions.
2. The Superintendent will make the recommendation to the Board.

Other Positions:

All other positions including groundskeeper, lifeguards, part-time, seasonal, and short term help will be selected by the supervisor most closely working with that person. An interview process will be utilized only if necessary and prudent. The Superintendent shall be responsible for the hiring of these positions.

Approved: July 12, 2005