

TEACHING STAFF HIRING PROTOCOL

	TASK	RESPONSIBLE	
1	Identify Position Responsibilities, Assignments, Review Job Description	Principal / Supt.	
2	Submit "Request to Post" Form	Principal	
3	Advertise Position	Supt. Secretary	
4	Initiate Staff Hiring Protocol Form	Supt. Secretary	
5	Review / Screen Application Materials	Principal / Supervisor	
6	Schedule Interviews	Principal / Supervisor / Bldg. Secretary	
7	Conduct Interviews	2 Admin/1 SBT Rep (Tchr), Dept Rep (Tchr)	
8	Building Tour and Hospitality	Assigned by Principal / Supervisor	
8	Selection of Candidate	Principal / Supervisor	
10	Contact 3 References	Principal / Supervisor	
11	Submit "Hiring Recommendation" Form	Principal / Supervisor	
12	Send all Interview Notes to Supt. Secretary	Principal / Supervisor	
13	Recommendation to School Board	Superintendent	
14	Criminal Background Check	Supt. Secretary	
15	Prepare Contract	Supt. Secretary	
16	Schedule Meeting With Payroll	Principal / Payroll Coordinator	
17	Notify Director of C & I of the New Hire	Principal	
18	Notify Director of Technology of the New Hire	Principal / Supervisor	
19	Conduct Building Orientation	Principal / Supervisor	
20	Thank You Letters to Candidates not Selected	Principal / Bldg. Secretary	