

**Unity School District - Board of Education**  
**Board Policy 533**  
**Recruitment and Hiring of District Employees**  
**Last Revised 8/16/2022**

All of the District's recruitment, selection, and hiring practices and procedures are subject to and guided by the District's commitment to nondiscrimination and equal opportunity in employment, as further identified in related Board policies. The primary goals of these processes shall be to attract and identify a diverse range of highly qualified candidates who, if hired, will demonstrate a high degree of commitment to the District's mission, to the District's goals, and to their assigned duties and responsibilities, and who will also make positive personal and professional contributions to the District.

The recruitment and hiring for all positions of employment in the District, except for the position of District Administrator, shall be conducted in accordance with provisions of this policy.

The District Administrator shall ensure that the District's core practices and procedures surrounding recruitment, selection, and hiring are well-defined and implemented consistently. Different core practices and procedures may be defined for different types of positions. The Board of Education directs the District Administrator to establish a procedure for the effective selection of personnel.

The District Administrator shall have the authority, at his/her discretion, to make binding offers of employment to fill vacancies in Board-approved positions, except for (1) positions which require the employee to hold an individual employment contract; and (2) any supervisory position. Where the School Board will make the final decision to approve, or not approve, the hiring of any employee, any preliminary offer of employment or any offer of a contract shall be contingent on obtaining Board approval, and the contingent offer shall be revocable in the event the Board does not approve the employment of the individual. Should the recommended candidate be rejected by the Board, it will be the duty of the District Administrator to bring forth another candidate.

If the District Administrator determines there is an urgent need or extenuating circumstances to fill a position or that another exceptional and good cause exists, standard practices may be modified for all potential candidates by, e.g., shortening the standard application period, forgoing the posting process, eliminating multiple interview levels, or considering interim appointments. However, under no circumstances shall an employee be hired without:

1. Participating in a personal interview;
2. Completing required physical examinations with satisfactory results, or expressly conditioning the offer of employment or offer of contract on such satisfactory completion;
3. For all positions, either of the following:
  - a. The District has completed licensure (where applicable), reference, and criminal background checks, and determined that the results of said checks are acceptable before the offer of employment is made; or
  - b. Any preliminary offer of employment is made expressly contingent upon completion of licensure (where applicable) confirmation, reference checks, and criminal background checks, the results of which the District, in its discretion, determines are acceptable; and

4. Where the Board will make the final decision to hire an employee, including the hiring of all employees who are required to hold an individual contract and the hiring for all positions that have supervisory duties, any offer of employment shall either:

- a. be made following Board approval of the hiring decision and the terms of any employment contract; or
- b. be made in a manner that is contingent upon a subsequent Board decision to approve the hiring decision and the terms of any employment contract.

The District Administrator has the authority to fill or recommend filling a position with an internal candidate without seeking external candidates.

#### Additional Provisions Applicable to Most Contracted Positions

Professional staff who are required to be licensed or certified by law must provide the District with a copy of the current license or certificate. Such employees are expected to remain licensed in good standing, including knowing the expiration date of their license/certification and meeting the requirements for maintenance/renewal in a timely manner. A contract with any person not legally authorized to hold the licensed position identified in his/her contract shall be (1) deemed materially breached by the individual holding the contract; and/or (2) void by operation of law. All teaching contracts shall terminate if, and when, the authority to teach terminates.

To the extent required by state law, teachers and administrators may be employed in or dismissed from their contracted positions only by a majority vote of the full membership of the Board. To the extent prohibited by state law, the District shall not enter into a contract of employment with any teacher or administrator for any period of time that the individual is then under a contract of employment with another board.

**Exceptions:** The District Administrator is authorized by the Board of Education to hire and make continued employment decisions for specific positions.

The positions that the District Administrator is authorized exclusively to hire are:

1. Employees that are classified as temporary, seasonal, project specific, casual, occasional, student, and long-term.
2. Substitute employees in all capacities.
3. Specific advisory positions are also exempt and include; auditors, consultants, attorneys, architects, guest speakers, or engineers for opinions or recommendations and other similar professionals.
4. Workers employed by outside agencies such as CESA, concentrated employment programs, U.S. conservation corps, AmeriCorps or other contractors for regular maintenance or emergencies are considered exceptions in the hiring policy.
5. Professional advisory positions are filled at the discretion of the District Administrator. Such positions may include: mentors, committee chairpersons, library board positions, high school advisory, PBIS, RtI, and technology coaches.
6. LEAP Child Care Program employees in all categories.
7. District support staff employees considered at-will, compensated hourly, and provided a letter of appointment.