

## Personnel

### Hiring Process and Criteria

#### Purpose

The Board of Trustees holds the legal responsibility of hiring all employees. This policy establishes consistent procedures for recruitment, selection, and employment across the District, ensuring alignment with Idaho law and the District's educational mission.

#### Delegation of Authority

The Board delegates to the Superintendent the responsibility for recruiting and recommending personnel for employment. The Superintendent may assign recruitment duties to qualified designees. All hiring recommendations are subject to Board approval.

#### Recruitment Procedures

Recruitment shall be conducted professionally, with emphasis on securing high-quality staff. Job postings will remain open for a **minimum of five (5) workdays unless an emergency or sufficient applicant pool exists**. Internal applicants under current contract may apply for positions for which they are properly endorsed. The superintendent will create and administer procedures to govern the recruitment interview and selection process.

#### Selection Criteria

Hiring decisions will consider, but are not limited to, the following factors:

- Certification and qualifications
- Training and experience
- Ability to relate well with students

#### Legal Compliance

- All applicants undergo screening (I.C. § 33-1210)
- Criminal history checks will be conducted for applicable positions (I.C. § 33-130)
- Veterans and disabled veterans shall receive preference when qualifications are equal (I.C. §65-504)
- Newly hired employees must complete an Immigration and Naturalization Service form.
- Certificated personnel must hold valid Idaho certification and sign contracts approved by the State Superintendent of Public Instruction

#### Documentation Requirements

Applicants must authorize release of job performance and conduct records from current

and past employers. Refusal to sign the release disqualifies the applicant from consideration. Information obtained will be used solely for evaluating qualifications and will remain confidential.

## **Contract Finalization**

Employment is not official until the contract is approved by the Board and signed by both the Board Chair and the applicant. Failure to return a signed contract within the designated timeframe may result in the position being declared vacant.

### Legal Reference:

[I.C. § 33-130](#) Criminal History Checks

[I.C. § 33-512](#) Governance of schools

[I.C. § 33-513](#) Professional personnel

[I.C. § 33-1210](#) Information on Past Job Performance

[I.C. § 65-501 et seq.](#) Veterans' Preference

[I.C. § 74-206](#) Executive Sessions – When Authorized

[IDAPA 21.01.06](#) Rules for Enforcement of Veterans' Preference

### Policy History:

Adopted on: April 14, 2008

Revised on: October 10, 2011

Revised on: Pending

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#### Purpose

The Board of Trustees ~~holds~~ has the legal responsibility of hiring all employees. ~~This policy establishes consistent procedures for recruitment, selection, and employment across the District, ensuring alignment with Idaho law and the District's educational mission~~

#### Delegation of Authority

The Board ~~delegates~~ assigns to the Superintendent the ~~responsibility~~ process of for recruiting ~~and recommending~~ staff personnel ~~for employment~~. The Superintendent ~~may~~ assign recruitment duties to qualified designees. All hiring recommendations are subject to Board approval. ~~is encouraged to involve staff as may be needed in the hiring process.~~

#### Recruitment Procedures

Recruitment shall be conducted professionally, with emphasis on securing high-quality staff. Job postings will remain open for a **minimum of five (5) workdays unless an emergency or sufficient applicant pool exists**. Internal applicants under current contract may apply for positions for which they are properly endorsed. The superintendent will create and administer procedures to govern the recruitment interview and selection process. ~~Applicants for specific teaching positions shall meet the State's highly qualified standards. The recruitment period for vacancies shall be a minimum of two (2) weeks unless declared an emergency by the District Superintendent or when District personnel actively recruit where there is a sufficient applicant pool from a previously announced recruitment effort. Where there is a sufficient applicant pool, it will not be necessary to advertise the position. Certified professional employees who are currently under contract may apply for any vacancy, for which they are properly endorsed, through the regular application process. No certified professional employee on probation will be qualified to apply for or request a transfer to any vacancy in the District.~~

#### Selection Criteria

Hiring decisions will consider, but are not limited to, the following factors:

- Certification and qualifications
- Training and experience
- Ability to relate well with students

~~The Lakeland Joint School District shall recruit actively for the best-qualified person for each job vacancy. To aid in obtaining quality staff members, the following factors will be considered: qualifications, training, experience, personality, character and ability to relate well with students. Every effort will be exerted to maintain wide diversity in staff~~

experience and educational preparation. However, the welfare of the children of the District will be a paramount consideration in the selection of teachers and

## **Legal Compliance**

- All **applicants** ~~certificated personnel selected for employment must also go through the screening process outlined in Idaho Code 33-1210~~ **undergo screening (I.C. § 33-1210)**
- **Criminal history checks will be conducted for applicable positions (I.C. § 33-130)** ~~As required in Idaho Code 33-130, the District will conduct a criminal history check for applicable positions. See Policy 5110.~~
- **Veterans and disabled veterans shall receive preference when qualifications are equal (I.C. §65-504)** ~~As required in Idaho Code 65-505, the District will observe preference for veterans and disabled veterans when considering hiring employees to fill vacancies, selecting new employees, or implementing a reduction in force.~~
- Each ~~newly hired employees~~ **newly hired employees** must complete an Immigration and Naturalization Service form, ~~as required by federal law.~~
- **Certificated personnel must hold valid Idaho certification and sign contracts approved by the State Superintendent of Public Instruction**

~~All personnel selected for employment must be recommended by the Superintendent and approved by the Board. and be approved for hire by the Building Principal in the building to which they will be assigned.~~

## **Documentation Requirements**

**Applicants must authorize release of job performance and conduct records from current and past employers. Refusal to sign the release disqualifies the applicant from consideration. Information obtained will be used solely for evaluating qualifications and will remain confidential.**

~~Applicants for teaching positions shall provide evidence of meeting State requirements for regular certification and sign a statement authorizing current and past school district employers to release to the District all information relating to job performance or job related conduct.~~

~~Applicants who do not sign the statement/release shall not be considered for employment. The District will consider information received from current and past school district employers only for the purpose of evaluating applicants' qualifications for employment in the position for which they have applied and no one shall disclose such information to anyone, other than the applicant, who is not directly involved in the process of evaluating the applicants' qualifications for employment. Non-certificated applicants may be employed on a conditional basis pending receipt of information from current and past school district employers. Applicants shall not be prevented from gaining employment if current or past out of state employers are prevented from or refuse to cooperate with the District's request. See Forms 5100F1 and 5100F2. A list of recruitment sources will be developed and maintained by the District Office and updated as necessary in order to recruit the best qualified personnel for each vacancy.~~

## Coaching Assignments

~~For secondary school coaching vacancies, preference will be given to qualified certificated employees. Consideration does not guarantee selection.~~

## Contract Finalization

~~Employment is not official until the contract is approved by the Board and signed by both the Board Chair and the applicant. Failure to return a signed contract within the designated timeframe may result in the position being declared vacant.~~

~~The Board and Administration reserve the right to assign and transfer personnel in the best interest of sound educational policy.~~

~~Job announcements will be made available to current staff members of the District. There will be no discrimination in the hiring process. See Policy 5120~~

~~The Board of Trustees of Lakeland Joint School District No. 272 will:~~

- ~~A. Have placed before it all applicant names recommended for a contract; and~~
- ~~B. Approve applicants, unless they personally have knowledge not available to the building administrator and the screening committee. In that case, the Board will not take action until all concerns have been reviewed by the building/program administrator. Upon approval by the Board of Trustees, a contract, in a form approved by the State Superintendent of Public Instruction, will be sent or given to the applicant pursuant to the requirements set out in I.C. 33-513. The applicant must sign the contract and return it within a specified time from the date the contract is delivered. Should the person willfully refuse to acknowledge receipt of the contract or the contract is not signed and returned to the board in the designated period of time, the Board may declare the position vacant. Should the candidate not be approved, or the person willfully refuse to acknowledge receipt of the contract or the contract is not signed and returned to the Board the Superintendent will remand the situation to the building administrator and screening committee to provide the next applicant's name for consideration.~~

~~To qualify for employment, each teacher or administrator must have a valid Idaho teaching/administrative certificate on file in the District Office at the beginning of the school year. Salary may be withheld if the certificate is not on file by September 10 of the given year.~~

~~Cross Reference: 5110 ————— Fingerprinting and Criminal Background  
Investigations  
— 5120 ————— Equal Employment Opportunity and  
Non-Discrimination~~

~~Legal Reference:~~

I.C. § 33-130 – Criminal History Checks

I.C. § ~~55~~33-512 Governance of schools

I.C. § 33-513 Professional personnel

~~I.C. § 67-2345(a) Executive Sessions~~

I.C. § 33-1210 Information on Past Job Performance

I.C. § 65-501 et seq. Veterans' Preference

I.C. § 74-206 Executive Sessions

IDAPA 21.01.06 Rules for Enforcement of Veterans' Preference

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