

Orig. 7/17/97

Adopted: 8/21/97

Revised: 11/21/22

Approved:

438 NON-LICENSED PERSONNEL RECRUITMENT

The Superintendent and principals shall develop procedures for obtaining the best qualified individual available for each particular position

PROCEDURE:

1. ~~1.~~ Job openings will be posted in accordance with the Master Agreement between ISD #118 School Board and the MSEA-NCS Unit. They will be posted internally for five days and concurrently in Frontline for a minimum of 10 days ~~and will be advertised in an area newspaper.~~
2. ~~2.~~ All applicants shall submit an application through Frontline ~~and external~~
 - a. ~~External~~ candidates will be asked to include a ~~resume, appropriate application material and/or credentials and transcript pertinent to the position.~~
 - b. Internal applicants need only complete the internal Frontline application.
 - c. All applications will be kept on file according to the district retention schedule and can be activated for any opening through Frontline.
Paper applications are available upon request in the district office

Applicant Screening

1. The superintendent or designee will decide before screening the applications on the number of applicants to be interviewed.
- ~~1.2.~~ The superintendent or designee will be responsible for screening all applications using the district's applicant rating form.
- ~~2.3.~~ Veterans Preference points will be awarded on the rating form when applicable.
- ~~3.4.~~ 4. The Superintendent or designee will give the list of applicants to be interviewed to the Administrator in charge of the interviews.
- ~~4.5.~~ The administrator will be responsible for setting up interviews, reviewing interview guidelines with the committee, and conducting the interviews.

Interview ~~Committeeing~~ :

- ~~1.~~ The superintendent shall be responsible for appointing an interview committee in the areas of transportation, food service, custodial, and district office staff; and principals will be responsible for paraprofessionals and other non-licensed staff as it relates to their particular areas.
~~The superintendent or designee will decide before screening the applications on the number of applicants to be interviewed.~~
- ~~4.~~ ~~The superintendent or designee will be responsible for screening all applications using the district's applicant rating form. Veterans Preference points will be awarded on the rating form when applicable. The Superintendent or designee will give the list of applicants to be~~

~~interviewed to the Administrator in charge of the interviews. The administrator will be responsible for setting up interviews, reviewing interview guidelines with the committee, and conducting the interviews.~~

2.5. Interviews: The interview committee will interview all “selected” candidates. The committee will utilize a process that will guarantee that all applicants will be interviewed in the same manner using the district interview rating form. .

3. 6. Recommendation: The committee will submit their written recommendation to the Board for action.

7.. Emergency Vacancies: If a vacancy arises that cannot be filled in the above manner and creates an emergency situation, the superintendent or his designee can make a recommendation to the board chairperson and start the person prior to formal Board approval