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Approved:

439 PROFESSIONAL PERSONNEL RECRUITMENT

The Superintendent and principals shall develop recruitment for obtaining the best qualified professional staff available for each particular position.

All applications from qualified applicants, including any present employee, shall be considered. No applicant shall be hired without one or more personal interviews.

Procedure:

1. Job openings will be posted for a minimum of two weeks on Frontline and simultaneously posted internally for five days, as well as with college, state or professional placement services and area newspapers as necessary.
2. All applicants shall submit their applications through Frontline and include their resumes, appropriate credentials and transcripts for each position desired.

All credentials and transcripts will be kept on file according to the district retention schedule.

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.

4. Interview Committee: The school administrators shall be responsible for appointing an interview committee for all openings in their areas of responsibility. This interview committee will be responsible for reviewing selected applications and interviewing candidates. The administrator will be responsible for setting up interviews, reviewing interview guidelines with the committee, and conducting the interviews. At least one but not more than two board members will be on the committee.
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, utilizing the district interview rating form.
6. Recommendation: The interview committee will submit their written recommendation to the District Office who will place it on the School Board agenda 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 designee can make recommendations to the board chairperson and start the person prior to formal Board approval.