

Licensed Position

A licensed position will be advertised through a College Placement Bureau in Minnesota for a minimum of two weeks. Positions will also be advertised in the Bagley Farmers Independent and if appropriate, the Bemidji Pioneer. In addition, the position will be posted in the Bagley School Teacher Lounges and/or sent out via the email system.

1. The Principal receives the applications and plans the interview process.
2. The Principal will seek input from staff members of the appropriate department.
3. Recommended minimum guideline – Interview and screening committees should include; two administrators, two teachers, and one Native American advocate.
4. The Principal approves all screening and interview questions and designs the scoring rubric including Veteran's Preference criteria for the screening process.
5. Top candidates are discussed and/or referred to the Superintendent in writing.
6. Principal and Superintendent agree on a recommendation.
7. The Superintendent makes the final recommendation to the Board of Education.
8. School Board members may review any aspect of the process with the Superintendent.

Non-Licensed Position

A non-licensed position will be advertised through the Bagley Farmers Independent for a minimum of two weeks, post the opening in the Bagley School Teacher Lounges and/or sent out via the email system, and if appropriate, advertised in the Bemidji Pioneer.

1. The Principal receives the applications and plans the interview process.
2. The Principal will seek input from the staff members of the appropriate department.
3. Recommended minimum guideline – Interview and screening committees should include; one administrator, one staff member and one Native American advocate.
4. The Principal approves all screening and interview questions and designs the scoring rubric including Veteran's Preference criteria for the screening process.
5. Top candidates are discussed and/or referred to the Superintendent in writing.
6. Principal and Superintendent agree on a recommendation.
7. The Superintendent makes the final recommendation to the Board of Education.
8. School Board members may review any aspect of the process with the Superintendent.

Applications will be kept on file for a period of one year from the date a position is filled. The application of the individual hired will be placed in that individual's file and kept with the file permanently. In the event that post high school education is required, only credentials from accredited education institutions will be considered. The recommendation to hire an individual will be accompanied by the rationale for the recommendation.

A relative of a Board Member (mother, father, wife, son, daughter, sister, brother) that is recommended for hire will require a majority vote of the total Board. In the event a Board Member cannot attend the hiring meeting he/she may waive their voting obligation by informing the Board Chairperson prior to the meeting. The Chairperson may require a written statement.