

Section 4.5: Selection Procedures for Teachers Using Numerical Scale

An administrator may interview all candidates, use a numerical scale, or use another method for selecting interviewees for teaching positions. For this section, the term teacher includes long-term substitutes and administrators classified as teachers per State law. Variations must be approved in advance by the Superintendent.

The administrator implements the following steps when selecting interviewees:

1. Prior to reviewing applicants, the administrator determines the selection process, minimum qualifications, number of interviewees, and the minimum score for initial screening.
2. The administrator assesses each candidate meeting minimum qualifications using a 100-point scale. Individuals who meet the minimum score on the 100-point scale will be in the "Potential Interview Pool."
3. Applicants who are part of the Potential Interview Pool and claim Veteran's Preference will receive the following additional points:

Nondisabled veteran:	10 points for new hire
Disabled veteran:	5 points during a promotional exam 15 points for new hire
Spouse:	The preference points that are available to a veteran may be used by the surviving spouse of a deceased veteran or by the spouse of a disabled veteran who, because of disability, is unable to qualify.
4. The top scoring applicants in the potential interview pool (not to exceed the maximum number of candidates to be interviewed unless there is a tie for the final spot) are offered an initial interview.
5. The administrator conducts one or more interview rounds in person, via video conferences, or on the phone. Preferably, at least one round will have multiple interviewers. Similar protocols, such as asking the same questions in the same order, will be used for each candidate during each round of interviews.
6. Prior to offering a teaching position, the administrator completes reference checks using a standardized process and checks the Teacher Discipline Inquiry System to review any disciplinary action taken against the teacher's license.
7. Prior to offering an administrative position, the administrator checks the Teacher Discipline Inquiry System and contacts the Minnesota Board of School Administrators for information about the disciplinary history of the applicant.
8. The administrator confers with the Human Resources Manager prior to offering a wage or salary to the selected candidate. The wage or salary must be in compliance with district contracts and policies.
9. The administrator offers the position to the applicant either via phone or email contingent upon the results of a background check, verification of licensure and/or appropriate certification, and board approval. The candidate may begin employment prior to approval by the board with approval by administration under extenuating circumstances.

Section 4.6: Selection Procedure for Teachers Not Using Numerical Scale

An administrator may interview all candidates, use a numerical scale, or use another method for selecting interviewees for teaching positions. For this section, the term teacher includes long-term substitutes and administrators classified as teachers per State law. Variations must be approved in advance by the Superintendent.

The administrator implements the following steps when selecting interviewees:

1. Prior to reviewing applicants, the administrator determines the selection process, minimum qualifications, and number of interviewees.
2. Only candidates meeting minimum qualifications will be in the "Potential Interview Pool."
3. The top applicants in the potential interview pool (not to exceed the maximum number of interviewees unless there is a tie for the final spot) and all qualified candidates claiming Veteran's Preference will be offered an initial interview.
4. The administrator conducts one or more interview rounds in person, via video conferences, or on the phone. Preferably, at least one round will have multiple interviewers. Similar protocols, such as asking the same questions in the same order, will be used for each candidate during each round of interviews.
5. Prior to offering a teaching position, the administrator completes reference checks using a standardized process and checks the Teacher Discipline Inquiry System to review any disciplinary action taken against the teacher's license.
6. Prior to offering an administrative position, the administrator checks the Teacher Discipline Inquiry System and contacts the Minnesota Board of School Administrators for information about the disciplinary history of the applicant.
7. The administrator confers with the Human Resources Manager prior to offering a wage or salary to the selected candidate. The wage or salary must be in compliance with district contracts and policies.
8. The administrator offers the position to the applicant either via phone or email contingent upon the results of a background check, verification of licensure and/or appropriate certification, and board approval. The candidate may begin employment prior to approval by the board with approval by administration under extenuating circumstances.

Section 4.7: Selection Procedure for Non-Teaching Positions

The administrator implements the following steps when interviewing and hiring individuals. Variations must be approved in advance by the Superintendent.

1. Prior to reviewing applicants, the administrator determines the selection process, minimum qualifications, number of interviewees, and the minimum score for initial screening.
2. Unless the administrator interviews all applicants, he/she assesses each candidate meeting minimum qualifications using a 100-point scale determined by the responsible administrator. Individuals who meet the minimum cut score on the 100-point scale will be part of the "Potential Interview Pool."
3. Applicants who are part of the potential interview pool and claim Veteran's Preference will receive the following additional points:

Nondisabled veteran:	10 points for new hire
Disabled veteran:	5 points during a promotional exam 15 points for new hire