



**HIRING OF PROFESSIONAL PERSONNEL**

The District shall seek to employ qualified individuals for all professional staff vacancies. Criteria for employment shall include, but not be limited to, formal education, specialized training or knowledge, prior work experience, personal qualifications, potential for growth, performance evaluations by previous or current employers, the ability to perform the essential functions of the position, and certification where applicable.

The District Administrator or his/her designee shall supervise the recruitment of qualified candidates for all professional staff positions that have been approved by the Board of Education. District office personnel will post all vacancies, coordinate the application process and maintain a file for each applicant who provides the District with the required documents by the application deadline.

The District Administrator and/or his or her designee will screen the applicant files, select applicants to be interviewed, coordinate the interview process, and conduct reference checks with previous employers. Only qualified candidates should be selected for interviews and only in unusual circumstances will more than 5 candidates be interviewed for a position. Administrators are encouraged, but not obligated, to use a team interview approach that involves staff and/or parents whenever feasible.

The District Administrator or his/her designee shall recommend personnel for employment to the Board of Education. When personnel are recommended, the District Administrator shall provide the Board with the name of the recommended application, his/her salary schedule placement and any other information requested by the Board.

When an emergency circumstance or late resignation between Board meetings warrants that an individual be immediately employed and on the job to meet the educational needs of the students, the District Administrator shall be authorized to employ qualified personnel on a temporary basis. The District Administrator shall inform the Board of such action at its next regular meeting and the Board will decide whether the position shall be posted. Whenever an individual is offered a contract, the District Administrator will present it to the Board for approval.

**Policy 533 Continued:**

Following Board approval, the District shall provide all other applicants with written notice informing them that the vacancy has been filled. All applicant files shall be returned to the District office and retained for three years.

Adopted: November 2002  
Revised: November 2010  
January 2012