

4045R RECRUITMENT, SELECTION, AND ASSIGNMENT PROCEDURES

Job Qualifications

1. Each position will be clearly defined and described with job specifications and qualifications prior to seeking a person to fill the position.
2. Minnesota Department of Children, Families & Learning licensure for teaching and evidence of basic qualifications are to be regarded as minimum considerations for employment as a teacher.
3. The School Board may establish minimum and desirable job qualifications for persons assuming licensed positions if such qualifications are to call for more than a license issued by the Minnesota Department of Children, Families & Learning.
4. Where a screening process is required, an overall grade point average of at least 2.50 on a 4.00 scale for all collegiate courses is required for consideration as a teacher in the School District.
5. Teachers employed in grades 7-12 must have an academic major in any subject area in which they teach more than half time. For subjects taught less than half time, the teacher is required to hold at least an academic minor as otherwise required by the Minnesota Department of Children, Families & Learning, whichever standard is higher.

Hiring Process

The Director of Human Resources will be responsible for managing employment procedures. Well qualified candidates will be recruited to fill vacancies after the application of existing transfer procedures has been completed.

Job descriptions on file in the Human Resources Office shall include specifications and qualifications which provide basic guidelines including a requirement for sufficient training, experience, and general suitability to enable the School District to employ competent, qualified persons but shall not be so restrictive to exclude protected class applicants. Job descriptions shall be written by the appropriate administrator(s) and reviewed by the Director of Human Resources.

Advertisement of vacancies shall be the responsibility of the Director of Human Resources. Notices of vacancies shall be published in all or some of the following areas:

Statewide, including Duluth, Minneapolis, St. Paul
Upper Midwest, including Chicago, Des Moines, Detroit, Madison, Milwaukee
University Placement Agencies
Local Minority Organizations
School District Internet website and other relevant Internet website(s)

If recruiting in the foregoing agencies or locations does not produce a satisfactory number of candidates, the recruiting area shall be expanded until a sufficient number of candidates, including candidates from protected classes, are identified. The recruitment process shall

attempt to generate candidates in identified job categories every year.

The Human Resources Office will determine which applications are complete and meet minimum qualifications and are, therefore, appropriate for screening. An initial screening will be completed by a committee appointed by the appropriate administrator, with the approval of Director of Human Resources. The screening committee will consist of at least two persons. For the purpose of screening internal transfer and assignment requests, the appropriate administrator and Director of Human Resources will be the interview team. Otherwise, the initial screening committee will assign each application a point total based upon criteria established by the Superintendent which will include, when appropriate, a graduated scale of points for college grade point average. Except for internal transfer and assignment requests, screening will take place throughout the year with appropriate updating of the active list following each screening. Those applicants with the highest point totals will be considered the active list from which candidates for interview are selected. The number of applicants on the active list will be three (3) times the number of anticipated yearly vacancies in the licensure field in K-6 and five (5) times the number of anticipated yearly vacancies in other licensure areas. The administrator responsible for the position will review the screened list to determine those applicants (usually 3-6) to be interviewed for a particular vacancy based upon building and School District needs. The interview committee (usually four people) will be appointed by the principal or other supervisor with approval of the Director of Human Resources. Usually the principal or supervisor will serve as the chairperson of the interview committee with other members representing community and/or staff. Only if the incumbent for the position has been promoted to supervise the position may he/she be a member of the interview committee when selecting her/his replacement.

Efforts will be made to include protected class members in the screening/ interviewing process by establishing a pool of qualified volunteers from the protected classes willing to assist in the process.

The chairperson of the interview committee will be responsible for developing a set of questions to be asked during the interviews. The Director of Human Resources will be responsible for reviewing the proposed interview questions and scheduling the candidates for interview.

During the interview, interview committee members will assess the candidate's qualifications and acceptability for the position. After each interview, time will be allowed for interview committee members to record notes on the candidate. Each interview committee member will keep notes and records of each interview. The chairperson of the interview committee will complete at least two telephone references to confirm the qualifications of the top rated candidate(s) and prepare a recommendation that reflects the committee's findings. The recommendation will be submitted to the Director of Human Resources for review and processing. If no candidate interviewed is recommended, further search for an acceptable candidate will be made.

The rating sheets from each interview committee member and set of questions asked in the interview will be kept in the Human Resources Office for each position posted.

Interview committee members are expected to maintain confidentiality with regard to discussion carried on during the interview process. No interview committee member will discuss the interviews with applicants, candidates, or others outside the selection process.

The Human Resources Office will notify all candidates of the recommendation of the interview committee and submit the name of the recommended candidate to the Superintendent for consideration and approval/disapproval.

The Director of Human Resources and the Superintendent will concur on each proposed salary or wage to be paid prior to recommending the candidate to the School Board for final action.

Travel Expenses Associated With Pre-Employment Interviews

Expenses incurred by an applicant associated with interviewing may be reimbursed to the applicant by the School District with approval of the Superintendent. Upon completion of travel, the applicant will submit an itemized statement of any transportation and lodging expenses, including receipts, for approval by the Director of Human Resources.

Changes in Assignment

1. In keeping with his/her responsibilities, each principal or head of a unit in the School District shall share in the selection and assignment of school personnel whose work he/she will supervise.
2. Enrollment changes, late and unexpected loss of staff members and other exigencies, occasionally force transfers of employed personnel to assignments other than what was planned earlier.

Review of Regulation

These regulations will be reviewed by a committee representing certified staff, administration and the Human Resources Office every three years. Following the review, a report shall be made to the Human Resources Committee of the School Board.

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