

Hiring Process and Criteria

The Board of Trustees has the legal responsibility of hiring all employees. The Board assigns to the Superintendent the process of recruiting staff personnel.

The Superintendent is encouraged to involve staff as may be needed in the hiring process.

All personnel selected for employment must be recommended by the Superintendent and approved by the Board. All certificated personnel selected for employment must also go through the screening process outlined in Idaho Code 33-1210 and be approved for hire by the Building Principal in the building to which they will be assigned.

To aid in obtaining quality staff members, the following factors will be considered: qualifications, training, experience, personality, character and ability to relate well with students. Every effort will be exerted to maintain wide diversity in staff experience and educational preparation. However, the welfare of the children of the District will be a paramount consideration in the selection of teachers and

The Lakeland Joint School District shall recruit actively for the best-qualified person for each job vacancy.

The Board and Administration reserve the right to assign and transfer personnel in the best interest of sound educational policy.

Job announcements will be made available to current staff members of the District.

A list of recruitment sources will be developed and maintained by the District Office and updated as necessary in order to recruit the best-qualified personnel for each vacancy.

Certified professional employees who are currently under contract may apply for any vacancy, for which they are properly endorsed, through the regular application process. No certified professional employee on probation will be qualified to apply for or request a transfer to any vacancy in the District.

The recruitment period for vacancies shall be a minimum of two (2) weeks unless declared an emergency by the District Superintendent or when District personnel actively recruit where there is a sufficient applicant pool from a previously announced recruitment effort. Where there is a sufficient applicant pool, it will not be necessary to advertise the position.

Applicants for specific teaching positions shall meet the State's highly qualified standards.

There will be no discrimination in the hiring process See Policy 5120.

As required in Idaho Code 65-505, the District will observe preference for veterans and disabled veterans when considering hiring employees to fill vacancies, selecting new employees, or implementing a reduction in force.

As required in Idaho Code 33-130, the District will conduct a criminal history check for applicable positions. See Policy 5110.

Each newly hired employee must complete an Immigration and Naturalization Service form, as required by federal law.

Applicants for teaching positions shall provide evidence of meeting State requirements for regular certification and sign a statement authorizing current and past school district employers to release to the District all information relating to job performance or job related conduct. Applicants who do not sign the statement/release shall not be considered for employment. The District will consider information received from current and past school district employers only for the purpose of evaluating applicants' qualifications for employment in the position for which they have applied and no one shall disclose such information to anyone, other than the applicant, who is not directly involved in the process of evaluating the applicants' qualifications for employment. Non-certificated applicants may be employed on a conditional basis pending receipt of information from current and past school district employers. Applicants shall not be prevented from gaining employment if current or past out-of-state employers are prevented from or refuse to cooperate with the District's request. See Forms 5100F1 and 5100F2.

The Board of Trustees of Lakeland Joint School District No. 272 will:

- A. Have placed before it all applicant names recommended for a contract; and
- B. Approve applicants, unless they personally have knowledge not available to the building administrator and the screening committee. In that case, the Board will not take action until all concerns have been reviewed by the building/program administrator. Upon approval by the Board of Trustees, a contract, in a form approved by the State Superintendent of Public Instruction, will be sent or given to the applicant pursuant to the requirements set out in I.C. 33-513. The applicant must sign the contract and return it within a specified time from the date the contract is delivered. Should the person willfully refuse to acknowledge receipt of the contract or the contract is not signed and returned to the board in the designated period of time, the Board may declare the position vacant. Should the candidate not be approved, or the person willfully refuse to acknowledge receipt of the contract or the contract is not signed and returned to the Board the Superintendent will remand the situation to the building administrator and screening committee to provide the next applicant's name for consideration.

To qualify for employment, each teacher or administrator must have a valid Idaho teaching/administrative certificate on file in the District Office at the beginning of the school year. Salary may be withheld if the certificate is not on file by September 10 of the given year.

5120 Equal Employment Opportunity and Non-Discrimination
Legal Reference: I.C. § 55-512 Governance of schools
I.C. § 33-513 Professional personnel
I.C. § 67-2345(a) Executive Sessions

Policy History:

Adopted on: April 14, 2008

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