

**BARRE UNIFIED UNION SCHOOL DISTRICT**

**Barre City Elementary & Middle School**

**Barre Town Middle Elementary School**

**Spaulding High School**

**Central Vermont Career Center**

**January 6, 2020**

**PROCEDURE**

**Internal Transfers to Vacant Positions**

The BUUSD strives to recruit, engage and retain top talent and we encourage BUUSD employees to explore employment options within the district. The district's goal is to have employees that are engaged and feel that they are in the best position for long term success, whether that be for career advancement, personal circumstances or simply preference and fit.

It is important that internal candidates be evaluated in the same manner as external candidates, and therefore it is the expectation that internal candidates apply for the position and present materials through the district's online system. This helps to ensure fairness with all other candidates who have applied, both internal and external.

Using the online application process provides a consistent format for the hiring committee to evaluate candidates. The online system prompts the candidate to include and highlight all of the necessary information that would be considered during the hiring process. The information submitted and considered during the selection process would include:

- Appropriate Endorsement(s);
- Years of teaching or other applicable experience;
- Teacher's skills relative to the position's endorsement area;
- Teacher's past professional performance;
- Years of experience within the BUUSD;
- Submitted materials presentation and interview performance;
- References provided by the candidate;
- Other information that would help determine the right skills and fit for the position.

**Hiring Process**

- The building recruiting and hiring processes will be conducted and directed by the building administrator in partnership with the HR department and/or the superintendent.
- All Positions that are considered vacant will be posted on the district's website <https://www.buusd.org/district/employment> and posted in a common area in or around the principal's office as the building principal(s) has designated.

- Current BUUSD employees interested will apply for the open position through the district's open position postings located at the link above. The district's website postings are directly linked to the SchoolSpring systems.
- A current employee of the BUUSD should notify their current supervisor and/or administrator. This notification of application, is not "permission to apply" and also does not take the place of formally submitting employment information through the district's open position posting.

Any interim or replacement position filled will be reposted at the end of the interim status or replacement status. Employees in an interim and replacement positions must reapply to the newly opened position and be considered with all other candidates in the new recruiting cycle.

### **Hiring Committee Members and Internal Candidates**

- Hiring committees for licensed teaching vacancies will generally consist of an administrator, peers, para-educators and other related positions (including non-contracted EE's) as determined by the administrator.
- The administrator/hiring committee should refrain from including hiring committee members who may have a conflict of interest.
- Any hiring team members that may have a conflict of interest should disclose the conflict at the time of the invitation to participate in the hiring process.
- The administrator will determine whether or not this would disqualify someone from acting as a member of a hiring committee. Acting as a reference for one or more candidates does not necessarily mean that one cannot act as a hiring committee member.
- Each situation will be evaluated by the administrator.

If the committee agrees by consensus that the internal candidate is the best candidate, then they can agree not to interview and have the lead administrator meet with the internal candidate to finalize the process. If this is the case it is not necessary for that candidate to have a face-to-face interview with the Superintendent unless the committee or lead administrator feels a face-to-face interview would be beneficial.