

## **EMPLOYMENT OF STAFF POLICY**

Adopted: January 24, 1994

Revised: August 14, 2017

Reviewed: November 9, 2020

### **I. PURPOSE**

The School Board recognizes its legal and ethical responsibility to recruit and employ fully qualified employees who are committed to the district's mission, vision and goals and who will dedicate their efforts in District 750 toward providing the highest quality educational programs.

### **II. GENERAL STATEMENT OF POLICY**

While this responsibility cannot be waived, the School Board delegates to the Superintendent the coordination of the process of recruiting staff members and recommending their employment to the School Board. In carrying out this responsibility, the Superintendent shall involve various administrators, staff members, and, where appropriate, other stakeholders.

### **III. GUIDELINES**

A. EMPLOYMENT OF ALL STAFF: Prior to making recommendations for employment, the Superintendent will share the candidate's resume and/or application with the School Board. Until official action is taken by the School Board, the offer of employment to the candidate by the Superintendent or by his/her designee is not official.

To obtain the best available staff members for the ROCORI Schools, the School Board supports the following general criteria to be utilized in the selection process for employment of all employees:

1. Fully qualified, certified candidates for the position will be recruited.
2. The School Board is committed to the Equal Employment Opportunities and there will be no discrimination in the hiring process due to age, sex, creed, race, color, religion, marital status, disability, sexual orientation, status in regard to public assistance, or national origin or other standards.
3. The School Board expects that all recruiting for non-licensed positions will be conducted under the principles of Veterans' Preference.
4. The School Board, in determining positions and compensation, will operate under the principles of pay equity (Comparable Worth).
5. The School Board, in determining employment of

non-licensed staff, will give consideration of advancement of current employees whenever possible or appropriate.

6. Candidates will be provided the district's mission, vision and goals, and employee code of ethics.
7. Candidates must provide evidence of meeting state requirements as necessary and appropriate to the position being filled.
8. Candidates will be required to have, or be able to obtain, complete certification or licensure by the time of employment or designated deadline as necessary to meet the requirements of the position.
9. In case of the inability to employ fully certified individuals, holders of temporary certificates may be employed for a period of time as approved by the School Board.
10. The district will conduct background checks of all prospective employees at the candidate's expense.
11. All positions open in the district will be posted internally in each of the district's buildings.
12. Employment processes must be in compliance with all employee master agreements.

#### B. EMPLOYMENT OF PROFESSIONAL STAFF:

1. Teaching and Other Licensed Positions:
  - a. Candidates for teaching positions are expected to meet Minnesota state statutory requirements for education and experience at the time of application or hold a temporary certificate.
  - b. Candidates must present evidence of Minnesota licensure in the field for which they have been offered a position upon approval by the School Board. Exceptions can be made when the superintendent has determined that documentation exists that the candidate is eligible for the required license. Inability to provide such license will nullify all offers of employment.
  - c. It is preferred that candidates for senior high school positions have a major in the field of desired teaching.
  - d. It is preferred that candidates for middle school positions have a major in the field of desired teaching, with preference shown to candidates with middle school licensure.
  - e. It is preferred that elementary candidates have a major in elementary education or in the special area to which they would be assigned.
  - f. Candidates must demonstrate successful ability, achievement, and potential in the area for which they have applied.
  - g. Candidates for teaching positions will be hired primarily based on qualifications for the teaching assignment, but strong consideration will be given to those candidates who also demonstrate the background and certification necessary to coach or advise extra-curricular activities.

- h. Whenever possible, department, team, or grade level peers, and a representative from activities will be included in the selection process for all teaching positions. Other employees may be included in the process as determined by the administrator responsible for hiring.
  - i. School Board approval is required to formally confirm an initial teaching assignment. The Superintendent is extended authority, given the nature of a position and the circumstances related to the vacancy, to determine the starting point of the employment assignment. Under no condition is the School Board required to accept a recommendation by the Superintendent solely because the teacher candidate has already begun teaching in the district.
2. Administrators:
- a. Candidates for principal positions must have completed the requirements for an Educational Specialist, 6th Year, or Doctorate Degree.
  - b. Candidates for other administrative positions must have appropriate degrees or certification required for the position at the time of employment. Exceptions can be made when it has been determined that documentation exists that the candidate is eligible for the degree or certification.
  - c. The Superintendent shall develop and recommend a process, timeline, and committee to establish employment criteria and recruit candidates. The committee may include but is not limited to School Board, administrative and staff representation, and, where appropriate, community members.
  - d. The Superintendent shall seek applications for the position available through publication and advertisement.
  - e. The Superintendent shall evaluate resumes and credentials of administrative candidates. The Superintendent may engage a screening team to also review applications in order to develop a field of candidates to be interviewed. The committee will interview the finalists for the position.
  - f. The Superintendent will contact previous employers and community persons regarding candidate qualifications.
  - g. The Superintendent shall recommend to the School Board the successful candidate for approval. If in agreement, the School Board will approve the employment of the administrator.
  - h. If the School Board fails to approve the recommendation, the process is to be started again.
  - i. The School Board retains the right to modify the process of selecting administrators.
3. Superintendent: To achieve its vision, the School Board establishes a structure and hires a superintendent to accomplish that vision.
- a. An effective School Board selects and employs one person—the superintendent—as the school district’s chief executive officer to lead and manage the school district.

The School Board holds the superintendent accountable for school district performance and compliance with written School Board policy.

- b. Although the School Board ultimately makes the decision on the process, typically a superintendent search is conducted by the School Board itself, through the support services of the Minnesota School Boards Association, or through the services of an independent executive search organization. At the time of a vacancy in the position of the superintendent, the School Board shall meet to determine the process to fill the vacancy.
- c. Candidates for the superintendency must have completed the requirements for an Educational Specialist, 6th Year, or Doctorate Degree.

**IV. EMPLOYMENT OF NON-LICENSED STAFF:**

The School Board values the contributions and efforts of all staff members within the ROCORI School District. The district will follow the process outlined in Section 3A of this policy to fill vacancies for non-licensed staff positions.

**V. EMPLOYMENT OF COACHES/ADVISORS:**

- A. The School Board recognizes the educational value of extra-curricular activities. To that end, employment of coaches and advisors shall be approved based on the following:
  - 1. Candidate's commitment to making the activity for students a positive experience and their desire to help students feel good about participation.
  - 2. Candidate's demonstrated knowledge of the activity and ability to coach or advise the activity.
  - 3. Required certification.
  - 4. Hiring of on-staff employees whenever feasible.
- B. Employment of coaches and advisors shall be at the recommendation of the Activity Director to the Superintendent. School Board approval is required for the employment of coaches or advisors.
- C. As a matter of general practice, administrators responsible for a school building or an overall program are not considered candidates for head coaching assignments within the ROCORI School District. Consideration may be given to an administrator in regard to other activity coaching assignments or at levels other than head coach or advisor.