

Hiring Procedures

The following procedure will be used in the Bon Homme School District whenever an employment vacancy occurs.

The vacancy will be announced as soon as possible in a bulletin to all staff members. Current staff members who wish to be considered for the vacancy may request consideration for the position in writing to their principal or the Superintendent.

All vacancies will be advertised. Teaching vacancies will be posted with South Dakota Teacher Placement and with the colleges and universities in the state. Depending upon the response to the advertisement and the position vacant, additional advertisements may be placed in newspapers in the state and region. Non-teaching vacancies will be advertised in appropriate weekly or daily newspapers.

Job descriptions will be drawn up for each position in the district. When a vacancy occurs, the job description for the vacancy will be reviewed to ensure that it accurately describes the duties and responsibilities. The job description will be made available to all applicants and interested parties.

All applicants for positions within the district will be required to complete an application form. Information requested on the form will include name, address, phone numbers, social security number, military service record, criminal records, employment history, citizenship, education, and employment references. Applicants for teaching, secretarial, custodial, and education assistant positions will also be required to submit a letter of application.

A file will be established in the District Office for each application. All information submitted by the applicant as well as information gathered by district personnel in the process of screening and interviewing the applicant will be kept in the file. The file will be confidential and available only to district personnel designated by the Superintendent. The material in the file will be kept by the district for a period of three years after the vacancy is filled.

The Superintendent and other administrators designated by the Superintendent may examine the materials in the application files and may make notes on the application materials as they work with them. All applications will be screened and evaluated by administrators.

Application materials will be rated on a scale of 5 to 0 with 5 being the highest rating possible and 0 given only if material is absent from the file. The following will be rated:

- **PREVIOUS EMPLOYMENT EXPERIENCE**
- **EDUCATION AND TRAINING**
- **RECOMMENDATIONS FROM PREVIOUS EMPLOYERS**
- **ORGANIZATION, NEATNESS, APPEARANCE, GRAMMAR, SPELLING**
- **WORK HISTORY AND ACHIEVEMENTS**

The applicants who receive the highest scores on the screening will be contacted for a personal interview. The interview will be conducted by at least one administrator who will be associated with the supervision and evaluation of the employee and may be conducted by a team made up of administrators and other employees who are associated with the position.

Interviewees for teaching, secretarial, custodial, and paraprofessional positions will be asked to respond to two or three questions in writing at the site of the interview immediately prior to the interview or immediately following the interview. The questions will be prepared by the administration and the same questions will be used for each interviewee for a particular position. Written answers will be rated holistically on a scale of 5 to 0. Clarity, spelling, punctuation, grammar, sentence structure, and originality of ideas will be considered in rating the responses.

All interviewees for teaching positions will be interviewed in a three-part process:

Part I will consist of a set of questions that will be the same for every interviewee. These questions will

be designed to determine the candidate's basic attitudes toward students and education and to judge their general suitability for a teaching position in the district.

Part II will consist of job specific questions that will vary from applicant to applicant. They will be follow-up questions to the standard interview and discussions of situations specific to the job assignment for which the applicant is being considered.

Part III will consist of a tour of the facilities in which the applicant would be working conducted by an administrator or teacher with whom the candidate would be working if hired.

Each of the interviewers will rate the interviewee at the conclusion of the interview on a scale of 5 to 0 in each of the following areas with 5 being the highest rating possible and 0 indicating Not Observed or Not Relevant.

- **POISE, CONFIDENCE, PERSONALITY, APPEARANCE**
- **ATTITUDE TOWARD STUDENTS**
- **CLASSROOM MANAGEMENT POTENTIAL**
- **ORAL COMMUNICATION SKILL**
- **APPROPRIATENESS OF EXPERIENCE**
- **LEADERSHIP POTENTIAL**
- **ORGANIZATION, SELF DISCIPLINE, PERSONAL VALUES**
- **SUBJECT KNOWLEDGE**
- **MATURITY AND JUDGMENT**
- **ACCEPTANCE OF POLICIES AND PROCEDURES**
- **ENTHUSIASM**

The successful applicant for any position must have a criminal background check. A physical examination through Bon Homme Family Practice in Tyndall may be required.

Legal References: SDCL 3-3-1; 13-10-2; 13-13-17; 13-42-1 through 13-42-25; 13-43-4 through 13-43-6.6.; ARSD Chapter 24:02

Adopted: May 10, 1993

Revised: July 8, 1996; March 8, 2010; July 9, 2012; January 13, 2014