

PERSONNEL

Teacher Recruitment and Selection

A. Recruitment and Initial Screening

1. The Department of Human Resources will develop and maintain a plan to recruit a diverse pool of highly qualified applicants for all positions.
- ~~1.2.~~ Each candidate for a teaching position will file a completed application with the Department of Human Resources. Applicants must provide proof of baccalaureate degree, major or other graduate certification degree, and field of discipline. Educational transcripts are required as proper evidence of eligibility for Virginia Licensure.
- ~~2.3.~~ The Department of Human Resources administrative staff will review all applications to determine the qualifications of each applicant.
- ~~3.4.~~ Human Resources administrators will conduct interviews with qualified applicants. For Positions requiring Department of Education licenses, the Department of Human Resources staff will screen applications to determine qualifications and make those known to principals and other hiring managers.

B. Supplementary Screening

1. The Department of Human Resources will coordinate the scheduling of interviews of highly qualified applicants with an appropriate subject area specialist. Other supervisory staff may be used as deemed both practical and effective.
2. The Department of Human Resources will establish a file of candidates by grade level/subject area to be given final consideration for specific vacancies.

C. Selection and Assignment

1. The Department of Human Resources will work directly with the principal in selecting suitable applicants for specific teaching vacancies.
2. The principal will interview applicants recommended by the and make recommendations to Staffing Specialists for the final selection.
- ~~3. — The Staffing Specialists will forward the principal's recommendation to the Director of Employment Services for review and approval.~~

3. The ~~division-s~~Superintendent or designee will recommend names of teachers to the School Board for final approval.
4. The Staffing Specialists will make employment offers on behalf of the School Board.

Approved by Superintendent: July 16, 1991

Revised by Superintendent: December 13, 2002

Revised by Superintendent: August 30, 2005

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