

## PROFESSIONAL STAFF HIRING

Code **GCF-R** Revised **3/13**

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### The application process

Each individual seeking employment in the district must apply in writing. The district will require each individual making application to submit the following documents to the district office as part of the application process.

- application form
- South Carolina teacher credential
- college transcripts (undergraduate and graduate, if applicable)
- three professional references
- approval form to conduct background checks

The district does not consider the individual's application file complete until the district office has received these documents.

Generally, the district will request that the applicant submit a health verification form only if he/she is chosen for the position. At the time of initial employment, each employee must submit the health verification form.

In addition, the district requires that the employee submit, at the time of employment, all required personal information, data and documentation to the school district office.

The superintendent or his/her designee will notify each individual who submitted an application after the deadline that he/she will not be considered for the position. The district will accept applications postmarked on the date of the deadline.

### Selection of professional personnel

The principal/director will receive all applications for professional job vacancies and will perform the initial screening. The superintendent and/or his/her designee will conduct interviews with candidates recommended by supervisors.

The superintendent has the authority to decide when and/or how structured interview techniques may be used, who will conduct the interview, and who may assist/participate in the interview process. In making the decision, the superintendent may consider such factors as the level and/or impact of the position, areas or responsibility, and the relationship of the position to other positions on the organizational chart.

The general procedures and requirements for recruiting and selecting individuals for district-level and school-level positions will be similar. If so directed by the superintendent, the principal/director will continue the screening process. The steps will include verification and evaluation of references and credentials. (The applicant's "credentials" are defined as college or university transcripts, teaching credentials, professional experience, health certificates, or professional examination scores and the like.)

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The principal/director is responsible for studying the references and credentials of the applicant, as well as other application data. Utilizing the information gained during this phase of the selection process, he/she will make a determination as to who will be invited to participate in the interview process. The principal/director will schedule and conduct the interview.

Following the completion of the above the principal/director will confer with the superintendent to discuss, receive and evaluate application materials from the chosen applicant; the entire recruitment and selection process; and the application files for all persons who were given consideration. This phase of the selection process serves as a check system to ensure that the person selected is, in fact, the most qualified.

Upon the completion of this phase and the identification of the most qualified person for the position, the principal/director will submit a final recommendation to the superintendent. The superintendent may accept or reject the principal's/director's recommendation. The superintendent will recommend the applicant for employment to the board.

The superintendent will present such recommendations to the board at the regular monthly meeting.

The final decision regarding employment in the school district will be made by the board.

The superintendent or his/her designee will notify the remaining applicants that the position has been filled. The superintendent will take this step only after the candidate has accepted the offer of employment and the district has received the criminal record history.

### **Grievance procedure**

Any applicant who feels that he/she has not received fair and equal treatment in regard to employment decisions required to implement programs under the Education Improvement Act of 1984 may file a written complaint with the superintendent within 10 days of notification that the position has been filled.

The written complaint will specify the position for which the employee applied and how the employee was treated unequally.

The superintendent will conduct an investigation of the allegations of the complaint and will schedule a conference with the applicant within 15 working days of receipt of the complaint. The superintendent will notify the applicant of his/her decision 10 working days of the conference. The superintendent's decision is final. The superintendent will notify the board of any complaint filed and the disposition of such complaint.

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