

Hiring Procedures

Procedure for vacancy or new position

1. The administrator will notify Human Resources Coordinator of vacancy/new position. If the position is new, administrator shall receive prior approval from the Superintendent.
2. The administrator will specify the type of posting (internal, School spring etc.) and timeline to HR. HR will provide a position advertisement for administrator approval. In the case of multiple schools seeking to hire the same position, one ad will be placed. One hiring committee will be formed for the remainder of the process.
3. HR will post vacancy as indicated and notify building administrator of the posting.
4. Administrator(s) will select interview committee, obtain a signed confidentiality agreement, establish interview process, and notify HR of members and process for committee to view applications (all or select). HR will setup accordingly in Schoolspring to allow committee to view candidates online.
5. Administrator will contact HR with candidates to be interviewed.
6. Administrator will coordinate, conduct interviews, select finalists and check references.
7. Administrator will forward application materials (Schoolspring application with transcripts or licensure if applicant submitted and the reference check forms) for finalist and checklist to HR.
8. Superintendent will conduct interview and determine potential contract offer.
9. Once an offer is made by the Superintendent, the applicant will be forwarded to HR for completion of background check documentation. **The individual may not work in the school until this paperwork and initial check is complete.**
10. HR will notify the administrator of hiring decision. Administrator will contact the chosen candidate and second choice if applicable.
11. HR will place candidate on the salary schedule and hiring recommendation form will be completed by HR for final approval by the superintendent.
12. HR will do the following:
 - ✓ Send an email through Schoolspring to candidates not selected for an interview
 - ✓ Send a letter to candidates who were granted an interview and not selected, the hiring committee lead should also contact the candidate by phone
 - ✓ Send a letter of hire to the final candidate

Internal Candidates/Transfer procedure for new position or desired transfer to another building

1. Internal candidates will be required to submit application materials through Schoolspring.
2. If the candidate is applying for a similar position, letters of reference, transcripts, and licensure will not be required if already on file with HR.
3. If the candidate is applying for a sufficiently different position, a complete application packet will be required.
4. All internal candidates will be granted an interview.

Right of Assignment within Building

For like positions within a specific school (classroom teacher, interventionist, paraprofessionals, etc.), right of assignment is with the building principal.

*Note: For licensed special education staff, reassignments may occur as per need and are not considered a transfer.

Interview with Superintendent

The Superintendent will not conduct an interview with candidates with final support staff candidates. Additionally, no hourly rates should be communicated to potential employees at the time of interview, unless you have requested a rate from HR before time of interview.

Timeline for 2021 – 2022

- ✓ Administrator provides list of positions to advertise to Gail Leach (HR Coordinator) by February 12, 2021
- ✓ Advertisement posted on School Spring by February 15, 2021
- ✓ Deadline of Open until Filled with consideration given to applications received prior to March 12, 2021
- ✓ Administrator forms hiring committee and notifies HR of committee members by March 5, 2021
- ✓ Committee reviews applications week of March 15, 2021
- ✓ Interviews conducted week of March 22, 2021
- ✓ Finalist to Peter Burrows (Superintendent) by April 2, 2021

Revised: November 2020

*This procedure and all relevant hiring materials can be found on the ACSD website under administrator resources.