

APPENDIX A STAPLES-MOTLEY SCHOOL DISTRICT		
Hiring Guidelines		
Position	Committee Chair	Hiring Committee
Administrative Staff		
Superintendent	Board Chair	School Board
Principals	Superintendent	Principals; 2-3 teachers; site Admin. Asst.
Dean of Students	Superintendent	Site Principal; 2 Site Professional Staff
Business Manager	Superintendent	Business Office Staff; Supt. Discretion
Director of Buildings & Grounds	Superintendent	1 Principal, Business Manager
Director of Nutritional Services	Superintendent	1 Principal, Business Manager
Early Learning Director	Superintendent	1 Principal, 1-2 at Supt. Discretion
Transportation Director	Superintendent	1 Principal, 1-2 at Supt. Discretion
District Nurse	Superintendent	Site Principals, 1 at Supt. Discretion
Director of Technology	Superintendent	1-3 Principals, 1-2 at Supt. Discretion
Community Education Director	Superintendent	Site Principal, Activities Director; 1-2 at Supt. discretion
Bus Drivers/ Van Drivers	Director of Transportation	1 other if applicable
Clerical		
Administrative Assistants	Site Principal (or Superintendent)	School Social Worker, 1 office staff; Principal discretion
Receptionists	Site Principal	Site SSW; Site Admin. Asst.; Principal discretion
Accounts Payable/ Receivable	Business Manager	Supt., Business Office Staff
Payroll/ HR / Risk Management	Business Manager	Supt., Business Office Staff
Custodial	Supervisor of Building & Grounds	1 site custodian
Food Service	Director of Nutritional Services	1 Site Food Service employee
IT Support Desk	Director of Technology	1-2 at discretion of IT
Paraprofessionals	Site Principal	1 Site Special Education Teacher; Principal discretion
Professional Staff (Teachers)	Site Principal	1-2 Site Teachers of same grade level or department; 1 Site teacher of different grade level or department; 1 Paraprofessional assigned to classroom if applicable
Activities Director	Site Principal	Supt., Community Ed Rep; Coaches / Asst. Coaches
Social Workers, Counselors	Site Principal	District Social Workers

