



49 Charles Avenue Middlebury, VT 05753 P. 802-382-1274 F. 802-388-0024 Business Office 802-382-1273 Student Services 802-382-1287

## Hiring Procedure

### Procedure for vacancy or new position

1. The administrator will complete a [hiring requisition](#) for approval by the Assistant Superintendent and Director of Finance & Operations. Once approved, the request will be automatically submitted to HR. This process will also be followed to hire for athletic coaches and co-curricular activities at MUHS & MUMS.
2. HR will provide a position advertisement for the requesting administrator's approval.
3. HR will post vacancy as indicated and notify the building administrator of the posting.
4. Administrator(s) will select the interview committee, obtain a signed [confidentiality agreement](#), establish the interview process, and notify HR of members and process for the committee to view applications (all or select). HR will set up accordingly in Schoolspring to allow the 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 complete a [hiring recommendation](#) and forward with 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 an interview and determine potential contract offers for all licensed staff. Support staff positions will be recommended for hire by the building administrator, an interview with the Superintendent is not required.
9. Once an offer is made by the Superintendent, the applicant will be forwarded to HR for a letter of hire to be drafted. HR will notify the administrator of the hiring decision. Administrator will contact the chosen candidate and second choice if applicable.
10. HR will place candidates on the salary schedule and hiring recommendation form will be completed by HR for final approval by the superintendent and ACSD Board. The Board will receive a copy of the individual's resume and will approve hire at the next scheduled board meeting. An Individual's start date is determined based on the board meeting schedule. Coaching and co-curricular activities will not be submitted to the board for approval and will not be interviewed by the Superintendent.
11. Upon Board approval and acceptance by the candidate the following will occur:
  - Human Resources will close the ad and send an email through Schoolspring to candidates not selected for an interview
  - Administrative Assistants will send a letter to candidates who were granted an interview and not selected, the hiring committee lead should also contact the candidate by phone
  - Human Resources will send a letter of hire and employment details to the chosen candidate including background check paperwork. **The individual may not work in the school until this paperwork and initial check is complete.**

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

1. All internal postings will be emailed to ACSD Staff
2. Internal candidates will be required to submit a letter of interest to the hiring administrator. If they are applying for a position in a school they do not currently work, they will also need to submit an updated resume.
3. 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.
4. If the candidate is applying for a sufficiently different position, a complete application packet will be required (resume, transcripts, license, etc).
5. All qualified 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.

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