

POST FALLS SCHOOL DISTRICT NO. 273

Procedure Title: Non-Certified Personnel: Employment

Section Title: Hiring Practices

Sub-Section No. 602.1a

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The hiring procedure for non-certified employees shall be as follows:

1. When a job vacancy occurs and there is no reassignment or transfer of a current employee a notice will be posted that the district is accepting applications for employment. The posting will be open at least three (3) working days prior to the application deadline. Applications must be submitted on the district's online applicant management system by the date described in the notice.
2. Applications will be reviewed by the direct supervisor of the position being applied for and/or other person(s) designated by the superintendent or designee. The reviewer(s) will determine which candidates meet the criteria for the position and will select individuals for interview.
3. Interviews of eligible candidates will typically be conducted within 15 days after the application deadline.
4. Upon completion of the interviews, the hiring supervisor will select a candidate for employment, notify the human resources specialist of the selected candidate for preliminary background checks. When directed by the human resources specialist, the hiring supervisor will offer the position and give instructions to the employee for reporting to the district business or other administrative department for the purpose of being processed for employment.

Eligibility for hiring:

1. Applicants must be at least eighteen (18) years old when applying for a vacancy, unless the position specifies minors are eligible to apply.
2. To be eligible for hire, a thorough background check, including fingerprinting, will be conducted prior to the first day of work for all employees of the district. New hires may not work with students until the results of the background check have been received and reviewed. The superintendent or designee will review any criminal convictions or pending charges and determine if the individual is eligible for employment or if the offer of employment will be revoked.

Adopted: 3/10/87

Amended: 4/8/96, 4/8/24

Reviewed: 2011, 2021, 2024