

PROFESSIONAL STAFF HIRING

The Superintendent determines the District's personnel needs and recommends to the Board properly certified, licensed or registered candidates for employment. Through recruiting and evaluation procedures, the Superintendent recruits and recommends to the Board the employment and retention of personnel.

It is the duty of the Superintendent to see that persons nominated for employment in the schools meet all certification/licensure/registration requirements and the requirements of the Board for the type of position for which the nomination is made.

The following guidelines are used in the selection of personnel.

1. There is no unlawful discrimination in the hiring process.
2. The quality of instruction is enhanced by a staff with widely varied backgrounds, educational preparation and previous experience. Concerted efforts are made to maintain a variation in the staff.
3. Interviewing and selection procedures ensure that the administrator who is directly responsible for the work of a staff member has an opportunity to aid in the selection process. The final recommendation to the Board is made by the Superintendent or by another individual designated by the Board in the event that the Superintendent's nomination of a teacher would create an unlawful interest in a public contract.
4. No candidate is hired without an interview and a criminal records check.
5. All candidates are considered on the basis of their merits, qualifications and the needs of the District. In each instance, the Superintendent and others having a role in the selection process seek to recommend the best qualified applicant for the job.
6. All candidates for teaching positions must be properly certified or licensed.
7. No candidate is hired prior to the District consulting the educator profile database maintained on the State Board of Education's (SBOE) website. After consulting the educator profile database, the District also may consult the SBOE office of professional conduct and/or consult any prior education-related employer of the candidate in accordance with State law.

While the Board may accept or reject a nomination, an appointment is valid only if made with the recommendation of the Superintendent or by another individual designated by the Board in

the event that the Superintendent's nomination of a teacher would create an unlawful interest in a public contract. In the case of a rejection, it is the duty of the Superintendent to make another nomination.

Employment of Retired Administrators

The Board recognizes that recruiting and retaining properly certified or licensed administrative personnel has become increasingly difficult in Ohio's competitive marketplace. Therefore, the Board will, under appropriate circumstances, offer to enter into administrative employment agreements with qualified retired administrators whenever practical and when such action appears to be in the best interests of the District. Retired administrators may be employed as administrators on a part-time or full-time basis.

For purposes of this policy, a "retired administrator" is an individual who has retired pursuant to STRS or SERS rules and regulations.

The Board authorizes and directs the Superintendent to develop administrative regulations to implement this policy at the soonest practicable time.

Rehiring of Retirees

If an employee is retiring and seeks re-employment in the same position, then public notice must be given 60 days prior to the date re-employment is to begin. If the Board has urgent reasons to fill the position in an expedited manner and these reasons are explained in the notice, the public notice must be given 30 days prior to the date re-employment is to begin. The notice must state that the person is or will be retired and is seeking re-employment in the District. The notice must include the time, date and location of a public meeting, which must take place 15 to 30 days prior to employment. Notices and meetings are not required if the person has been retired for at least one year before re-employment is to begin.

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Revised: October 16, 2013
June 20, 2018
September 19, 2018
March 17, 2021
September 15, 2021
October 16, 2024

Legal References

The Elementary and Secondary Education Act; 20 USC 1221 et seq.
ORC 2921.42

ORC 3307.01
ORC 3307.353
ORC 3313.53
ORC 3319.02
ORC 3319.07
ORC 3319.074
ORC 3319.08
ORC 3319.088
ORC 3319.11
ORC 3319.22 through 3319.31
ORC 3319.318
ORC 3319.39
ORC 3319.393
ORC 3323.06
OAC 3301-35-05
OAC 3301-35-06
OAC 3307.1-13-03

Cross References

AC - Nondiscrimination
ACA - Nondiscrimination on the Basis of Sex
ACB - Nondiscrimination on the Basis of Disability
GBA - Equal Opportunity Employment
GBQ - Criminal Records Check
GDD - Support Staff Hiring

