

SUPPORT STAFF RECRUITING/POSTING OF VACANCIES/HIRING

The recruitment and selection of suitable candidates for positions is the responsibility of the Superintendent, who confers with principals and other supervisors before making a selection.

An employee may apply for any vacancy for which he/she is qualified.

The following guidelines are used in the selection of personnel:

1. There is no unlawful discrimination in the hiring process.
2. No candidate is hired without an interview and a criminal records check.

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.

All appointments to the support staff are made by the Superintendent, subject to confirmation by the Board. In making these appointments, the Superintendent carefully observes all pertinent laws and negotiated agreements, as well as any regulations that may be approved from time to time by the Board.

The Board fixes conditions of employment as well as wages, hours and other benefits for support staff members upon the recommendation of the Superintendent or as determined by the negotiated agreement.

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.

[Adoption date: August 6, 1991]

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

Legal References

Elementary and Secondary Education Act; 20 USC 1221 et seq.
ORC Chapter 124
ORC 3309.345
ORC 3319.031
ORC 3319.04
ORC 3319.081 et seq.
ORC 3319.318
ORC 3319.39
ORC 3319.393
ORC 3327.10
ORC 4141.29
OAC 3301-35-05
OAC 3301-35-06
OAC 3309-1-61
CONTRACT REF.: Support Staff Negotiated Agreement

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
GCD - Professional Staff Hiring