Recruitment and Hiring of Instructional Personnel

The Fargo Public Schools Board of Education is committed to hiring instructional personnel who will best meet the needs of the District consistent with budget limitations, with district policy, with its goal to ensure student and staff safety, and in compliance with state and federal law. Nothing contained in this policy requires the District to fill a teaching vacancy. The Superintendent is authorized to end the advertising and screening processes in this policy at any time based on the needs of the District; however, once the Board approves a teaching contract, it cannot retract the offer without the consent of the teacher.

Definitions

For the purposes of this policy:

- *Crime against a child* is defined in accordance with NDCC 15.1-13-26.
- *Instructional Personnel positions* are jobs held by qualified individuals who meet North Dakota certificate requirements.
- *Sexual offense* is defined in accordance with NDCC 15.1-13-26.

Advertising Protocol

When the District seeks to fill an instructional personnel position, the Human Capital Department:

1. Shall develop an announcement with the following components:
    a. Qualifications including, but not limited to, required education, licensure, competencies, and successfully passing any required background or criminal history record checks;
    b. Instructions on where to access the position's job description, this policy, and any other application material;
    c. An Equal Employment Opportunity statement.

2. May post the announcement internally; internal teaching announcements shall contain all items listed under #1, a statement that internal applicants are ineligible for Veterans' Preference, and the deadline for internal applicants to exclusively submit applications.

3. May post the announcement externally using methods deemed reasonable, effective, and within budget parameters; external teaching announcements shall contain all items listed under #1, a statement that external applicants are eligible for Veterans' Preference if meeting requirements in state law, and a closing date.

Screening Protocol

Teaching applicants must meet minimum qualification requirements contained in the job announcement and job description. If no applicant is qualified, the Hiring Manager may work with the Human Capital Department and with Cabinet approval they may revise the announcement and shall repost the opening in accordance with this policy's advertising protocol.

The Office of Human shall verify that any applicant claiming Veterans' Preference has satisfied eligibility requirements in law, including submission of required documentation.

The District uses a competitive personnel system to screen all qualified instructional personnel applicants {with the exception of substitute teachers and instructional personnel hired after January 1}. This system may consist of any of the following components: adequacy and extent of professional training for the position, academic record, experience, skills, professional development history, online/distance interviews, face to face interviews, secondary/finalist interviews, employment history checks, background check databases and reference checks. Under this system, the hiring manager scores applicants eligible for Veterans' Preference {on a 100-point scale} in accordance with NDCC 37-19.1-02. The Superintendent or their designee shall develop a screening sheet for scoring instructional personnel applicants under the competitive personnel system.

The Superintendent or their designee may recommend to the Board for hire the most qualified instructional personnel applicant remaining after all screening steps are complete.

Applicants eligible for Veterans' Preference who are not recommended for hire shall receive notice in accordance with NDCC 37-19.1-02.

Disqualifying Factors
Factors that may exclude an applicant from employment as instructional personnel include, but are not limited to, the following:

1. The applicant has been charged with a felony, sexual offense, crime against a child, any other offense involving a child victim, or any other crime that the Superintendent or their designee has reason to believe poses a safety risk to district students, staff, or operations or could substantially disrupt district operations.
2. Knowing falsification or omission of any information given to the District by an applicant or made by an applicant during the applicant screening process including, but not limited to, information concerning criminal convictions or pending criminal charges.
3. The individual has not met the Educational Standards and Practices Board's standards for teaching licensure and/or will not have obtained a teaching license by the start of the school year.
4. The individual was non-renewed for performance or discharged for cause from a previous teaching position.
5. The individual does not have the appropriate work authorization to work in the United States.

Hiring Authority
The appropriate administrator or screening committee shall screen and make recommendations to the Board about offering an applicant a teaching position.

Final Applicant Rights
Records obtained by the District for background checks, criminal history record checks, and other record checks will be used solely for purposes that they were requested and will only be disseminated and retained in accordance with the district's personnel records policy.

Issuing Contracts

If the Board approves hiring a new instructional staff member contingent upon satisfactory adjudication of criminal history records or obtaining a teaching license, the individual's teaching contract shall be issued with language notifying him/her of this contingency.

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