

Recruitment, Selection, and Evaluation of Staff

The board of directors delegates most or all recruitment and selection of school district staff to the superintendent and/or their designee(s).

Staff are recruited and selected to ensure that all staff members are highly effective and have the necessary skills and experience to meet the learning needs of all students.

Staff positions are established by the board based on recommendations of the superintendent according to the needs and financial constraints of the district. The superintendent or their designee establishes the necessary skills, competencies, qualifications, education, experience, and past performance levels required for each position and to contribute toward the goal of continued improvement in student learning. Selection of staff is based on which candidate is the most qualified for the position, and is made pursuant to the district's standard screening, interview, reference check process, and other requirements.

Positions are created and filled with consideration of salary and budget parameters, strategic goals, student enrollment, and legal requirements. Part of the district's strategic and short-term planning processes analyze current and projected staffing requirements. The superintendent or their designee(s) regularly evaluates the effectiveness of the district's staff recruitment and selection processes and reports the findings and recommendations from the evaluation to the board.

Cross References:

- 5005 - Employment and Volunteers: Disclosures, Certification Requirements, Assurances and Approval
- 5240 - Evaluation of Staff
- 5610 - Substitute Employment

Legal References:

- RCW 28A.400.300 Hiring and discharging of employees — Written leave policies — Seniority and leave benefits of employees transferring between school districts and other educational employers.
- RCW 28A.405.210 Conditions and contracts of employment — Determination of probable cause for nonrenewal of contracts — Nonrenewal due to enrollment decline or revenue loss — Notice — Opportunity for hearing
- RCW 43.43.830 Background checks — Access to children or vulnerable persons — Definitions
- RCW 43.43.832 Background checks — Disclosure of information - Sharing of criminal background information by health care facilities
- RCW 49.44.200 Personal social networking accounts – Restrictions on employer access - Definitions
- RCW 49.44.205 Violations of RCW 49.44.200 – Civil action - Remedies

Chapter 162-12 WAC Preemployment Inquiry Guide (Human Rights Commission)

P.L. 99-603 (IRCA) Immigration Reform and Control Act of 1986

Title 8 USC, Ch. 12 §1324a and §1324b

WAC 392-190-0591 Public school employment and contract practices - Nondiscrimination

Management Resources:

2025 – October Issue

2014 - December Issue

2012 - February Issue