KELLER ISD	
ADMINISTRATIVE REGULATION	
Hiring guidelines – Administrative/Paraprofessional/Operational Support Positions	DAB(R3)

This Administrative Regulation describes procedures for hiring all exempt employees listed on the Administrative Salary Schedule (excluding Principals and Assistant Principals) and paraprofessional/operational support employees, such as: Central Administration Paraprofessionals, Child Nutrition, Computer Technicians, Crossing Guards, Instructional Aides, Lunchroom Monitors, Maintenance, Natatorium, Office Aides & Operations Staff.

When an Administrative/Paraprofessional/Operational Support position vacancy occurs, whether through separation or growth, the hiring official must submit a Request to Fill Position form. Once the Request to Fill Position has been approved, the hiring official may request that the position be posted.

For contract Administrative positions, the hiring official must submit the Timeline to Human Resources prior to beginning the screening/interviewing process.

Principals/Supervisors may use one of the processes outlined in Administrative/Paraprofessional/Operational Support Hiring Process Guideline for interviewing applicants. Once a selection is made, a completed Personnel Action Form must be sent to HR.

The offer of employment may ONLY be made by Human Resources.

When Human Resources receive the Personnel Action Form from a hiring Principal/Supervisor, the following occurs:

For SBEC –certified positions:

1. Human Resources staff reviews completed references documented in WinOcular and verifies that the candidate meets minimum qualifications for the recommended position.
2. A criminal history check will be run on the recommended applicant.
3. Human Resources staff will contact the applicant to make a contingent job offer. (This typically occurs within 2 business days of receiving the approved Personnel Action Form.)
4. The recommended applicant is scheduled for orientation.
5. The hiring principal/supervisor will be notified of the candidate's response to the job offer and desired start date once the offer has been accepted/refused.

For non SBEC –certified positions:

1. Human Resources staff reviews completed references documented in WinOcular and verifies that the candidate meets minimum qualifications for the recommended position.

2. Human Resources staff requests a FASTPASS from SBEC for fingerprinting. (This typically takes 1 – 2 business days to receive the authorization from SBEC.)
3. Once FASTPASS is received, Human Resources staff will contact the recommended applicant to make a contingent job offer. If the candidate accepts the offer, he/she is scheduled for fingerprinting and orientation. (This will typically occur within 4 business days of receiving the Personnel Action Form)

4. The hiring principal/supervisor will be notified of the candidate's response to the job offer and desired start date once the offer has been accepted/refused.

All materials from the hiring process are subject to the Texas Public Information Act. The Principal/Supervisor must retain copies of all documents associated with the interview process and selection of the candidate for a period of two (2) years from the date the candidate is hired. Refer to the attached Administrative/Paraprofessional/Operational Support Hiring Process Guidelines for a list of items that must be retained. Refer to the attached Administrative/Paraprofessional/Operational Support Hiring Process Guidelines for a list of items that must be retained.