

Regulation

PERSONNEL

6001.1

STAFF RECRUITMENT, SELECTION, AND EMPLOYMENT PROCEDURES

I. Vacancy and Recruitment Process

A. Determination of Need

1. When a position is vacated or a new position is created, the Superintendent shall determine whether the position is essential and recommended to be filled.

B. Recruitment Methods

1. Recruitment strategies may include:
 - a. Internal postings to encourage staff growth and mobility.
 - b. Referrals from staff and professional networks.
 - c. Advertising through:
 - i. OLAS
 - ii. College and university placement offices.
 - iii. Educational job boards and professional organizations.
 - iv. Newspapers, digital media, and social media platforms.
 - v. Civil Service listings (for non-instructional positions).
 - d. Consideration of unsolicited applications when appropriate.

C. Job Descriptions

1. Job vacancies should have a reviewed or newly drafted job descriptions.
2. Job descriptions will be developed and outline: essential job duties and expectations, minimum and preferred qualifications and required certifications/licenses.

II. Interview and Selection Process

A. Selection Criteria

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1. A selection committee is established made up of a representative.
 2. Clearly defined criteria ensure an objective and equitable hiring process.
 3. Criteria guide application assessments and interview discussions.
- B. Application Process
1. A designated Business Office staff member will follow the application process to follow the District's onboarding process.
- C. Candidate Screening
1. A selection committee reviews applications to ensure candidates meet minimum qualifications.
 2. Applicants must use the District's application form and submit required materials.
- D. Interview Process
1. A committee interviews candidates and recommends at least one-two finalists to the Superintendent (unless only one qualified candidate remains).
 2. Interviews are structured, equitable, and aligned with selection criteria.
- E. Reference and Credential Verification
1. The District conducts thorough reference checks on all finalists.
 2. Required documents (certifications, transcripts) must be submitted before final selection.
- F. Candidate Recommendation
1. The selection committee submits a recommendation to the Superintendent.
 2. The Superintendent submits a final recommendation to the Board of Education.

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G. Employment Offer and Board Approval

1. No position shall be filled without prior Board approval.
2. Once approved, a formal offer is extended to the selected candidate.

H. Notification of Unsuccessful Candidates

1. Unsuccessful applicants are notified in writing or through a phone call after the selected candidate accepts the position.

Waterville Central School District

Approved by the Superintendent: 01/26/16, 03/25/25, 12/09/25

Adopted: 04/02/86

Readopted: 08/12/97