

**MILFORD SCHOOL DISTRICT
Milford, Delaware 19963**

POLICY

4102

EMPLOYMENT PROCEDURES: CERTIFIED AND NON-CERTIFIED PERSONNEL

The Milford School District Board of Education appoints all employees upon recommendation of the Superintendent. The Superintendent will be responsible for the development and administration of procedures for recruiting, screening, interviewing and selecting candidates for final consideration and election by the Board. All employment approvals will be conditioned upon submitting necessary hiring paperwork, verification of credentials, and receipt of satisfactory criminal background checks and other required clearances.

When circumstances require a recommended candidate to commence employment prior to the Board meeting at which formal election would occur, the Superintendent may authorize employment and assumption of duties pending final Board action at its next meeting. Until such approval, the employment will remain conditional.

Vacancies

All regular vacancies will be advertised and posted by the Director of Human Resources or designee and will be in accordance with the Collective Bargaining Agreements.

Application for Employment

- All requests, inquiries, and information regarding applications, vacancies, candidacy status, etc. will be initiated from or referred to the office of the Director of Human Resources.
- Applications will be submitted through the District's online application system.
- All applications are to be submitted within the appropriate timeframe.
- Applications will be considered complete whenever the applicant has fulfilled and submitted the requirements outlined on the application.

Selection Process

The Director of Human Resources will oversee the following selection process:

1. Online applications will be reviewed to assess candidate eligibility. All candidates shall be considered on the basis of their merits, qualifications, and the needs of the school district.
2. An interview panel will be selected in accordance with Collective Bargaining Agreements.
3. A holistic evaluation of candidates will be conducted, including overall qualifications, experience, references, and interview performance. Candidate rankings will reflect this comprehensive assessment.
4. References will be reviewed and confirmed, including contact with the current supervisor.
5. The Superintendent will recommend the top-ranked candidate to the Board.
6. The Board will have final approval of the candidate.
7. Final approval is contingent upon employment verification, education and other credential verifications, the receipt of satisfactory criminal background and required clearance checks, and adherence to Milford School District policies.
8. For administrative positions, the Board may interview candidates, if it so desires.

Processing Applications of Unsuccessful Candidates

Unsuccessful candidates will be notified informing them of their status.

ADOPTED: 8/17/70

AMENDED: 7/18/77; 1/28/19; 12/15/25

NEXT REVIEW DUE: 12/15/30