

### **EMPLOYMENT OF CERTIFIED STAFF**

When a position comes open, either through a resignation or the creation of a new position, the advertisement shall be posted and given to the WTA President, consistent with board policy and the negotiated agreement. Positions may be posted via local media, the school website and on state and national recruiting websites. No vacancy will be filled earlier than five (5) working days after it has been posted or otherwise advertised as vacant.

Standard job descriptions are written for most positions. A draft job description will be prepared by the supervisor and submitted to the superintendent, if one of the standard job descriptions does not fit. In the case of an existing position, the job description may need to be altered and resubmitted to the superintendent.

Current employees may submit a letter of interest to the superintendent's office. In order to be considered, a teacher will submit a letter of interest stating the grade or subject preferred and outline his/her qualifications for the requested assignment. The letter of interest should be completed for any position, whether an opening is anticipated or not, and sent to the superintendent's office as soon as possible, but not later than two (2) working days after the posting.

District teachers will be given first consideration when applying for teaching positions for which they are equally qualified as other applicants. Among teachers employed by the District first consideration shall be granted teachers in filling teaching vacancies on the basis of an applicant's experience, qualifications, length of service and Equal Employment Opportunity requirements. To be considered for a position the employee must:

1. Meet the qualifications specified for the position
2. Have the most recent evaluation reflect a proficient (3) overall rating
3. Not be on a plan of improvement or have pending discipline issues

Consideration will be given in the following order: tenured teachers and then non-tenured teachers. If there are two or more in-house applicants, a hiring committee will be formed. If there are no transfer requests, the new hire procedure will be followed.

Applications will be taken until the closing date unless the position is filled in-house. The applicant files will be reviewed, and finalists selected.

With the exception of hiring taking place at a job fair, an interview committee consisting of at least three people will be appointed by the Human Resources Director with approval from the Superintendent. All interview committee members shall receive training on the recruitment and selection process and on conducting interviews. This committee will be advisory in nature. The Human Resources Director, or trained delegate, shall monitor the interview process and sit in on interviews as possible. The committee may consist of administrators, faculty, staff and community members as appropriate, however no one shall serve on the interview committee if they are related to an applicant or if they are listed as a reference for an individual in the applicant pool, or if any other conflict of interest is identified.

---

**EMPLOYMENT OF CERTIFIED STAFF**

Committees will do the interviewing; however, the final selection will reside with the supervisor. District office staff responsible for personnel/human resources will monitor all screening and interview procedures.

At least three (3) documented references will be checked, including one from the most recent employer before positions are offered. At least three references must be positive.

All recommendations for hire come to the superintendent. The superintendent will forward his/her recommendation on to the Board of Education for approval.

Steps are as follows:

1. Advertising of the position as appropriate
2. Review of the applicant files for qualified applicants
3. Selection of finalists
4. Interviews
5. Recommendation to the superintendent
6. Board approval
7. Superintendent sends contract
8. Employees must have all required employment paperwork completed prior to starting work
9. Employee begins work

If for any reason the committee, supervisor, or the superintendent is dissatisfied with the applicant pool, the selection process will be postponed, and a re-advertisement will be issued.

|                                             |                    |
|---------------------------------------------|--------------------|
| Renumbered & Revised:                       | January 19, 2004   |
| Revised:                                    | August 18, 2014    |
| Revised in consultation with Legal Counsel: | December 18, 2017  |
| Revised:                                    | September 17, 2018 |
| Revised:                                    | December 14, 2020  |
| Reviewed:                                   | August 19, 2024    |
| Reviewed:                                   | June 16, 2025      |

---