AR-4211(a)

EMPLOYMENT OF CLASSIFIED STAFF

When a position comes open, either through a resignation or the creation of a new position, the advertisement shall be posted, consistent with board policy. 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.

In-house transfers may be made. Current employees may submit a letter of interest to the superintendent's office. To be considered for a position the employee must:

1. Meet the qualifications specified for the position
2. Have a satisfactory evaluation on file with the district office
3. Not be on a plan of improvement or have pending discipline issues

Paraprofessionals may be transferred, at the discretion of the administration, from one para position to another to meet the current needs of students and the district. These positions will not necessarily be advertised unless it requires an additional employee to fill the position.

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

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. if they are listed as a reference for an individual in the applicant pool, or if any other conflict of interest is identified. 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 of the 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.

AR-4211(b)

EMPLOYMENT OF PERSONNEL

No classified person is employed in the district until they receive a letter from the superintendent specifying the beginning date, the hours to be worked, and the rate per hour. Any employment prior to the superintendent's letter is on a substitute basis only.

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 employment letter
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.

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