AR-4311(a)

EMPLOYMENT OF ADMINISTRATIVE PERSONNEL

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.

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

Applications will be taken until the closing date. 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 superintendent. This committee will be advisory in nature. 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. 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.

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

AR-4311(b)

EMPLOYMENT OF ADMINISTRATIVE PERSONNEL

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.

Adopted: December 18, 2017
Revised: September 17, 2018
Revised: February 24, 2025