

# Okanogan School District

## **Recruitment, Selection, and Evaluation of Staff**

The board of directors delegates most or all recruitment and, selection of school district staff to the superintendent and/or their designee(s).

Staff are recruited and selected to ensure that all staff members are highly effective and have the necessary skills and experience to meet the learning needs of all students.

Staff positions are established by the board based on recommendations of the superintendent according to the needs and financial constraints of the district. The superintendent or their designee establishes the necessary skills, competencies, qualifications, education, experience, and past performance levels required for each position, and to contribute toward the goal of continued improvement in student learning. Selection of staff is based on which candidate is the most qualified for the position, and is made pursuant to the district's standard screening, interview, reference check process, and other requirements.

Positions are created and filled with consideration of salary and budget parameters, strategic goals, student enrollment, and legal requirements. Part of the district's strategic and short-term planning processes analyze current and projected staffing requirements. The superintendent or their designee(s) regularly evaluates the effectiveness of the district's staff recruitment and selection processes.

Cross References:	Board Policy 5005	Employment: Disclosures, Certification Requirements, Assurances and Approval
	Board Policy 5240 Board Policy 5610	Evaluation of Staff Substitute Employment
Legal References:	RCW 28A.400.300	Hiring and discharging employees — Written leave policies — Seniority and leave benefits of employees transferring between school districts and other educational employers
	28A.405.210	Conditions and contracts of employment — Determination of probable cause for non-renewal of contracts — non-renewal due to enrollment decline or revenue loss — Notice — Opportunity for hearing
	43.43.830	Background checks — Access to children or vulnerable persons — Definitions
	43.43.832	Background checks —Disclosure of information--Sharing of criminal

Chapter 162-12 WAC background information by health  
care facilities  
Pre-Employment Inquiry Guide (Human  
Rights Commission)

P.L. 99-603 (IRCA)Immigration Reform and Control Act  
of 1986

Title 8 USC, Ch. 12 §1324a and §1324b

WAC 392-190-0591 Public school employment and contract practices - Nondiscrimination

Latest Adoption Date: 1.26.26

Previously Board Adopted Dates: 12.23.19