



49 Charles Avenue Middlebury, VT 05753 P. 802-382-1274 F. 802-388-0024 Business Office 802-382-1273 Student Services 802-382-1287

## Hiring Procedure

### Procedure for a vacancy or new position

1. The budget cost-center administrator (Principal or Director) will complete a [hiring requisition](#) for approval by the Programmatic Leader and Director of Finance & Operations. Once approved, the request will be automatically submitted to HR.
  - a. Activities Directors hiring athletic coaches and co-curricular coordinators at MUHS & MUMS will be asked to check a box showing the Principal's prior approval.
2. Hiring requisitions must pass two levels of approval. In approval gate A, the appropriate programmatic leader will approve or deny. In approval gate B, the requisitions will be matched to the appropriate budget unit. Unbudgeted requisitions will require Superintendent approval to advance.
3. Once all approvals are met, HR will provide a position advertisement for the requesting administrator's approval. HR will post vacancy as indicated and notify the administrator of the posting.
4. The hiring Administrator(s) will select the interview committee, obtain a signed [confidentiality agreement](#), and establish the interview process. They will also notify the Director of HR of committee members and of permissions for the committee to view applications (all or select). HR will set up accordingly in Schoolspring to allow the committee to view candidates online.
5. Administrator (or AD Designee) will contact HR with candidates selected for initial interview.
6. Administrator (or AD Designee) will coordinate, [conduct interviews](#), select finalists and check references.
7. Administrator will complete a [hiring recommendation](#) and forward with application materials (Schoolspring application with transcripts or licensure if applicant submitted and the reference check forms) for finalist and checklist to HR. HR will review Recommendation and determine if final interviews are necessary.
8. Superintendent will conduct a final interview or interviews for all licensed positions and any support staff position deemed necessary upon document review. Superintendent will forward the candidate to HR for final review and subsequent offer of employment.
  - a. Support staff and activities positions will be recommended to HR for hire by the building administrator, an interview with the Superintendent will usually not be required.
9. Once an offer is made by HR and accepted by the candidate, the candidate will receive an offer letter. HR will notify the cost-center administrator of the hiring decision.
10. The Board will receive a copy of the individual's resume for all positions and will approve hire at the next scheduled board meeting. An Individual's seniority date is determined based on the board meeting

schedule.

11. Upon Board approval and acceptance by the candidate the following will occur:

- Human Resources will close the ad and send an email through Schoolspring to candidates not selected for an interview.
- Candidates not selected will be notified through Schoolspring once the posting is closed.
- Human Resources will send a letter of hire and employment details to the chosen candidate including background check paperwork. **The individual may not work in the school until this paperwork and initial check is complete.**

#### **Internal/Reassignment/Transfer procedure**

1. All internal postings will be emailed to ACSD Staff.
2. Internal candidates requesting a lateral transfer will be required to submit a letter of interest on Schoolspring.
3. If the candidate is applying for a position that is considered a promotion or significantly different position, updated letters of reference, transcripts, and licensure will be required via Schoolspring.
4. All qualified internal candidates will be granted an interview.

Revised: 09/05/2023, 7/17/24, 10/17/2024

Updates: NewBudget Positions One Year Positions will trigger automatic postings.