

Cache County School District

Policy Series 5000: Personnel

Policy No. 5110

Hiring for New and Vacant Positions (Including Voluntary Transfers)

- I.** When a position opens in the School District or if a need arises to create a new position, the supervisor or principal shall submit notification of the position vacancy to the Superintendent's designee or personnel office.
 - A. Notification shall be accompanied by the position title and a description of the duties and responsibilities, required knowledge and skills, and shall outline minimum qualifications of education and experience for vacant position.
 - B. If a teaching position opens after the beginning of the school year, the best qualified permanent replacement will be chosen from those interviewing and, if possible, will assume the teaching duties at that time.
 1. If the individual selected is a current Cache County educator, he/she will assume the duties of the new position at the beginning of the following school year. A temporary teacher would then be hired to complete the current year.
- II.** The District will post vacant or open positions in each school and will make best efforts to notify current employees by e-mail.
- III.** A current Cache County School District educator desiring to apply for an open position shall be granted an interview at the site if an opening occurs for which the employee qualifies.
 - A. In order to best accommodate voluntary transfers within the District, educators shall notify the Human Resources office by March 1st of each year of their desire to transfer within the District.
 1. Such notification shall include the educators name, current assignment, credentials and transfer request which corresponds with their credentials.
 2. Provisional educators will only be considered for transfers at the discretion of the District administration.
 3. Reasonable accommodations for the interview will be made to meet the needs of the employee.
- IV.** All new applicants in the District will be screened by the personnel director or his/her designee. Qualified applicants may then be referred to the principal and the School Community Council.
- V.** For the purpose of interviewing the candidates, each site will develop and use a tally sheet with a total of twenty-five possible points.
 - A. There will be an additional category for longevity in which an educator will receive one point for each three years of experience in the Cache County School District with a maximum of five points possible.
 1. The two scores will be added together, and the candidate with the most points will be selected for the position. This recommendation will then be

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given to the superintendent or designee, and the superintendent or designee will make his/her final recommendation to the Board of Education.

- VI.** A career educator, who terminates employment with the Cache County School District and is then rehired within six years, will be a provisional educator without expectation of continued employment. Once a contract is offered and accepted for a second consecutive year, the educator shall be a career employee. If the employee is hired after an absence of more than six years, he/she will be a provisional educator for three years. Post-retired employees will be considered provisional employees indefinitely without expectation of continued employment.
- VII.** Former employees who have retired from the District and who apply to be re-employed, will be treated as other applicants. Retired employees will be credited with years of experience commensurate with current District practice.

Legal References:

Synopsis:

Approved by the Board of Education: June 1, 1985. Last Revised: November 19, 2009. Prior Revised Dates: 11/1/1990; 06/01/1995, 05/01/1998, 10/01/2005