

Personnel

Hiring Process and Criteria

Purpose

The Board of Trustees holds the legal responsibility of hiring all employees. This policy establishes consistent procedures for recruitment, selection, and employment across the District, ensuring alignment with Idaho law and the District's educational mission

Delegation of Authority

The Board delegates to the Superintendent the responsibility for recruiting and recommending personnel for employment. The Superintendent may assign recruitment duties to qualified designees. All hiring recommendations are subject to Board approval.

Recruitment Procedures

Recruitment shall be conducted professionally, with emphasis on securing high-quality staff. Job postings will remain open for a **minimum of five (5) workdays unless an emergency or sufficient applicant pool exists**. Internal applicants under current contract may apply for positions for which they are properly endorsed. The superintendent will create and administer procedures to govern the recruitment interview and selection process.

Selection Criteria

Hiring decisions will consider, but are not limited to, the following factors:

- Certification and qualifications
- Training and experience
- Ability to relate well with students

Legal Compliance

- All applicants undergo screening (I.C. § 33-1210)
- Criminal history checks will be conducted for applicable positions (I.C. § 33-130)
- Veterans and disabled veterans shall receive preference when qualifications are equal (I.C. §65-504)
- Newly hired employees must complete an Immigration and Naturalization Service form.
- Certificated personnel must hold valid Idaho certification and sign contracts approved by the State Superintendent of Public Instruction

Documentation Requirements

Applicants must authorize release of job performance and conduct records from current

and past employers. Refusal to sign the release disqualifies the applicant from consideration. Information obtained will be used solely for evaluating qualifications and will remain confidential.

Contract Finalization

Employment is not official until the contract is approved by the Board and signed by both the Board Chair and the applicant. Failure to return a signed contract within the designated timeframe may result in the position being declared vacant.

Legal Reference:

[I.C. § 33-130](#) Criminal History Checks

[I.C. § 33-512](#) Governance of schools

[I.C. § 33-513](#) Professional personnel

[I.C. § 33-1210](#) Information on Past Job Performance

[I.C. § 65-501 et seq.](#) Veterans' Preference

[I.C. § 74-206](#) Executive Sessions – When Authorized

[IDAPA 21.01.06](#) Rules for Enforcement of Veterans' Preference

Policy History:

Adopted on: April 14, 2008

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