

Board Policy Document

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## **STAFF PERSONNEL**

### ***Series 400***

**Policy Title: Recruitment and Selection**

**Code Number: 401.3**

The recruitment and selection of employees is a significant responsibility of all administrators in the Sioux City Community School District. It is only through a highly trained and competent workforce that we will achieve our mission. The selection of an employee is the first step and most important step to insure a highly competent workforce. The selection process may vary depending upon the position being filled (i.e. filling a food service position has different requirements from a teaching position) but must include at a minimum reference checking with prior employers (or college advisors and student teaching sponsors where no prior employment exists), in depth interviews, background checks, and appropriate documentation that the employee meets all education, certification and/or licensing requirements for the position.

1. Recruitment

Recruitment of District employees shall be the responsibility of the Superintendent, or the Director of Human Resources, as assigned.

2. Selection

A. Selection of Certified Staff

The administration shall select qualified employees for certified positions, based, at a minimum, on the following criteria:

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- 1) Knowledgeable of current educational theory and practice and possess a demonstrated ability to effectively teach all children by using a variety of teaching strategies.
- 2) Positive recommendations from previous employers including the candidate's immediate supervisor(s).
- 3) Appropriate education and training for the position.
- 4) Experience and competence using technology and computerized educational tools.
- 5) High personal and professional standards.
- 6) A demonstrated ability to work well with other staff and support a culture where all employees are focused on the children we educate.

B. Selection of Non-Certified Staff

As with certified staff, the administration shall seek the best candidate for the position based upon a process of due diligence. At a minimum this should include:

- 1) Positive recommendations from previous employers, including the candidate's immediate supervisor(s).
- 2) Appropriate education and training for the position.
- 3) The ability to meet all physical requirements for the position.
- 4) High personal and professional standards.
- 5) A demonstrated ability to work well with other staff and support a culture where all employees are focused on the children we educate.

B. Selection of Extra-curricular Sponsors/Coaches

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As with other positions, the administration shall seek the best candidate for the position based upon a thorough process of due diligence. At a minimum this should include a screening for the following criteria:

- 1) Positive recommendations from previous employers, including the candidate's immediate supervisor(s).
- 2) Appropriate education, certification and training for the position.
- 3) The ability to meet all physical requirements for the position.
- 4) High personal and professional standards.
- 5) A demonstrated ability to help students develop appropriate skills for the activity, create a sense of involvement and team spirit.
- 6) A demonstrated ability to work with building staff to keep kids on track with their education and involved in the classroom

D. Selection During an Emergency

The Superintendent will have the authority to hire personnel in an emergency until the next regularly scheduled board meeting.

3. Non-discrimination

Selection shall be based on the merits of the candidates, without regard to age, race, creed, color, sex, national origin, religion, or disability. However, it will be the District's objective to diversify its workforce and every effort will be made to select candidates that are highly qualified and meet this objective of diversification.

The *Employment Procedures*, AR401.3, will be followed when selecting certified and non-certified staff.

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