

Board Policy Document

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## **STAFF PERSONNEL**

### ***Series 400***

**Policy Title: Recruitment and Selection**

**Code Number: AR401.3**

#### **EMPLOYMENT PROCEDURES**

1. When a resignation/termination of a staff member creates a vacancy, or the board approves the employment of additional staff to expand current programs, or adds new programs, these may initiate the employment process. Authorization to begin the search process may be granted to the administrative staff if, in the superintendent's experience and judgment, it is deemed appropriate to start the process prior to formal Board action.
2. Current job descriptions with listed qualifications will be developed for all positions. Positions will be filled following the minimum criteria set forth in Board Policy 401.3 along with any other means available to the administrator to ensure we hire the best possible employee for open positions.
3. Advertisement procedures will be established to solicit the best possible candidates for open positions within the district. The Human Resources Department shall advertise vacancies in District buildings, as well as by other media, according to the relevant applicant pool for the vacancy. Posting of job vacancies shall comply with the master contracts negotiated between the District and the various bargaining groups. Open positions will also be listed on the District's website.
4. Publications will be date stamped upon receipt and then logged per positions identified by the employee. Applications will be kept on file for at least six months in the Department of Human Resources.

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5. All applicants will be advised of any necessary paperwork that is required and further advised once the position has been filled.
6. A screening and recruitment committee will be established for each vacancy. For certified staff, the committee should include at least one other teacher, the head teacher of the curriculum when appropriate, and the building administrator. Other relevant stakeholders should be included when appropriate for the position. For administrative assignments, the committee shall consist of the Director of Human Resources, the assistant superintendent and other Cabinet members as appropriate, a building principal and a teacher(s). The Superintendent may also participate in the selection process at times.
7. References of potential applicants shall be contacted either before or after the interview, depending on the vacancy and the number of applicants. References must include the current or prior supervisor or, in the case of newly graduated teachers, the Principal where the individual student taught. A written record of findings and contacts shall remain part of the interview committee's notes.
8. The selection process for a new teacher shall include as a minimum a thorough due diligence that includes an in-depth interview, DCI and DHS background checks, review of college transcripts, and phone or in-person references from at least two people who have direct knowledge of the individual's professional strengths including at least one direct supervisor.
9. The recruitment and selection committee will determine if it is in the best interest of the district to fill the vacancy from the applicants interviewed. If it is determined that it is in the best interest, a job offer will be made, subject to board approval (if the applicants is not from within the District. If the determination is that it is not in the best interest to hire from the applicants interviewed, the recruitment and selection committee will determine whether to continue the search from the existing pool of applicants, advertise or postpone filling the vacancy. Such recommendation shall be discussed with the Director of Human Resources.
10. All unsuccessful applicants will be directly notified by letter or telephone if an applicant received an interview, of the committee's decision.

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11. The Superintendent shall present a recommendation for hiring to the Board of Directors.
12. All employees leaving employment at the Sioux City Community School District will be asked to complete a resignation/separation form. If such a form is not signed, phone references will not be provided to requesting employers.