

RECRUITING AND HIRING

File: 9240

Through its employment policies, the Board shall attempt to attract, secure, and hold the highest qualified personnel for all professional positions. The selection program shall be geared to select candidates who will devote themselves to the education and welfare of the children attending the public schools.

It is the responsibility of the superintendent and of persons to whom she/he delegates this responsibility to determine the personnel needs of the school district and to locate suitable and qualified candidates to recommend for employment to the Board. Through effective administrative procedures, the superintendent shall attract and recommend to the Board the employment and retention of personnel who are motivated to do their best to support the district's goals, curriculum and procedures.

It shall be the duty of the superintendent to see that persons nominated for employment in the schools shall meet all certification requirements and the requirements of the Board for the type of position for which the nomination is made.

The following guidelines shall be used in the selection of personnel:

1. There shall be no discrimination in the hiring process due to age, sex, creed, race, color, national origin, or place of residence.
2. The quality of instruction is enhanced by a staff with a wide variation in background, educational preparation, and previous experience.
3. Interviewing and selection procedures shall assure that the administrator to be directly responsible for the work of a staff member has an opportunity to aid in the selection; however, the final selection shall be made or approved by the superintendent.
4. No candidate shall be hired without a personal interview, and wherever possible, the candidate shall be observed in his/her own school prior to selection. References shall be checked.
5. All candidates shall be considered on the basis of their merits, qualifications, and the needs of the district. In each instance, the superintendent and others playing a role in the selection shall seek to hire the best qualified person for the job.

While the Board may accept or reject a nomination, an appointment shall be valid only if made with the recommendation of the superintendent.

In instances of vacancies in top administrative posts, i.e., the Superintendent's management team, the Superintendent will offer the Board the opportunity to interview his/her nominee(s) before the Board acts on the nomination.

Replaces former policies GCA, GCD and GCD-R

Adopted: 9/13/11

Reviewed: 8/27/13

Hiring Procedures for Non-Instructional Personnel

Establish a Need (Central & Building Administration)

HR Determines Criteria:

1. Civil Service Requirements
2. Skills required
3. Previous experience
4. Educational preparation

Recruitment:

1. Position is posted/ canvass letters are sent by HR
2. Candidate pool is sent to the Interview Committee by HR

Interview committee conducts interviews

Lunch Department Interview Committee Consists of:

1. School Lunch Director
2. Executive Director of Finance & Operations
3. Direct Supervisor (i.e. Head Cook)
4. WBAA member (rotation basis)

Transportation Interview Committee Consists of:

1. Transportation Supervisor
2. Executive Director of Finance & Operations
3. Head Driver

Buildings & Grounds Interview Committee Consists of:

1. Plant Facilities Administrator
2. Executive Director of Finance & Operations
3. Head Custodian
4. WBAA member (rotation basis)

Paraprofessional Interview Committee Consists of:

1. WBAA member
2. Classroom Teacher (if applicable)

Clerical Interview Committee Consists of:

1. WBAA member (rotation basis as per Central)
2. Direct Supervisor (i.e. Executive Director and/or Director if applicable)

Interview committee recommends a minimum of top 2 candidates to the Superintendent of Schools. If there are less than 2 candidates in the selection pool, direction will be provided by the Superintendent of Schools or his designee.

Assistant Superintendent for Human Resources contacts references.

Superintendent & Assistant Superintendent for Human Resources interview finalists.

Superintendent recommends final candidate to the Board of Education
Board of Education accepts/ declines recommendation. Candidates who were not selected are notified by HR.

Administrative Hiring Regulations
WBTA Position

Establish a Need (Central & Building Administration)

HR Determines Criteria for posting:

1. Certification Requirements
2. Educational Requirements
3. Previous Experience Requirements
4. Skills Requirements

Recruitment:

Position is posted by HR

Elementary Teaching Position (K-6 Certification Requirement)

Interview committee selects applicants and conducts interviews

Committee Consists of:

1. Elementary Principals
2. JHS Principal
3. Central Administrator(s)
4. Department Chairperson and/or Director (if applicable)

District-wide Teaching Position (K – 12 Certification Requirement)

Interview committee selects applicants and conducts interviews

Committee Consists of:

1. Elementary Principal(s)
2. JHS Principal or AP
3. HS Principal or AP(s)
4. Central Administrator(s)
5. Department Chairperson and/or Director (if applicable)

Secondary Teaching Position (7-12 Certification Requirement)

Interview committee selects applicants and conducts interviews

Committee Consists of:

1. JHS Principal or AP
2. HS Principal or AP(s)
3. Central Administrator(s)
4. Department Chairperson and/or Director (if applicable)

Demo Lesson (If possible)

Committee recommends a minimum of top 2 candidates to the Superintendent of Schools

Assistant Superintendent for Human Resources contacts references.

Superintendent & Assistant Superintendent for Human Resources interview finalists.

Superintendent recommends final candidate to the Board of Education

Board of Education accepts/ declines recommendation. Candidates who were not selected are notified by HR.

Administrative Hiring Regulations
Administrative Position

Establish a Need (Board of Education & Central Administration)

HR Determines Criteria for posting:

1. Certification Requirements
2. Educational Requirements
3. Previous Experience Requirements
4. Skills Requirements

Recruitment:

Position is posted by HR

Central Office Interview Committee selects applicants.

Central Office, WBAA and WBAA Committees conduct interviews.

Central Office Committee consists of:

1. Central Office Administrators
2. If applicable - additional committee members may be selected by the Superintendent

WBAA selects WBAA interview advisory committee.

WBTA selects WBTA interview advisory committee.

WBAA and WBTA's Advisory Committee provide the Superintendent with the committee's top 2 candidates.

Assistant Superintendent for Human Resources contacts references.

Superintendent recommends final candidate(s) to the Board of Education.

Board of Education conducts interviews of the finalist(s).

Board of Education accepts/ declines recommendation. Candidates who were not selected are notified by HR.

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