HUMAN RESOURCES

Certificated Employees

Selection Procedures

Discrimination on the basis of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, veteran status, disability, genetic information, or any other basis prohibited by law is prohibited in all employment practices, including the selection and hiring of employees.

Interviewing and Selection

I. The Department of Human Resources is responsible for maintaining electronic files on qualified applicants whose credentials have been processed. The file for each applicant includes academic transcripts, previous employment and/or student teaching references, a record of the screening interview score if appropriate, a completed background investigation form, and a background investigation release and waiver.

II. Principals, assistant principals, human resources supervisors, instructional supervisors, and recruitment team members are to abide by the following guidelines when considering applicants for employment:

A. Consider certification requirements, reference checks, and interview results when making selection decisions concerning applicants for teaching positions.

B. Contracts or "letters of intent to employ" are to be offered only by the Associate Superintendent for Human Resources or designee.

C. Building level administrators make recommendations to the human resources supervisors for official offers to be extended. Without exception, informal nor formal offers of employment shall be made at the building level.

III. Principals shall normally be provided the opportunity to review and discuss the qualifications of applicants prior to the final employment decision. However, the Department of Human Resources may employ and place personnel serving more than one school and personnel in areas of critical shortage without the principal's review. All offers of employment shall be made by the appropriate Department of Human Resources staff.
IV. Reference checks (background investigation form) should be completed prior to building level interviews. This may be done by human resources supervisors or school level or central office administrators to expedite the hiring of the best qualified candidates.

V. At the conclusion of a final selection interview, building level interviewers shall submit the online interview form. The Department of Human Resources will maintain these forms for three years.

VI. The Director of Human Resources shall recommend the appointments of certificated personnel to the Associate Superintendent for Human Resources who will review and forward these recommendations to the Division Superintendent. The Division Superintendent shall make the final decision and offer a contract to the successful candidate. The Division Superintendent shall timely present the School Board with the appointment for approval.

The Associate Superintendent for Human Resources (or designee) is responsible for implementing and monitoring this regulation.

This regulation and any related policy shall be reviewed at least every five years and revised as needed.