

## **533 PROFESSIONAL STAFF RECRUITING/HIRING**

### **Recruitment:**

The Board is committed to securing the services of the best personnel available. Only professionally trained individuals who meet state statutory requirements and who satisfy the districts established standards will be considered.

It shall be the responsibility of the district administrator, with the assistance of other administrators, to determine the personnel needs of the district. Staffing recommendations will be presented to the Board, as needed. The Board shall approve of all additions or reductions to the staff.

Recruitment procedures will not overlook the talents and potential of individuals already employed by the district. Any current employee of the district may apply for any position for which he or she has certification and meets other stated requirements.

### **Selection:**

Employees will be selected solely on the basis of character, professional qualifications, and ability to perform critical job requirements, including the essential functions of the job.

The district office shall have sole responsibility for posting all vacancies. The principal and his or her designee(s) will be responsible for screening all candidates who have completed the application process appropriately and will conduct initial interviews of candidates selected from the screening process. Board members may be involved in the interview process for administrative positions. The successful candidate shall be approved by the district administrator or his/her designee for recommendation to the Board.

### **Appointment:**

The actual appointment of all administrative and teaching staff members shall be made by the Board.

Reviewed, revised, and approved by the Board of Education on January 15, 2007.