

Recruitment and Selection

The Board of Education recognizes the importance of employing the highest quality of personnel available for any certified or classified positions in the district.

It is the responsibility of the Superintendent of Schools and/or his/her designees to develop a process to advertise for staff vacancies that occur, to receive applications for such vacancies, and to select from the candidate pool those individuals that best meet the standards and needs of the district.

In the initial employment process, including on the initial application, the applicant shall not be asked to disclose, orally or in writing, information concerning the applicants criminal record or history, until it has been determined that the applicant meets the minimum employment qualifications. This does not prohibit the requirement to disclose an applicant's criminal record or history relating to sexual or physical abuse. Following a determination that the applicant meets minimum employment qualifications, a criminal history information check and questions regarding the applicant's criminal record or history are allowed.

Following the selection process, it is the responsibility of the Superintendent to make recommendations to the Board for ratification of written contracts, on all selected candidates to fill certified positions. In the case of persons for classified positions, recommendations shall be made by administrative and/or supervisory personnel to the superintendent for selected candidates to fill classified positions.

Adopted: 06-12-2000

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