

SUPPORT STAFF RECRUITING AND HIRING

The District will adhere to the following for recruiting and advertising, and for screening and hiring applicants.

Recruiting and Advertising

1. The District will make every effort to recruit the best-qualified candidate for the position.
2. New or vacant positions will be posted for at least five (5) business days in the District's buildings and publicized externally by other means as determined appropriate by the Superintendent or designee.
3. If the Superintendent or designee determines that it would be detrimental to wait five (5) business days or that a longer period is necessary, the position will be advertised for the number of days deemed appropriate.
4. If the same or similar position was recently advertised, the Superintendent or designee may utilize applications previously received without re- advertising the position.
5. A position is not considered vacant if the Superintendent or designee transfers or assigns an existing employee to the position, subject to Board approval.
6. Recruitment procedures will not overlook the talents and potential of individuals already employed by the District. Any current, qualified employee meeting the stated requirements may apply for new or vacant positions in the District.
7. All requests for information concerning vacancies in the District shall be directed to the Superintendent or designee

Screening Process

1. Persons interested in positions in the District must complete a formal application and provide all necessary information requested by the Superintendent or designee.
2. The Superintendent or designee shall conduct interviews, review references and obtain other information as deemed necessary.
3. The Superintendent or designee will conduct background checks on employees and applicants for employment in accordance with law and Board policy.
4. Any applicant who provides false information or any document referencing false information will immediately be removed from consideration.

Hiring

1. The Board will fill positions only after receiving the recommendation of the Superintendent or designee.
2. All candidates will be selected on the basis of qualifications, training, experience and ability to fulfill the requirements of the position.

3. Before the Board votes to employ an applicant in a position that requires a license or other necessary certification, such as a nurse or an electrician, the Superintendent or designee will verify that the applicant currently possesses the appropriate license or certification.
4. Upon the recommendation of the Superintendent or designee, the Board may approve the employment of an applicant for a position for which the individual does not have a current license or necessary certification, but the employment will be conditioned upon the applicant obtaining the license or credential by a District-specified deadline.
5. The Superintendent or designee will reverify licenses and certifications once they are renewed.
6. All applicants for a particular position will be promptly notified once the position has been filled.

Critical Shortage

According to section 169.331, the District may only hire retired employees under this program if it has:

1. Made a good-faith effort to fill positions with candidates who have not retired.
2. Not offered early retirement incentives for either of the previous two years.
3. Posted the vacancy for at least one month and solicited applications through local newspapers or other media.
4. Determined that there is an insufficient number of eligible applicants.
5. Declared a critical shortage of noncertificated employees that is active for one year.
6. Adhered to all requirements of state law and regulations.

According to section 169.331, the total number of retired noncertificated employees hired under this section cannot exceed at any one time the lesser of ten percent of the total noncertificated staff in the District or five noncertificated employees.

Date Implemented by the Superintendent: June 26, 2018



Superintendent of Schools