

## **Administrative Procedure: GDF-R**

### **SUPPORT STAFF HIRING**

The Administration shall attempt to attract and secure the highest qualified personnel for the following positions: Administrative Assistants, Secretaries, Clerks, Transportation Staff, Custodial/Maintenance Staff, Education Technicians, Pool Staff, Food Service Personnel and Athletic Personnel.

Interviewing and selection procedures shall assure that an administrator has the opportunity to aid in the selection of any staff member who will work under his/her supervision.

In order to assure compliance to affirmative action guidelines and equal opportunity laws, when a vacancy occurs, each position is to be filled according to the following process:

#### **ADVERTISING**

1. The vacancy shall be posted within the district and by notifying the Telstar Education Association President.
2. Following consideration of transfer, any vacancy shall be advertised on ServingSchools.com, The Bethel Citizen, on the school district's website and as needed in the Lewiston Sun Journal or other newspapers

#### **SCREENING PROCESS**

To ensure that a fair and efficient screening process will occur:

1. All language pertaining to the latest collective bargaining agreement shall be adhered to
2. The Principal / Director shall establish a screening Committee which shall include (1) Principal / Director / Designee (2) Department Head / Team Leader / grade level professional / coach (3) a third person who is appropriate to the vacant position.
3. No one who has provided a personal reference for a candidate shall be on the screening committee.
4. The Principal/Director shall provide orientation on confidentiality and equity issues to screeners.
5. All applicants are to be screened with attention given to the job criteria and qualifications
6. The Principal/Director will send a letter to all applicants who are not selected for interview

#### **INTERVIEWING**

1. The Interview Team shall be comprised of the same three individuals as served on the Screening Committee.
2. The Interview Team will design the questions at least one day prior to the interviews.

#### **SELECTION**

1. Each candidate shall be assessed according to his/her answers to the same questions and according to the results of the thorough checking of references.
2. One name and an alternate, if appropriate shall be recommended to the Principal/Director, and the final candidate shall be recommended to the Superintendent of Schools.

3. The Superintendent of Schools shall recommend a candidate to the Board of Directors at the next regularly scheduled School Committee meeting.
4. Until the successful candidate is approved by the Board, that person will be considered as a substitute and paid accordingly, with the official start date to be after the formal confirmation.

Approved: August 20, 2004