

Adopted: February 22, 2006

Cass Lake-Bena Board Policy 401.1

Revised: June 24, 2015

401.1 HIRING POLICY

I. PURPOSE

The purpose of this policy is to insure consistency in the hiring process.

II. GENERAL STATEMENT OF POLICY

- A. It is the school district's policy to have a variety of persons involved not only in the interviewing of prospective candidates but also in the screening of these same candidates.
- B. It is the school district's policy to insure that qualified candidates are selected in the interviewing process.
- C. Employment of Long Term Substitutes, 12 weeks or longer, requires board approval.
- D. All substitutes will be considered "at will" employees.
- E. No person shall supervise an immediate family member.

III. ADVERTISING:

- A. The district has either a resignation or the board approves a new opening.
- B. The position is posted for ten (10) days and current employed staff may apply.
- C. Simultaneously the position may be advertised in the following:
 - Cass Lake Times
 - Bemidji Pioneer
 - Debahjimon
 - Edpost@Stcloudstate (teachers/administration only)
 - MASA website (teachers/administration only)
 - Fifty-nine college placement offices (MESPA - teachers/administration only)
 - Principals will attend job fairs to recruit candidates (teachers/administration only)

IV. SCREENING PROCESS:

- A. Applications are sent to the superintendent's office and matched against the check-list for qualifications.
- B. Prior to the recommendation process, the principal/administrator will check the candidates' references and include those notes in each candidate's interview file.
- C. The superintendent may also complete reference checks and include those notes in the candidate's interview file.
- D. Those persons who have screened all applicants will be involved in the selection process for interviewing. The superintendent may grant exceptions as needed. The following individuals shall be invited to be a member of the screening and interviewing committee:

Building Principal
Parent Committee Member (parent-non-school employee/official from either Title VII or JOM)
One staff member selected by the building principal
Superintendent or designee chair the interview

V. INTERVIEWING:

- A. The interview schedule will be set by the office of the superintendent.
- B. The principal/administrator will develop a list of questions to be asked by the interview team.
- C. The principal/administrator will develop a scoring sheet to be used by all members of the committee.
- D. An interview will be conducted even if there is only one qualified candidate.
- E. The entire Board may interview superintendent, principal and business manager candidates.
- F. A valid teaching/administrative license is required on the date of hire.

VI. CANDIDATE RECOMMENDATION:

- A. The committee will discuss the top candidates and make a recommendation to the Board for the position, and include a recommendation for an alternate candidate.
- B. Prior to the recommendation process, the principal/administrator will check the candidates' references and include those notes in each candidate's interview file.
- C. The superintendent may also complete reference checks and include those notes in the candidate's interview file.
- D. Prior to the recommendation process, the principal/administrator will initiate a background check with the Minnesota Bureau of Criminal Apprehension.
- E. Any information that arises from a background check will be referred to the School Board's appointed legal counsel to review and then make a recommendation, in writing, as to whether or not the individual should be considered for hire by Board approval.
- F. If the person recommended for the position declines the position prior to the motion-to-hire at the Board meeting, the alternate candidate will be submitted to the Board for approval.
- G. The pool of candidates may be used for the same classification for ninety (90) days from the date of the interview.

VII. HIRING OF COACHES/ADVISORS

- A. Background checks and drug screening is required at the time of hire.
- B. Every effort will be made to offer all coaching/sponsor contracts to coaches/advisors for the next year following the schedule listed in "C" which is described in "C" and immediately follows this item.
- C. The Board recommends that contracts be offered to coaches/advisors on the following schedule:
Coaches/Advisors will be approved for the upcoming school year at the June regular board meeting.

- D. In the event of a vacancy, and following the recommendation of the Activities Director, the Superintendent can temporarily place a coach/advisor applicant until Board approved. Salary will be pro-rated.

VIII. CONFLICT OF INTEREST

- A. No person shall supervise an immediate family member. Immediate family is defined in the CLEA Master Agreement, Article X, Section 3, Subd. 4.
- B. If there is a conflict of interest in the hiring process another person will be assigned to fill the position of the person having the conflict of interest.

IX. HIRING OF SUBSTITUTE TEACHERS

- A. On-call substitutes will only sub for the same teacher fifteen (15) days or less.
- B. Long-term substitutes subbing for the same teacher for more than fifteen (15) days will be paid at the BA Step 1 daily rate of pay. Long-term substitutes should be licensed in the area in which they are subbing as every effort will be made to place an individual in the vacancy with that specific license. There is an understanding that shortage areas, e.g., special education, could create difficulties; however, we will continue to advertise for a candidate.