

Recruitment

The board delegates recruiting authority to the superintendent or designee. In carrying out this responsibility, the superintendent may involve administrators and other employees.

Hiring

The board shall approve the hiring of all employees. No staff member's employment is official until the contract or other document is signed by the candidate and approved by the board.

Hiring sequence

- Conditional offer of employment is extended to the candidate subject to revocation or, if provisional employment has already begun, termination of employment based upon unsatisfactory results of any reference and/or background checks performed (background check to include, at a minimum; driver's license check from state issued to employee, Kansas Bureau of Investigation search and United States Department of Justice National Sex Offender search);
- Acceptance by the candidate is received;
- Contract or other appropriate document sent to the candidate and candidate's acceptance signified by a signed document returned to the superintendent or designee; and
- Approval of the contract or other documents by the board.

Approved: 10/9/23

KASB Recommendation – 2/98; 6/00; 6/01; 4/07; 6/14; 4/16; 4/17; 7/17