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| VALLEY CITY PUBLIC SCHOOL DISTRICT #2 VALLEY CITY, NORTH DAKOTA 58072 RECRUITING & HIRING OF PROFESSIONAL STAFF | Descriptor Code DBAC | 1st Reading 02/19/20 |
| | Adopted 02/19/20 | Revised |

RECRUITING & HIRING OF PROFESSIONAL STAFF

- I. Through its employment policies, the Board will attempt to attract, secure, and hire the most qualified personnel for all positions. The selection program will be based upon alertness to candidates who will devote themselves to the education and welfare of the children attending the public school.
- II. It is the responsibility of the Superintendent (and of persons to whom he/she delegates this responsibility) to determine district personnel needs. It will be the duty of the Superintendent, Building Principals, Facilities Director and Food Service Director to see that persons potentially employed by the school district meet all certification requirements and board requirements for the type of position being considered.
- III. The hiring of all Professional Staff must be approved by the School Board. A contract will be valid only with a recommendation from the Superintendent or his/her designee.
- IV. The Superintendent will recommend to the School Board the terms of employment for Building Principals, Activities Director, Business Manager, Food Services Director, Technology Coordinator, and Facilities Director. The final decision as to terms of employment will be made by the School Board.
- V. Terms of employment for Teaching Staff are established within the Negotiated Agreement with the Valley City Education Association.
- VI. Terms of employment for the Superintendent of Schools will be determined by the School Board.

The following procedures will be observed for the hiring of Professional Staff:

A. Elementary Vacancy

1. The Elementary Building Principals and the Superintendent will determine any possible vacancies that may occur. Approval of the School Board will be needed for any new, additional, staff positions. The Activities Director will also be consulted in the event there is an extracurricular position that may be included with the teaching vacancy.

B. Junior/Senior High Vacancy

The Junior and Senior High Principals, along with the Superintendent, will determine any vacancies that may occur, and approval of the School Board will be needed for any new, additional, staff positions. The Activities Director will also be consulted in the event there is a vacancy.

C. All candidates for a position, other than current staff members, will go through the following procedure - letter of application, resume, transcripts, current teaching/administrative license, current letters of reference, and Valley City Public Schools Professional Employment Application. Present staff qualified for a position may apply by sending a letter of application the Superintendent.

D. All finalists for a position will need to be interviewed. Present staff may be required to complete an interview.

Interview Committee (for Teaching Positions)

1. An Interview Committee will be established, and the make-up of the committee will be determined by the Superintendent and the Building Principal.

2. The purpose of the committee would be the following:

A. Assist in the selection of candidates to be interviewed and assist in the actual interview of the finalist/s.

B. Provide input pertaining to each candidate interviewed.

C. When all interviews are completed, the committee will have discussion pertaining to the candidates interviewed. If an agreement cannot be reached by the committee as to which candidate will be recommended to the School Board to receive a contract, the Superintendent and School Board representative will make the decision.

3. The Interview Committee will consist of the following individuals:

A. The Superintendent.

B. A School Board Member.

C. The Elementary Building Principals for an Elementary teaching position.

D. The Junior and Senior High Building Principals for a Jr/Sr High teaching position.

E. A teacher from the appropriate grade level or discipline.

F. The Activities Director (if an extracurricular activity is included with the teaching assignment).

Interview Committee (for Building Principal, Activities Director Positions)

1. An Interview Committee will be established, and the make-up of the Committee determined by the Superintendent and a School Board Member.

2. The purpose of the Committee would be the following:

A. Assist in the selection of candidates to be interviewed and assist in the actual interview of the finalist/s.

B. Provide input pertaining to each candidate interviewed.

C. When all interviews are completed, the Committee will have discussion pertaining to the candidates interviewed. If an agreement cannot be reached by the committee as to which candidate will be recommended to the School Board to receive a contract, the Superintendent and School Board Representatives will make the decision.

3. The Interview Committee will consist of the following individuals:

- A. The Superintendent
- B. Two School Board Members
- C. The Building Principals
- D. The Activities Director
- E. A Teacher from the building where the vacancy exists

(An additional teacher may be added if the Board Representatives and Superintendent feel it is necessary.)

Interview Committee (for Superintendent of Schools)

1. An Interview Committee will be established, with the make-up of the Committee determined by the School Board.

2. The purpose of the committee would be the following:

A. Assist in the selection of candidates to be interviewed and assist in the actual interview of the finalist/s.

B. Provide input pertaining to each candidate interviewed.

C. When all interviews are completed, the committee will have discussion pertaining to the candidates interviewed. If an agreement cannot be reached by the committee as to which candidate will be recommended to the School Board to receive a contract, the School Board will make the final decision.

Hiring Procedure for Business Manager

A. An Interview Committee will be established, with the make-up of this Committee determined by the Superintendent and the School Board President.

B. If an agreement cannot be reached by the Committee as to which candidate would be recommended to the School Board to receive a contract, the Superintendent and a School Board Representative will make the decision.

Hiring Procedure for Technology Coordinator, Facilities Director, and Food Service Director

A. An Interview Committee will be established.

B. The Interview Committee will consist of the following individuals:

1. The Superintendent
2. A School Board Member
3. The Building Principals
4. Other individuals the Superintendent/School Board feels would be helpful to the process.

C. If an agreement cannot be reached by the Committee as to which candidate will be

recommended to the School Board for employment, the Superintendent and School Board Representative will make the decision.

To help expedite the hiring process, if a situation were to occur where the finalist/s for a position have been interviewed previously or employed in the school district temporarily or permanently, the Building Principals, Superintendent, and a School Board Representative would have the option to recommend a candidate to the School Board without conducting an interview.

Present staff will be notified of job vacancies.

A candidate to be employed by the School District will need to have a State and Federal background check completed, with favorable results obtained.

No candidate is to be employed for, or assigned to, a position where his/her evaluation will be made partly or entirely by a person to whom he/she is related.

Valley City Public Schools is an Equal Opportunity Employer.