

# PROFESSIONAL STAFF HIRING

Code **GCF-R** Issued **12/16**

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## The Application Process

Each individual seeking employment in the district must apply in writing. The district will require each applicant to submit the following documents to the district office as part of the application process:

- application form
- South Carolina teaching credential
- college transcripts (undergraduate and graduate, if applicable)
- three professional references

The district does not consider the individual's application file complete until the district office has received these documents.

Generally, the district will request that the applicant submit a health verification form only if he/she is chosen for the position. At the time of initial employment, each employee must submit the health verification form.

In addition, the district requires that the employee submit, at the time of employment, all required personal information, data, and documentation to the district office.

## Selection of Professional Personnel

The superintendent and/or his/her designee will receive all applications for professional job vacancies. The superintendent or his/her designee, in consultation with the principal of the school involved, will then perform the initial screening.

The superintendent has the authority to decide when and/or how structured interview techniques may be used, who will conduct the interview, and who may assist/participate in the interview process. In making the decision, the superintendent may consider such factors as the level and/or impact of the position, areas of responsibility, and the relationship of the position to other positions on the organizational chart. The principal of the school involved should be part of the screening and interviewing process.

The general procedures and requirements for recruiting and selecting individuals for district-level and school-level positions will be similar.

If so directed by the superintendent, the principal/director will continue the screening process. The steps will include verification and evaluation of references and credentials. (The applicant's "credentials" are defined as college or university transcripts, teaching credentials, professional experience, health certificates or professional examination scores, etc.)

The principal/director is responsible for reviewing the references and credentials of the applicant, as well as other application data. Utilizing the information gained during this phase of the selection process, he/she will make a determination as to who will be invited to participate in the interview process. The principal/director will schedule and conduct each interview.

Upon the completion of the selection of the most qualified applicant for the position, the principal/director will submit a final recommendation to the superintendent. The superintendent

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may accept or reject the recommendation. The superintendent will recommend the applicant for employment to the board.

However, prior to the initial employment or final validation of contract, the superintendent or his/her designee will ensure that the candidate is legally eligible to work in the district. The district will utilize the federal work authorization program, E-Verify, for verification of work authorization submitted by an employee. Once hired, the employees must complete the required Form I-9 no later than three days following his/her first working day. The district will also request a criminal record history from South Carolina Law Enforcement Division along with a National Sex Offender Registry search in full compliance with board policies GCF and GBEBDA\*.

The final decision regarding employment in the district will be made by the board.

The superintendent or his/her designee will notify the candidates who were interviewed but who were not selected that the position has been filled.

Issued 7/1/79; Revised 8/14/85, 9/85, 11/16/87, 4/25/96, 1/24/05, 12/12/16