



## Independent School District #38

### School Board Policies & Procedures Manual

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#### 401.3 PROFESSIONAL STAFF HIRING

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The Board of Education has the legal responsibility of approving the employment of all employees. While this responsibility cannot be waived, the board assigns the superintendent the process of recruiting staff members. In carrying out this responsibility, the superintendent will involve various administrative and teaching staff members as needed. All personnel selected for employment must be recommended by the superintendent and approved by the board. To aid in obtaining the most qualified staff members for our schools, the board adopts the following general criteria which shall be utilized in the selection process for initial employment.

1. There will be no discrimination in the hiring process due to age (over 40 years), race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, sexual orientation, or disability.
2. Candidates for junior and senior high school positions should have a major or its equivalent - 30 semester hours - in the teaching field. Elementary candidates should have a major or its equivalent - 30 semester hours - in elementary education or in the special areas to which they will be assigned.
3. The highest quality of instruction is enhanced by a staff with a wide variation in educational preparation, background, and previous experience. Concerted efforts will be exerted to maintain this variation in the staff, with notification of such vacancies sent to area and state employment agencies.
4. Candidates for teaching positions should provide evidence of meeting the state requirements for regular certification status. In cases of absolute necessity, holders of provisional or temporary

certificates may be employed in regular full time capacity not to exceed one year.

5. Candidates that apply for a teaching position will receive a personal reply, printed information, and an application form.
6. Recruitment procedures shall not overlook the talents and potential of individuals already employed by the district. A present employee of the district may apply for any vacant position if he/she meets certification and other stated requirements.
7. Candidates shall not be offered a contract to teach in School District No. 38 until they have had an opportunity to visit the school, if feasible, and to have all questions regarding employment satisfactorily answered.
8. As part of the selection process, the building principals, will have an opportunity to interview prospective candidates for the position. However, the superintendent shall be responsible for final selection and for recommending nominees to the board. The board shall appoint only those candidates who have the superintendent's nomination.

In addition to the above general criteria, the superintendent will submit to the board for approval specific criteria dealing with each vacancy. These specific criteria will describe those competencies needed for success in the position.

In the event that the specific or general criteria are not being met by a particular candidate being recommended, it shall be the responsibility of the superintendent to point out the deficiencies to the board so that they may act accordingly. Should the board not approve the employment of a candidate being recommended by the superintendent, it shall be the duty of the superintendent to make another recommendation.

The employment of any staff member is not official until the contract is approved by the board and signed by the candidate.

The employment sequence shall be as follows:

1. Approval of candidate by the board, contingent on local, state and federal background check.
2. The verbal offer of employment to the candidate.
3. Verbal acceptance by the candidate.
4. Contract sent to the candidate.
5. Candidate's acceptance as signified by a signed contract returned to the superintendent within ten (10) days.

Previous Policy #2-1

ADOPTED: June 14, 1983  
Amended: February 18, 2015