|  |
| --- |
| **RECOMMENDATION TO HIRE CLASSIFIED PERSONNEL****Please note:** Do not offer the position to a candidate until authorized by the Superintendent or HR.It is the intent of the Blaine School District to hire: |
| NAME: |  | REPLACING: |  |
| POSITION: |  | BUILDING: |  |
| SCHOOL YEAR: |  | START DATE: |  |
| HRS/DAY: |  | JOB POSTING #: |  |
|  |  |  |  |
| **Part 1 Principal/Supervisor** 1. The recommended candidate meets the minimum requirements of the posting.  2. The candidate meets the minimum requirements of Every Student Succeeds Act, if applicable. All Specialized Associates (Para Educators) must provide documentation of HS Graduation. In addition they must provide transcripts confirming at least 72 quarter credits of college course work –OR– provide documentation of passing score on the ETS ParaPro Assessment. 3. Verification of successful past performance through references. ***a. If external candidate, 2 telephone reference check forms are attached to this form.*** ***b. If internal candidate, confirmation of check with prior administrator attached.*** |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  /  |  |  |
|  | Principal/Supervisor print name and sign  |  | Date |
| **Part 2 Personnel** Completion of Sexual Misconduct Disclosure Release form (SPI form 1588). Completion of background check with OSPI. |
|  |  |  |  |
|  | Human Resources Signature  |  | Date |
| **Part 3 Superintendent*** Hiring approval
 |
|  |  |  |  |
|  | Superintendent Signature |  | Date |
| **Part 4 Principal/Supervisor** 1. Position offered and accepted by the recommended candidate. 2. Unsuccessful candidates contacted. 3. Interview Summary Report completed and returned to HR along with application, screening and interview materials. If no competitive interview was required, confirm a meeting took place with the selected candidate where minimum requirements and expectations were discussed.  |
|  |  /  |  |  |
|  | Principal/Supervisor PRINT name and SIGN  |  | Date |

cc: Board Approval set for the month of \_\_\_\_\_\_\_\_\_\_\_\_\_. HR Specialist & Payroll Specialist copied on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.