

**RECRUITMENT AND HIRING OF CERTIFIED STAFF**

All certified teaching and administrative positions are open to all qualified personnel, regardless of sex, race, color, national origin, or handicap.

1. All letters of inquiry and applications shall be directed to the superintendent's office, to be retained in that office.
2. In the event of a job opening, the superintendent and area principal shall:
  - a. Survey available applications and publish the vacancy with appropriate agencies.
  - b. Post an official notice of vacancies on a bulletin board in the central office.
3. Before considering selected applicants, reference people may be contacted.
4. The area principal will be in charge of any interviews. Department heads, teachers in the same subject area or grade or other related certified teaching personnel may be invited to participate in the interview. The superintendent shall be notified of all interviews and may participate in interviews as believed necessary.
5. The principal and the superintendent will make personnel recommendations to the Board. Names and addresses will be available to the Board of Education of other applicants considered for hiring. Dossiers of recommended personnel will be available to Board members prior to the board meeting, in the central office.
6. Candidates for principal positions should be introduced to Board members available and Board members may be invited to participate in any interviews with principal candidates.
7. The School Board shall make contract offers through the superintendent.

**Rev. 11-08-93**  
**Rev. 02-12-90**  
**Rev. 03-10-87**

**(BP)**