

## STAFF HIRING PROCEDURES

It is the desire of the Wise County School Board to recruit, hire and retain the best possible qualified applicants.

The Superintendent is responsible for developing procedures for advertising vacancies and new positions. Those procedures will be designed to ensure that all openings are properly advertised to give all interested and qualified parties the opportunity to apply. While most positions will be filled using those procedures, the School Board may, at the request of the Superintendent, fill positions in other ways. For example, the School Board may authorize the filling of a position to accommodate the disability of an employee, to transfer an employee when it is determined to be in the best interest of the school division, to satisfy the rights of employees returning from leave, to move an employee whose performance is unsuccessful to a position in which the employee might be successful or to discipline an employee for conduct deficiencies.

Current division employees are given an opportunity to apply for positions for which they are qualified.

Vacancies and new positions within the division are advertised on the internet, in each school and in the Central Office.

The applicant determined to be the best qualified shall be selected for a vacant or new position, regardless of whether the applicant is an internal or external candidate.

Application for employment in the Wise County Public Schools for all administrative and teaching positions must be completed online. Applications can be completed on the Wise County Schools' website under employment opportunities. [www.wisek12.org](http://www.wisek12.org).

Application for employment in the Wise County Public Schools for any support staff personnel positions must be completed online. Support staff personnel are those employees who need not hold a license issued by state education authorities in order to obtain their positions. This category includes, but is not limited to, non-licensed administrative positions, clerical, maintenance, transportation, food services and aides. Applications can be completed on the Wise County Schools' website under employment opportunities. [www.wisek12.org](http://www.wisek12.org).

It is the responsibility of the applicant to furnish accurate information and any falsification of either information or credentials is cause for dismissal or refusal to employ.

Amended: May 12, 2015

Amended: May 12, 2020

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78.

Cross Refs.: AC Nondiscrimination

GA Personnel Policies Goals

GCDA Effect of Criminal Conviction or Founded Complaint of Child Abuse or Neglect