

## **SELECTION OF SUPPORT PERSONNEL GUIDELINES**

The Amber-Pocasset Public School District wishes to clearly delineate equal employment opportunity to avoid unintentional discriminatory practices, while at the same time selecting the right employee for each job.

1. It is the policy of this district to provide equal opportunity for employment, retention, and advancement of all people, regardless of race, color, creed, national origin, sex, age, handicapping condition, sexual orientation or veteran's status.
2. Once each year the administrative staff will review all personnel staff assignments to ensure the most effective utilization possible of staff time and capabilities. Personnel evaluations conducted in accordance with current school laws of Oklahoma will be utilized in this assessment.
3. A system of uniform procedures for methods of recruiting, screening, selecting, and assigning personnel will be followed.
4. Applications for positions will be received at any time; applications will be kept active for a period of one year from the date received. All perspective employees will be required to complete a job application form for employment. Every person will be asked to indicate if the position desired is to be full-time or part-time employment.
5. Each support person employed by the Amber-Pocasset Public Schools will be presented with a thorough job description of the work expected of them in their normal duties.
6. Each employee will also be given a copy of support personnel policies that all employees are expected to follow during their employment..
7. Support employees shall be employed for a ninety (90) calendar days probationary period during which time his/her work will be thoroughly evaluated. At the end of this probationary period, the employee will have a conference with his/her supervisor. At this time the decision will be made to continue or terminate employment. After successful completion, the employee shall be granted all rights of regular employment as provided by statute.
8. It is the policy of the Amber-Pocasset Board of Education to take action concerning renewal or nonrenewal of all support employees' contracts before June 30 each year.