

Distributed to Administration/Leadership meeting

Meeting: December 1, 2025

[Hiring](#)

Hiring Highly Certified Staff:

This procedure applies to all schools within the district, the Human Resources Department, and all administrators involved in hiring or staffing decisions.

Procedure Steps

1. Finalization of Staffing Vacancy Procedure

1.1 The Human Resources (HR) Department shall draft and/or update the district's procedure governing the filling of staffing vacancies.

1.2 The procedure must include:

- Requirements for ensuring all staff are properly licensed or hold an approved waiver from the Department.
- Steps for verification of licensure/waiver status before hire.
- Timelines and responsible parties for each step in the hiring process.

1.3 The finalized draft shall be reviewed by:

- The Superintendent (or designee), Assistant Superintendent of Staff and Finance
- The Director of Human Resources, and
- Hiring Chair (principals, department head, directors)

2. Administrative Review and Approval

2.1 Once finalized, the staffing vacancy procedure shall be submitted for approval to the appropriate administrative body — typically:

- The Superintendent and/or
The Superintendent (or designee), Assistant Superintendent of Staff and Finance

- The Director of Human Resources, and
- Hiring Chair (principals, department head, directors)

Responsible Parties

- **Human Resources Director:** Drafts, finalizes, and disseminates procedure; prepares documentation.
- **Superintendent:** Approves and certifies final version; ensures submission to Department.
- **School Principals and Central Office Administrators:** Implement and adhere to the approved procedure.