

CSD 13 SCHOOL BOARD

POLICY NUMBER: 7.01

(NEPN/NSBA: GCF)

Adopted: 1/5/93

Previous Revisions: 1/2/96, 3/1/04, 11/3/09

Revised: 10/4/16

HIRING PROCESS

1. When a resignation is accepted or a new position is created by the School Board, the steps listed below will be taken to assure that the position is filled by the candidate with the best qualifications. The term “anticipated opening” will be used in all procedures when the Superintendent receives notice that a resignation will be submitted, or anticipates that a new position will be added. Forms to support this policy will be developed by the Superintendent.
2. For new positions, a job description shall be approved by the School Board prior to the presentation of a nomination for the position. For existing positions, the job description may be updated subject to School Board approval.
3. The Superintendent, or designee, will place advertisements for open positions using appropriate newspapers, academic and professional websites and social media outlets. The position will be posted in all schools, and members of the appropriate bargaining unit will be informed of the vacancy as specified in the negotiated agreements.
4. For positions requiring certification, candidates will be asked to submit a letter, an application form, a current resume, copies of transcripts, three references, and a copy of certification. For positions not requiring certification, candidates will be asked to submit a letter of application, an application form and three references.
5. The Superintendent’s office will maintain appropriate records on each applicant for each position for up to one year.
6. When the application deadline is passed, the applicant file will be sent to the evaluator (supervisor for position being filled) for screening-
7. The evaluator shall:
 - A. Form an interview committee for each certified teaching vacancy including the Superintendent or the evaluator and when available a School Board member, a teacher, a parent, a community member and, at high school level, student. No committee member will fill more than one role on an interview committee.
 - B. Form an interview committee for each non-certified vacancies, including the evaluator, the supervisor, at least one staff member appropriate to the position, a parent and, at high school level, a student, and, if appropriate, the Special Services Director. No committee member will fill more than one role on an interview committee.

- C. Screen each candidate's application materials using a predetermined set of criteria following District goals.
 - D. Select candidates for interviews.
 - E. Provide application materials for review by interview committee members as soon as available.
 - F. Prior to initiating an interview, check at least one reference for each applicant selected for an interview using structured reference questions.
 - G. Contact each candidate to determine continued interest in the position and schedule an interview.
 - H. Function as chair of the interview committee.
8. Conduct of interviews.
- A. All selected candidates for a position will be interviewed by the same committee. Only committee members who attend all interviews will be permitted to participate in the discussion of the candidates.
 - B. Using consensus, the committee will develop criteria for the selection of a preferred candidate.
 - C. The interview committee will meet prior to the first interview to review the structure of the interviews, the nature of legal and illegal questions, the importance of confidentiality, and each candidate's materials. To protect the school district and the candidates, all information and discussion during the interview committee's work must be strictly confidential.
 - D. Interviews will be structured so each candidate is asked the same list of questions addressing position responsibilities and selection criteria and is allowed approximately the same amount of time and opportunity to answer.
 - E. The Interview Committee Chair will intervene if an illegal question is asked.
 - F. When possible, decisions on the final candidate to be recommended to the Superintendent should be reached by consensus.
 - G. All written notes and recommendations from each member must stay within the interview setting. Should interviews take place over more than one day, the materials will be collected and made available to committee members when deliberating the final recommendation. When the committee work is completed, all materials will be collected by the Interview Committee Chair and the entire file returned to the Superintendent's office.
 - H. After the interview committee has recommended a preferred candidate (and a second choice if possible), the Interview Committee Chair will complete a full check of references and any other fact finding for the preferred candidate prior to forwarding the Committee's recommendation to the Superintendent.
9. The Interview Committee Chair will check references and gather such additional information about the finalist as seems necessary before forwarding the nomination to the Superintendent. If someone other than the interview committee's choice is to be nominated, the Superintendent will inform the Board.
10. The Superintendent will offer the position to the finalist, subject to School Board approval, discuss salary and starting date, and determine whether the position will be accepted. If the

position is verbally accepted, the evaluator will notify other candidates who were interviewed. At the next School Board meeting, the Superintendent will nominate the candidate unless the School Board has previously voted to authorize the Superintendent to take other action. The School Board authorizes the superintendent to employ the candidate selected for non-certified, support staff and coach/advisor positions.

11. Following a favorable School Board vote, the Superintendent will issue a contract to nominees holding appropriate certification. If certification is pending, a letter of employment will be sent instead.