

## **Policy DKAA-A: Hiring Process for Non-Benefited Positions**

The hiring process for non-benefited positions in Garfield County School District is designed to ensure fairness, compliance, and quality in the selection of qualified personnel. While the general structure mirrors the full-time hiring process outlined in DKAA, this version accounts for the specific needs and flexibility of part-time employment.

The supervisor is responsible for the following process:

1.1 Resignation or Vacancy Confirmation: The supervisor must collect a resignation letter from the departing employee. If unavailable, the supervisor may submit a written explanation. The departure date must be provided to the payroll specialist prior to posting.

1.2 Job Description: The hiring supervisor must develop a job description outlining the qualifications, responsibilities, salary expectations, and start date. This must be shared with the payroll specialist prior to posting or selection from the applicant pool.

2.1 Posting Approval: Supervisors must receive approval from the superintendent or business administrator to post the position or to select from an existing pool of applicants from an ongoing posting for similar positions.

2.2 Ongoing Postings: The district may maintain general job postings for commonly hired part-time positions (e.g., paraprofessionals, aides). Supervisors may select from this pool without requiring a new posting.

2.3 Application Requirement: All applicants must apply through the district's online application portal.

3.1 Applicant Review: Supervisors will screen applicants for basic qualifications aligned with the job description. Those who meet qualifications may be interviewed.

3.2 Committee Composition: A minimum of three committee members must participate in the hiring process.

3.3 Interview Process: The committee will interview selected applicants and evaluate them using a scoring rubric aligned with the job description.

3.3.1 If only one applicant applies for a position, the hiring supervisor may conduct an informal interview to assess the applicant's qualifications. If the supervisor determines that the applicant is capable and meets the requirements of the position, they may extend an offer of employment, pending completion of all required hiring documentation and background checks and board approval.

**3.4 Limited Applicant Pools:**

- If fewer than three qualified applicants are available, non-qualified candidates may be interviewed at the supervisor's discretion.
- If there are more than five qualified applicants, the hiring committee may conduct a pre-screening process to narrow the pool.

#### 4. Selection and Notification

4.1 Selection Recommendation: The supervisor finalizes the committee scoring, conducts reference checks, and recommends a candidate.

4.2 Hiring Decision: If the supervisor does not follow the committee recommendation, a written rationale must be submitted to the superintendent and shared with the committee (maintaining confidentiality).

4.3 Board Contingency: Offers are contingent upon Board of Education approval and satisfactory background clearance.

4.4 Candidate Notification: The supervisor contacts the successful candidate to inform them of the committee's decision. The offer is contingent upon Board of Education approval.

3.9.1 Instruct the new hire to schedule a background check with the district office and bring the required documents for onboarding. **The employee may not begin any job duties until this requirement has been completed.**

- Current Driver's License
- Social Security Card
- Voided Check or Savings Deposit Slip

9.10 Submission of Hiring Documentation: The supervisor is responsible for notifying the Payroll department about the hiring committee's recommendation and submitting the following hiring documentation:

- List of Hiring Committee members.
- Hiring Committee scoring (excluding personal notes).
- List of all applicants and those interviewed.
- Name of the applicant recommended for the position.
- Recommended start date and Salary Schedule.
- Authorization for up to ten years of experience, pending district verification.
- Signature of the Administrator.

9.11 Notification to Applicants: The supervisor will contact applicants to notify them of the hiring decision.

- Non-Interviewed Applicants: Send a letter or email.
- Interviewed Applicants: Supervisor must contact by phone or in person.