

VACANCIES AND HIRING

Certified Vacancies

- Administrator/Supervisor notifies the superintendent and human resources that a letter of resignation/retirement has been received and they want to advertise for the position
- The vacancy is posted in-house for three days and then is posted to the public
- Vacancies are posted:
 - District website
 - Facebook
 - Instagram
 - State Department of Education employment site (EdjobsIdaho)
 - Zip Recruiter (paid service)
 - Indeed (using free service)
- Contacts are made with CSI for assistance in filling vacancies
- Contacts are made with other colleges and universities by human resources and the administrators
- Positions are posted until filled
- Applications are generally received by the district office. If by email, they are forwarded to the administrator. If by paper, the administrator is notified.
- Administrators review the applications and email the superintendent and human resources with a list of applicants they wish to interview.
- The administrators initiate the interview process once the superintendent gives approval.
- The building administrator develops an interview process. All administrators participate in the interview process and use a leadership team or select teachers from grade level and/or the subject area, and/or other staff members depending on the vacancy
- After the interview process, the administrator will send an email to the superintendent and to human resources with a recommendation to hire. Upon approval of the recommendation, the administrator will notify the candidate. If the candidate accepts, the administrator will direct the candidate to contact human resources.
- The candidate's name is placed on the agenda for board approval

Non-certified Vacancies

- Administrator/Supervisor notifies the superintendent and human resources that a letter of resignation/retirement has been received and they want to advertise for the position
- The vacancy is posted in-house for three days and then is posted to the public
- Vacancies are posted:
 - District website
 - Facebook
 - Instagram
 - Indeed

Positions may be posted:

- Zip Recruiter (paid service)
- Indeed (using free service)

- State Department of Education employment site (EdjobsIdaho)
- Applications are generally received by the district office. If by email, they are forwarded to the administrator/supervisor. If by paper, the administrator is notified.
- Administrators/supervisors email the superintendent and human resources with a list of applicants they wish to interview.
- The administrator/supervisor initiates the interview process once the superintendent gives approval.
- The building administrator or supervisor develops an interview process. All administrators/supervisors participate in the interview process and use a leadership team or select teachers or other staff members depending on the vacancy
- After the interview process, the administrator/supervisor will send an email to the superintendent and to human resources with a recommendation to hire. Upon approval of the recommendation, the administrator will notify the candidate. If the candidate accepts, the administrator will direct the candidate to contact human resources.
- The candidate's name is placed on the agenda for board approval