

PERSONNEL - CERTIFIED**ADMINISTRATIVE REGULATIONS REGARDING HIRING PROFESSIONAL STAFF****I. TEACHERS, COACHES, AND NURSES**

- A.** When a vacancy occurs, the assistant superintendent for personnel will seek the most qualified candidates from available certified candidates. These candidates may be from among current employees, applications on file, respondents to ads, college recommended candidates, or other sources.
- B.** The most promising candidates available will be interviewed by a committee of building and district administrators, faculty, and other relevant stakeholders. This process shall be accomplished through careful consideration of credentials, references, interviews, and evaluation of previous performance.
- C.** The committee will forward the top candidate(s) to the assistant superintendent for personnel for further consideration and an additional interview round.
- D.** The assistant superintendent for personnel will recommend the top candidates to the Superintendent of Schools for approval.
- E.** After approval of the recommended candidate, the Superintendent of Schools will vote on approval.

II. ADMINISTRATORS

- A.** The superintendent of schools will be responsible for the procurement and recommendation to the Board of all candidates for administrative positions below the rank of superintendent.
- B.** Administrative positions will be advertised within the school system and, in accordance with the Board's preference, outside the school system. The Board may employ a consultant to aid in the process of procuring capable candidates.
- C.** The superintendent, utilizing, if deemed necessary, will identify the most qualified candidates to be interviewed by a committee which shall include the superintendent, assistant superintendents, representatives from the Board of Education, and, as appropriate, a representative from the other administrative staff.
- D.** The initial interviewing committee will select the finalists to be interviewed by a committee of parents and staff. Students and administrators may be included on this committee if appropriate. This interviewing committee shall share with the Board of Education their perceptions of the strengths and limitations of each finalist.

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- E.** The Board of Education will interview the finalists. Each Board of Education member who participates in the initial interview round will identify for the superintendent those candidates, if any, which they could not support.
- F.** The superintendent will recommend to the Board of Education a candidate to be hired for the position. The Board will vote on the superintendent's recommendation.

III. NON-CONTRACT POSITIONS**A. Hourly Employees**

- 1.** Budget and program approval by the Board represents Board approval for hiring hourly employees for those programs. Hourly staff includes homebound instructors, adult education instructors, compensatory education tutors, etc.
- 2.** The assistant superintendent for personnel, working collaboratively with the administrator responsible for the program, will seek out and select the best possible candidates and authorize employment.

B. Substitute Teachers and Nurses

- 1.** The assistant superintendent for personnel will be responsible for maintaining a list of the most qualified substitute teachers to substitute for short and long term absences of regular teachers and nurses.
- 2.** The list of nurse substitutes will be updated regularly with the assistance of the school system's coordinator of nurses. Licensed registered nurses or persons with bachelor's degrees in nursing licensed by the state will be used for substitutes.

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