#401.1 CERTIFIED STAFF SELECTION PROCESS

I. GENERAL STATEMENT OF POLICY

A. Administration sets certified staffing FTE’s and assignment plans for the next school year, which is then approved by the board.

B. Licensed staff is assigned by building administrators. Any remaining open positions are posted to staff and outside agencies. Administration will notify licensed staff of open positions as per the Teachers’ Master Agreement. Staff members who are qualified and interested must apply for an open position according to arranged timeline and posting deadlines, and according to the Teachers’ Master Agreement.

C. Building/district administration will identify the interview team as appropriate. A standardized process will then be established for selecting candidates and conducting interviews. After interviews are completed, input regarding the most qualified candidate or candidates (for multiple openings), will be given by the interview team if used. If a consensus is not reached by the interview team, the supervisor/administrator will make a recommendation to the superintendent. The superintendent will make the final decision on the hiring recommendation to the school board. All applicants will be notified when the position(s) has/have been filled.

D. If positions become open after the original postings, the superintendent will determine whether to fill those positions on a temporary or permanent basis.

E. Positions to be opened on a permanent basis will be posted to staff as in (B) above. Temporary openings will be posted to staff at the end of the following school year if the position still exists. Union contractual terms pertaining to the hiring and bumping processes will take precedence over this policy.

F. Will meet and confer, re: policy revisions.