

#### **4.00 RECRUITMENT AND EMPLOYMENT OF INSTRUCTIONAL STAFF**

Instructional staff positions shall be created only with the approval of the Board of Education. It is the Board's intent to activate a sufficient number of positions to accomplish the School District's educational goals and objectives.

Before any new position is established, the Superintendent should present for the Board's approval, a job description for the position, which specifies the job holder's qualifications, the job's performance responsibilities, and the method by which the performance of these responsibilities will be evaluated. The Board also desires the Superintendent to develop a comprehensive and up-to-date set of job descriptions of instructional positions in the school system.

The Board expects the Superintendent, with the assistance of the administrative staff, to determine the personnel needs of the school system and the individual schools and to recruit the best qualified candidates to recommend for employment. The search will take into consideration the characteristics of the community and the school system as well as the need for staff members from various backgrounds and with differing levels of experience. Relatives of Board members may be recruited as teachers provided that the Board member does not vote for or participate in any way in the recruitment or decision-making process and does not have a pecuniary interest in the employment of his/her relative. The appropriate building administrator will be expected to be involved in recruiting and interviewing. The Superintendent's recommendation will reflect, although not necessarily concur with, that administrator's appraisal of the candidate's qualifications.

The Board of Education recognizes that it is vital to the successful operation of the District that positions created by the Board be filled with the best qualified personnel. The Superintendent shall determine the personnel needs of the District.

The Board shall approve the employment, and also, when not covered by the terms of a collective bargaining agreement, fix the compensation, and establish the terms of employment for each instructional staff member employed in the District;

Any instructional staff member's intentional misstatement of fact material to qualifications for employment or the determination of salary may be considered by the Board to constitute grounds for dismissal.

The employment of instructional staff members prior to approval by the Board is authorized when their employment is required to maintain continuity in the educational program. Employment shall be recommended to the Board at the next regular meeting.

The Superintendent shall:

- A. Recommend candidates who, in his/her judgment, are best qualified to perform the duties of the position they are to fill without regard to race, sex, religion, age, creed, ancestry, national origin, or disability. Compliance with all state and federal laws, and Board policies shall be required.
- B. Seek candidates for employment who possess the following attributes:
  1. Appropriate educational training and experience;
  2. Scholarship and intellectual vigor;
  3. Good character;

4. Appreciation of children;
  5. Good health and physical efficiency; and
  6. Emotional and mental maturity.
- C. Use discretion in administering such screening tests as may bear upon the candidate's ability to perform tasks of the potential assignment.
  - D. Seek such recommendations from former employers and others as may be of assistance in assessing the candidate's qualifications. Such records shall be retained confidentially and for official use only.
  - E. Conduct a criminal background check on the recommended candidate. Checks on other candidates may be made at the discretion of the Superintendent, or his/her designee.
  - F. Interview each candidate recommended for employment to the Board, or delegate such responsibility.

Note: In the event that the Superintendent's nomination would violate state law, the Board may designate another individual to nominate a candidate for employment.

#### Certificates/Licenses and Transcripts

Instructional employees shall maintain a valid certificate/license for their positions for the current school year.

Each teacher shall file in the office of the Superintendent of Schools a valid educator certificate or license, official transcripts covering all college credits earned to date, and any other required reports or documentation. The Superintendent shall then report receipt of such materials to the Treasurer who shall authorize salary payments.

Responsibility for compliance with this policy rests with the teacher, and no salary payments shall be made prior to the filing of the above documents. Failure to record with the Superintendent, or designee, evidence of a valid, current certificate/license shall render the employee's contract null and void.

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