

PERSONNEL

Employment Selection Process – Administrative Employees

All administrative job openings shall be posted on the District's designated website as well as on various recruiting websites, in newspapers or other periodicals as well. Résumés/applications for open positions are submitted and received via the District's online hiring and recruiting web portal. All résumés/applications submitted by applicants are screened by the hiring manager and/or Human Resources for minimum requirements of the position. The personnel files of internal applicants who meet minimum requirements of the position are reviewed by the hiring manager and/or Human Resources and unless information in the personnel files would indicate the applicant is not a suitable candidate for the position, résumés/applications from internal candidates, along with those from external candidates who meet minimum requirements of the position, are forwarded to the Interview Committee. The Interview Committee will review all résumés/applications forwarded to them from Human Resources and/or the hiring manager.

Initial Interviews

- A. Qualified applicants for Principal and Assistant Principal positions shall be interviewed by an Interview Committee comprised of Human Resources and other administrators as designated by the Superintendent. After the interview, the Interview Committee shall discuss the candidate and determine, in its reasonable good faith business judgment, if the candidate should be invited for a second interview.
- B. Qualified applicants for other administrative positions shall be interviewed by an Interview Committee. This committee shall be established based upon the position that is open. The Interview Committee will always be comprised of a minimum of three (3) members, one of which will be Human Resources representative. After the interview, the Interview Committee shall discuss the candidate and determine in its reasonable good faith business judgment if the candidate should be forwarded on for a second more in-depth interview with the Final Interview Committee.

Performance Tasks

Job applicants may be required to complete a performance task. The purpose of a performance task is to assess skills in authentic tasks that the individual will encounter in their day to day work. Prior to administering the performance task, the interview team must submit the assessment to the Chief Human Resources Officer or designee for review and approval to ensure any such performance task does not provide an unfair advantage to any particular candidate and that it is fair, equitable, and in compliance with Board policy.

Recommendations for Hire

Once the best candidate for the open administrative position has been identified, the recommendation for hire will be submitted to the Superintendent for approval along with the rank order of the candidates considered. After approval of the Superintendent, Human Resources prepares an administrative appointment recommendation for Board approval at the next scheduled school Board meeting.

New Hires

After Board approval, candidates selected for hire are notified and may begin employment subject to pre-employment requirements such as Immigration Investigation, Criminal History Background Investigation, physical examination and pre-employment drug and alcohol testing.

LEGAL REF.:

CROSS REF.: 3.50, 5.08, 5.10, 5.30, 5.40

Adopted: August 27, 2002

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