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401.1 PERSONNEL HIRING PROCEDURES

I. PURPOSE

The purpose of this policy is to outline the requirements for hiring personnel.

II. GENERAL STATEMENT OF POLICY

1. The school personnel committee is a designee of the School Board.
2. For new positions, the school personnel committee will place ads, approved by the school board after consultation with the school personnel committee. If no job description exists; the school personnel committee will write one and get it approved by the Board.
3. The school personnel committee will create hiring criteria, interview questions, and any other necessary documents for the hiring process. Hiring criteria shall be approved by the school personnel committee.
4. The school personnel committee will screen applicants.
5. The administrator will schedule interviews with the most qualified candidates and use the EPLS database to ensure proposed contractors are not debarred or suspended.
6. The school personnel committee will select the best candidates.
7. An expanded interview team will consist of:
 - the school personnel committee,
 - other appropriate staff or board members may be included as determined by the school personnel committee.
8. The expanded interview team must commit to interviewing all final candidates for the position and sign a confidentiality agreement regarding the data privacy rights of the candidates. Reference checks of the candidate will occur at this time.
9. The school personnel committee will coordinate the formation of the expanded interview team, inform the team of appropriate information on the candidate and schedule and conduct the expanded interviews.

10. Expanded interviews should inform the candidate about Vermilion Country School and position details.
11. After all final interviews for a position, the interview team will discuss the candidates. Results of reference checks and each candidate's resume shall be reviewed. By using the fist to five voting process, the finalist will be chosen. If after 3 fist to five votes are completed and no consensus is reached then a simple majority vote will be used.
12. The school personnel committee shall finalize the variables on the contingent contract offer, including salary if within approved guidelines. Approval by the school personnel committee is necessary if salary or contract variables are outside of Vermilion Country School's appropriated costs.
13. The administrator will call the candidate to make a contingent contract offer.
14. The candidate will have 72 hours to respond to the offer.
15. The administrator will fill out a new contractor form and give it to office manager.
16. The administrator will prepare the contract for services agreement.
17. The administrator will meet with the contractor to sign the contract.
18. The administrator will ensure contractor paperwork is in order.
19. The administrator will make sure I9, W4, Criminal Background check and contractor file are filled out.
20. The school board will ratify (or not) the contract for services.
21. Orientation will be organized by the school personnel committee to explain necessary information.
22. The school personnel committee reserves the right to make immediate part time hires for non-licensed staff with the approval of the school administrator. All immediate part time hires are temporary pending board approval.