

**PROFESSIONAL STAFF POSITIONS,
RECRUITING, AND EMPLOYMENT**

All professional staff positions are created only with the approval of the Board of Education. It is the Board's intent to have a sufficient number of positions to accomplish the school district's goals and objectives.

Before any new position is established, the Superintendent of Schools will 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 search for professional staff will take into consideration the characteristics of the community and the school district as well as the need for staff members from various backgrounds and with differing levels of experience.

Professional staff members may be employed, however, such employment shall be contingent on Board approval. Such employment shall only commence prior to Board approval if the Superintendent determines that employment of the teacher is in the District's educational interest. However, the teacher's employment shall be recommended to the Board at the next meeting.

The Superintendent shall:

- A. Recommend candidates who, in his/her judgment and in compliance with all state and federal laws and Board policies, are best qualified to perform the duties of the position they may fill.
- B. Interview candidates or designate an administrator or supervisor to interview candidates before they are recommended to the Board for employment. Additionally, the Superintendent or designee shall contact any references supplied by the applicant. If the applicant had been employed in another public school prior to applying for the position, the Superintendent/designee shall request all of the public records from the previous employer relating to the applicant. If time permits, the records are to be reviewed before recommending the applicant for employment.
- C. Run 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. In either case, prior notification shall be made.

Certificates/Licenses and Transcripts

Each teacher shall file in the office of the Treasurer a legal educator license to teach the subjects or grades taught, with the dates of its validity, and official transcripts covering all college credits earned to date, as well as any other reports required by the State Board of Education or the Superintendent of Schools.

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.