

### **EMPLOYMENT OF CLASSIFIED PERSONNEL**

Before any new position is established, the Superintendent of Schools will present for the Board's approval, a job description for the position which specified the job holder's qualifications, the job's performance responsibilities, and the method by which the performance of these responsibilities will be evaluated.

Recruitment and selection of classified personnel shall be actively carried out by the Superintendent or designee. The Superintendent shall post notices of job openings and select from among all qualified applicants as appropriate. In addition, other available channels of communication may be used. Candidates should be considered among other things, based on the characteristics of the community and the school district.

Classified employees may be employed prior to approval by the Board. However, such employment shall be contingent on Board approval. Such employment shall only commence prior to Board approval if the Superintendent determines it is in the best interest of the District. However, the employee's employment shall be recommended to the Board at the next meeting.

The Superintendent shall 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 will fill.

Candidates must be interviewed by the Superintendent or designee 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.

The Superintendent (or his/her designee) shall run a criminal background check on each candidate recommended for employment. 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.

LEGAL REFS: O.R.C. §3319.081

Adopted: May 11, 2010