

**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 District's goals and objectives. The District employs only U.S. citizens and others lawfully authorized to work in the United States.

The Board reserves the right to:

- A. Create new positions;
- B. Specify the number of persons to be employed within each job category;
- C. Set the initial salary for a new position not currently covered by a valid negotiated, collectively-bargained agreement.

Before any new position is established, the Superintendent 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 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.

Relatives of Board members may be employed by the Board, provided a member of the Board does not participate in any way in the discussion or vote on the employment when a conflict of interest is involved.

Relatives of staff members may be employed by the Board, provided the staff member being employed is not placed in a position in which he/she is supervised directly by the relative staff member.

Applications for employment will not be accepted from any current Board member. If a Board member wishes to apply for a position, his/her resignation must be accepted by the Board prior to submitting an application and the Board member must not use or attempt to use his/her official authority or influence to secure the employment position.

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

Certificates/Licenses and Transcripts

Each teacher shall file in the office of the Superintendent 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.

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.

Adopted: September 14, 2015