

*Recruiting and Selection of Professional Employees*

The District shall employ and attempt to retain the best qualified professional employees. This shall be accomplished through careful consideration of qualifications, insistence on merit selection, provision of competitive salary schedules, and other forward looking human resources practices in accordance with Policy 4001 Equal Opportunity and Nondiscrimination in Employment Practices.

*Identifying Candidates*

The Director of Human Resources shall use a wide range of sources to secure the most qualified applicants, which may include recruitment fairs, newspaper and online advertising, college placement offices, school visitation and other sources as necessary. Prospective applicants for positions are encouraged to apply online through the District website and to keep their application current.

Applicant interviews are to be held when there are probable vacancies. Efforts shall be made to interview interested candidates from current staff for an available position.

*Application*

The PA Department of Education standard application form shall be used for all professional candidates. State and federally required clearances, letters of reference, transcripts, a resume and cover letter may also be submitted with the initial application.

Upon receipt of application, the procedure is as follows:

- A. Principals, directors and supervisors may be involved in initial application screening.
- B. The Director of Human Resources shall monitor application pools and employ concerted recruitment efforts as needed.
- C. Initial screening interviews and response to a writing prompt occur in the central office. Human Resources personnel shall immediately notify principals regarding the candidates who have successfully completed the initial screening. Following screening interviews principals and their designees conduct second interviews. Candidates who succeed at both levels of the interview process proceed to the demonstration lesson phase of the process. Principals may combine the second and third phases of the process as needed.
- D. Principals or their designees conduct reference checks for the final candidate(s) for the position. The administrator then emails or mails the Professional Staff Recommendation Form to Human Resources so the candidate may be scheduled for a final interview. Any physical documents that have been sent to the building should immediately be mailed to or dropped off in Human Resources.

- E. The Superintendent and a second administrator shall conduct final interviews for all candidates recommended for Professional or Temporary Professional contracts. The Director of Human Resources or designee shall conduct a final interview for all candidates recommended for Long Term Substitute contracts. F. The Director of Human Resources will review salary, benefits and contractual obligations with the prospective employee.

*Selection*

The Superintendent shall make the final selection for recommendation to the Board.

Principals or their designees shall notify candidates who were not recommended as expeditiously as time allows.