

Recruitment and Selection of Non-instructional Employees

The best qualified and most capable personnel available shall be employed to fill all non-instructional positions. Selections shall be made solely on the basis of qualification and ability, in compliance with Policy 4001 *Equal Opportunity and Nondiscrimination in Employment Practices*.

Non-Instructional Employees

Applicants should apply to the Human Resources Department 1 by utilizing the electronic application found under the Human Resources tab of the District's website. Applicants are encouraged to submit additional resume or vita sheet when applying for the position. Applicants who are unable to complete the online application should contact the Human Resources Office for assistance. The following procedure is to be followed after receipt of application.

- A. A principal, director, or supervisor shall access applications online. The Human Resources Office notifies the principal, director, or supervisor of any internal applicants who have expressed interest in the position.

Position descriptions are to be used during all interviewing sessions and shall be shared with applicants. The Director of Human Resources will provide assistance in writing position descriptions upon request.

The screening of potential non-instructional employees are to be processed by the applicable principal, director, or supervisor.

- B. After conducting reference checks candidates may be recommended for employment as follows:
 - 1. A written recommendation will be sent to the Human Resources Office. The recommendation shall include the name and contact information for the recommended candidate, the position the candidate is recommended to fill and the reason for the vacancy, names of those involved in the interview process, confirmation that satisfactory references have been obtained and a recommended start date.
 - 2. The Director of Human Resources or designee will then contact the candidate to discuss the compensation for the position and other relevant employment information.
 - 3. Following acceptance of all required background checks, the candidate is recommended for approval by the School Board at the regular meeting of the Board.
 - 4. The Human Resources Office will then process all new employees to the District.

5. Principals, directors, and supervisors will observe the contractual obligations regarding the ninety-day probationary review period.

Athletic Coaches

When a head coaching vacancy opens at the high school, the following actions shall be taken:

1. The Athletic Director shall inform the Director of Human Resources of a need to post the position.
2. A committee shall be convened by the Athletic Director consisting of the following:
 - a. Athletic Director
 - b. Building administrator of the school involved
 - c. School District Administrator as needed
 - d. A parent who has a direct interest in the program (e.g. has a child actively involved)
3. A paper screen shall be conducted by members of the committee to select qualified candidates to be interviewed for the vacant position.
4. Upon completion of the interview process the committee shall select and recommend a candidate to the superintendent.
5. The Athletic Director or designee shall mail regret letters to all candidates interviewed.

When an assistant coaching vacancy opens at the high school level, the following actions shall be taken:

1. The Athletic Director shall inform the Director of Human Resources of a need to post the position.
2. Once interested candidates are identified, the Athletic Director and the head coach shall schedule interviews to determine which candidate possesses the qualifications necessary to perform the responsibilities of the position.
3. Upon selection of the candidate by the Athletic Director and the head coach, said candidate shall be recommended to the principal for approval.
4. With the principal's approval a letter of recommendation for the candidate shall be sent to the Human Resources Office for processing.
5. The Athletic Director or designee shall mail regret letters to all other candidates interviewed.

When a head coaching or assistant coaching vacancy opens at the middle school, the school shall follow the above process without the need to convene a committee. The building administrator(s) shall conduct the interview and facilitate the selection process.

Adopted: August 5, 1996
Revised: January 17, 2003
Revised: November 2004
Revised: May 2, 2023