

Hiring Process and Criteria

The Board of Trustees has the legal responsibility of hiring all employees. The Board assigns to the Superintendent the process of recruiting staff personnel. The Superintendent may involve various administrative and teaching staff personnel as may be needed in recruiting staff personnel. All personnel selected for employment must be recommended by the Superintendent and approved by the Board.

To aid in obtaining quality staff members, the following factors will be considered: training, experience, personality, character and ability to relate well with students. Every effort will be exerted to maintain wide diversity in staff experience and educational preparation. However, the welfare of the children of the District will be a paramount consideration in the selection of teachers and administrators.

Guidelines

1. There will be no discrimination in the hiring process due to age, sex, creed, color, race, national origin or handicapping condition. See Policy 5120.
2. Candidates for teaching positions shall provide evidence of meeting State requirements for regular certification. In cases of absolute necessity, holders of a letter of authorization may be employed in a regular full-time capacity, not to exceed one year, and only upon receiving prior approval from the Idaho State Department of Education.
3. Candidates for high school and middle school positions should have a major or its equivalent in the specific teaching field(s). Elementary candidates should have a major or its equivalent in elementary education or in the special area of assignment(s).
4. Candidates for all teaching positions should have a minimum over-all grade point average of 2.5 (A-4, B-3, C-2, D-1). All candidates should have a grade point average of 2.75 in their respective major teaching field(s).
5. As required in Idaho Code § 65-505, the District will observe preference for veterans and disabled veterans when considering hiring employees to fill vacancies, selecting new employees or implementing a reduction in force.

The employment of any certified staff member is not official until the contract is approved by the Board and signed by both the Board Chairman and the candidate.

Guidelines

To assist administrators in compliance with the above policy for the hiring of professional staff, the following guidelines shall be utilized:

I. Notice of Vacancies

- A. Vacancies will be posted only after receiving written resignation from a contracted professional employee of the District. When that official resignation has been received, the Superintendent will post notices in all school buildings and the district office.

The Superintendent's Office will post notice of any vacancy within the District. Such notice shall be posted for ten (10) school days within the District for current teachers or administrators to apply for the position.

- B. The principal will give notice to the appropriate administrator, who will prepare a job notice to be 1) sent to all Placement Centers or Universities inside the State of Idaho and 2) advertised in the newspaper of record for the District.
- C. An application or letter of interest will be maintained within the District file for a period of one year from the date of inquiry. It is the responsibility of any applicant who desires to be considered for positions within the District to reactivate his/her file annually.

II. Job Vacancy Notices

Any notice from Salmon River Joint School District #243 will contain the following information:

- A. Position available.
- B. Requirements for completed application, including but not limited to, 1) completed District application form; 2) official transcript of all university or college credits; 3) placement center file; 4) personal resume; and 5) verification or eligibility of Idaho certification.
- C. Timeline for receiving application.

III. Approval

Upon approval by the Board of Trustees, a contract, in a form approved by the State Superintendent of Public Instruction, will be sent or given to the applicant pursuant to the requirements set out in I.C. 33-513. The applicant must sign the contract and return it within ten (10) days from the date the contract is delivered to them. Should the person willfully refuse to acknowledge receipt of the contract or the contract is not

signed and returned to the board in the designated period of time, the Board may declare the position vacant. Should the candidate not be approved, or the person willfully refuse to acknowledge receipt of the contract or the contract is not signed and returned to the board the Superintendent will remand the situation to the building administrator and screening committee to provide the next applicant's name for consideration.

IV. **Certification**

To qualify for employment, each teacher or administrator must have a valid Idaho teaching/administrative certificate on file in the District Office at the beginning of the school year. Salary will be withheld if the certificate is not on file by September 10 of the given year, unless other arrangements with the District Office have been previously made.

Cross Reference: 5111 Background Checks
 5120 Equal Employment Opportunity and Non-Discrimination

Legal Reference: I.C. § 33-512 Governance of schools
 I.C. § 33-513 Professional personnel
 I.C. § 65-505 Officials to Observe Preference
 I.C. § 67-2345(a) Executive Sessions

Policy History:

Adopted on: March 17, 2009

Revised on: