

## **Recruitment, Selection and Employment of Staff**

### **Purpose**

This policy outlines the process by which new employees are recruited, selected and employed.

### **Scope**

This policy applies to the Board of Directors, Superintendent, administrators, supervisors and staff involved in hiring processes.

### **Policy**

#### **1. EMPLOYMENT OF STAFF**

Staff positions will be established by the Board of Directors to provide quality education programs and appropriate support services to the school district. Decisions about hiring, assigning, or transferring staff are based on maximizing the effectiveness of the staff member within the district's programs. The Superintendent is responsible for recommending new or additional positions within parameters established by the Board. The Board will make the final decision for creating new positions or extending/expanding current positions.

#### **2. RECRUITMENT AND SELECTION**

- 2.1. Current and projected staff needs will provide the basis for staff recruitment and selection. The Superintendent establishes the necessary skills, competencies, qualifications, education, experience and past performance levels for each position as it relates to the district's comprehensive program of education and goal of continued improvement in student learning. The filling of individual positions is done with consideration to salary issues, budget parameters and legal parameters.
- 2.2. Staff recruitment includes working with various universities to list current openings, as well as utilizing job boards, professional associations, local community newspapers and communication to current staff.
- 2.3. The Superintendent is responsible for appointing a supervisor to lead each hiring process. The lead supervisor will be responsible for selecting an interview committee subject to approval by the Superintendent. The interview committee will consist of at least three (3) members. It is recommended that the committee be representative of all employee classifications directly affected by the position being hired.
- 2.4. The committee's tasks may include, at the supervisor's discretion, recruiting candidates, screening applicants, interviewing, verifying references, and recommending candidates. The number of candidates selected for interview may vary due to the qualifications of the candidates. The supervisor will convey the recommendations of the committee to the Superintendent. The selection of staff is based on which candidate is the most qualified for the position and is made pursuant to the district's standard screening, interview, and reference check process, and

---

equity requirements. The Superintendent will make the final recommendation of a candidate for employment to the Board of Directors for approval.

**Related Procedures**

5010P1-Equal Employment Opportunity and Affirmative Action

**Policy Cross References**

5001-Hiring of Retired School Employees

5005-Employment and Volunteers: Disclosures, Certification Requirements, Assurances and Approval

5010-Equal Employment Opportunity and Affirmative Action

5238-Personnel Relationships

5239-General Functions

**Policy Legal References**

RCW 28A.400.300 – Hiring and discharging employees — Written leave policies — Seniority and leave benefits of employees transferring between school districts and other educational employers

RCW 28A.405.210 – Conditions and contracts of employment — Determination of probable cause for nonrenewal of contracts — Nonrenewal due to enrollment decline or revenue loss — Notice — Opportunity for hearing

RCW 43.43.830 – Background checks — Access to children or vulnerable persons — Definitions

RCW 43.43.832 – Background checks — Disclosure of information - Sharing of criminal background information by health care facilities

Chapter 162-12 WAC – Pre-employment Inquiry Guide (Human Rights Commission)

P.L. 99-603 (IRCA) Immigration Reform and Control Act of 1986

Title 8 USC, Ch. 12 §1324a and §1324b

**Management Resources**

5000F1-Transmittal of Employee Records

*Policy News*, February 2012

**Policy History**

<b>Action:</b>	<b>Date:</b>
Approved by the Board	November 20, 2002
Revised	April 16, 2008
Revised	December 17, 2014
Revised	

Previous Policy Number: 3016