



**POLICY 403 -- EMPLOYMENT OF PROFESSIONAL EMPLOYEES**

**1. Purpose**

The Board places substantial responsibility for effective operation of the District with professional employees who are employed by the District.

The Board will endeavor to attract, secure, and hold the highest qualified personnel for all positions. The selection procedure will be based upon an alertness to candidates who will devote themselves to the education and welfare of the children attending West Jefferson Hills School District.

**2. Authority**

The Board will approve and fix the compensation for each professional employee employed by the District. It will also fix the term of employment or other conditions that may reflect the difference between full-time and part-time employment.

Such approval will normally be given to those candidates for employment recommended by the Superintendent upon completion of the employment process.

Any employee's misstatement of fact material to qualifications for employment or the determination of salary will be considered by the Board to constitute grounds for dismissal.

The utilization of professional employees prior to employment approval by the Board is authorized when necessary to maintain continuity in the educational program. Retroactive employment will be recommended to the Board at the next regular meeting. No candidate for professional employment will receive recommendation for such employment without evidence of his/her certification.

**3. Delegation of Responsibility**

The Superintendent will develop procedures for the recruitment, screening, and recommendation of candidates for employment in accordance with the following guidelines:

- Candidates will be recruited and recommended in accordance with Board policy and state and federal law.
- No inquiry in regard to race, color, national origin, creed, or sex will be made of a candidate.
- Candidates will be sought who are of good moral character and who possess the following attributes: successful educational training and experience, scholarship and intellectual vigor, appreciation of children, good physical health, and emotional and mental maturity and stability.
- Staff vacancies which represent opportunities for professional advancement or diversification will be made known to district personnel so that they may apply for such positions.

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- Such screening procedures as may be necessary to determine the candidate's ability to perform the tasks for which the candidate is being considered may be applied.
- Recommendations will be obtained from former employers and others as may be of assistance in assessing the candidate's qualifications. Such records will be retained confidentially and for official use only.

When recommending a candidate to be hired, the Superintendent will provide the following documents:

- a completed application form
- copies of appropriate certificates
- reports of at least two interviews conducted by administrative personnel
- statements from former employers/references
- academic records

### **4. General Process**

The Director of Personnel will intake all applications to verify the completeness of the packet.

Along with the Director of Personnel, building and/or central office administrators will screen all applications containing proper certification.

A list of potential candidates for interview will be compiled.

**First level interviews** will be conducted by building/central office administrators for those candidates so selected. Each candidate will be interviewed by two (2) different teams of administrators on the elementary level and, where practical, on the secondary level.

The evaluation teams will reduce the number of candidates based upon the results of the Level 1 interview(s). Elementary candidates will be required to present a demonstration lesson as the culminating activity at Level 1. Secondary candidates may be required to demonstrate such competencies as are important to the particular area of certification at Level 1 as well.

**Second level interviews** will be conducted by the Superintendent who may involve other central office administrators. Reference checks are completed at this level. The Superintendent will interview at least two, preferably three, candidates for each vacant position.

All candidates will demonstrate competence in communication via a writing sample and in technology via use of hardware/software. Speaking and listening skills will be assessed through the interview/demonstration lesson process.

### **5. Guidelines**

A "Teacher Interview Guide" has been prepared to establish a systematic and consistent process for all candidates and to identify critical areas of competence. This guide is attached to this policy as supplemental information to the policy itself. Adjustments in the guide will be made from time to time as deemed necessary by the Superintendent.