

RECRUITMENT AND SELECTION OF STAFF

INTENT

It is the intent of the district to recruit and select the best qualified candidate for every position. Applicants should be considered on the basis of their ability to successfully complete the job responsibilities and to support the educational mission of the school system. Selected personnel should bring to the organization a commitment to the best interest of students, families, colleagues, and community. Each newly hired employee should understand the expectation that s/he will be highly effective and have the necessary skills and experiences to meet the demands of the position. Decisions about employment, assignment, and transfer of staff will be based on the maximization of the respective staff member's effectiveness within the district's programs.

RECRUITMENT

Staff positions are established by the board to ensure delivery of the district's comprehensive program of education. New positions are established by the board as needed. The superintendent determines 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 the goal of continued improvement in student learning. The district communicates with teacher and administrator preparation programs to specify the skills, competencies, and experiences it considers of primary importance in its staff, and it provides field experiences designed to train teachers and leaders to improve student learning. The district implements a variety of strategies for recruiting highly qualified staff.

SELECTION

Selection of staff is determined by identifying the candidate who is most qualified for the position and is made pursuant to the district's standard screening, interview and reference check processes; equity requirements; and applicable laws and collectively bargained labor agreements.

NEPOTISM

Decisions concerning the recruitment and selection of district staff should be based on individual merit. Favoritism based on family or personal relationships detracts from this important objective. Consistent with these principles, no employee may hire or supervise a family member. Family members may be concurrently employed by the district so long as the assignment of a family member does not create a supervisory/subordinate role.

PARAMETERS

Positions are created within budget parameters and legal requirements. The district's strategic and short-term planning processes analyze current and projected staffing requirements. The

filling of individual positions is done with consideration to salary issues, anticipated revenues and expenditures, and legal requirements.

COMMUNICATION

The board and district regularly communicate to staff, professional associations, employee bargaining units, teacher and professional preparation programs, students, parents and the larger community the district's commitment to recruiting and hiring those people best prepared and able to improve student achievement. The superintendent regularly evaluates the effectiveness of the district's staff recruitment and selection processes, and reports the findings and recommendations from the evaluation to the board.

Cross References:	Policy 5005	Employment: Disclosures, Certification Requirements, Assurances and Approval
	Policy 1610	Conflicts of Interest
Legal References:	RCW 28A.400.300	Hiring and discharging employees – Written leave policies – Seniority and leave benefits, retention upon transfers of employees transferring between school districts and other educational employers
	RCW 28A.405.210	Conditions and contracts of employment -Determination of probable cause for non-renewal of contracts – nonrenewal due to enrollment decline or revenue loss – notice – opportunity for hearing
	43.43.830	Background checks – Access to children or vulnerable persons – definitions
	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 Resource:

Policy News, February 2012 Model Policies Aligned with Washington School Board Standards

Adopted: September 11, 2008

Revised: October 10, 2013

