

# JOINT SCHOOL DISTRICT No. 365

BRUNEAU – GRAND VIEW

Rimrock Jr. Sr. High



**PERSONNEL**

**5002**

## **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 potential personnel. All personnel selected for employment must be recommended by the Superintendent or designee and approved by the Board. All certificated personnel selected for employment must also go through the screening process outlined in Idaho Code 33-1210 and be approved for hire by the Building Principal in the building to which they will be assigned.

To aid in obtaining quality staff members, the following non-exclusive list of factors will be considered, along with any other factors relevant to the position: qualifications, training, experience, personality, character, and ability to relate well with students.

### Guidelines

1. The BGV Hiring committee, led by the Superintendent, uses the board-approved hiring process/packet. This board-approved hiring process includes the Superintendents assurances to due diligence and ensures all members of the Hiring Committee are trained. The signed assurances are provided to the Board Chair by the Superintendent, for each recommended hire.
2. There will be no discrimination in the hiring process. See Policy 501.1 2.
3. Applicants for teaching positions shall provide evidence of meeting State requirements for regular certification and sign a statement authorizing current and past school district employers, including those outside the state of Idaho, to release to the District all information relating to job performance or job related conduct, and making available to the District copies of all documents in the applicant's previous personnel files, investigative, or other files. Such statement will also release the applicant's current and past employers from any liability for providing such information and documentation. Applicants who do not sign the statement/release shall not be considered for employment. The District will consider information received from current and past school district employers only for the purpose of evaluating applicants' qualifications for employment in the position for which they have applied and no one shall disclose such information to anyone, other than the applicant, who is not directly involved in the process of evaluating the applicants' qualifications for employment. Applicants may be employed on a non-contracted provisional basis as allowed by law. Applicants shall not be prevented from gaining employment if current or past out-of-state employers are prevented from or refuse to cooperate with the District's request.

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4. Applicants for high school and middle school positions should have a major or its equivalent in the specific teaching field(s) or be enrolled in a program to gain certification via alternate route. Elementary applicants should have a major or its equivalent in elementary education or in the special area of assignment(s) or be enrolled in a program to gain certification via alternate route. Applicants for specific teaching positions shall also meet the applicable State standards.
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.
6. As required in Idaho Code 33-130 and 33-512(15), the District will conduct a criminal history check for applicable positions. See Policy 501.1.2. 7.
7. Each newly hired employee must complete an Immigration and Naturalization Service form, as required by federal law.

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

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. Upon receiving a signed letter of resignation, the Superintendent will review the job description for the position, and post the position as open.
- B. The appropriate administrator will meet with the appropriate building or program administrator, and review all requests to apply for the open position. The building/program administrator will have the responsibility to interview all applicants who meet the qualifications needed for the position, and may or may not make recommendation for such applicants after review.
- C. If an applicant is recommended and approved by the building principal, it will be submitted to the Superintendent immediately following such determination.

## II. Job Vacancy Notices

Any notice from the Bruneau-Grand View School District No. 365 will contain the following information:

- A. Position available and job description.
- B. Requirements for completed application, as applicable for position.
- C. Timeline for receiving application.

## III. Application Procedures

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- A. In addition to the certification information provided by the applicant, the District will also request from the Office of the Superintendent of Public Instruction verification of certification status, any past or pending violations of the professional code of ethics, any detail as to any prior or pending conditions placed upon a certificate holder's certificate, any prior or pending revocation, suspension or the existence of any prior letters of reprimand and information relating to job performance.
- B. Within three (3) business days of receipt of the statement releasing information from prior school district employers, as required by I. C. 33-1210, such statement shall be sent to the prior employers with a request for release of information and documentation to be provided as required by that section.

Because responses to such requests may take up to twenty days, or possibly more for out-of-state school district employers, information received pursuant to such request may be reviewed prior to or after interviews have been concluded, at the discretion of the District. Where possible, such information should be utilized as part of the screening process. However, due to considerations of time, such early review may not be possible, and such information received pursuant to this process may be reviewed or utilized up to any time prior to offering employment to an applicant.

Information and/or documentation received by the District pursuant to a request under I.C. 33-1210 for non-successful applicants, may be disposed of pursuant to District document retention policy.

- E. Upon receipt of the completed applications, those applications will be placed in a file for review and consideration at the District Office.

## IV. Preliminary Screening

- A. At either the time the job vacancy is published, or prior to the conclusion of the application period, the school administrator will provide notice to the appropriate administrator of the desired number of qualified individuals to be included in the "screening pool".

## V. Screening

- A. The committee will use the board-approved hiring practices to interview and determine candidates to recommend to the Superintendent. The building principal is responsible for making the final recommendation to the Superintendent.
- B. The screening committee or administrator may engage in whatever background checks it deems appropriate, but at a minimum shall verify all relevant work experience and educational achievement listed by the applicant as the committee or administrator deems appropriate, preferably by contacting the prior employers and/or educational institutions listed by the applicant, and shall communicate with persons listed as a reference by the applicant.

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- C. Upon determining the qualified applicant, the building administrator will submit to the Superintendent the recommendation for the applicant to be offered a contract.

## VI. Acceptance Procedure

Once the Committee or administrator has selected the final candidate, the name will be provided to the Superintendent who will review the applicant's credentials with the building/program administrator. If the Superintendent and Building Principal concur with the recommendation, the Superintendent will:

- A. Review the Hiring Committee paperwork to ensure due diligence to the board-approved process.
- B. Authorize a verbal offer of employment, pending Board approval, to be made to the candidate.
- C. Upon receiving verbal acceptance by the candidate, the Superintendent will prepare the necessary papers for recommendation to the Board of Trustees at the next regular or special Board meeting.
- D. Submit to the Board of Trustees such recommendation.

## VII. Board Action

The Board of Trustees of the Bruneau-Grand View School District No.365 will:

- A. Have placed before it all candidate names for the position(s); and
- B. Vote relating to approval of the candidates. If members of the Board personally have knowledge not available to the building administrator and the screening committee the Board will not take action until all concerns have been reviewed by the building/program administrator. Discussions specific to named candidates - such as qualifications, personal records, etc - will take place in executive session to ensure the confidentiality of applicant files and personal records.

## VIII. 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 24 hours from the time 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 Superintendent in the designated period of time, the Superintendent 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 Superintendent the Superintendent will remand the situation to the

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building administrator and screening committee to provide the next applicant's name for consideration.

Any person on provisional employment pursuant to I.C. 33-1210(7) shall be subject to the same time limits and provisions for return of a signed contract when and if such contract shall be provided to them for signature.

## IX. 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, or have a board-approved plan on file to gain certification/qualification according to SDE requirements. Salary will be withheld if the certificate is not on file by September 10 of the given year.

### Legal Reference:

I.C. § 33-130 Criminal history checks for school district employees or applicants for certificates

I.C. § 33-512 Governance of schools

I.C. § 33-513 Professional personnel

I.C. § 33-1210 Information on past job performance

I.C. § 65-505 Officials to observe preference

I.C. § 67-2345(a) Executive sessions

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