

## **Hiring**

The following procedures shall apply in the recruitment, selection, and employment of all classified and certified personnel hired in the District.

### **RECRUITMENT**

Recruiting shall be the responsibility of the Superintendent/designee. Efforts shall be made to recruit a quality staff to include, but not be limited to:

1. Working through placement bureaus of regional and state colleges and universities;
2. Conducting orientation meetings with students at the high school relating to future employment opportunities with the District;
3. Working with state educational associations and the state department of education;
4. Conducting recruitment programs through parent-teacher organizations; and
5. Advertising through appropriate media.

### **POSTING**

Vacancies shall be posted **online**. ~~in the Central Office, in each school building during the school year, and in the following as appropriate:~~

- ~~1. Local and/or state newspapers;~~
- ~~2. Professional publications, and/or~~
- ~~3. Campus recruiting offices.~~

NOTE: Districts are required to post all certified vacancies on the Kentucky Department of Education's web site.

### **CERTIFIED VACANCIES**

The Superintendent/designee shall notify the Chief State School Officer of the vacancy at least fifteen (15) days prior to filling the position. When such a vacancy needs to be filled in fewer than fifteen (15) days to prevent disruption of necessary instructional or support services, a waiver may be requested from the Chief State School Officer. If the waiver is approved, the appointment shall not be made until the person selected has been approved by the Chief State School Officer.

### **APPLICATIONS**

Completed applications should be filed in the office of the Superintendent and accompanied by transcripts and certificates, as appropriate.

The Superintendent/designee shall review each application for completeness and shall send a notice to each applicant indicating (a) the date of the review and (b) any additional materials requested.

### **SELECTION FACTORS**

The Superintendent/designee shall screen applicants based on the following factors:

1. Certification (when required for the position)
2. Educational background
3. Previous work experience

**Hiring****SELECTION FACTORS (CONTINUED)**

4. Recommendations
5. Physical, moral, and emotional fitness for the position
6. Personal characteristics exhibited during the interview process:
  - a. Ability to communicate
  - b. Ability to work cooperatively with others
  - c. Applicant's educational philosophy
  - d. Knowledge of work area or subject matter
7. Results from required testing

**EMPLOYMENT**

For SBDM schools, hiring shall follow statutory guidelines and the provisions of Policy 02.4244, and the Superintendent shall complete the hiring process. Decisions on Central Office personnel shall be made by the Superintendent/designee. The Superintendent shall inform the Board of the appointment of all personnel.

**CONTRACT**

Personnel hired by the Superintendent shall be notified of their contractual obligations by letter. The contract must be signed and returned to the Superintendent within two (2) weeks. If not returned within this time frame, the contract may be considered null and void.

Review/Revised:7/16/2018