

Coeur d'Alene School District No. 271

PERSONNEL

5100P

Hiring Procedures

To assist administrators in compliance with the Policy 5100 Hiring Process and Criteria, the following guidelines shall be utilized:

Notice of Vacancies

Vacancies will be posted only after a written resignation has been received by the Superintendent/designee, a termination has occurred, or if a new position is created within the District. The Superintendent shall develop procedures for the posting of available positions within the District.

1. During the school year, all notices of vacancy shall be posted in all school buildings and the District website. Job Vacancy Notices: Any notice from the Coeur d'Alene School District No. 271 will contain the following information:
 - A. Position available, job description, minimum experience, and physical qualifications.
 - B. Requirements for completed application, as applicable for position, include but are not limited to: 1) a completed District application form; 2) transcripts of all university or college credits; 3) a letters of recommendation; 4) resume; 5) verification or eligibility of Idaho certification; and 6) an agreement to sign the statement/release for current and past school district employers.
 - C. Timeline for receiving application.
 - D. Process notification of how applications will be handled.
2. Application Procedures: It will be the responsibility of any applicant to provide the information listed in 1-B above.
 - A. Such information must be received prior to the cutoff date for receiving applications as specified in the vacancy notice.
 - B. It will be at the discretion of the Superintendent/designee, the appropriate administrator, and the building administrator to determine whether such deadlines should be extended to accommodate individuals where placement center files, transcripts, or other materials are not yet received by the District for consideration. C. 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.

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

Note: The District does not have to request the information for all applicants. The District only has to request the information for the applicant(s) who are considered being offered the position. However, in the interests of timeliness, as it may take up to twenty (20) days, or possibly more for out-of-state school district employers, to receive such information, the District may request the information of every applicant who has sent a signed statement/release. 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.

Preliminary Screening

1. 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". The screening pool shall be defined as the number of individuals having completed applications that may be submitted to the building or program administrator for final screening.

Screening

1. The building or program administrator may establish a committee to assist in the final screening process.
2. The committee, upon receiving the applications, will review those applications for the purpose of:
 - A. Determining those most suited to the position;
 - ; and
 - B. Inviting the top candidates to be interviewed for the position.
3. The Administration and/or committee will establish the procedures at the building or program level for interviewing the successful applicants.
4. The screening committee or administrator may engage in whatever professional reference checks it deems appropriate, but at a minimum shall verify prior 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 at least two references of the applicant.

It is recommended that the hiring administrator contact individuals who might know the candidate but were not listed as references.

5. Upon determining the qualified applicant, the building administrator will submit to the Superintendent/designee the hiring documentation for the applicant to be offered a contract.

Acceptance Procedure

Once the Committee or administrator has selected the final candidate, the name will be provided to the Superintendent/designee who will review the applicant's credentials. If the Superintendent/designee concurs with the recommendation, the Superintendent/designee will:

1. Authorize a statement of intention to employ, pending Board approval, to be made to the candidate.
 - A. Before hiring an applicant, a school district shall request in writing, electronic or otherwise, the applicant's current and past public school employers, including out-of-state employers. The request shall include a copy of the statement signed by the applicant. If no documentation is received from out of state employers, the District may employ the applicant on an annual contract.
 - B. Upon receiving a verbal or written statement of intention to accept employment, pending Board approval, by the candidate, the Superintendent/designee will prepare the necessary papers for recommendation to the Board of Trustees at the next regular or special Board meeting.
 - C. Submit to the Board of Trustees such recommendation.

Board Action

The Board of Trustees of the Coeur d'Alene School District No. 271 will:

1. Consider all candidates recommended for hire; and
2. Discuss hiring and in situations wherein the individual qualifications of the applicant are discussed go into executive session pursuant to law; and
3. Vote relating to approval or disapproval of the candidates. If any member of the Board has a concern about a candidate, the board member needs to bring their concern to the Superintendent/designee as soon as possible. The Superintendent/designee will consider the concern and will take appropriate action.

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 ten (10) days from the date 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 Board in the designated period of time, the Board or designee 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 Board, the Superintendent will remand the situation to the 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.

Certification

To qualify for employment, each teacher or administrator must have, and maintain during the entire school year, a valid Idaho teaching/administrative certificate on file in the District Office at the beginning of the school year. An individual must hold a valid certificate for the position they will be assigned on the date employment commences pursuant to the contract, unless a waiver has been requested and received from the State Department of Education. If a certificated employee does not have a current certificate on file with the District office, the employee will have to report to the District Office to address why a current certificate has not yet been received by the District Office. Should a certificated employee not have a current certificate filed with the District office, the District will have to make a determination as to whether or not the teacher is in breach of their teaching contract and what action, if any, will be taken with regard to the certificated personnel's employment status with the District.

Procedure History:

Promulgated on: 11/2/15

Revised on: 6/6/16