

PERSONNEL

5100

Hiring Process and Criteria

The Board of Trustees has the legal responsibility of hiring all employees. It is the policy of the District to recruit, select, and retain for employment the best qualified applicant for each employee position. In the course of recruitment and employment of employees, the policy of the School District is to place emphasis on selection of high quality staff. Recruitment areas shall be determined by the availability of applicants, the specificity of the job description, and Superintendent's recommendations.

The Superintendent shall establish procedures for employment which meet this goal, and shall recommend to the Board the number and type of positions needed to implement the District's educational programs. The Board assigns to the Superintendent the process of recruiting personnel. The Superintendent may delegate this responsibility to a designee. Recruitment practices will be conducted in a professional and competent manner with utmost regard for the welfare of the District. Generally, the Board will act on the recommendation of the Superintendent or designee, which, shall be based on recommendations of the supervisor, and potential for growth. All personnel selected for employment must also go through the applicable screening process outlined in Idaho Code 33-1210.

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. Every effort will be exerted to maintain wide diversity in staff experience and educational preparation. However, the welfare of the children of the District will be a paramount consideration in the selection of staff.

Guidelines

1. There will be no discrimination in the hiring process. See Policy 5120.
2. Applicants for teaching positions shall provide evidence of meeting State requirements for 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. See Forms (5100F1 and 5100F2).

3. When considering coaching assignments in secondary schools, preference for hiring will be given to a qualified certificated professional employee in the school where the coaching vacancy exists. The building principal will be responsible for assuring that all qualified and interested applicants within the building have been given consideration. Giving such individuals consideration does not mean that such an individual will necessarily be retained for a coaching position or that another individual may receive the position who is not an employee at the building in question.
4. Except in case of necessity, no vacancy shall be filled on a temporary basis until such vacancy shall have been posted at least five (5) work days.
5. As required in Idaho Code 65-504, when all factors are equal, 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 5110.
7. Each newly hired employee must complete an Immigration and Naturalization Service form, as required by federal law.
8. Certificated personnel of the District will be employed pursuant to a written contract, on a form approved by the State Superintendent of Public Instruction.

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

Cross References:	5110	Criminal History/Background Checks
	5120	Equal Employment Opportunity and Non-Discrimination
	5100F1-5100F2	Hiring Process and Criteria Forms
	5740P/F	Reduction in Force Procedures and Forms

Legal References: 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. § 65-501, *et seq.* Rights and Privileges of Veterans
I.C. § 74-206 Executive Sessions—When Authorized
IDAPA 21.01.06 Rules for the Enforcement of the Veteran’s
Preference in Public Employment

Policy History:

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