

SUPPORT STAFF QUALIFICATIONS, RECRUITMENT, AND SELECTION

Some policy manuals refer to these positions as classified staff. Neither marital status or sexual preference are classes protected by law for employees. The classes may be added at the discretion of the board. This policy may also be applied to the selection of volunteers having child care, custody, or control responsibilities for students. Two paragraphs in italics are included for districts that choose to obtain fingerprints for a criminal records check.

Managing the qualifications, recruitment and selection of candidates for these positions shall be the responsibility of the superintendent or designee who shall confer with principals and other supervisory personnel in making a selection.

Persons interested in a support staff position shall have an opportunity to apply and qualify for support staff positions in the school district without regard to age, race, creed, color, sex, national origin, religion or disability. Job applicants for support staff positions shall be considered on the basis of the following:

- Training, experience, and skill;
- Nature of the occupation;
- Demonstrated competence; and
- Possession of, or ability to obtain, state or other license or certificate, if required, for the position.

All vacancies shall be made known to the present staff. Anyone qualified for a position may submit an application.

Announcement of the position shall be through means the superintendent believes will inform potential applicants about the position. Applications for employment may be obtained from, and completed applications shall be returned to, the central administration office. A standard application form shall be developed for these positions to ensure the enforcement of non-discrimination employment procedures. A signed release shall be obtained from the prospective candidates authorizing reference and background checks.

Whenever possible, the preliminary screening of applicants shall be conducted by the administrator who directly supervises and oversees the position. The interviewer shall work from a written list of interview questions, using the same set of questions for each applicant. Gaps in the applicant's employment record will be questioned and checked.

A minimum of three reference checks made by telephone and using a standard list of questions shall be used in the screening process. These checks shall be documented and filed with the employee's records.

Approved _____ Reviewed _____ Revised _____

