

**SCHOOL DISTRICT OF PITTSVILLE
BOARD POLICY**

PERSONNEL

PROFESSIONAL STAFF POLICIES

PROFESSIONAL STAFF RECRUITING / HIRING – RULE

533.1

1. Recruitment

- a. When there is a vacant professional staff position, the District Administrator's office shall be in charge of posting the position in all district schools, in the placement offices of public and private universities, and in the state placement offices. The vacancy notice shall list the desired certification and any other essential, necessary job functions. Although the administration may post a position when a professional staff member submits their resignation, the resignation will not become effective until it is accepted by the Board.
- b. All applicants shall be required to complete the District's application process along with submitting their resume. Candidates shall be instructed to forward their university/college credentials and transcripts. All necessary paperwork will be collected by the District Administrator or designee.

Unsolicited applications or letters of interest for future or potential employment positions will not be accepted by the District nor will any resumes or credential files received be accepted or retained by the District.

- c. Administrators may participate in college recruitment fairs to increase the pool of available candidates.

2. Screening and Selection

- a. Administrative staff shall be assigned to screen the appropriate papers and select candidates for interviews. Only the best candidates shall be selected to receive an interview.
- b. The interview process shall be conducted by an interview team with a prepared agenda of questions that are job related.
- c. Appropriate background and credential checks shall be made by the interviewer or designated members when an interview team is named to screen and interview applicants.
- d. The interviewer shall make a recommendation to the District Administrator. The team shall recommend the best qualified available candidate.

3. Hiring

- a. The District Administrator, or designee, shall meet with the candidate to finalize contract details subject to Board approval.
- b. The District Administrator shall recommend the candidate to the Board for approval. The candidate will receive a signed contract after the Board has acted on the recommendation.

Cross Reference: Employee Handbook

Updated: August 11, 2014