

SCHOOL DISTRICT OF PITTSVILLE BOARD POLICY

PERSONNEL

PROFESSIONAL STAFF POLICIES

EXTRA-CURRICULAR STAFF ASSIGNMENTS

EXTRA-CURRICULAR STAFF RECRUITING / HIRING – RULE

535.21

1. Recruitment

- a. When there is a vacant extra-curricular staff position, the District Administrator's office shall be in charge of posting the position (first internally and then outside of the district if there are no internal qualified applicants). The vacancy notice shall list the desired qualifications and any other essential, necessary job functions. Although the administration may post a position when an extra-curricular 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 any 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.

2. Screening and Selection

- a. Administrative staff shall be assigned to screen the appropriate papers and select candidates for interviews. All internal applicants will be considered first. If there are no applicants qualified for the position, consideration of outside applicants will then take place. 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