

SCHOOL DISTRICT OF PITTSVILLE BOARD POLICY

PERSONNEL

SUPPORT STAFF POLICIES

SUPPORT STAFF RECRUITING / HIRING - RULE

543.1

1. Recruitment

- a. When there is a vacant support staff position, the District Administrator's office shall be in charge of posting the position. Positions will be posted as per PESPA union contracts, if applicable. The vacancy notice shall list the desired certification and any other essential, necessary job functions. Although the administration may post a position when a support 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. Candidates shall be instructed to complete all necessary paperwork which 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 received be accepted or retained by the District.

- c. Administrators or supervisors may participate in job 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 and not discriminatory based upon federal or state law.
- c. Appropriate background, reference, 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 be offered the position after the Board has acted on the recommendation.

Cross Reference: Employee Handbook

Updated: August 11, 2014