

## **PROFESSIONAL STAFF RECRUITING/POSTING OF VACANCIES/HIRING**

The Board recognizes that, to a great extent, the quality of instruction is related to the abilities and performance of personnel in the district. The Board and administration will make a strong effort to recruit highly qualified personnel and to assign them to positions wherein they can make their maximum contribution.

### Qualifications.

Among the most important qualifications for certificated employees are professional preparation, professional experience, personality and general culture.

Candidates for regular teaching positions will possess, as a minimum, a bachelor's degree from an accredited institution, and hold or be qualified for a Wyoming teaching certificate. Administrators, supervisors and specialized personnel, such as counselors, will possess or be qualified for the appropriate Wyoming certificate.

All candidates will complete and file a formal application and furnish transcripts of all college work and a set of confidential credentials.

### Recruitment, Selection and Appointment.

There will be no discrimination in recruitment or employment in relation to race, religion, color, national origin, sex or any other basis of unlawful discrimination.

In the recruitment of personnel for vacant administrative/supervisory positions, the superintendent will not overlook qualified staff members already employed by the district. Staff vacancies will be made known to present employees.

The recruitment and selection of personnel are responsibilities of the superintendent. Insofar as is possible, the superintendent or his designated personnel officer will consult with appropriate administrative staff members regarding candidates and receive their recommendations regarding the hiring of personnel.

Prior to making a final decision as to the hiring of any employee, the employee must consent to and provide the necessary documentation (fingerprinting, etc.) to allow for a criminal background check. The criminal background check shall be carried out by the School District or, if a certified employee, this requirement will be met by the Professional Teaching Standards Board. The Superintendent shall retain authority to request a criminal background check in any situation when he deems it appropriate for the School District to have the specific information prior to making a hiring decision or when there has been no recent criminal background check of the applicant. It is the responsibility of the employee to bear the costs associated with these checks.

Appointments will be made by the Board from a selection of candidates by the superintendent. Please see the District Hiring Process Worksheet, GC-1-R, in the District Information Manual. The Board will participate in interviewing administrators, principals and vice-principals.

Adopted:      October 4, 1994  
Revised:      February 8, 2000

## **SUPPORT STAFF RECRUITING/POSTING OF VACANCIES/HIRING**

Qualifications. Candidates for positions on the support staff will have such qualifications and skills as may be necessary to carry out successfully the requirements of the position as stated in the appropriate job description.

Recruitment, Selection, Appointment. There will be no discrimination in recruitment or employment in relation to race, religion, color, national origin, sex or on any other basis of unlawful discrimination.

Vacancies and newly created positions on the support staff will be made known to employees through their supervisors, principals or through announcements in the local media.

The recruitment and selection of support staff personnel are responsibilities of the superintendent, which he shares with support staff administrators, supervisors and principals.

Ordinarily, new classified employees will be recommended by the individual to whom they will be directly responsible, and officially approved by the superintendent and appointed by the Board.

Administrative and supervisory personnel on the support staff will be recommended by the superintendent and appointed by the Board.

### Criminal Background Check

Prior to making a final decision as to the hiring of any employee, the employee must consent to and provide the necessary documentation (fingerprinting, etc.) to allow for a criminal background check. The criminal background check may be utilized for the sole purpose of considering the qualifications of applicants for open positions and selecting the best qualified applicant for the position. It is the responsibility of the employee to pay any fees associated with these checks. The criminal background information shall not be permitted to be used for any purpose other than providing information relevant to the hiring decision. In order to ensure confidentiality of this information, the procedure set forth in Policy GCF-1-R, relating to criminal background checks shall be followed.

Policy will be in force immediately for any new employees for UCSD#4 and becomes active for all employees July 1, 2002.

Adopted:       October 4, 1994  
Revised:       November 13, 2001