

West Bonner County School District

PERSONNEL

5100

Hiring Process and Criteria

The Board of Trustees has the legal responsibility of hiring all employees. The Board assigns to the Superintendent the process of recruiting personnel. The Superintendent may involve various administrative and teaching personnel as may be needed in recruiting. All personnel selected for employment must be recommended by the Superintendent and approved by the Board.

To aid in obtaining quality staff members, the following factors will be considered: training, experience, personality, character and ability to relate well with students. Every effort will be exerted to maintain wide diversity in staff experience and educational preparation. However, the welfare of the children of the District will be a paramount consideration in the selection of teachers and administrators.

Guidelines for all candidates

1. There will be no discrimination in the hiring process due to age, sex, creed, color, race, national origin or handicapping condition. See Policy 5120.
2. As required by in Idaho Code 65-505, the District will observe preference for veterans and disabled veterans when considering hiring employees to fill vacancies, selecting new employees or implementing a reduction in force.
3. As required in Idaho Code 33-130 and 33-512(15), the District will conduct a criminal history check for applicable positions. See Policy 5110.
4. Each newly hired employee must complete an Immigration and Naturalization Service form, as required by federal law.
5. An application or resume will be maintained within the District file for a period of six months from the date of inquiry.

Job Vacancy Notices

Any notice from West Bonner County School District No. 83 will contain the following information:

- Position available.
- Timeline for receiving application.
- Process notification of how applications will be handled.
- Position pay, work days, work location and job description.
- Job qualifications, skills and abilities, evaluation and terms of employment.

Notice of Vacancies

The Superintendent's Office will post notice of any vacancy, using the "New Employee/Position Requisition or HR Form #1.

Vacancies are posted in the following manner:

- In-district or out of district at the administrator or department head's request.
- In-district postings are a minimum of 3 days to a maximum of 5 days – at discretion of Human Resources Department.
- Out-of district postings are a minimum of 5 days to a maximum of 10 days – at discretion of Human Resources Department.
- After August 21st, (prior to start of school) all positions are open until filled.

If a position is posted in-district; district employees may request a transfer into vacated position. Any employee requesting a transfer has an obligation to notify his/her building administrator or department head. The building/program administrator or department head will have the responsibility to interview all candidates who meet the qualifications needed for the position, and may or may not make recommendation for such in-district transfer after review. If a transfer is recommended, it will be submitted in writing to the Superintendent immediately following such determination. Since such transfer would automatically create a vacancy in another location, notice of that vacancy will be posted as specified above.

Vacated Positions with One Applicant or No Applicants

If the vacated position has no applicants, position will remain open until filled or closed by administrator or department head.

If the vacated position has one applicant; the applicant will be requested to come in and meet with the administrator or department head. If the one candidate is a viable applicant and meets all hiring criteria; that applicant will be submitted to the Superintendent as a recommendation to hire.

Application Process

- All applicants must fully complete a WBCSD application. Complete a resume if required.
- All information must be received prior to the cutoff date for receiving applications as specified in the vacancy notice.
- It will be the discretion of the Superintendent, the appropriate administrator, or department head to determine whether such deadlines should be extended to accommodate individuals where placement center files, transcripts or other materials are not yet received by the District for consideration. Such time extension will be restricted to a reasonable time frame.
- Human Resources Department will compile all application materials for review.

Screening

1. Upon close of position, Human Resources Department compile application packet materials for interview process; which may include telephone reference checks.
2. Human Resources will contact screening committee to review applications prior to interview. Top candidates will be interviewed. A minimum of two (2) persons must act as screeners.
3. Candidates not receiving an interview will receive a letter from Human Resources informing them that they were not considered for an interview.

Interview Committee Makeup

The Human Resources Department will contact the Administrator/Department Head to schedule interviews. All positions will be interviewed within ten (10) days of position closing.

The Human Resources Department will contact appropriate persons to sit on an interview committee. Standard committee makeup requires a minimum of below:

No person can sit on a screening committee or an interview committee if they are considered immediate family as defined in 5400.

The Human Resources Department will schedule interview times with the interview committee and applicants.

The Human Resources Department will create interview packets for each position to be interviewed and forward to the appropriate administrator or department head. The packet is to include all viable candidates, screen forms, telephone reference checks, confidentiality statement, interview questions, the "New Employee Data Form or HR Form #2" and any other appropriate checklists. This entire packet must be returned to the Human Resources Department within three (3) days after interview.

It is the committee's responsibility to review the applications and screening forms of the selected candidates; and to interview and recommend a candidate for hire to the Superintendent.

Upon determining the qualified applicant, the building administrator or department head will review with the Superintendent the finalist before verbally offering employment, pending board approval, to the candidate.

Acceptance Procedure

Upon receiving verbal acceptance to recommend to the board for hire by the candidate, the administrator or department head will complete the "New Employee Data Form or HR Form #2" along with any other required paperwork. This paperwork and the entire application packet must be returned to the superintendent's office within three (3) days of the interview. The Superintendent will prepare a recommendation for hire to the Board of Trustees at the next regular or special Board meeting.

The administrator or department head will then contact those candidates that were interviewed, but did not get the position, informing them that the position was offered to another candidate.

Upon receiving the entire application from the administrator, the Human Resources Department will review the applicant's credentials and application for salary placement. The Human Resources Department will send out a new employee packet to the individual.

Board Action

The Board of Trustees of West Bonner County School District No. 83 will:

1. Have placed before it all candidate names recommended for hire; and
2. All applicable interview scoring to determine recommended hire; and
3. Approve candidates, unless they personally have knowledge not available to the building administrator and the screening committee. In that case, the Board will not take action until all concerns have been reviewed by the building/program administrator.

The superintendent has the authority to implement an alternative hiring procedure when he/she deems it necessary in the best interests of the district.

The superintendent has the authority to temporarily employ certified and classified employees pending confirmation by the Board of Trustees.

Guidelines for Certified Positions

Vacancies will be posted only after receiving written resignation from a contracted professional employee of the District and all in-district transfers are complete (voluntary and involuntary).

Requirements for completed application, including but not limited to, 1) completed District application form; 2) official transcript of all university or college credits; 3) placement center file; 4) personal resume; and 5) verification or eligibility of Idaho certification.

Candidates for teaching positions shall provide evidence of meeting State requirements for regular certification. In cases of absolute necessity, holders of a letter of authorization may be employed in a regular full-time capacity, not to exceed one year, and only upon receiving prior approval from the Idaho State Department of Education.

Candidates for high school and middle school positions should have a major or its equivalent in the specific teaching field(s). Elementary candidates should have a major or its equivalent in elementary education or in the special area of assignment(s).

All candidates will provide documentation verifying highly qualified teacher status according to federal No Child Left Behind for the position applied for.

The employment of any certified staff member is not official until the contract is approved by the Board and signed by both the Board Chairman and the candidate.

Recruitment

The Superintendent may:

- Authorize a representative of the District to contact selected universities, and schedule appointments to recruit candidates through personal interviews.
- Contact additional universities or university placement centers beyond those specified above in order to broaden the number of possible candidates.

Approval

Upon approval by the Board of Trustees, a contract or an intent to contract letter, in a form approved by the State Superintendent of Public Instruction, will be sent or given to the applicant pursuant to the requirements set out in I.C. 33-513. The applicant must sign the contract or intent to contract letter and return it within five (5) work days from the date the contract or intent to contract letter is delivered to them. Should the person willfully refuse to acknowledge receipt of the contract or intent to contract letter or the contract or intent to contract letter is not signed and returned to the board in the designated period of time, the Board may declare the position vacant. Should the candidate not be approved, or the person willfully refuse to acknowledge receipt of the contract or intent to contract letter or the contract or intent to contract letter is not signed and returned to the board the Superintendent will remand the situation to the building administrator and screening committee to provide the next applicant's name for consideration.

Certification

To qualify for employment, each teacher or administrator must have a valid Idaho teaching/administrative certificate on file in the District Office at the beginning of the school year. Salary will be withheld if the certificate is not on file by September 10 of the given year, unless other arrangements with the Superintendent have been previously made. If teacher is working under the intent to contract letter, the teacher will be paid the sub rate of pay until such time that the valid certificate is on file in the superintendent's office. Further, when the contract is issued, it will be dated the day issued.

In the event of an emergency the superintendent and administrator may find a replacement for the remainder of the school year. A temporary appointment shall be made for a limited period of time and shall not exceed one calendar year in duration. Any position filled after August 1st of a school year will be considered temporary, and will be re-advertised if the position continues to exist.

Guidelines for Co-Curricular Applicants

Vacancies will be posted only after receiving confirmation of resignation from employee. Co-curricular vacancies must be posted as soon as vacancy is known to the activities director or the Human Resources Department. It is in the best interest of the district to have all co-curricular vacancies filled prior to the season beginning. This will allow the recommended candidate time to fulfill the requirements in policy 5900.

In the best interest of our students, co-curricular positions will go to top candidates. When considering coaching assignments, if candidates are equally qualified, preference will be given to the qualified district employee.

In general, the district's Board has held to the concept that if the coach is also a classroom teacher; all coaches are first and foremost classroom teachers. Quality classroom instruction is of prime concern when evaluating a candidate. After it has been determined that a candidate possesses the demonstrated promise of meeting teaching expectations, additional factors will be considered when evaluating coaching effectiveness. These include, but are not restricted to:

- Evidence of exceptional qualities in leadership and character that have been demonstrated in working with youth.
- Evidence of building positive qualities in young people.
- Evidence of effective, positive communications and rapport with students, parents and community, coaching staff, and faculty and administrators.
- Evidence of ability to plan and direct the particular sports program from junior high to high school.
- Evidence of teaching sound fundamentals of the sport.
- Evidence of well-mannered conduct at all times.
- Evidence of personal health standards, fitness and habits that serve as an example to the youth whom he/she will influence.
- Evidence of positive competitive values that will not exploit young people to win sports events.

The coach must return the signed contract to the superintendent's office prior to coaching the season. If the Human Resources Department does not have a signed contract on file prior to the beginning of the season, the District will not be responsible for compensation paid to the coach. If under extenuating circumstances, the administrator or athletic director was unable to retain a coach prior to the season starting, the procedure to follow is immediately upon retaining a coach the proper paperwork, required trainings and certifications, background check and contract must be completed and signed. The compensation in these instances will be pro-rated for actual time the coach was an active employee.

Rehiring/Non-renewal of Head Coach

Within one month of the end of the competitive season for a coach, the athletic director and the high school principal on the district's Coaches Evaluation form shall evaluate each coach. All

coaches will be reviewed. Assistant Coaches will be evaluated by Head Coaches, Head Coaches by the Activities Director and Activities Director by the Principal. Fall and Winter coaches will be reviewed in March of each year and Spring Coaches will be reviewed in June of each year. The activities director and high school principal shall meet with each head coach to cover their evaluation. The activities director and head coach shall meet with each assistant coach to review the evaluation. The Principal shall meet with the activities director to review the evaluation.

Those coaching positions recommended for non-renewal must be forwarded to the Human Resources Department along with that coaches' evaluation immediately upon review with the coach. Human Resources will begin appropriate termination processes.

Guidelines for Classified Positions

All classified positions include a minimum of a 90-day probationary period.

Cross Reference:	5110	Fingerprinting and Criminal Background Investigations
	5120	Equal Employment Opportunity and Non-Discrimination
	5100F1-5100F3	Hiring Process and Criteria Forms
	5740PA1 – 2	Reduction in Force Procedures and Forms

Legal Reference:	I.C. § 33-130	Criminal history checks for school district employees or applicants for certificates
	I.C. § 33-512	Governance of schools
	I.C. § 33-513	Professional personnel
	I.C. § 33-523	Principals to determine new staffing
	I.C. § 33-1210	Information on past job performance
	I.C. § 65-505	Officials to observe preference
	I.C. § 67-2345(a)	Executive sessions

Policy History:

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