

SCHOOL DISTRICT OF BAYFIELD**GUIDELINES FOR THE EMPLOYMENT OF SUPPORT STAFF****PRIMARY RESPONSIBILITY FOR THE SELECTION PROCESS:**

The primary responsibility for the administration of the selection process rests with the Administrator and/or Principal, or Supervisor who are responsible for the supervision of the employee. These parties will confer with the District Administrator in determining possible transfers of employees and the details of the selection and screening process. Per the master contract, district employees will be notified of the vacancy so they can apply for a transfer.

DETERMINING SPECIFIC POSITION OPENINGS AND POSTING:

The District Administrator is authorized by the board to approve transfers of existing support staff to fill the vacancy. Once the actual vacancy is established the position will be posted within the building and through area media.

SCREENING, INTERVIEWING AND THE RECOMMENDATION:

Applications shall be completed according to District application forms. Information shall include education and training, work experience, and references, The Administrator and/or Principal, or Supervisor shall be responsible for screening and selecting candidates for interview. All candidates will be asked the same basic questions and a ranking of the candidate's will be made based on the interview and reference information.

SELECTION AND APPROVAL:

The Administrator and/or Principal, or Supervisor will recommend the selected candidate to the District Administrator who is authorized by the Board to approve the selection. Records of the selection process will be filed and will be reviewed with the Personnel Committee and/or the Board of Education upon request.

Approved: July 20, 1998