

HIRING

GUIDELINES FOR EMPLOYMENT OF TEACHERS

INTRODUCTION:

One of the goals of the Bayfield School District is to employ the most competent teachers to educate the students in our schools. In order to ensure this goal, practices and procedures are set forth below. The District is an equal opportunity employer and does not discriminate in employment practices based upon race, color, national origin, ancestry, creed, religious status, gender, handicap or age.

PRIMARY RESPONSIBILITY FOR HIRING:

The primary responsibility for providing leadership in the selection of new teachers rests with the administration; however, to ensure the employment of quality teachers, other personnel may play an important role in the process. Whenever feasible, department chairs and other staff members will be actively involved in assisting the administration in the teacher selection process within their program areas. This involvement will include transfer as well as new staff hiring.

DETERMINING SPECIFIC POSITION OPENINGS:

When teachers notify either the building principal or the District Administrator, in writing, that they will be vacating their present position, the above mentioned administrator should meet to determine how the open position will be filled. The initial option is to transfer properly certified and qualified staff within the building. As per the master contract staff will be notified of the vacancy. The recommendation for transfer must be approved by the District Administrator and submitted to the Board for approval.

JOB POSTING AND APPLICATION FILE SCREENING:

When the specific position opening is determined, either by transfer or resignation, the position will be posted. All job posting will be formulated and issued by the District Administrator. When the posting process has been completed, the principal will screen the completed application files. The principal may involve other department staff in screening applications. The Administration will make it clear to all applicants they must complete their application file before they are included for screening. A completed application file will include the following:

1. District application completed in its entirety.
2. University credentials including recommendations for certified employees.
3. Official university transcripts for certified employees.

4. DPI certification or letter from DPI confirming eligibility for teaching certificate where required.

FORMULATION OF THE INTERVIEWING SCHEDULE:

Upon screening the application files, a list of candidates to be interviewed will be determined and placed in writing. This list must be those candidates that have completed application files on file. In order to place a candidate on the list to be interviewed, administrators should note that portion of the application form to determine if they are currently under contract. If the candidate is under contract, the administrator must verify with the candidates's immediate supervisor or superintendent the candidates's desire to be interviewed. Another check administrators must make before finalizing the interview schedule is noting proper Department of Public Instruction certification in the specific area in which the position opening occurs.

The general rule for interviewing candidates is that they must hold current DPI certification in the area in which you are interviewing. If they do not, they must have their application file either a letter of endorsement in that teaching area from their university, a letter form the DPI stating the status of their certification application, or a copy of their application for DPI certification.

FORMULATION OF THE INTERVIEWING TEAM:

Normally, an interview committee would be formulated for every position opening. This committee will be composed of other administrators, department staff and members of the Board of Education. The responsibility of each team member is to supply input based on their expertise. The final authority to recommend a candidate to the District Administrator rests with the administration.

DETERMINING INTERVIEW QUESTIONS:

Prior to the first interview, the interview team should determine a list of criteria, characteristics, and/or qualifications for the specific job opening. From this list, the team must review & finalize a written list of interview questions for the specific opening. All candidates must be asked the same basic questions. It is permissible, however, to ask secondary questions after a candidate has answered one of the basic questions. These secondary and/or clarifying questions do not have to be asked of all candidates.

After the list of interview questions have been formulated, a rating system for answering questions should be determined. The goal of this activity is to finalize all interview questions and determine the point values and ratings of questions in order that all interview team members score questions in a similar manner.

Besides questions that will be specific to the job for which candidates are applying, the areas listed below should be determined prior to, or within the interview:

1. Date of availability.
2. Is the candidate currently under contract?
3. Current DPI certification.
4. Any current health problems that may affect their teaching performance.
5. If they have the ability and willingness to conduct extra curricular activities.
6. Summary of educational training.
7. Summary of teaching and/or working experience.
8. Note the following:
 - A. Salary - Determine if this position would an increase or decrease in salary for the candidate.
 - B. Written autobiography - Look for things such as grammar, spelling and general writing ability.
9. If this is the candidate to be recommended, a personal contact with at least three references is preferred. A minimum of one personal contact is required.

CANDIDATE RECOMMENDATION:

Once interview questions have been determined, candidates on the interview schedule can be interviewed.

Once candidate have been recommended by the interview team, it must be determined and noted if they are a relative of any district employee. The School Board guideline on this issue is that if a candidate is a relative of a current Board of Education member, administrative staff member, or any other employee involved in the hiring procedure, the hiring principal must attend the School Board Meeting where that candidate is to be approved to articulate the rationale for recommending this particular candidate.

RECOMMENDATION FROM INTERVIEW COMMITTEE TO THE DISTRICT ADMINISTRATOR:

The Administator in charge of this committee prepares the candidate's completed folder and supportive materials available to the Board of Education upon request. The Administrator will also review the candidate's folder with the District Administrator prior to the meeting. The contents of this folder will be as follows:

- A. Completed application including university transcripts, recommendations and DPI certification.
- B. The Administator's written recommendation including all above mentioned specifications.
- C. Copy of the interview questions.

D. Copy of the criteria, characteristics, and/or qualifications for this position.

E. Copy of interview schedule.

F. Copy of scored questions.

The recommendation to fill the vacant position will be placed on a School Board meeting agenda. At the meeting, the proposed new contract will be presented and a brief history of the hiring process will be given to committee members by the District Administrator if requested. The District Administrator will review the recommendation and consider approval for presentation to the Board. If the recommendation is denied, the administration will consider other candidates and/or repost the position.

Cross Reference: 335 Organization For Instruction

Approved: July 20, 1998