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## RECRUITMENT AND SELECTION OF STAFF

The Board believes that the quality of the district's staff plays a significant and important role in determining the quality of the education offered to the district's students. Every district employee, regardless of position, plays a role in delivering an excellent education experience. The Board is committed to ensuring that all recruiting and hiring, whether certified or classified, academic or sport, shall be performed in earnest.

### **Employer of Choice**

The Board believes that to attract and retain quality staff, the district must endeavor to be an employer of choice. Such an impression and reputation begins with a recruiting and hiring process that is viewed as consistent, effective, fair and equitable to all applicants. This, in turn, builds trust, demonstrates integrity and earns credibility with staff, community and students. The superintendent shall implement and maintain well researched and consistently carried out recruiting and hiring procedures to attract, secure and retain the best-qualified staff to meet the needs of students and the district.

### **Hiring Procedures & Reporting**

The Board recognizes recruiting and hiring is a matter of continuous improvement. The superintendent is responsible to identify improvement opportunities with each hiring event, update hiring procedures annually and present to the Board for approval together with a report on the districts recruiting and hiring related matters including, but not limited to, the following:

- Progress towards "employer of choice"
- Projected staffing needs
- Compliance with labor contracts, employment practice and legal requirements
- Staff retention rate, projected retirements and status of their continuing contract
- Performance of new hires
- Plan to ensure administrative staff is well trained and prepared to carry out the recruiting and hiring process.

District positions are established by the board to provide the district's comprehensive program of education. New positions are established by the board as needed. The superintendent establishes the necessary skills, competencies, qualifications, education, experience, and past performance levels for each position, as it relates to the district's comprehensive program of education, and the goal of continued improvement in student learning. The Board must approve the qualifications for all new positions in the district and revisions of the qualifications for existing positions.

### **Job Descriptions**

The superintendent shall develop job descriptions that incorporate the qualifications and job duties for all positions in the school district.

**Recruiting**

The district will seek the most qualified candidates for vacant positions by recruiting from a variety of sources, including present staff. The Board believes in the value of diversity and directs the superintendent to develop recruiting strategies that ensures the district has a diverse and high quality candidate pool for vacant positions. District employees may apply for all positions for which they meet the certification and other stated qualifications. The Board and its employees will adhere to the practice of recruiting and hiring personnel without regard to race, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, marital status, qualified individuals with disabilities or any other status protected by federal or state law.

**Hiring**

Through the districts hiring procedures, the superintendent will ensure that candidates for district employment meet all the qualifications set for the position sought and are the most qualified. The Superintendent recommends individuals for employment in the district. Such recommendations shall address salary issues, budget parameters, legal requirements and certify district hiring procedure adherence. The Board must approve all individuals to be employed by the school district.

**Cross References:**

Board Policy 5005	Employment: Disclosures, Certification, Requirements, Assurances and Approval
Board Policy 5610	Substitute Employment

**Legal References:**

RCW 28A.400.300	Hiring and discharging employees--Leaves for employees--Seniority and leave benefits, retention upon transfers between schools
RCW 28A.405.210	Conditions and contracts of employment—Determination of probable cause for non-renewal of contracts--Notice—Opportunity for hearing
RCW 43.43.830	Background checks -- Access to children or vulnerable persons
RCW 43.43.832	Background checks--Disclosure of child abuse
WAC 162-12	Pre-employment Inquiry Guide (Human Rights Commission)
AGO 62155.00 - No. 155	1961-62 Expenses of Applicants
P.L. 99-603 (IRCA)	Immigration Reform and Control Act of 1986
Title 8 USC, Ch. 12	91324a and 91324b

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