

## STAFF RECRUITING AND HIRING

In order to employ the best qualified staff, the district will have an effective recruitment program, an initiative that results in prompt action when vacancies occur or are created, and a set of consistent hiring practices for all positions.

### **Recruiting**

It is the responsibility of the superintendent and administrators to determine personnel needs of the district. Vacancies for certified personnel will be listed with appropriate educational agencies in Wyoming, nearby states, on the district website, posted in district buildings and using local newspaper outlets. Vacancies for classified personnel will be posted on the district website, posted in district buildings and if the position so allows for such time, using local newspaper outlets. Efforts will be made in all phases of the employment process to guarantee there is no discrimination against any applicant for reasons of race, color, religion, disability, national origin, sex, age or socioeconomic status. If a vacancy occurs within one month of a previous vacancy and a current pool of applicants are still available, the Superintendent will determine whether the new vacancy needs to be advertised.

### **Employee Hiring**

Administrators will establish a team to conduct interviews. Once candidates have been interviewed and references have been checked, a recommendation for hire will be made to the superintendent. The superintendent will recommend to the Board the employment of all certified and classified staff. The Board will then take action to hire all certified and classified employees pending receipt of appropriate certification from the Professional Teaching Standards Board and any required reference and background reviews on the individual. Prior to making a final decision as to the hiring of an employee, the employee must consent to and provide the necessary documentation (fingerprinting, etc.) to allow for a criminal background check by both federal and state agencies. The criminal background check shall be carried out by the school district, the expense being the responsibility of the recommended employee. Certified employees may meet this requirement through the Professional Teaching Standards Board as part of the professional certification process prior to being employed with the school district.

### **Substitute Teachers.**

Only those persons holding valid teaching or substitute teaching certificates shall be used as substitute teachers within the district. Substitute teachers may receive payment if their application and all necessary supporting material has been submitted to Professional Teaching Standards Board for certification and reasonable evidence exists that the certificate will be granted. With the approval of the Superintendent, student teachers who have a substitute certification may substitute in their assigned student teaching classroom as allowed by the School or University through which they are obtaining their degree.

Substitute teachers will be paid monthly upon presentation of a properly executed payroll voucher. Substitute teachers are subject to the same deductions of income tax, etc., as are regular employees.

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