

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 personnel as may be needed in recruiting potential employees. All personnel selected for employment must be recommended by the building/program administrator and Superintendent, and approved by the Board. All personnel with current or previous school district experience selected for employment shall also go through the applicable screening process outlined in Idaho Code 33-1210.

To aid in obtaining quality personnel, the following non-exclusive list of factors will be considered, along with any other factors relevant to the position: qualifications, training, experience, personality, character, and ability to relate well with students. The welfare of the children of the District will be a paramount consideration in the selection of personnel.

General Information

1. There will be no discrimination in the hiring process. See Policy 5120.
2. Applicants shall sign a statement authorizing current and past school district employers, including those outside the state of Idaho, to release to the District all information relating to job performance or job related conduct, and making available to the District copies of all documents in the applicant's previous personnel files, investigative, or other files. Such statement will also release the applicant's current and past employers from any liability for providing such information and documentation. Applicants who do not sign the statement/release shall not be considered for employment. The District will consider information received from current and past school district employers only for the purpose of evaluating applicants' qualifications for employment in the position for which they have applied and no one shall disclose such information to anyone, other than the applicant, who is not directly involved in the process of evaluating the applicants' qualifications for employment. Applicants may be employed on a non-contracted provisional basis as allowed by law. Applicants shall not be prevented from gaining employment if current or past out-of-state employers are prevented from or refuse to cooperate with the District's request. See Form 5100F1.
3. Applicants for certified pupil personnel and secondary education positions should have a major or its equivalent in the specific field(s). Applicants for certified elementary education positions should have a major or its equivalent in elementary education or in the special area of assignment(s). Applicants for any certified position shall also meet applicable State standards for Certification.
4. Applicants for classified positions must demonstrate possession of the required minimum qualifications for the position to which they are applying.

5. When considering coaching or advisor assignments, preference for hiring will be given first to a qualified certified professional District employee, then to a classified District employee, then to a non-employee. The Building Principal/Designee will be responsible for assuring that all qualified and interested applicants within the building have been given consideration. Giving such individuals consideration does not guarantee such an individual will necessarily be retained for a coach/advisor position. Another individual may receive the position who is not an employee of the building in question.
6. As required 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.
7. As required in Idaho Code 33-130 and 33-512(15), the District will conduct a criminal history check for all positions. See Policy 5110.
8. Each newly hired employee must complete an Immigration and Naturalization Service form, as required by federal law.
9. The employment of any certified staff member is not official until the contract is approved by the Building Principal and the Board, and signed by the Board Chairman, the Superintendent, and the applicant.
10. The employment of any classified staff member is not official until approved by the Board.

To assist administrators in compliance with the hiring of District staff, the following guidelines shall be utilized. The Superintendent may deviate from the timeline as outlined below if he/she determines that such deviation is in the best interest of the District, unless prescribed by the Negotiated Agreement.

Notice of Current Vacancy

- A. Building/program administrator will create a Job Request when a vacancy occurs after the Board has approved written resignation from a contracted professional employee of the District, a termination or non-renewal has occurred, a release from contract has been granted, a new position is created within the District, Human Resources has received a written resignation from a classified employee, or a vacancy has otherwise occurred.
- B. A Notice of Current Vacancy will be posted in accordance with Policy 5220 regarding Certificated In-Building Transfers for certified positions and for classified positions that are 20 hours per week or more. Classified positions that are less than 20 hours per week need not be posted In-Building. If a vacancy occurs during the school year in which the position needs to be filled, the district-wide posting of the position may begin immediately after the first day of in-building posting if the following conditions are met:

1. The building/program administrator personally notifies every qualified employee in the building, AND
 2. All such employees provide confirmation that they have no interest in the position that shall be posted.
- C. When a certified vacancy exists for the following school year, Policy 5220 shall be followed in its entirety.
- D. Upon conclusion of the above, the Notice of Current Vacancy will be posted as In-District Only or In- and Out-of-District as directed by the building/program administrator. These notices will be posted for a minimum of five (5) business days. If a vacancy occurs within two (2) weeks prior to the beginning of the school year, or during the school year, the posting time may be reduced to not fewer than three (3) business days. The minimum posting period may be waived entirely for classified positions that are less than 20 hours per week.

Application Procedures

In-Building Postings

Interested applicants for In-Building postings must take the following steps:

1. Respond directly to the building/program administrator of their interest
2. Verify that their profile information is complete in the Online Application or equivalent.

In-District Only and In- and Out-of-District Postings

It will be the responsibility of any applicant for positions posted other than In-Building to provide the following information:

1. Online Application or equivalent
2. Work history
3. Applicable certification
4. Contact information for at least three references
5. Signed statement/release for current and past employers
6. Transcripts of all university or college credits (if required for the position)
7. Other items as applicable to the position

Online applications, or equivalent, will be maintained by Human Resources for one year following the date of last applicant activity. Applicants submitting a paper application must do so for each position to which they wish to apply. It is the responsibility of any applicant who desires to be considered for employment with the District to keep his/her application active.

Screening, Interviews and References

- A. Building/program administrator shall review applications after the closing date of the position and determine if there are qualified applicants, or if the Notice of Current

Vacancy should be updated to Open Until Filled. If updated to Open Until Filled, the building/program administrator shall routinely review applications.

1. Building/program administrator will review (1) all applications where all required information has been provided and (2) all applications for current employees.
 2. It is at the discretion of the building/program administrator whether or not to review incomplete applications.
- B. The building/program administrator shall establish an interview team to assist in the final screening process. An interview team is not required when filling a vacancy that is posted only In-Building. The District will establish the procedures for interviewing the successful applicants.
- C. After interviews, and with input from the interview team, the building/program administrator will identify top candidate(s).
- D. The building/program administrator will collect reference information from at least three professional or personal references. Building/program administrator will personally contact at least one professional reference, preferably the applicant's most recent supervisor.

Recommendation, Offer and Acceptance

- A. Building/program administrator will share their recommendation for the top candidate for any certified position with the Superintendent for approval before making a conditional offer of employment.
- B. Building/program administrator may make a conditional offer of employment to the top candidate, notifying the applicant that employment is not official until approved by the Board. This shall not prohibit an applicant from beginning employment as soon as possible following the conditional offer.
- C. Once the top candidate has accepted the conditional offer of employment, the building/program administrator will make a Job Recommendation to Human Resources.
- Certified positions: If such acceptance would create another certified vacancy, the hiring process must be repeated.
 - Classified positions: If, within two weeks following interviews, such acceptance would create another classified vacancy requiring equal qualifications at the same building/department, the above process may be waived and the existing applicant pool utilized.
- D. If the top candidate declines the conditional offer of employment, the building/program administrator may repeat the hiring process in as many iterations as necessary to hire a candidate into the position.

Upon submission of a Job Recommendation by the building/program administrator, Human Resources will:

- A. Issue a statement of intention to employ, pending Board approval.
- B. For Certified positions:
 1. In accordance with Idaho Code 33-1210(3), provide the applicant with Form 5100F1 for distribution to former school district employers.
 2. If, at the time the statement of intention to employ is made, the District has not yet received documentation requested pursuant to Idaho Code 33-1210(3), the District may provisionally employ such applicant on a non-contracted basis for up to thirty (30) days after receipt of the documentation. Within that thirty day time period, the Board may issue a written statement to the applicant identifying why a standard contract will not be issued and specifying which information justifies such decision. The Board may only identify reason for non-issuance of a standard contract based on the documentation received. If, within thirty (30) days from the receipt of the information requested pursuant to Idaho Code 33-1210(3) no contract is issued or the written statement of non-employment is not provided to the applicant, the employee will be deemed to be employed pursuant to a contract. During this provisional employment, the applicant shall be provided the same compensation and benefits as if the employee had been employed on a standard certified contract.
 3. In accordance with Idaho Code 33-1210(5), request from the Office of the Superintendent of Public Instruction verification of certification status, any past or pending violations of the professional code of ethics, any detail as to any prior or pending conditions placed upon a certificate holder's certificate, any prior or pending revocation, suspension or the existence of any prior letters of reprimand and information relating to job performance. See Form 5100F2.
- C. Prepare, and submit a recommendation to the Clerk of the Board, for Board approval at the next regular or special Board meeting.

Board Action

The Board of Trustees of Lake Pend Oreille School District No. 84 will:

- A. Have placed before it all offered candidate names for the position; and
- B. Discuss hiring, and in a situation wherein the individual qualification of the applicants are discussed, go into executive session pursuant to law; and
- C. Vote relating to approval or disapproval of the candidates. If members of the Board personally have knowledge not available to the building/program administrator and the

interview team, the Board will not take action until all concerns have been reviewed by the building/program administrator.

Approval and Issuance of Contract

Certified Positions

Upon approval by the Board of Trustees, a contract, 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 Idaho Code 33-513. The applicant must sign the contract and return it within ten (10) days from the date the contract is delivered to them. Should the person willfully refuse to acknowledge receipt of the contract or the contract is not signed and returned to the Board in the designated period of time, the Board or designee may declare the position vacant. Should the candidate not be approved, or the person willfully refuse to acknowledge receipt of the contract or the contract is not signed and returned to the Board, the Superintendent will remand the situation to the building/program administrator to provide the next applicant's name for consideration.

Any person on provisional employment pursuant to Idaho Code 33-1210(7) shall be subject to the same time limits and provisions for return of a signed contract when and if such contract shall be provided to them for signature.

Classified Positions

No contract will be issued for classified positions.

Documented Certification

To qualify for employment, each teacher, administrator and certified specialist must possess or apply for, and maintain during the entire school year, a valid Idaho teaching/administrative/pupil personnel certificate on file in the District Office at the beginning of the school year. Salary will be withheld if the certificate, or application for such, is not on file by September 10 of the given year. For those certified employees hired after September 10, the certificate, or application for such, must be on file in the District office as soon as possible. If at any time the teacher/administrator/certified specialist's certification lapses, is revoked, or suspended, the certified employee may be subjected to action declaring a contract violation and possible action to terminate the employment of the individual with the District.

Cross Reference:	5110	Fingerprinting and Criminal Background Investigations
	5120	Equal Employment Opportunity and Non-Discrimination
	5100F1	Verification of Professional Experience and Job Performance/Conduct Documentation Request
	5100F2	Request for Verification of Certificate Status
	5220	Assignments, Reassignments & Transfers
	5230	Accommodating Individuals with Disabilities
	5740	Reduction in Force

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. § 33-1210 Information on past job performance
I.C. § 65-505 Officials to observe preference
I.C. § 74-206 Executive sessions
IDAPA 08.02.02 Rules Governing Uniformity
Public Law 99-603 Immigration & Reform Control Act of 1986

Policy History:

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