

PROFESSIONAL/ CERTIFIED STAFF HIRING

Given adequate time and an adequate pool of candidates, administrators shall be responsible to the superintendent for submitting the final recommendation for a candidate to fill each vacancy, utilizing experienced personnel in the recruitment and selection process when feasible.

The process for hiring professional/ certified staff in Goshen County School District No. 1 is as follows:

Interview and Hiring Process

1. The online application process must be completed including the application form, transcripts, current reference letters, and current certification if applicable.
2. Administrators are notified via email from the online application system of possible candidates for consideration.
3. Prior to conducting interviews, the administrator will:
 - a. Select interview committee, select a committee leader, train members, define the role of committee members and administrator, and develop a position profile.
 - b. Committee will develop interview questions and the characteristics and qualifications required for the position (same questions used for all interviews for the same position).
 - c. Principal will perform initial screening of applications and conduct reference checks prior to interview.
4. After a position has been posted for a minimum of five (5) days, the administrator will:
 - a. Schedule the committee to interview candidates, review results of interviews, and list strengths and weaknesses of each candidate in relation to position profile characteristics .
 - b. Administrator will recommend a qualified candidate to the Superintendent and Board of Trustees in writing, along with the "Certified Candidate Screening Profile" form (Ex 1). The superintendent will provide this hiring recommendation to the Board of Trustees.
 - c. The Board of Trustees will consider the hiring recommendation and take action.
 - d. If candidate is hired, the administrator will submit an "Employment Status Information – Permanent Employment" form (gold sheet) to the superintendent and a contract may be issued if applicable.

If time is of the essence or an adequate pool of candidates is not available, the Board Chairman may authorize the Superintendent to offer a contract 'on the spot' following an interview and at least two telephone reference checks as well as a review of a completed application and resume.

If the interview is conducted by another district administrator, the Superintendent must be contacted prior to offering the candidate a contract

Approved by Board and issued 8/9/77

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