

EMPLOYMENT PROCEDURES

DBB

OPENINGS

All positions shall be cleared with the superintendent of schools prior to being declared open.

ADVERTISEMENT

Certificated personnel positions will be advertised through university listings, school districts, and media means. The district shall advertise classified positions with local media and local newspaper.

WRITTEN APPLICATION

All persons interested in employment with North Summit School District shall submit a written application on approved District forms. Certificated personnel shall also submit a placement file, which will be used to ascertain their qualifications and assist in determining which candidates are most qualified.

INTERVIEW

Candidates who qualify for the position as determined by their written application, will be screened by a selection committee. Those selected will be interviewed by the appropriate administrator or selection committee. Purposes of the interview shall include:

- a. verification of data submitted on written application
- b. evaluation of skills, attitudes, etc.
- c. determination of compatibility with staff and program
- d. verification of teaching experience through documentation or university transcripts.
- e. negotiate the number of years experience for placement on teacher salary schedule up to maximum of Step 12.
- f. selection of final candidate.

TESTING

Tests shall not be required as routine part of employment procedures. However, the administrator responsible for selection, may at his/her discretion, use appropriate tests in the selection process.

APPROVAL FOR EMPLOYMENT

The administrator responsible for selection shall submit the application of the candidate selected to the District Office. If the applicant is approved by the superintendent, and meets all qualifications established by law and the Board of Education, the candidate's name shall be submitted to the Board for final approval.