Series 400: PERSONNEL

450 Professional Staff Hiring

1. Purpose:

The purpose of this policy is to provide an administrative posting procedure to follow when posting for positions that are not replacement positions.

Legal References: MINNESOTA STATUTES
MS. 1978, 125.04; 125.11
Ch. 363 (Minnesota Human Rights Act)
29 U.S.C. 621. et. seq. (Age Discrimination in Employment)
29 U.S.C. 2615 (Family and Medical Leave Act)
38 U.S.C. 4301 et. seq. (Vietnam Era Veterans Readjustment Assistance)
38 U.S.C. 4211 et.seq. (Veterans Reemployment Rights)
42 U.S.C. 2000e et. Seq. (Title VII of the Civil Rights Act)
42 U.S.C. 12101 et. Seq. (Americans with Disabilities)
ADA PUBLIC LAW 101-336, Title Compliance

Transferred from ISD 318 Policy GCF, Revised 8/2012
II. General Statement

A. The Board believes it to be of prime importance to obtain the best qualified persons available to provide the highest quality educational program practicable for every boy and girl in the district. Teachers of the district shall carry out those duties as prescribed by law.

B. The hiring of all professional staff of the district shall be considered by the Board upon the recommendation of the administration and approval of the superintendent. Applications shall be processed according to the procedures recommended by the superintendent and adopted by the Board.

C. The administrator directly responsible for the work of the staff member shall have the opportunity to aid in the selection. No candidate shall be hired without a personal interview.

D. All candidates shall be considered on the basis of the needs of the district and their merits and qualifications. There shall be no discrimination or preferential treatment with regard to race, color, national origin, creed, religion, sex, marital status, status with regard to public assistance, age, disability, sexual orientation, family care leave status, veteran status, present or former employment by the district.

E. No teacher may be employed who does not hold a valid license to perform the particular service which he/she is employed. The teacher shall file for record with the superintendent the license or a certified copy thereof.
PERSONNEL

PROCEDURE:

ADMINISTRATIVE PROCEDURE POSTING PROCEDURES

1. The following types of postings will be sent to the School Board Chairman and all Board members:

   A. All postings that are not replacement for current positions, with the exception of:

      (1.) Community education
      (2.) Casual activity positions
      (3.) Substitutes
      (4.) Student Workers

   B. All administrative postings which includes the following bargaining units: principals, supervisors, directors, business manager, assistant superintendent, superintendent.

The School Board Chair may then direct the superintendent to place the posting on the next School Board Agenda for “approval to post” action (or) the School Board Chairman may indicate verbally or in writing that he or she will not recommend that a posting go before the entire Board for approval.

Understanding that for reasons of timing, that when the Board Chair receives a posting, the posting will have already been sent out to the normal posting site. If a posting goes to the Board, the scheduling of interviews will be delayed pending a Board decision.

Procedure approved by ISD #318 School Board, July 2003, Converted to MSBA format 2012
Revised 1.A. 8/2012