

<b>Administrative Directive Title:</b> <b>Employee Recruitment and Employment Recommendations</b>	<b>AD Number:</b> <b>5.105.1</b>	<b>Adopted:</b> January 1983 <b>Former Descriptor:</b> PER13
<b>Policy References:</b> <a href="#">Board Policy 5.105</a> - Recruitment of Employees <a href="#">Board Policy 5.106</a> - Application and Employment	<b>Revised:</b> 7/84; 3/99; 2/11; 4/12; 7/13; 6/14; 9/18; 7/19; 5/22; 11/24	

**RECRUITMENT PROGRAM**

The Director of Human Resources and Educator Effectiveness shall, in conjunction with the Director of Schools, be responsible for the development of a program for the recruitment of licensed personnel.

This program shall contain the following:

1. Examine staffing needs;
2. Develop timelines for recruitment;
3. Develop/update clear recruitment materials;
4. Identify multiple sources and strategies for recruitment;
5. Form a recruitment and selection team;
6. Develop and implement a recruitment plan; and
7. Analyze the outcomes and effectiveness of recruitment sources and strategies.

When a vacancy occurs within the school district, the following process shall be followed to fill that position:

1. The principal shall contact the Human Resources Department once a vacancy exists;
2. Vacancies shall be advertised online through the school district website;
3. Applications will be screened by the Human Resources Department and hiring supervisor to identify qualified candidates based on the job requirements provided; and
4. Interviews of qualified candidates may be conducted by the hiring supervisor and/or interview panel.

**RECOMMENDATION FOR EMPLOYMENT**

No employment commitment may be made to any individual without the approval of the Director of Schools. Only the Director of Schools has the authority to employ or dismiss personnel. Recommendations for employment should be made by the principal or supervisor to the Human Resources Director.

All postings, interviews, recommendations, selections and other employment activities must comply with local Board policy and applicable federal and state employment law as it relates to all personnel.

The Supervisor of Special Education shall be involved in the hiring of all special education personnel (including teachers and educational assistants). The Assistant Superintendent of Curriculum and Instruction shall be involved in the hiring of academic interventionists, ESL teachers, and Academic Coaches. The Assistant Superintendent for Student Support Services shall be involved in the hiring of social workers and school counselors.