

Dallas School District 2

Code: **GCC/GDC-AR**
Adopted: 1/28/02
Readopted: 11/28/05; 4/09/07; 12/13/10

Selection of Teachers, Classified and Confidential Employees

The School Board is committed to staffing the District's Schools with the best qualified persons available within budgetary limitations. In implementing this commitment the following procedures shall be used to the extent that practical considerations will permit:

I. Recruitment

- A. The District Office shall be responsible for advertising all vacancies and for seeking qualified applicants.
- B. In advertising a vacancy, an open application period will be identified during which applicants from within and outside the District will be given opportunities to fulfill the application requirements.
- C. Notices of all vacancies shall be distributed to buildings for posting and shall include the application process and deadline information.
- D. The Superintendent may authorize a signing bonus up to \$2000 to secure a candidate in difficult to fill position.

II. Applications

- A. Applicants for positions in the School District shall submit to the Superintendent's Office all documentation as described in the vacancy notice.
- B. Upon request, qualified applicants for listed vacancies will be provided information relative to salaries, personnel policies, and other District data which is readily available.
- C. No person, who is otherwise qualified, shall be denied the opportunity of applying and being given equal consideration for a position because of membership in a Federal or Oregon protected class.

III. Screening Procedures

- A. The District Office shall receive all letters, applications, and papers of applicants.
- B. The Superintendent or his/her designee will evaluate the applications for completeness and for meeting basic position qualifications. A preliminary list of qualified applicants will be developed in this manner.

- C. First interview to be conducted by screening committee:
 - 1. It is specifically recognized that the screening committee serves in an advisory capacity and its authority is limited to the advisory recommendation.
 - 2. From the preliminary group of qualified applicants, the screening committee shall attempt to select and interview at least five (5) candidates unless fewer than five (5) persons are listed on the preliminary list.
- D. Second interview may be conducted by the Superintendent or his/her designee of the applicant recommended by the screening committee.
- E. The superintendent or his/her designee will discuss the final applicant for all positions with the principal or supervisor and may reject the recommendation and re-advertise the position. The principal or supervisor will provide the Superintendent or his/her designee with a complete Employment Recommendation Form for the Superintendent's or his/her designee's signature before making an offer of employment.

IV. Screening committee structure

- A. If a vacancy occurs during a time when building staff members are not on duty, or when the superintendent and building principal recognize the qualifications of a candidate for a difficult to fill position, this selection process may be waived. Under these conditions, the principal and the Superintendent or his/her designee will proceed with the selection.
- B. Single building assignment position:
A committee composed of a minimum of three persons including the principal or supervisor.
- C. Multi-building assignment position:
 - 1. A district administrator/supervisor having a major interest in the position will be appointed by the superintendent to chair the first interview process.
 - 2. The screening committee shall be composed of a representative of each building levels significantly affected by the assignment to be appointed by the principal of each building involved.
- D. Coaching:
 - 1. When a head coaching position is involved along with a licensed opening the Athletic Director shall be added to the screening committee.
 - 2. When the head coaching position is involved without a licensed opening, a screening committee should be comprised of the athletic director, principal/or designee, a staff member, and others as determined by the Athletic Director.
 - 3. Student athletes may be included on the screening committee in the selection process of any coaching position.