

## **Recruitment, Selection and Employment of Personnel**

1. The director of hiring shall have responsibility for posting positions which the district determines are open.
2. Postings will be made in each facility including the district office.
3. Each facility shall have a space reserved for posting openings.
4. The district will advertise openings widely, as may be appropriate for the position available.
5. The district shall meet affirmative action and equal opportunity guidelines.
6. The director of hiring shall prepare an appropriate and orderly selection process for job openings.
7. The director of hiring is charged with the responsibility to ensure that the hiring process is followed and/or make adjustments as necessary.
8. The selection of the employee will be made by the administrator responsible for that employee. However, in the case of special education, the director shall be a direct participant in the screening and interviewing of such candidates.
9. Screening and interview committees are encouraged as a part of the hiring process.