

Santiam Canyon School District 129

Code: **GCC/GDC-AR**
Revised/Reviewed: 12/17/84; 6/10/15
Orig. Code(s): GCC/GDC-AR

Staff Recruitment

When a vacancy exists, the principal or supervisor is responsible to complete a position vacancy notice and send to the district office. Office personnel will then advertise the vacancy and compile the files. When files are complete they will be returned to the contact person who will arrange for screening and interviews.

After a final selection is made, hiring will be done by the Board upon recommendation of the superintendent. Prior to appearing on the Board agenda, the superintendent must receive the applicants folder containing:

1. The completed application form;
2. Applicants placement file (licensed positions only);
3. Other application information (letter of application, resume, etc.);
4. At least one record of a telephone reference check;
5. A completed recommendation for hiring.

The interview team should have at least three members and consist of the building administrator, a licensed staff member in the same building and an optional third or fourth member (another administrator, counselor, librarian, etc.). If the superintendent is not part of the particular interview team when the final selection is made, the candidate is to come to the district office for an interview with the superintendent.