

STAFF HIRING

The Chief Executive Officer (CEO) determines the District's personnel needs. Through recruiting and evaluation procedures, the CEO or designee recruits and hires personnel for the District.

It is the duty of the CEO to ensure that persons selected for employment in the schools meet all certification requirements and the requirements of the Board for the type of position for which the selection is made.

The following guidelines are used in the selection of personnel.

1. There is no unlawful discrimination in the hiring process.
2. The District makes every effort to hire staff with diverse backgrounds, educational preparation and previous experience to enhance the quality of instruction.
3. Interviewing and selection procedures ensure that the administrator who is directly responsible for the work of a staff member has an opportunity to aid in the selection process.
4. No candidate is hired without an interview and a criminal record check.
5. All candidates are considered on the basis of their merits, qualifications and the needs of the District. In each instance, the CEO and others having a role in the selection process seek to select the best-qualified applicant for the job.

An appointment is valid only if approved by the CEO. Both the CEO and the Board must approve principal and assistant principal appointments.

[Adoption date: May 2, 2002]

LEGAL REFS.: Fair Credit Reporting Act, 15 U.S.C. Sections 1681 et seq.

ORC 3313.53

3319.02; 3319.07; 3319.11; 3319.21; 3319.22-3319.31; 3319.39

3323.06

OAC 3301-35-03(A)

CROSS REFS.: AC, Nondiscrimination

ACA, Nondiscrimination on the Basis of Sex

ACB, Nondiscrimination on the Basis of Disability

GBA, Equal Opportunity Employment

GBQ, Criminal Record Check