

PERSONNEL

Recruitment, Selection, and Employment

The Director of Human Resources is designated by the Superintendent as the administrator responsible for the recruitment, selection and employment of staff. The Director of Human Resources will develop procedures for hiring highly qualified staff based upon the identified needs of the district.

A. Identifying Needs

Annually designated administrators will collect enrollment projections and establish anticipated staffing needs for the following school year. This will include identification of returning employees, possible voluntary or involuntary transfers, and projected vacancies. Budget requests made to the Board of Directors will be based upon identified needs. Positions will be filled based upon the budget parameters established by the board.

B. Recruitment and Selection

Job vacancies will be advertised according to procedures established by the Director of Human Resources. Such procedures should include consideration of the district's affirmative action plan and goals. Efforts should be made to seek qualified applicants from protected employment groups who are underrepresented in the district staffing mix.

Interviews must be conducted in a manner consistent with state and federal anti-discrimination laws and regulations. Hiring procedures developed by the Director of Human Resources will include the Pre-Employment Inquiry Guide adopted by the Washington State Human Rights Commission in state regulations.

C. Hiring

The Director of Human Resources or designee will review and approve all recommendations for hire. The review must include an applicant's qualifications, credentials, disclosures, and references. Candidates approved by the Director of Human Resources or designee will be recommended to the board of directors for hire by the board at an official meeting.

Candidates who are recommended for hire may be employed conditionally pending board action and pending the results of a fingerprint records check. Unsuccessful candidates will be so advised.