

ADMINISTRATIVE GUIDELINES

Special Services, Johnson County and Surrounding Schools

SERIES 500: PERSONNEL

Section 501: General

501.11 Employment: Recruitment and Selection of Staff

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A. Introduction

1. The Governing Board shall make all appointments to positions on the basis of a person's professional qualifications. To implement the desire of the Board to appoint on the basis of merit only, all those who have responsibility for staffing should search diligently for qualified candidates to fill staff positions.
2. Each position shall have a job description which shall include, but not be limited to, the following information:
 - a. the position title
 - b. its function
 - c. a listing of the responsibilities and authorizations assigned to the position

B. Qualifications

1. The qualities desired beyond minimum certification requirements are:
 - a. formal training appropriate to the duties and responsibilities of the particular position;
 - b. experience, both quantitative and qualitative, related to the particular position;
 - c. demonstrated ability in the particular position;
 - d. demonstrated ability to work harmoniously with others, both with those of greater and lesser responsibility and authority;
 - e. evidence of high educational and professional standards;
 - f. demonstrated loyalty to the administration and other staff where presently employed;
 - g. evidence of commitment to professional growth;
 - h. evidence of professional work habits and conduct consistent with the ethics of the profession.
2. Each candidate shall submit the following information in the form requested by the Corporation:

- a. personal data, limited to those allowed by law
- b. certificates held
- c. record of educational and professional training (including transcripts)
- d. record of experience applicable to the position, e.g. teaching, counseling, administration, etc.
- e. reports from references

C. Selection Process

1. Application Procedure

All letters of application and all placement office credentials should come through the Human Resources Department which will note date of receipt, acknowledge the application.

2. Investigation Procedure

- a. Checking of credentials should include, in addition to letters of reference, direct telephone calls to the person's recent supervisor(s) or employer.

Such information shall be maintained in a confidential file restricted to supervisory and official use only so as to protect the source(s) of the information and the privacy of the applicant.

- b. A biographical sketch is compiled which outlines in brief the candidate's training and experience and other pertinent qualifications.
- c. All necessary certification, training, and experience is documented.

3. Interview Procedure

- a. Upon receipt of relevant information, applications will be routed to the appropriate administrator for review.
- b. The administrator shall review the applications and determine appropriate applicants to be interviewed.
- c. The administrator shall then determine which, if any, members of the staff will be included in reviewing applications and/or attending the interviews.
- d. Prior to the interview, the Human Resources Department will conduct a criminal history record check (limited). (Submission of Form C.O. 12-A is required)
- e. After all interviews have been completed, the administrator submits the recommended candidate to the Executive Director for recommendation to the Board, using Form PCA-1 (Payroll Authorization Form).

Prior to the Governing Board meeting, the candidate will be provided with instructions for obtaining a criminal history record check (Expanded). The candidate will be responsible for scheduling the appointment, providing a set of fingerprints and paying the investigation fee.

- f. Both successful and unsuccessful candidates should be notified of the Corporation's employment decision.

4. Procedure for Assistant/Associate Directors and Program Supervisors

- a. If the opening is for one of these administrative positions, a screening committee consisting of Board members and members of the professional staff shall be selected to assist in the interview process.
- b. The screening committee may participate in the planning of the interview sessions and the questions that will be asked all candidates.

- c. At the end of the interview process, each member of the selection committee will be asked to independently determine those candidates that s/he thinks should receive further consideration. Additional interviews and final recommendation shall be the responsibility of the Executive Director.

5. Procedure for Executive Director Position

- a. The interview/selection procedure for the Executive Director's position shall be established by the Governing Board.
- b. During all phases of all screening, interviewing, and selection process, the Equal Opportunity Employment Policy shall be adhered to by all personnel involved.

D. Employment Procedure

- 1. After the Executive Director's approval, and with Board acceptance, the appropriate administrator shall make an offer of employment and remuneration and, upon acceptance by the successful candidate, initiate a contract or memorandum of employment which will include:
 - a. terms of employment including wages;
 - b. length of contract;
 - c. fringe benefits;
 - d. job title and person to whom responsible;
- 2. Upon acceptance, the new staff member shall report to the Human Resource Office to complete necessary forms, such as state/federal tax forms, insurance forms, etc.