

RSU #23 SCHOOL DEPARTMENT
RECRUITING, HIRING AND EMPLOYMENT CHANGE PROCEDURES

A. JOB DESCRIPTION DEVELOPMENT/REVIEW:

In this procedure, the Hiring Administrator is considered to be the person directly responsible for the hiring of the given position and would typically be the Principal, Program Director or other designee as appropriately assigned. See Section M.

To ensure that a written role description of the vacant position accurately represents the current functions and needs, the Hiring Administrator, along with Human Resources and/or Superintendent assistance as needed, is to:

1. Conduct a review of the job description (if none exists, develop), with input from persons affected by the position;
2. Include the criteria (skills, knowledge, abilities) required to perform the duties/responsibilities of the position; Knowledge is an organized body of information. This refers to knowledge of facts or procedures such as budgets, regulations and operational systems. A skill is the manipulation of an idea, person or thing. Skills might include equipment repair, second language proficiency or a trade such as carpentry. Ability is the capacity to perform a physical or mental activity. Examples of ability include oral or written communication, organizing and planning work or mentoring staff.
3. List the minimum qualifications (training, education, experience and certification) for the position.

B. RECRUITMENT:

To attract a strong pool of qualified candidates, Human Resources will advertise accordingly: The Hiring Administrator will e-mail Human Resources with the job posting request, including: Position, length of assignment, location, part/full time status, attach the job description from “A” above indicate if to be posted internally only (otherwise it will also be posted externally) indicate why the position is open (who current employee terminating position is, who current employee on leave of absence is and/or if new budgeted position.)

Human Resources will confirm the vacancy exists and internally post via e-mail to the RSU #23 School Department List and on the RSU 23 website.

If the posting does not state internal only, the Technology Director will further post to the District's website and Human Resources will post it on www.servingschools.com.

Human Resources will post to other external websites and media as requested by the Hiring Administrator and approved in the budget by the Superintendent.

C. SCREENING:

To ensure that a fair and efficient screening process will occur:

Applications will be received by Human Resources at central office and bundled by position applied for. When the posting has closed and the Hiring Administrator is ready to review applications, they should contact Human Resources to arrange a time for pick-up or delivery.

The Hiring Administrator will need to appoint a screening panel (including a parent or community member for Principal and above) and have each participant in the panel sign a Confidentiality Hiring Form.

All applications should be reviewed by more than one individual with attention given to an unbiased regard for the criteria and qualifications in the job description. An Applicant Screening Matrix will to be used as a common framework to document selection rationale. It can be amended as needed for particular positions.

Eliminate all candidates who do not meet the minimum qualifications.

Candidates selected for interview should be based on the degree to which they meet the criteria and demonstrate the skills, knowledge and abilities as outlined in the job description and where they land on the matrix.

With regard to current staff members applying for positions within the district, use appropriate judgment in extending interview opportunities. If they do not meet the minimum qualifications, contact them and let them know why they won't be interviewed. Otherwise, depending on where an in house candidate lands on the matrix (top, mid or bottom) and how many viable candidates you have, may dictate whether you interview the in house applicant or not; if you choose not to select them for an interview, extend professional courtesy to them and let them know what they might need to work on for another similar future opportunity (or if there were simply an abundance of very qualified candidates.)

After the screening process, letters should be sent out from the Hiring Administrator to those candidates not selected for an interview.

D. INTERVIEWING:

To ensure that the interview process will be conducted in a legal and proper manner, the Hiring Administrator is to:

Appoint an interview panel (may be the same people who served on the screening panel) with representation as deemed appropriate for the particular vacancy and have each participant (who hasn't already for the given position) in the panel sign a Confidentiality Hiring Form.

The interview panel will design interview questions, which match the criteria and the duties/responsibilities outlined in the job description and provide equal opportunity for the candidates to respond to the same questions/questioners.

E. SELECTION:

The Interview Panel is to:

Individually assess the candidates according to their answers to the job description-related questions, rating and commenting on each using a specially prepared form corresponding to the questions/criteria. An Applicant Interview Scoring Matrix will be used as a common framework

to document selection rationale. Criteria should be amended as needed relative to the questions and job description for the position; please work with Human Resources, if necessary, to adapt.

After all qualified candidates have been interviewed and the Interview Panel has come to a consensus on whom to move forward with, the Hiring Administrator should conduct reference checks.

F. NOMINATION/EMPLOYMENT:

The Hiring Administrator should conduct a second interview as necessary and/or call the candidate to offer the position (including notification of pay) pending the results of a background check. At that point, the Hiring Administrator needs to indicate the assigned pay based on appropriate placement on the salary schedule for the given position on the Authorization for Hire Form. (This Step is for all positions except for teachers and administrators, as the Superintendent will assign those pay rates and discuss with the candidate on the second interview).

The Hiring Administrator must complete an Authorization for Hire Form and attach it to a complete application packet. A complete packet includes copies of: cover letter, resume, application, transcripts, certification/CHRC approval, three letters of reference, teaching philosophy (for teaching applicants), Praxis II test scores or House Rubric (for teaching applicants.)

The Authorization for Hire Form must be signed by the Hiring Administrator and the complete packet sent to the Superintendent's Office for approval. For teachers and administrators, the Superintendent will conduct a second interview.

The Superintendent's Office will conduct a second interview for teachers and administrative positions. At that time, appropriate salary/rate/step information will be determined and an offer made, contingent on School Board approval (when applicable) and background check results. When able, the Superintendent's Office will notify Human Resources in advance of the final interview to have a New Hire Packet available.

The Superintendent's Office will complete a background check on all new employees and verify the assigned salary placement for non-teacher and non-administrative positions. Background checks will also be conducted when an employee changes bargaining units, (ex. Support Staff to Education Association).

The Authorization for Hire Form will be signed off by the Superintendent and remitted to the Human Resources Office.

G. NOTIFICATION:

1. Human Resources will receive the complete packet from the Superintendent. The Hiring Administrator will be notified by Human Resources that the employee is able to start working. Human Resources will also notify the Technology Director to set-up an email account and remove the job posting from our website. The Technology Director will further send the e-mail address of the new employee to the Payroll Specialist to update in the payroll system for e-mailing of direct deposit advices.

After the interview process, letters should be sent out from the Hiring Administrator to those candidates interviewed, but not being considered for hire.

H. ORIENTATION & SUPPORT:

1. Human Resources will mail a New Hire Packet to the employee (if not already given during final interview and offer) and contact them to set up a new hire orientation/benefits review.
2. Human Resources will meet with small groups of new hires to go over benefits and conduct mandated safety training at the New Staff Orientation at the beginning of school and as needed throughout the school year.

I. RECORD-KEEPING:

To ensure that the confidentiality of employee and applicant records are properly maintained, Human Resources is to provide for the maintenance in secure files of all applications and documentation of the hiring, screening and interviewing process for a period of three (3) years.

The Hiring Administrator is to: Send back applications of those not hired or not interviewed to Human Resources to be kept on file, along with the screening/hiring panel's signed Confidentiality in Hiring Forms and any other documentation of the hiring, screening and interviewing process.

J. CONFIDENTIALITY:

To ensure that confidentiality is maintained throughout and permanently following the hiring process, all employees involved, and any other participants are to maintain absolute confidentiality about candidates, including names, in accordance with state law (20-A MRSA § 6101). The Superintendent is to assume responsibility through the Hiring Administrator for providing adequate orientation at appropriate stages of the process, including at the completion. All interview committee members must read and sign the CONFIDENTIALITY form before any application packets are reviewed and interviews are conducted.

K. CHANGE / TERMINATION IN EMPLOYMENT STATUS:

In the event of a change in an existing employee, please fill out the CHANGE IN EMPLOYMENT STATUS REPORT form. This would be filled out if an employee increases or decreases hours OR changes positions or schools. This also includes substitutes transitioning to and from long term substitute assignments.

In the event an employee terminates employment, please fill out the **EMPLOYEE TERMINATION OF EMPLOYMENT FORM**. Please include a copy of the notice of resignation from the employee with the form. Please send terminations on all employees – including those only assigned for “one year only.”

Send to Central Office for sign off and approval by the Superintendent (copy to Special Education for those positions) and return final to Human Resources and then Payroll.

L. PROCEDURES FOR HIRING SUBS:

1. All subs must be on the Approved Sub List in order to sub. Someone who has subbed in the past must be sure they have a complete, up to date application pack on file to be on the list. Simply because they may have subbed in past years does not mean they are on the list.
2. Applicants must get a sub packet from Central Office and complete all paperwork. Once they have turned in a complete packet HR will contact an administrator to arrange for an interview.
3. Once the applicant has interviewed and received approval from the administrator a background check is done. Once this step is complete, their name is given to the Business Office.
4. Once a sub is on the approved sub list they will receive a notice at the end of the school year asking if they would like to remain on the list.

M. HIRING RESPONSIBILITY:

Purpose: Define who the Hiring Administrator (HA) is and what positions fall under the HA.

Note: All final hiring decisions are made by the Superintendent (after Board approval for teacher and administrative positions.)

HA

The School Board

Superintendent
(and/or Assistant Superintendent)

School Principals
(and/or Assistant Principal)

Positions of Responsibility for the HA

Superintendent

Principals and Assistant Principals
Administrative – Exempt & Non-exempt

Teachers
Ed Techs
Secretaries
Custodians
Substitutes

Special Education Director
(and/or Assistant Director)
In conjunction w/School Principal

SPED Teachers
SPED Ed Techs
SPED Secretaries
SPED Substitutes

Maintenance & Transportation Director

Drivers
Bus Aides
Maintenance

Food Services Director

Kitchen Workers

Technology Administrator

Computer Technicians

Athletic Directors

Coaches

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