

**PROFESSIONAL STAFF HIRING**

The board has the legal responsibility of approving the employment of all employees. While this responsibility cannot be waived, the board assigns to the superintendent the process of recruiting staff members. In carrying out this responsibility, the superintendent will involve various administrative and teaching staff as needed. All personnel selected for employment must be recommended by the superintendent and approved by the board. To aid in obtaining the best available staff members for our schools, the board adopts the following general criteria which shall be utilized in the selection process:

1. There will be no discrimination in the hiring process due to age, sex, creed, race, color, national origin, or disability.
2. Candidates for grade 9-12 positions should have a major in the teaching field. Minimum requirement will be semester hours for each subject taught as determined by the Department of Education State Accreditation Office.

Middle School candidates should have a strong college background in the area they will be assigned.

Elementary candidates should have a major, or equivalent, in elementary education or in the special area to which they will be assigned.

3. The highest quality of instruction is enhanced by a staff with a wide variation in education preparation, background, and previous experience. Concerned efforts will be exerted to maintain this variation in the staff.
4. Candidates for teaching positions should provide evidence of meeting the state requirements for regular certification status. In cases of absolute necessity, holders of provisional or temporary certificates may be employed in regular full-time capacity, not to exceed one year.

In the event that the specific or general criteria are not met by a recommended candidate, it shall be the responsibility of the superintendent to point out the deficiencies to the board so that they may act accordingly. Should the board not approve the employment of a candidate recommended by the superintendent, it shall be the duty of the superintendent to make another recommendation.

The employment of any staff member is not official until the contract is approved by the board.