

PROFESSIONAL STAFF RECRUITMENT AND EMPLOYMENT

Code **GCF-R** Issued **3/05**

Each individual seeking employment in the district must apply in writing. An individual seeking employment requiring teaching certification will be required to submit the following documents to personnel services as part of the application process.

- application form
- South Carolina teaching credential
- college transcripts (undergraduate and graduate, if applicable)
- three written professional references which will be confidential
- National Teacher's Education test scores
- other documents as appropriate (out-of-state teaching certificate, resume, evaluation summaries, etc.)

The district will not consider the individual's application file complete until personnel services has received these documents.

Recruitment

The district will maintain an effective recruitment program designed to attract, secure and maintain the highest qualified persons for all positions.

Personnel services will analyze each job vacancy prior to initiating the recruitment process in order to determine which recruitment strategies will be the most effective for the specific job vacancy. Personnel services will write and publish the job vacancy announcement/advertisement within the confines of the district's recruitment and/or employment policies and procedures.

The district will maintain a list of available teaching and administrative positions in personnel services and on the district's website and may further advertise available positions as appropriate.

Should a mid-year vacancy occur in a teaching and administrative position, the board authorizes the superintendent to fill such vacancies for the remainder of the school year in which the vacancy occurs pursuant to a letter of agreement, when appropriate. The superintendent or his/her designee may determine whether advertisement of the vacancy is necessary or whether the position may be filled through some other means.

Personnel services will do the following.

- Utilize a variety of methods to recruit, advertise and maintain a pool of highly qualified applicants.
- Select a committee to screen applications.
- Ensure applicants meet certification requirements and verify/check references.
- Coordinate the interview of screened applicants, computerize screened applications, explain benefits and other information and refer applicant to principal/supervisor for interviews.
- Confer with principal/supervisor to compare interviews and determine most qualified applicant(s) for position.
- Notify applicant selected for position.
- Issue contract to applicant and complete other district-required documents.
- Provide support and other services to new employee.

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The principal or supervisor will do the following.

- Interview screened applicants.
- Make recommendation to superintendent or his/her designee.
- Maintain interview information for at least one year.

Any unsuccessful applicant for employment having reason to believe he/she was not a successful applicant because of race, color, creed, sex, age, national origin or disability may have his/her grievance heard according to the procedures set forth in the district's grievance policy.

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