



Human Resources – Series 5000 Recruitment and Selection of Staff – 5100

Employees are recruited and selected to assure that students grow and meet their full potential in district programs. Employees are highly effective, and have the necessary skills and experience to meet the learning needs of all students. The District works with teacher preparation programs, communicating the teaching skills, competencies, and experiences it considers of primary importance in its employees, and providing field experiences designed to train teachers to be able to improve student learning. Decisions about hiring, assigning, or transferring employees are based on maximizing the effectiveness of the employee within the District's programs.

The Superintendent or designee shall be responsible for establishing new or additional positions within the budget parameters established by the Board. The recruitment and/or selection process should result in an employee who is the most qualified to fulfill the need, based upon the candidate's skill, training, experience, and past performance.

The responsibility of administering the recruitment and selection process is assigned to the Superintendent or designee. Prior to formal employment by the Board, a prospective employee shall present necessary documents which establish eligibility to work. All necessary background checks shall be conducted.

Selection criteria and applicant information used during the recruiting and selection process shall be specifically job related and consistent with federal and state laws and regulations, personnel contracts, and reasonable business and legal principles.

Cross Reference:

Board Policy 5105 Employment Disclosures, Certification Requirements, Assurances and Approval
Board Policy 5415 Substitute Employment

Legal Reference:

RCW 28A.400.300 Hiring and discharging employees-Seniority and leave benefits, transfers between school districts.
RCW 28A.405.210 Conditions and contracts of employment-Determination of probable cause for nonrenewal of contracts-Nonrenewal due to enrollment decline or revenue loss-Notice-Opportunity for hearing
RCW 28A.405.220 Conditions and contracts of employment – Nonrenewal of provisional employees – Notice – Procedure
RCW 43.43.830 Background checks-Access to children or vulnerable persons
RCW 43.43.832 Background checks-Disclosure of information – Sharing of criminal background information
WAC 162-12 Preemployment Inquiry Guide (Human Rights Commission)

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