

MARSHALL COUNTY SCHOOL SYSTEM

Administrative Procedures

5.5

Effective Date: December 1, 2008

Revised Date:

Section: Personnel

Subject: Application and Employment Procedures

Related Policy: Application and Employment 5.106

I. DEFINITIONS

II. PROCEDURES

No part of this administrative hiring policy shall be construed to circumvent the policy of the Marshall County School Board.

1. All positions for employment will be publicly announced by Human Resources through appropriate public postings (front window, newspaper, district website, radio, college employment sites, etc. as determined appropriate by Human Resources).
2. All applicants for a position will receive an initial interview by the Human Resources Coordinator or his/her designee. This interview will establish a relationship between the applicant and the district allowing the district to evaluate the applicant's potential for employment (complete application, references, transcripts, licenses as required, etc.). Upon completion of the initial interview, an applicant may apply for any posting without the need of further interview by Human Resources.
3. All applicants will be contacted for an interview.
4. Selection for the posting will be a coordinated, combined effort by the principal and the supervisor over the area of instruction or staff supervision. This duty may be delegated by either party, but the principal must approve and sign the *Recommendation of Employment* before it is forwarded to the Director of Schools for hiring approval.
5. The principal will receive appropriate applications for the posting from Human Resources. The principal will arrange a second interview with the applicants and with the agreement of the appropriate supervisor, make an employment selection from the provided applicants. Should none of the applicants meet the requirements of the position, the principal may request an additional group of applications from Human Resources.

6. The completed *Recommendation of Employment* form will be returned to Human Resources. *After checking references, and receiving written recommendations, the director of schools shall hire and assign qualified applicants* (5.106)(2). Human Resources will contact the selected applicant and make the offer of employment.
7. Professional employees shall be notified by Human Resources in writing of the offer and conditions of employment. Upon receipt of employment notification, such person shall have fourteen (14) days to accept or reject, in writing, the offered employment (5.106)(2).
8. Support employees will be notified of an employment offer by Human Resources upon the completion of a check of references and a written recommendation from principals or supervisors.
9. All new applicants must first process through Human Resources before proceeding to their place of employment unless prior arrangements have been made for the betterment of the district.

III. ATTACHMENTS

5.5 Addendum-A Application Procedures for Support Personnel

Signature on File

Jacob Sorrells, Director of Schools