

ADMINISTRATIVE POLICY 6.23
RECRUITMENT AND HIRING: STAFF

The Board, through its employment policies, shall attempt to attract, secure, and hold the most highly qualified personnel for all positions. The superintendent shall develop a recruitment and selection program, subject to Board approval, that is based upon the diverse characteristics of the school system and the Board's mission and goals.

(1) CERTIFICATED STAFF (INCLUDING NON-REPRESENTED STAFF)

(a) The superintendent shall have the sole right of nomination for employment and promotion of certificated personnel, and the appointment of any nominated candidates shall be effected only with the approval of the Board. In the case of rejection, the Board may request another nomination.

(b) The effective date of appointment of certificated personnel shall be fixed by the Board, and no appointment shall be antedated more than 60 days.

(2) CERTIFICATED STAFF (EARLY CHILDHOOD)

Priority should be given in hiring for two years, beginning in 1996; thereafter only teachers certified in early childhood to teach in kindergarten through the third grade shall be hired.

(3) CLASSIFIED STAFF (INCLUDING NON-REPRESENTED STAFF)

(a) All appointments at whatever level of operation shall be brought to the attention of the Board.

(b) The superintendent shall see that persons nominated for employment are selected from appropriate civil service lists, when required, and meet qualifications established for the type of position for which the nomination is made.

(4) LIMITED-TERM EMPLOYMENT (LTE) POSITIONS

(a) All LTE (limited--term employment) contracts for LTE positions at any level of operation shall be reported to Board within 60 days of commencement of services.

(b) LTE positions must have the approval of the Superintendent, the Management of the Office of Accountability and Efficiency, or the Director of the Office of Board Governance (OBG), and the funding source must be confirmed by the Office of Finance before LTE contract that exceeds 60 days may be brought forth for approval by the Board.

(c) No LTE contract shall be for a period of one year or more without the Board's advance approval of the extension.

History:	Revised 3-29-95, 6-26-96, 7-26-12, 5-31-18	
Previous Coding:	Admin. Policy GCC, GCD, GDC prior to May 1995; Admin. Policy 7.21, May 1995-August 1996	
Legal Ref.:	W.S. 63.33, 63.37, 63.39, 63.41	
Contract Ref.:	ASC Contract; MTEA Contracts (School Accountants, School Aides); District Council 48, Locals 1053 and 1616; Service Employees' International Union, Local 150; International Union of Operating Engineers, Local 950	
Cross Ref.:	Admin. Proc. 6.23(1)	Recruitment and Hiring: Staff
	6.23(2)	Certificated Staff Hiring
	6.23(3)	Filling Principal Vacancies

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