Milton Town School District

Procedure

D1-P: PERSONNEL RECRUITMENT, SELECTION, APPOINTMENT AND CRIMINAL RECORDS CHECKS

Procedure

Hiring good, strong teachers and administrators is probably one of the most important things we can do to improve teaching and learning. It is the intention of these procedures and forms to streamline the process, to ensure top quality hires, efficiency, and effectiveness. The following procedures are to be followed for all hiring, and will be reviewed, discussed, and modified as needed and as appropriate.

- **Advertise** as soon as you know you have an open position. Be sure that you are checking the Master Agreement for any procedures or requirements and that you are following them. Be sure that you are communicating with Terry Mazza to ensure the correct information is posted for the position(s) (to include contact information, posting dates, etc.). In some instances, it may be appropriate to advertise “anticipated openings.” Anticipated openings need to be communicated to the Superintendent prior to the posting. For professional positions – only accept applications through Schoolspring.com

- Put together a **Search Committee** for each position. Every attempt should be made to ensure that membership (and overall size) of the search committee is inclusive (including as applicable to the hiring; classroom teachers, special education teachers, supplemental/remedial teachers, curriculum and/or assessment personnel, parents, students, etc). It is important that the search committee members understand their role is one of screening and advising; they are not the final decision makers. Final decisions are made by the Superintendent and the Board. Please stress with the search committee that all information gleaned during the search process is confidential and that finalists’ name(s) cannot be made public until Board approval is given.

- Establish clear **criteria** for the selection process. The committee needs to agree on a set of expectations/standards for the new hire as well as a ranking system to be applied unilaterally through the process. For professional positions, it is recommended that the committee consult the four domains of the components of professional practice from the Milton Town School District Faculty Supervision and Evaluation Plan. Furthermore, interview questions need to be established by the committee and the same questions asked of each candidate. The committee needs to understand what constitutes illegal questions which cannot be asked. A blank copy of the interview questions must be included with the New Hire Authorization Form. The Search Committee Chairperson must collect the ranking rubric and turn it into the District Office with the completed New Hire Authorization form.

- Determine the **application review process**. There is no set number of candidates to be interviewed. This is up to the committee. The committee’s expectations/standards should be applied to the interview pool. When will reference checking happen? With all candidates to be interviewed? With just the finalist(s)? Who will be checking
references? Please use the Reference Check List Questions and turn in the completed form to the District Office along with the New Hire Authorization Form.

- Once the search committee has established criteria, questions, and the candidates to be interviewed, establish your interview timeline. Determine your interview dates, times, and location. Libby Johnson will contact candidates and set up the interviews. Please inform Libby if there are any specific instructions to be communicated to the candidates, for example: Please bring a sample lesson plan to the interview; please bring a copy of your professional portfolio, etc.

- Two Important Questions to Ask When Setting Up the Interview – Depending on who will be setting up the interviews, there are two key questions that must be asked: (1) Are you currently under contract? And/or (2) Are you under a letter of intent? (These questions pertain to the time period that the individual will be under contract. For example, the next school year.) If the candidate is currently under contract then the process STOPS! There is an agreement among Superintendents that we will not steal employees from each other. If a candidate is already under contract either for the current year or the next year, then we will not interview them. If the candidate is under a letter of intent then the follow up questions are: (a) Is your principal aware that you are applying for and interviewing for this position? If the answer is “yes” then the next question is: (b) Is your Superintendent aware as well and has s/he had a conversation with our Superintendent? If the answer is “yes” please verify with our Superintendent before moving forward with the scheduling of the interview. If the answer is “no” to either of these questions, do not schedule the interview and inform the candidate that these steps must be completed before the interview can be scheduled. Inform both the chair of the Search Committee and the Superintendent of your findings.

- Be sure that you are clear in communicating the process to the candidates. The finalist as a result of the interview process will be referred to the Superintendent for a final interview. Based on the results of this interview, the name of the final candidate will be brought to the School Board for final approval. If your committee has difficulty coming to consensus on a final candidate(s), it may be necessary to schedule a second round of interviews with the committee members before recommending a name to the Superintendent.

- Once the committee has decided who to move forward to meet with the Superintendent, please provide a copy of the finalist’s complete resume and a completed New Hire Authorization Form to Terry Mazza. A complete resume packet needs to include the following components: cover letter, resume, transcripts, letters of recommendation, and proof of certification/licensure. Please review the New Hire Authorization Form/Check List for all required materials.
Date Warned: 4/9/2012
Date Adopted: 4/30/2012
Legal Reference(s): 4 V.S.A. §1102(b)(8) (Unauthorized disclosure)
16 V.S.A. §§255(f)(g)
16 V.S.A. §§251 et seq. (Criminal records checks)
16 V.S.A. §242(3) and 563 (12) (Responsibility for hiring)
20 V.S.A. §§2062, 2063 (Fees)
20 V.S.A. §2056c (Dissemination of criminal history)
Cross Reference: Board Commitment to Non-Discrimination (C6)
Personnel Recruitment, Selection, Appointment and Criminal Records Checks (D1)
Educator Supervision and Evaluation: Probationary Teachers (D4)
Personnel Files (D5)