

### **Vallivue School District #139**

The following procedures are established to appropriately implement Policy 430 Qualifications and Training of Para Professionals, Policy 440 Employment Contracts with Certificated Employees, and Policy 441 Assignment and Transfer of Certificated Personnel. These administrative procedures are intended to address all certificated, classified and extra assignment positions in the district. This would include administrative and teaching assignments, classified positions, coaching positions, summer school and driver training. Recruitment practices will fall in line with the affirmative action statement expressed in the federal code and further defined in Policy 441 and Policy 461 Qualifications of Certificated Personnel. Selection shall be based on the merits of the candidate without regard to race, color, creed, national origin, religion, age, disability, gender identity, or sex as per Policy 290 Discrimination Prohibited and statute. **No position should be filled until the job opening is properly posted and interviews have taken place according to the hiring process defined in this document.**

1. All personnel changes, job openings or hires must be approved by the superintendent with final approval of all hiring being the responsibility of the board of trustees.
2. When-replacing a current position, a resignation must be on file at the district office before the job can be posted.
3. Any position that is open shall be posted on the district website for a minimum of three days, as well as through teacher placement agencies, Job Service, other school districts, etc. as appropriate. (NOTE: Although Idaho higher education institutions may be adequate to supply our needs, it is recommended out-of-state universities are also notified when hiring for limited-supply majors.)
4. All vacancies, including extra-curricular positions, will be advertised within the district prior to outside agencies, whenever possible. Qualified personnel who are currently employed in the district will be considered along with applicants from outside the district.
5. Assignments, which include any extracurricular assignments, shall be based upon the qualifications of the candidate, which includes training, experience, certification and philosophy of the applicant in relation to the needs of the students and school district. Particular care needs to be given in making sure that the selection is not made on the basis of items other than merit, which may include personal relationships, etc.
6. All interested parties should be directed to the district website for applications. All completed applications will be filed electronically or by paper in the district office to avoid possible misplacement or confusion.
7. All letters of interest or applications on file at the district office are to be thoroughly screened prior to the selection of interviewees. Applicants may take duplicate material to

individual administrators or make personal contact. Applications are kept on file until December 31 of each year.

8. Interviews of all selected candidates will be conducted for the position by the building principal or supervisor and other personnel as deemed necessary.
9. Reference Checks will be made following district procedure using the reference check form. The reference check is to be turned in to the district office with the hiring form.
10. Following the interviews and team selection process where applicable, the building principal or supervisor will complete and submit a Recommend to Hire form to the district office. The superintendent will conduct a final review and/or interview if deemed necessary before placing candidate on the board consent agenda.
11. All interview finalists will be notified by the building principal or program director that the position has been filled as soon as possible after the decision has been made and the selected staff has accepted the position.
12. The district office personnel clerk will contact the employee to complete necessary paperwork.
13. It would be considered a conflict of interest if an administrator or immediate supervisor were to employ a relative that works immediately under the supervision of that said administrator or immediate supervisor. In the case of a temporary contract position or an emergency situation, the preceding procedures may be waived with approval from the superintendent.
14. Category 1 teachers are on a one-year contract and must re-apply for any openings in the school district, including their current job if applicable. The current position will be advertised and the category 1 teacher must submit a letter of interest or send an email to the building principal stating he/she would like to be considered for the job. All teachers hired after August 1 are classified as Category 1 teachers.
15. Category 2 teachers are in the first or second year of continuous employment with the district. If the building administrator decides not to reemploy the certificated employee, the employee will be provided with a written statement of the reasons for non-reemployment no later than July 1. The superintendent must be notified if the teacher is not going to be rehired. The employee is not entitled to a review by the board of the reasons or decision not to reemploy the individual.
16. Category 3: Certificated personnel in the third year of continuous employment with the same district will be given written notice on or before July 1 whether he or she will be reemployed for the following school year. If the employee will not be reemployed, the

**PROCEDURE  
TITLE:**

**Vallivue School District #139  
Administrative Hiring Procedures**

**REFERENCE TO  
POLICY: 430, 440,  
and 441  
PAGE 3 of 3**

notice must contain a statement of reasons for the decision and, upon submitting a written request, the employee will be given the opportunity for an informal review of the board's decision as set forth in Policy No: 460, *Informal Review Procedure for Certificated Employees*.

17. Certificated employees, school nurses, and school librarians who have been employed by this district for three (3) or more full years of continuous service will have the right to automatic contract renewal upon signing and timely returning a contract for a fourth full year.
18. Applicants must have an original valid Idaho teaching certificate with the proper endorsement(s) on file at the district office.

**Dates of Revision:** 6/19/92, 8/12/97, 8/8/00, 7/10/01, 7/8/03, 8/28/08, 08/09/16