

401-A CARVER-SCOTT EDUCATIONAL COOPERATIVE – HIRING POLICY

I. PURPOSE

The purpose of this policy is to establish procedures in the recruitment and hiring of teachers and other professional employees.

II. GENERAL STATEMENT OF POLICY

The Carver-Scott Educational Cooperative (CSEC) administration will ensure that the guidelines in this policy are followed with regard to recruiting and hiring of employees.

III. RECRUITMENT

It is the responsibility of the Executive Director, with the assistance of other CSEC administrators, to determine the personnel needs of the district and the individual sites, and to locate the most highly qualified candidates to recommend for employment.

Generally, the search for exceptional teachers and other professional employees can extend to a wide variety of educational institutions and geographical areas. It will take into consideration the diversified characteristics of the district and the need for a multi-racial staff and for teachers of various cultural backgrounds. Available positions will be advertised locally and, as deemed necessary, listed at colleges and universities throughout the Upper Midwest and/or advertised in the Star Tribune newspaper/web site.

Recruitment procedures will not overlook the talents and potential of individuals already employed by the district. Current district employees may apply for and be considered for positions for which they hold certification and meet stated requirements. Available openings in the CSEC will be posted internally to allow current employees to submit an application.

Available positions will be based on need for the school year. Only a limited number of positions are expected to be available for any school year term. It is the purpose of a recruitment program to be designed to attract and retain the best possible professional personnel for the Carver-Scott Educational Cooperative.

IV. HIRING

Through its employment procedures, the Board will endeavor to attract, secure, and hold the highest qualified personnel for all professional positions. The selection program will be based upon an alertness to candidates who will devote themselves to the education and welfare of the students attending the Carver-Scott Educational Cooperative.

It is the responsibility of the Executive Director (and of persons to whom he/she delegates this responsibility) to determine district personnel needs and to locate suitable candidates to recommend for employment to the Board. Through effective administrative procedures, the

Executive Director will attract and recommend to the Board the employment and retention of personnel who are motivated to do their best work and to be creative from their own inner resources.

It will be the duty of the Executive Director to see that persons nominated for employment in the schools meet all certification requirements and Board requirements for the type of position for which the nomination is made.

The following guidelines will be used in the selection of personnel:

- There will be no unlawful discrimination in the hiring process due to race, color, creed, religion, national origin, sex, disability, age, sexual orientation, familial status, or status with regard to public assistance, family-care leave status or veteran status.
- The quality of instruction is enhanced by a staff with a wide variation in background, method of educational preparation, and previous experience. Concerted efforts will be exerted to maintain a diverse staff.
- Interviewing and selection procedures will assure that the administrator who will be directly responsible for the work of a staff member is offered an opportunity to aid in the selection; however, the final selection must be made or approved by the Executive Director or his designee.
- No candidate shall be hired without a personal interview (when deemed appropriate, the candidate will be observed in their own school prior to selection). Reference checks and a criminal history background check will be conducted. Once an application is complete, it will remain in CSEC files for a minimum of one year.
- All candidates will be considered on the basis of their merits, qualifications and the district needs. In each instance, the Executive Director and others playing a role in the selection will seek to hire the best qualified person for the job.
- Adherence to this policy by CSEC shall in no way limit CSEC's right to require additional information or to use other procedures to gain additional background information concerning applicants for employment.

Board Approved 1/16/01
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