**Employment of Personnel**

**Bus Drivers** — The Director of Transportation handles the procedures.

Fingerprints and Background checks are stored in Personnel.

**Lunch Room** — Applications are sent to Administrator

a)         The Administrator interviews and recommends to the Superintendent.

b)         The Superintendent recommences the candidate to the Board of Education.

c)         After Board approval, Personnel will notify the payroll clerk and the Nutritionist.

d)         The applicant is instructed to get fingerprints and a background check. Custodial — Applications are supplied by Personnel to the Administrator on request.

a)         The Administrator ranks the top 3 and recommends them to the Superintendent

b)         The Superintendent recommends the candidates to the Board of Education.

c)         After Board approval, Personnel will notify the payroll clerk and instruct the

applicant to get fingerprints and a background check.

**Substitute** — Applications are completed and submitted to Personnel.

a)         Personnel verifies education, training, application, background check, and fingerprinting

b)         Personnel recommends to the Board of Education

c)         Board approves

d)         Personnel notifies payroll clerk, adds name to substitute list, and notifies applicant

**Certified Employees**

I.          The Superintendent announces the vacancy to the Board of Education.

II.        The Board of Education approves hiring to fill the vacancy.

III.       The Personnel department advertises the position:

1.         for a minimum of five working days

2.         at each school, BOE Office, and School Web Site

3.         on Teach Georgia and RESA

IV.  The Personnel department collects and inspects job applications to:

1.         verify applications are complete

2.         verify applicants are Highly Qualified (HiQ) or eligible for TAPP with sign off

         Federal Programs Director

V.        Copies of complete applications are provided to the Administrator in charge of bd the interviewing applicants

VI. The Administrator's interview process includes:

1.         assembly of a panel to review applications

2.         the panel selects and schedules interviews

a)             candidates are interviewed by the panel and rubrics are completed each candidate

b)             after ranking (using the results of the rubrics) of the candidates, the recommendation to hire is provided

      VII. The Superintendent recommends the applicant to the Board

      VII. Pending board approval, the applicant is instructed to get fingerprints and background check.  Personnel notifies payroll.

      VIII. All personnel are required to receive ethics training.