

The superintendent is responsible for recruiting personnel, in compliance with Board policy, and making hiring recommendations to the Board. The principal shall initially screen all educational support personnel applicants. The District shall hire the best-qualified personnel, consistent with budget and staffing requirements, and shall comply with Board policy and state and federal law. All applicants must complete a District application form in order to be considered for employment.

Each person hired by the District will undergo a criminal history check consistent with Idaho Code § 33-130. Each newly hired employee must complete the employee portion of the Form I-9 from the Department of Homeland Security and the form shall be retained by the School District and the New Hire Reporting Form will be timely completed and submitted to the Idaho Department of Labor.

Certification of Professional Personnel

The District shall required that all contracted certificated staff employed by the School District hold a valid Idaho certificate endorsed for the role and responsibilities for which they are employed. All certificated professional employees must be employed on a written contract in the form approved by the state superintendent of public instruction. The District will withhold the salary of any certificated professional employee who does not hold a valid certificate.

Upon receipt of a proposed contract for the ensuing school year, the person shall deliver the signed contract to the District within 10 days of receipt of the same. (*Note: Cannot be less than 10 days.*) Delivery of a contract may be made only in person or by certified mail, return receipt requested. Should any person refuse to acknowledge receipt of a contract or not return a signed contract to the District within the time period set forth herein, the District may declare the position vacant and offer the contract to another person.

The personnel office will retain a copy of each contracted certificated employee's valid certificate(s) in the employee's personnel file.

Public Notification of Vacancy

The superintendent shall post positions on the district web site for five days prior to the Public Notification of Vacancy. The Superintendent retains the discretion to publicly post a vacancy if he/she determines such posting to be in the best interests of the school district even if a current employee applies for the position.

A statement of minimum qualifications shall be included in all postings. Public Notifications of Vacancy will also be made to such resources as local news media, colleges, universities, and state employment web site.

Selection of Applicants

All qualified current employees shall be given adequate opportunity to apply consistent with the closing dates indicated on the posting for vacancies in the district. No position shall be filled until applications have been reviewed and opportunities for interviews have taken place. Only complete application packets will be considered. For certified positions, the Application Packet shall include a district application, an updated resume, letters of recommendations, and transcripts for all college classes taken for credit since most recent hiring or advancement in salary due to educational credits submitted to the School District.

Classified applicants are required to complete a district application and demonstrate meeting highly qualified status or relevant minimum qualifications specified in the posting or job description. All applicants will be screened in a uniform and unbiased manner assuring that no unlawful discrimination occurs.

When filling vacancies, when all factors are equal as determined by the hiring committee, preferences shall be given to qualified employees who already work within the school district. When all other factors are equal between two employees who work within the school district, length of time in the District shall be a deciding factor.

Voluntary/Involuntary Transfers

District seniority shall be a criterion for priority in voluntary transfer, and reverse district seniority shall be a criterion for involuntary transfers among persons with the proper certification, endorsement, or license.

- A. Any employee who desires a change in grade and/or subject assignment, or who desires to transfer to another building, may file a written statement of such desire with the superintendent in a Letter of Intent. Such statements shall include the grade and/or subject to which the employee desires to be assigned and the school or schools to which she/he desires to be transferred, in order of preference.
- B. The administration shall notify any employee affected by the involuntary transfer as soon as possible. A single grade level change will be worked out if at all possible. Any employee transferred involuntarily shall receive priority consideration for a future requested transfer. Such employee may be released by consideration for a future requested transfer. Such employee may be released by the Board from his/her contract upon submission of a resignation. Such resignation may not be withdrawn or revoked once accepted by the Board.

1. All teachers in continuing contract status for whom changes in assignments are anticipated as a request of the administration, shall be advised of such changes or anticipated changes as soon as possible, and normally before May 1.
 2. Teachers will be advised as soon as possible of scheduled changes, and preferably before the close of school in the spring. Except in emergencies, changes made following the close of the school year will not be made until the teacher has been notified.
- C. It is recognized that changes in student registration and resignations of staff members may require adjustments in teacher assignment at a later date including after the opening of the school year. Reassignment of individual staff members shall be carefully considered by the administration and the best resolution consistent with needs of the district and staff certification shall result.
- D. The school board retains its legal authority to make changes in assignments that, in its judgment, will be the best for the educational program of the students in the district.
- E. Administrative employees may be reassigned to a non-administrative position with appropriate reduction of salary from the pre-existing salary levels. Upon such reassignment, the board shall provide written notice to the employee that contains a statement of the reasons for the reassignment. The administrative informal review of the decision to reassign. The board shall determine the procedure for such informal review.

Cross Reference: 5110 Fingerprinting and Criminal Background Investigations

Legal Reference:

Idaho Code Section 33-506

Idaho Code Section 55-512

Idaho Code Section 33-130

Idaho Code Section 33-513

Adopted: May 20, 2008