

**PROFESSIONAL STAFF HIRING**  
**Employees/Personnel**  
**492**

The Board of Education has the legal responsibility of approving the employment of all employees. While this responsibility cannot be waived, the Board assigns to the superintendent the process of recruiting staff members. In carrying out this responsibility, the superintendent will involve various administrative and teaching staff members as needed. All personnel selected for employment must be recommended by the superintendent and approved by the Board. To aid in obtaining the best available staff members for our schools, the Board adopts the following general criteria which shall be utilized in the selection process for initial employment.

1. There will be no discrimination in the hiring process due to race, color, creed, religion, national origin, sex, marital status, physical handicap, or ancestry.
2. The administration is directed to recruit and select for employment the best qualified applicant for each position. The employment of any staff member is not official until the contract is approved by the Board and signed by the candidate.

The employment sequence shall be as follows:

1. The verbal offer of employment to the candidate;
2. Verbal acceptance by the candidate;
3. Criminal background check completed;
4. Approval of candidate by the Board of Education;
5. Contract sent to candidate;
6. Candidate's acceptance as signified by a signed contract returned to the superintendent.