

## **SUPPORT STAFF HIRING**

Through its employment policies, MSAD #56 shall attempt to attract, employ, and retain well-qualified personnel for all support staff positions.

The Board delegates to the Superintendent all employment decisions regarding support staff. Support staff would include, but not be limited to, secretaries and other office positions, Food Services personnel, custodial/maintenance personnel, bus drivers, Educational Technicians I, II, and III, coaches, and other stipend positions. Employment decisions would include hiring, appointing, assigning, promoting, transferring, evaluating, disciplining, suspending, and terminating of all support staff, in accordance with established Board policies and the Support Staff Comprehensive Contract.

The following guidelines shall be used in the selection:

- A. There shall be no discrimination in the hiring process;
- B. Interviewing and selection procedures shall assure that an administrator/supervisor has the opportunity to provide input into the selection of any staff member who will work under his/her supervision;
- C. All application materials should be reviewed by more than one individual in an effort to minimize effects of any perceived conflicts of interest or bias on the part of the reviewers.
- D. No candidate shall be hired without a personal interview, and only after thorough reference and background checks.
- E. All candidates shall be considered on the basis of their merits, qualifications and the needs of the school system. In each instance, all participants in the process shall seek to hire the best qualified person for the job.

Communication to the Board is important to successful implementation of this policy. The Superintendent shall formally report to the Board at regularly scheduled meetings as to all hirings and other employment decisions involving support staff, in order for the Board to be informed fully and in a timely fashion.

CROSS REFERENCE:       GCF-R, Personnel Hiring Procedures  
                                  AC - Non Discrimination

ADOPTED:   April 9, 1996

Code changed: October 31, 2001, per Policy Committee