

HIRING PROCESS

Principals and/or hiring managers conduct interviews and select a candidate for hiring consideration. Prior to contacting you to offer a position, the principal/hiring manager will get a salary quote from the Director of Human Resources. This salary quote will be based on the information you supplied on your application.

Teachers and other certified staff will be interviewed by the superintendent of schools, and if accepted, nominated by the superintendent at the next school board meeting, where they are actually hired (elected) by the school board. Once that process is complete a contract is issued.

Non certified staff are typically not interviewed by the superintendent and do not need to be elected by the school board.

Once hired, new employees must contact Human Resources to arrange to be fingerprinted for the background investigation, provide proof of citizenship or ability to work in the United States, arrange for a pre-employment physical, get an identification badge, and complete payroll paperwork. **ALL** of these steps must be completed **BEFORE** you start working.