

## PERSONNEL

### Recruitment/Hiring

The superintendent and deputy superintendent of schools are responsible to the board of education for the establishment and maintenance of procedures for recruiting, screening and hiring the most qualified individuals at all levels of district operations. Every effort shall be made to assure that recruitment includes a wide geographic and diverse range of potential candidates for administrative and faculty positions.

Approval of the board of education is required to employ central office administrators and individuals for positions that are included in the Association of Okemos Administrators (AOA) or the Okemos Education Association (OEA) employee bargaining units. The superintendent and deputy superintendent of schools, and other professional staff identified by them, shall, on a timely basis, recruit, screen, and recommend to the board individuals to fill these positions. Each recommendation for employment shall include information on the qualifications, experience, and method of selection of the recommended candidate, with either a job description and proposed contract for central office or AOA positions or the proposed salary for OEA positions.

The board authorizes the superintendent and deputy superintendent of schools to conditionally employ individuals for central office, AOA or OEA positions before the board considers the recommendation for employment when it is necessary to hire the person during the school year or within thirty (30) days of the beginning of the school year, with a written understanding the employment is conditional upon approval of the board of education.

The board delegates to the superintendent all responsibility for recruiting, screening, and employing other personnel in accordance with applicable law and board policy, procedures and regulations.

The hiring procedures will include obtaining a criminal history profile of all staff at the time of hire in accordance with state law and board policy.

Notice of professional qualifications shall be provided to parents/guardians of students in Title I schools.

Reference: 20 USCA 6311 (h) (6) (A) No Child Left Behind  
MCL 380.1229, 1230, 1230a, 1231, 1233b

See Also: Board Policy:

4116.11: Equal Opportunity Employment/Nondiscrimination in Hiring or Transfer

4210: Criminal Background Check – Hiring/Retaining Employees and Contractors

4211.1: Employment of Support Staff

Policy

Adopted: 07-24-06

Amended: 01-08-07

Reviewed: