

PROCEDURE WSD401

WINOOSKI SCHOOL DISTRICT

RECRUITMENT AND SELECTION OF EMPLOYEES

1. It will be the duty of the Superintendent to see that persons nominated for employment in the schools meet all Vermont licensure requirements and Board requirements for the type of position for which the nomination is made.
2. All hiring practices and procedures shall comply with applicable federal and state laws.
3. No candidate will be employed for, or assigned to, a position where his/her evaluation will be made the responsibility of a sibling, parent, grandparent, child or spouse. No one will be employed, or assigned to a position where he/she is the evaluator of similar relatives.
4. **Professional Staff:**
 - All open positions will be publicly posted and advertised in accordance with the Winooski Education Association (WEA) negotiated agreements.
 - Applications are reviewed for District Pre-Screening Criteria by the appropriate administrator using the District Pre-Screening Criteria form.
 - The appropriate administrator determines the staff Search Advisory Committee of 3-5 faculty (referred to as SAC). 2 Students will be asked to participate on the SAC (grades 6-12). The administrator chairs the SAC.
 - An interview with the SAC, and reference checks will be completed prior to recommending finalists to the Superintendent. It is recommended that finalists be observed in their current school/work setting. At least two (2) finalists will be recommended to the Superintendent for an interview.
 - The Superintendent shall recommend to the Board a candidate for appointment.
5. **Administrators:**
 - All open positions will be publicly posted and advertised.
 - Applications are reviewed for District Pre-Screening Criteria by the Administrative Assistant to the Superintendent using the District Pre-Screening Criteria form.
 - A Search Advisory Committee (SAC) made up of administrators, teachers, support staff, students, parents and community members will be convened. This group will review applications using the District Pre-Screening Criteria form.
 - Interviews with 4 stakeholder groups (administrators, faculty/staff, students, parents/community members) will be held with 3-4 administrative candidates.
 - Two (2) finalists will be selected by the SAC, based on stakeholder input from the interviews for site visits. The visiting team will be comprised of an administrator, parent/community member, teacher and student.
 - The visiting team will share observations and feedback with the SAC. The SAC will then recommend finalist(s) to the Superintendent for an interview.
 - The Superintendent shall recommend to the Board a candidate for appointment.

5. **Co-Curricular Positions:**

In the case of co-curricular positions, emphasis will be placed on one's "regular" Employment as follows:

- Teacher in the Winooski School District
- Other employees of the Winooski School District
- Teachers in other school districts
- All others

Reviewed and Updated: September 17, 2014