

WINOOSKI SCHOOL DISTRICT

RECRUITMENT AND SELECTION OF SUPPORT AND NON UNION STAFF

1. There will be no discrimination in the hiring process in accordance with local policy, and state and federal law.
2. Interviewing and selection procedures will assure that the administrator having immediate responsibility for the work of a staff member is offered an opportunity to aid in the selection; however, the final selection must be approved by the Superintendent.
3. No candidate will be hired without a personal interview and at least two (2) references will be checked.
4. 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. Nor will one be employed, or assigned to a position where he/she is the evaluator of similar relatives. The Superintendent may waive this part of the policy where a promotion causes either of the preceding situations to take place, but only when the two parties are already employees of the District.
5. All candidates will be considered on the basis of individual merits, qualifications, and district needs. In each instance, the Superintendent or others having a role in the selection process will seek to hire the best-qualified person for the job.
6. In the case where a position is under a collective bargaining agreement, all requirements of the agreement must be met.
7. By this procedure, support staff will be appointed by the Superintendent.

Reviewed and Updated: August 22, 2022