

RECRUITMENT AND SELECTION OF CERTIFICATED PERSONNEL

DATES (Adopted/Revised)	GUIDE WORDS
Adopted August, 1973 Revised August, 1977 Revised November, 1985 Revised June, 2006	Certificated Personnel Personnel Selection Recruitment

APPLICATION

In order for an applicant to be considered for a position with the School District, they must first file with the Human Resources Department an official School District No. 25 application form.

Every person whose position requires certification shall be required to have and to hold a certificate issued under authority of the State Board of Education, valid for the service being rendered. It is the employee's responsibility to know the regulations governing certification. Teachers must be certified by the State of Idaho.

INTERVIEW

Before a personal interview will be conducted, the applicant must have on file a completed application. All persons involved in the interview process must submit to the Director of Human Resources a District "Interview Report and Rating" form for all candidates interviewed. Only those candidates who have been interviewed for a specific position will be notified when the vacancy has been filled. Notification of all applicants will be provided by the appropriate administrator.

SELECTION

After recommendation by the Administration for a position the applicant will be issued the appropriate teaching contract as outlined in Idaho Code. The district administrators in cooperation with the Director of Human Resources, will recommend the candidate of their choice to the Board of Trustees for employment. If the Board accepts the recommendations of the Administration, a copy of the completed contract with the necessary signatures of the Board of Trustees will be forwarded to the teacher accepted to fill the position.

In an attempt to avoid any action that might tend to encourage the prospective employee to default obligations to another employer, a statement will accompany the contract indicating the candidate is not under contract with another school district.

A contract may be rejected by the Board of Trustees for reasons which they consider to be in the best interests of the School District. Unsuccessful candidates will be notified in writing that the Board has not approved the contract.