

## **Recruitment and Selection of Staff**

### **Responsible Governance**

Staff are recruited and selected to assure that students grow and meet their full potential in district programs. Staff are highly effective, and have the necessary skills and experience to meet the learning needs of all students. The district works with teacher preparation programs, communicating the teaching skills, competencies, and experiences it considers of primary importance in its staff, and providing field experiences designed to train teachers to be able to improve student learning. Decisions about hiring, assigning, or transferring staff are based on maximizing the effectiveness of that staff member within the district's programs.

### **Creating Conditions for Student and Staff Success**

Staff positions are established by the board to provide the district's comprehensive program of education. New positions are established by the board as needed. The superintendent establishes the necessary skills, competencies, qualifications, education, experience, and past performance levels for each position, as it relates to the district's comprehensive program of education, and the goal of continued improvement in student learning. Selection of staff is based on which candidate is the most qualified for the position, and is made pursuant to the district's standard screening, interview, and reference check process, and equity requirements.

### **High Expectations for Student Learning**

Positions are created within budget parameters, and legal requirements. Part of the district's strategic and short-term planning processes analyzes current and projected staffing requirements. The filling of individual positions is done with consideration to salary issues, budget parameters, and legal requirements. The superintendent regularly evaluates the effectiveness of the district's staff recruitment and selection processes, and reports the findings and recommendations from the evaluation to the board.

### **Community Engagement**

The board and district regularly communicate to staff, professional associations, employee bargaining units, teacher and professional preparation programs in higher education, students, parents, and the larger community the district's commitment to hiring those people best prepared and able to improve student achievement.

Cross References:                   5005 - Employment and Volunteers: Disclosures, Certification Requirements, Assurances and Approval  
  5610 - Substitute Employment

Legal References:                   RCW 28A.400.300 Hiring and discharging of employees —  
  Written leave policies — Seniority and leave benefits of  
  employees transferring between school districts and other  
  educational employers.

RCW 28A.405.210 Conditions and contracts of employment  
— Determination of probable cause for nonrenewal of  
contracts — Nonrenewal due to enrollment decline or  
revenue loss — Notice — Opportunity for hearing  
RCW 43.43.830 Background checks — Access to children or  
vulnerable persons — Definitions  
RCW 43.43.832 Background checks —Disclosure of  
information - Sharing of criminal background information by  
health care facilities  
RCW 49.44.200 Personal social networking accounts –  
Restrictions on employer access - Definitions  
RCW 49.44.205 Violations of RCW 49.44.200 – Civil action -  
Remedies  
Chapter 162-12 WAC Preemployment Inquiry Guide (Human  
Rights Commission)  
P.L. 99-603 (IRCA)Immigration Reform and Control Act of  
1986  
Title 8 USC, Ch. 12 §1324a and §1324b  
WAC 392-190-0591 Public school employment and contract  
practices - Nondiscrimination

Management Resources: 2014 - December Issue  
2012 - February Issue

Adoption Date: May 2, 2002  
Sequim School District No. 323  
Classification: Encouraged  
WSSDA Revised Dates: 02.12; 12.14