

RECRUITMENT AND HIRING

Recruitment

The board delegates to the superintendent the authority to recruit staff members. In carrying out this responsibility, the superintendent may involve administrators and other employees.

Hiring

The board shall approve the employment of all employees. The employment of any staff member is not official until the contract or other document is signed by the candidate and approved by the board.

Hiring sequence

- The verbal offer of employment to the candidate;
- Verbal acceptance by the candidate;
- Background check initiated, if required;
- Contract or other appropriate document sent to the candidate and candidate's acceptance signified by a signed document returned to the superintendent; and
- Approval of the contract or other documents by the board.