

## **SUPPORT STAFF RECRUITING AND HIRING**

The superintendent or designee is responsible for determining the district's support staff personnel needs and locating suitable support staff candidates. The superintendent will make employment recommendations to the Board, and the Board will employ personnel in accordance with law.

The district's hiring procedures will comply with all federal and state laws, including laws prohibiting discrimination. The Dent-Phelps R-III School District is an equal opportunity employer and hires only citizens of the United States and persons who are legally authorized to work in the United States. The Dent-Phelps R-III School District will enroll and actively participate in a federal work authorization program in accordance with law.

A majority of the Board must vote affirmatively to employ any person or enter into an employment contract.

### **Recruiting and Advertising**

The district will recruit the best-qualified candidates for open positions. New or vacant positions will be posted for at least five business days in the district's buildings and publicized externally by other means as determined appropriate by the superintendent or designee. However, if the superintendent or designee determines that it would be detrimental to wait five business days or that a longer period is necessary, the position will be advertised for the number of days deemed appropriate. Further, if the same or similar position was recently advertised, the superintendent or designee may utilize applications previously received without re-advertising the vacancy. A position is not considered vacant if the superintendent or designee transfers or reassigns an existing employee to the position. Board approval is required when a transfer or reassignment results in a change to the employee's compensation, benefits or contract.

Recruitment procedures will not overlook the talents and potential of individuals already employed by the school district. Any current, qualified employee meeting the stated requirements may apply for new or vacant positions in the district.

All requests for information concerning vacancies in the district shall be directed to the superintendent or designee.

### **Screening Process**

Applicants must complete a formal application and provide all required information. The superintendent or designee shall conduct interviews, review references and obtain other information as deemed necessary.

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The superintendent or designee will conduct background checks on employees and applicants for employment in accordance with law and Board policy.

The superintendent or designee will verify that applicants currently possess the appropriate certification or license before the Board votes to employ them in a position that requires a certificate or other professional license. The superintendent or designee will also reverify licenses and certifications once they are renewed. When the district determines that employing someone without the appropriate certificate or license is necessary or unavoidable, the employee will be required to obtain the appropriate certificate or license by a district-specified deadline.

Any applicant who provides false information or any document referencing false information will immediately be removed from consideration.

### **Hiring**

The Board will fill a vacancy after receiving a recommendation from the superintendent or designee. All candidates will be selected on the basis of qualifications, training, experience and ability to fulfill the requirements of the position.

All applicants for a particular position will be promptly notified once the position has been filled.

### ***Board Members***

The district will not accept an employment application from a Board member, consider a Board member for employment or decide to employ a Board member while the member remains on the Dent-Phelps R-III School District Board of Education. Board members who wish to apply for employment in the district must first resign from the Board.

### ***Spouses of Board Members***

In accordance with law, a Board member's spouse will be hired to fill a vacant or new position only if the position has been advertised in accordance with this policy and the superintendent has submitted a written recommendation supporting the employment of the spouse. If a Board member's spouse is hired, the names of all applicants for that position and the name of the individual hired will be included in the appropriate Board meeting minutes.

### ***Retirees***

The district may employ persons who are retired and currently receiving a retirement allowance from a public retirement system as permitted by law.

## Eligibility for Public Service Loan Forgiveness

In accordance with law, the district will provide current, accurate and complete information to each new employee regarding eligibility for public service loan forgiveness. The notice will be provided within ten days following the start of employment.

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**Note:** *The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.*

Adopted: 1-20-11

Revised: 12-15-16, 2-20-20

Cross Refs: AC, Prohibition against Discrimination, Harassment and Retaliation  
BBFA, Board Member Conflict of Interest and Financial Disclosure  
DD, Grants

MSIP Refs: R-10

Legal Refs: ' ' 105.255, .1445, 161.855, 162.261, .301, 168.133, 213.010, .055, .070, 285.530,  
290.400 - .410, 335.075, RSMo.  
Immigration Reform and Control Act of 1986, 8 U.S.C. ' 1324a  
Title IX of the Education Amendments of 1972, 20 U.S.C. ' 1681  
Equal Pay Act, 29 U.S.C. ' 206(d)  
Age Discrimination in Employment Act, 29 U.S.C. ' ' 621 - 634  
The Rehabilitation Act of 1973, Section 504, 29 U.S.C. ' 794  
Family and Medical Leave Act, 29 U.S.C. ' 2615  
Title VI of the Civil Rights Act of 1964, 42 U.S.C. ' ' 2000d - 2000d-7  
Title VII of the Civil Rights Act of 1964, 42 U.S.C. ' ' 2000e - 2000e-17  
Genetic Information Nondiscrimination Act, 42 U.S.C. ' ' 2000ff - 2000ff-11  
Age Discrimination Act of 1975, 42 U.S.C. ' ' 6101 - 6107  
Americans with Disabilities Act, 42 U.S.C. ' ' 12101 - 12213

Dent-Phelps R-III School District, Salem, Missouri