

PROFESSIONAL STAFF HIRING

The Superintendent determines the District's personnel needs and recommends to the Board highly qualified candidates for employment. Through recruiting and evaluation procedures, the Superintendent recruits and recommends to the Board the employment and retention of personnel.

It is the duty of the Superintendent to see that persons nominated for employment in the schools meet all certification/licensure requirements and the requirements of the Board for the type of position for which the nomination is made.

The following guidelines are used in the selection of personnel.

1. There is no discrimination in the hiring process.
2. The quality of instruction is enhanced by a staff with widely varied backgrounds, educational preparations and previous experience. Concerted efforts are made to maintain a variation in the staff.
3. Interviewing and selection procedures ensure that the building administrator who is directly responsible for the work of a staff member has an opportunity to aid in the selection process. The final nomination to the Board is made by the Superintendent or by another individual designated by the Board in the event that the Superintendent's nomination would create an unlawful interest in a public contract.
4. No candidate is hired without a personal interview and a criminal records check. References are carefully checked.
5. All candidates are considered on the basis of their merits, qualifications and the needs of the District. In each instance, everyone having a role in the selection process seeks to recommend the best qualified applicant for the job.
6. All candidates for teaching positions must meet the Ohio Department of Education's standards of highly qualified teacher (HQT).

While the Board may accept or reject a nomination, an appointment is valid only if made with the nomination of the Superintendent or by another individual designated by the Board in the event that the Superintendent's nomination would create an unlawful interest in a public contract. In the case of a rejection, it is the duty of the Superintendent to make another nomination.

Employment of Retired Administrators

The Board recognizes that recruiting and retaining highly qualified administrative personnel has become increasingly difficult in Ohio's competitive marketplace. Therefore, the Board will, under appropriate circumstances, offer to enter into administrative employment agreements with qualified retired administrators whenever practical and when such action appears to be in the best interests of the District. Retired administrators may be employed as administrators on a part-time or full-time basis.

For purposes of this policy, a "retired administrator" is an individual who has retired pursuant to STRS or SERS rules and regulations.

The Board authorizes and directs the Superintendent to develop administrative regulations to implement this policy at the soonest practicable time.

Rehiring of Retirees

If an employee is retiring and seeks re-employment in the same position, then notice must be given 60 days prior to the date re-employment is to begin. The notice must state that the person is or will be retired and is seeking re-employment in the District. The notice must include the time, date and location of a public meeting, which must take place 15 to 30 days prior to employment.

Adopted: 1980
 Revised: July 20, 1998
 Reviewed: October 16, 2001
 Revised: January 16, 2002
 Revised: November 19, 2003
 Revised: December 15, 2004
 Revised: November 20, 2013

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.
 Fair Credit Reporting Act; 15 USC 1681 et seq.
 ORC 2921.42
 3307.01; 3307.353
 3313.53
 3319.02; 3319.07; 3319.08; 3319.11; 3319.21; 3319.22-3319.31;
 3319.29
 3323.06
 OAC 3301-35-05; 3301-35-06
 3307.1-13-03

CROSS REFS.: AC, Nondiscrimination
 ACA, Nondiscrimination on the Basis of Sex
 ACB, Nondiscrimination on the Basis of Disability
 GBA, Equal Opportunity Employment
 GBQ, Criminal Record Check
 GCDA, Employment of Retired Personnel (Administration)
 GDC, Support Staff Hiring

Columbia Schools, Columbia Station, Ohio