

PROCESS FOR THE HIRING OF EXTRA-CURRICULAR STAFF IN SAU #83

SPRING/SUMMER BEFORE NEW SCHOOL YEAR...

1. Before the opening of the new school year, either in the spring or summer prior, the principal will notify the school staff of the available extra-curricular positions per the FEA CBA for the coming school year and request that candidates notify the principal and main office administrative assistant of their interest in any of these positions.
2. The main office administrative assistant screens the candidates for any reasons that they might not be appropriate for the position and notifies the principal.
3. The principal notifies the supervisor (if there is one) of the vetted interested internal candidates.
4. The supervisor determines the need for a screening committee. If none is needed, the supervisor recommends a candidate to the principal.
5. The principal recommends a candidate or slate of candidates to the superintendent.
6. The superintendent nominates the candidate(s) to the School Board at the next School Board meeting.
7. If the candidate(s) are accepted, go the step 16, if not proceed to step 1 and repeat or step 13.

FOR UNFILLED POSITIONS AFTER THE INVITATION TO THE SCHOOL STAFF:

INTERNAL CANDIDATES

8. The supervisor of the position provides the main office Administrative Assistant with the job description (if one does not already exist) and language for advertising the position. The main office administrative assistant sends the SAU administrative assistant the language for the position posting.
9. The SAU Administrative Assistant posts the position in the Ellis School building, on the SAU website, at the SAU as directed through the job opening creation process, in the town newsletter through the town administrator, and emails the entire staff.
10. Internal postings will be posted one week prior to holding interviews of candidates.
11. Internal candidates must submit a letter of interest to the main office administrative assistant who will make copies as they come in and then forward to the supervisor responsible for the first round of interviews. The main office administrative assistant will send an email to all internal applicants to acknowledge receipt of their letter.
12. Go to step 16.

EXTERNAL CANDIDATES

13. Upon notification of the open position, the Supervisor of the position provides the main office administrative assistant with the job description (if one does not already exist) and language for advertising the position. The main office administrative assistant will post the position in the Ellis School, on the district website, and at the SAU as directed through the job opening creation process.

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14. The applicant supplies all of the necessary application materials to the SAU administrative assistant.
15. The SAU administrative assistant makes copies of the packets as they come in and then forwards the completed packets to the supervisor responsible for the first round of interviews. The SAU Administrative Assistant sends a postcard or email to all applicants to acknowledge the receipt of their materials. For any applicant whose packets are not complete, s/he will ask them to supply the missing materials.
 - a. When fully completed, an applicant's packet for extra-curricular positions shall consist of:
 - i. An SAU 83 employment application (This can be pulled off of the SAU 83 website.)
 - ii. 3 current (within the past year) references
 - iii. Other relevant information as requested
16. The supervisor arranges with the main office administrative assistant to search the Internet for any concerning material related to the candidates being interviewed. The main office administrative assistant will submit a report to the supervisor only. It will state only any extraordinary items of concern and will not include any information regarding the following;
 - a. Religious affiliations
 - b. Date of birth or age (except when that information is required for satisfying minimum age requirements)
 - c. Lineage, ancestry, national origin, descent, parentage, race/ethnicity/color, or nationality
 - d. Gender/Sex, sexual orientation, pregnancy, or marital status
 - e. Height or weight, unless you can show that information is justified by business necessity
 - f. Physical or mental disabilities

INTERNAL AND EXTERNAL CANDIDATES

17. Before interviewing, phone references are completed and recorded, and the online screening is done by the main office administrative assistant. The stakeholder team then thoroughly reviews the application materials for each candidate to choose several suitable candidates to interview.
18. If appropriate and doable, the supervisor does not interview alone but brings a group of stakeholders together for the vetting of candidates.
19. The supervisor schedules interviews at a time convenient to all parties involved.
20. The stakeholders meet to plan the interview process and plan the interview questions prior to the first interview.
 - a. Participants in the interview process must agree to the confidentiality of the interview process.
 - b. Participants must be educated on what they can and cannot ask of the candidate in the interview.
 - c. Participants must learn what the roles and behavior expectations are for the interview.

21. The stakeholders interview the candidates. After the final interview, the stakeholders discuss the strengths and weaknesses of each candidate and decide which, if any, shall be sent to the principal for the next interview.
22. The principal will review the materials and arranges for interviews.
23. The principal interviews the candidates and has a post-interview discussion with the supervisor regarding the interviewees for his/her opinion on which candidate s/he prefers.
24. The principal determines which candidate(s) will move forward and sends that candidate's name and paperwork to the superintendent.
25. The superintendent nominates the final candidate to the school board and informs the supervisor of her decision. The Superintendent negotiates salary with the candidate and puts the candidate's nomination on the agenda for the next Board meeting.
26. The Superintendent presents the candidate's contract for approval at the next school board meeting.
27. The candidate's contract is signed or rejected by the Board.
28. If the contract is approved, then the Superintendent gives the signed contract to SAU Administrative Assistant.
29. The SAU Administrative Assistant sets up the personnel file, calls the new hire and sets up an appointment to complete the necessary paperwork to begin employment.
30. The SAU administrative assistant notifies the supervisor that the new hire is conditionally approved and "in process," and will notify the new hire and the supervisor when s/he is eligible to begin employment.
31. After the new hire is eligible to begin employment (or if there is a delay in the process), the SAU Administrative Assistant will notify the candidate, supervisor, main office administrative assistant, District Technology Director, and Website Coordinator of the new hire's change of status (ready-to-work).
32. The Director of Technology and Supervisor will confer and determine whether or not the new hire will be given an email address. The SAU administrative assistant will provide the new hire's proper name for the creation of an email account, if deemed appropriate.