

Selection of Personnel

7.37  
Board Adopted  
(03-12-98)

General Guidelines

7.37-1

The WSD accepts applications and selects personnel for various positions year round. The District personnel office is responsible for maintaining a continual pool of applicants for the most common positions such as teachers, counselors, and principals. Candidates for available positions may be sought from outside the applicant pool, but these applicants must meet minimum standards of employment and certification requirements. Lateral transfers may be considered during the selection process as prescribed in WSD Policy 7.29. All personnel selected by the District are to be screened and approved by the District personnel office. The Superintendent shall have final authority over all personnel selections for the District. The Superintendent shall develop appropriate procedures to implement this policy.

In the selection process, WSD shall adhere to a strict policy of nondiscrimination as provided in WSD policy 7.01, Employment of Personnel.

Teaching Positions

7.37-2

The unit principal and assistant superintendent or designee are authorized to jointly recommend teachers from the applicant pool approved by the District personnel office. The selection process shall include document reviews, background and reference inquiries, and interviews for those deemed most suitable for the position.

All teachers selected shall meet the certification requirements of the District as required in WSD Policy 7.01.

Teaching positions may be posted to expand the applicant pool.

Supervisory and/or Administrative Positions

7.37-3  
Board Adopted  
(04-05-01)

Using procedures established by the Superintendent, appropriate principals, assistant superintendents and/or WSD department heads are authorized to screen and recommend to the Superintendent personnel for vacant supervisory or administrative positions assigned to their departments. Selections shall be made from a pool of qualified applicants screened by the District personnel office. The selection process shall include document reviews, background and reference inquiries, and interviews for those deemed most suitable for the position.

All supervisory and administrative positions of principal and below shall be posted or filled by administrative transfer or appointment by the Superintendent.

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Paraprofessional Positions

7.37-4

Principals, assistant superintendents, and/or WSD department heads are authorized to recommend personnel for vacant paraprofessional positions. Selections shall be made from a pool of qualified applicants screened by the District personnel office. The selection process shall include document reviews, background and reference inquiries, and interviews for those deemed most suitable for the position. All paraprofessional positions shall be posted.

Screening

7.37-5

The District personnel office will be responsible for document screening for minimum qualifications for each posted position.

The principal, assistant superintendent, and/or department head will be responsible for conducting document reviews, background and reference inquiries, and interviewing selected qualified applicants.

Offer of Employment

7.37-6

The District personnel office shall make the Conditional Offer of Employment to the recommended applicant. After the Conditional Offer of Employment is completed, the District personnel office shall announce the selection.