

Noncertificated Staff Recruitment and Selection

Recruitment and selection of noncertificated personnel shall be the responsibility of the administration. Notification of position vacancies shall be advertised within the school district and local newspapers.

It will be the policy of the district that persons hired for noncertificated positions will have the necessary qualifications for the positions for which they are employed and personal attributes which are consistent with the role and mission of the district. Persons employed for noncertificated positions must be willing and able to assume responsibilities for all of the duties assigned. Selection of noncertificated staff shall be determined on the following criteria:

- Training, experience, and skill.
- Demonstrated competency.
- Suitability for the position.
- Personal characteristics.
- Compatibility with educational philosophy.
- Qualifications for state license as required.
- Personal interview.
- References.
- Background check.

The superintendent shall have the authority to delegate recruitment and selection responsibilities to staff members. Whenever possible, the preliminary screening of applicants will be conducted by the superintendent with the district employee present who will be directly supervising and overseeing the position being filled. Names and salaries to be paid shall be presented at the next meeting of the school board for approval.

Noncertificated employees will not be issued contracts for employment within the district.

Legal source: Idaho Code 33-517 "Noncertificated personnel."
 Idaho Code 33-1202 "Eligibility for certificate."

Adopted: September 26, 1996

Reviewed: August 30, 2006