

SANBORN REGIONAL SCHOOL DISTRICT

SRSD File: GCE-R

PROFESSIONAL STAFF RECRUITING PROCEDURE

Statement of Purpose

These procedures provide for consistent practice in the recruitment of professional staff.

Statement of Procedure

The process of professional staff recruitment will be administered by the Superintendent of Schools in accordance with the following procedure:

1. The Superintendent of Schools shall notify the SREA through the president and each school in the district through the building principals, examine applications on file, and advertise the position in placement bureaus, agencies, and/or appropriate media.
2. All applications shall be processed through the SAU office and should include the following: Completed application, official transcripts, references, resume', and New Hampshire teaching credential.
3. Applicants shall be screened and selected for interviews by the principal/program coordinator and teachers where appropriate. If possible, an administrator should observe the candidate at work.
4. The principal/program coordinator shall review the applications, interview candidates and receive a recommendation from the department chairperson or screening committee if applicable.
5. Upon making the finalist selections, the principal/program coordinator will forward the finalist to the Superintendent of Schools. The Superintendent of Schools will interview finalist and confer with the principal/program coordinator prior to making a decision.

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6. The Superintendent of Schools shall nominate the candidate for election by the school board. In addition, the Superintendent of Schools will give an overview of the recruiting process to the school board; for example, the number of applicants, number of interviews, etc.

Related policies: GBE - Staff Expectations
 GBC - Professional Staff Contract
 GCEB - Administrative Staff Recruiting

Original Effective: November 22, 1978

Revised: September 16, 1981

Revised: December 19, 1984

Revised: November 18, 1992

Revised: October 21, 1998

Revised: June 1, 2011