

## **Recruitment and Selection of Staff**

### **Responsible Governance**

Staff are recruited and selected to assure that students grow and meet their full potential in district programs. Staff are highly effective and have the necessary skills and experience to meet the learning needs of all students. The district works with teacher preparation programs, communicating the teaching skills, competencies, and experiences it considers of primary importance in its staff, and providing field experiences designed to train teachers to be able to improve student learning. Decisions about hiring, assigning, or transferring staff are based on maximizing the effectiveness of that staff member within the district's programs.

### **Creating Conditions for Student and Staff Success**

Staff positions are established by the board to provide the district's comprehensive program of education. New positions are established by the board as needed. The superintendent establishes the necessary skills, competencies, qualifications, education, experience, and past performance levels for each position, as it relates to the district's comprehensive program of education, and the goal of continued improvement in student learning. Selection of staff is based on which candidate is the most qualified for the position, and is made pursuant to the district's standard screening, interview, and reference check process, and equity requirements.

### **High Expectations for Student Learning**

Positions are created within budget parameters, and legal requirements. Part of the district's strategic and short-term planning processes analyzes current and projected staffing requirements. The filling of individual positions is done with consideration to salary issues, budget parameters, and legal requirements. The superintendent regularly evaluates the effectiveness of the district's staff recruitment and selection processes, and reports the findings and recommendations from the evaluation to the board.

### **Community Engagement**

The board and district regularly communicate to staff, professional associations, employee bargaining units, teacher and professional preparation programs in higher education, students, parents, and the larger community the district's commitment to hiring those people best prepared and able to improve student achievement.

Cross References:                   5005 - Employment and Volunteers: Disclosures, Certification Requirements, Assurances and Approval  
5610 - Substitute Employment

Legal References:                   RCW 28A.400.300 Hiring and discharging of employees — Written leave policies — Seniority and leave benefits of employees transferring between school districts and other educational employers.  
RCW 28A.405.210 Conditions and contracts of employment — Determination of probable cause for nonrenewal of contracts — Nonrenewal due to enrollment decline or revenue loss — Notice — Opportunity for hearing  
RCW 43.43.830 Background checks — Access to children or vulnerable persons — Definitions  
RCW 43.43.832 Background checks —Disclosure of information - Sharing of criminal background information by health care facilities

**Lake Chelan School District**  
**Board Policy 5000**  
**Personnel**

**RCW 49.44.200 Personal social networking accounts –  
Restrictions on employer access - Definitions**

**RCW 49.44.205 Violations of RCW 49.44.200 – Civil action -  
Remedies**

Chapter 162-12 WAC Preemployment Inquiry Guide (Human Rights  
Commission)

P.L. 99-603 (IRCA) Immigration Reform and Control Act of 1986

Title 8 USC, Ch. 12 §1324a and §1324b

**WAC 392-190-0591 Public school employment and contract  
practices - Nondiscrimination**

**Management Resources:**      **2014 - December Issue**  
   **2012 - February Issue**

**Adoption Date: 01.22.02**  
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## Verifying References

- A. Contact candidate's previous supervisor(s). Ask prepared list of job-related questions.
- B. Visit and/or observe candidate on site (when possible).
- C. Contact any personal acquaintances who would know about the qualifications of the candidate.
- D. Rate the candidate on a scale for the response to each question.

## Recommending

- A. Review available information:
  1. Credentials - training, experience and recommendations
  2. Letters of application, responses to topics on supplementary application,
  3. Responses to interview questions,
  4. Contact with previous supervisors and personal acquaintances.
- B. Select candidate to be recommended to superintendent.
- ~~C. Prepare supporting statements on behalf of the candidate to be recommended.~~
- D. Place screening evaluation, interview evaluation, and telephone reference check reports in a file for possible future reference.
- E.

## Employing

- A. Review the written recommendation and supporting information from the interviewer(s).
- B. Inform candidate that he/she will:
  1. Be recommended for the position, provided that the records of the Washington State Patrol criminal investigation system reveal that the prospective staff member is free of any convictions of offenses against children and other persons. (RCW 43.43.832);
  2. Receive a general statement about the type of contract that will be issued (letter of intent);
  3. Be expected to verify in writing his/her willingness to accept a contract if offered;
  4. Be expected to present documents which establish his/her identity, and attest, in writing, his/her eligibility to work in this country; and
  5. (Classified staff) may be subjected to a background check with the Washington State Patrol in accordance with RCW 43.43.830.
- ~~C. Present recommendation to board in executive session (supervisor may be requested to attend).~~
- D. Employ candidate at official board meeting noting the type of contract to be issued.
- E. Advise unsuccessful candidates.

## Issuing Contracts

- A. Secure official statements regarding the work experience from previous employers.
- B. Evaluate transcript in terms of salary schedule placement criteria.
- C. Issue appropriate contract — Replacement, Provisional, Temporary (less than one year), Supplemental.

D. Issue appropriate business forms and payroll information, and register teaching certificate.

Adoption Date:

Classification:

Revised Dates:

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