

SECTION W

INSTRUCTIONAL/COACHING EMPLOYEE HIRING GUIDELINES

1. When an employment position comes open, notification of the opening shall be communicated to the Board of Education
2. Instructional staff shall be notified in accordance with Policy 3.18 Vacancy Transfer Notice.
3. The Superintendent shall determine who the person in charge of the hiring process shall be and the person in charge will select appropriate committee members and determine finalists for the position.
4. The opening shall be advertised at a minimum with the following:
 - a. Volga Tribune
 - b. Brookings Register
 - c. Sioux Valley Schools web site
 - d. ASBSD Teacher Placement
5. The position shall be opened for a minimum of two weeks
6. The person in charge of the hiring shall provide the Board and Superintendent with periodic updates including the number and names of the applicants.
7. The person in charge of the hiring shall provide the Board and Superintendent with the names of the finalists that will be interviewed for the position.
8. It shall be the responsibility of the Board and Superintendent to in a timely manner contact the person in charge of the hiring with any known positive or negative information regarding the applicants.
9. A Board member or the Superintendent may review the applications but shall not make copies of the applications or reveal to the public personal information regarding the applicants.
10. Upon the completion of the process, the person in charge of the hiring shall provide in writing a final recommendation to the Board and Superintendent highlighting the reasons for the recommendation.
11. A verbal offer may be extended to the person recommended with a written agreement being subject to formal Board action.