

# 411 EMPLOYMENT PROCEDURES

## I. PURPOSE

The purpose of this policy is to define the Alexandria School District employment procedures including recruitment, posting, selection and hiring.

## II. GENERAL STATEMENT OF POLICY

The Alexandria School District recognizes the ultimate quality of its programs of the district is both directly and indirectly the result of the quality of employees who provide services to our stakeholders. The District is committed to employing quality individuals to serve the community and reach the goals and objectives of the school district. The district administration will be responsible for recruiting staff members. All regular employees will require school board approval.

## III. DEFINITIONS

- A. “Regular Employee” means any person who is assigned to regular certified or non-certified school district duties on a yearly basis as per job description and/or the employee’s work agreement.
- B. “Substitute Employee” means any person who completes job responsibilities on a substitute or short-term basis. These employees are used on an infrequent or as needed basis. The district superintendent or designee will approve employment of substitute or temporary employees.
- C. “Seasonal Employees” means an employee who works in a position where the nature of the work or its duration is related to a specific season or time frame. They are not covered under a work agreement and do not earn health benefits or accruals (sick leave, vacation/personal leave). (Examples: summer compass program, seasonal grounds work, summer technology help, Community Education class offerings, etc.) PELRA guidelines will be followed.
- D. “Lead Co-Curricular Position” means an employee who is in a lead position for a district sanctioned co-curricular program. This includes head coaches and organization advisors.
- E. “Non-Lead Co-Curricular Positions” means all co-curricular positions that are not lead positions in a district sanctioned co-curricular program.

#### **IV. JOB POSTING AND RECRUITMENT**

- A. All applications and employment inquiries will be handled through the district's human resources office.
- B. Job postings for new positions in the district must receive school board approval.
- C. All notices of job openings in the district will include the emphasis that the Alexandria School District is an equal opportunity employer. All application forms will conform to the Equal Employment Opportunity Commission guidelines.

Notification of all job openings will be posted on the district website according to contract language of the various work groups.

All applications will be kept on file for a period of one year.

- D. Notification of vacancies of positions may be forwarded to various employment agencies, colleges, universities, employment service providers, newspapers, internet web sites and other media as appropriate for the position. The depth of the notice of vacancy will be dependent on the specific job posting and the availability of identifying a strong candidate pool.

#### **V. CERTIFIED JOB INTERVIEW AND HIRING PROCESS**

- A. The human resources office will process applications and credentials of all candidates.
- B. The human resources director will coordinate the determination of the job criteria and competencies required for a position in collaboration with other administrators and staff. The criteria and competencies will include:
  - Licensure
  - Experience
  - Expertise and training
  - Needs of the unit, department, grade level and school
- C. The human resources director will work in collaboration with administration and supervisors to review and identify candidates to be interviewed.
- D. The human resources director or designee will coordinate the candidate interview process and timeline. This process will include determination of the membership on the district's interview team. The team could include board members, administrators, staff, parents, students and community members.

- E. The Chairperson of the School Board will coordinate the candidate interview process and timeline for a Superintendent search. This process will include determination of the membership of the district's interview team.
- F. The interview team will participate in identifying finalists for the position.
- G. The human resources director will coordinate the completion of all necessary background checks, licensure requirements, reference calls, criminal background checks and contacting previous employers.
- H. The superintendent or designee will determine the process of identifying candidates to be recommended to the school board. Additional interviewing may take place to identify the final candidate. Administration must take the final responsibility for recommending a candidate to the school board.
- I. The human resources director will coordinate arrangements seeking acceptance of the selected candidate that include:
  - Salary
  - Benefits
  - Signed agreement
  - Starting date
- J. The human resources director will coordinate the process to inform all interviewed candidates of the status of the employment search.
- K. All individuals who are interviewed for a position will be notified of the status of the job. Status of positions will be available for review on the district's web page.
- L. All certified staff will receive school board approval for employment.
- M. A certified staff position that becomes open after August 10<sup>th</sup> may be re-opened at the end of the conclusion of the school year to ensure a strong candidate pool was identified for the position. This decision will be made by the human resources director. A staff person hired for the position will be guaranteed an interview if the position is re-opened.

**VI. NON-CERTIFIED JOB INTERVIEW AND HIRING PROCESS**

The non-certified job interviews and hiring process will follow the same process outlined in the certified job interview and hiring process.

**VII. NEW REGULAR EMPLOYEES**

- A. The human resources director will notify building administrators, program administrators and new employees of the job status upon school board action.

- B. The human resources director will notify the business office of all new employees and their status.
- C. The human resources department will coordinate and distribute the necessary new employee information packet and processes.

## **VIII. SUBSTITUTE EMPLOYEE POSITIONS AND HIRING PROCESS**

The school district will advertise on an ongoing basis for substitute employees in the school district. All candidates that complete the required application process, including required background checks and who meet licensure requirements will be eligible to substitute for an employee as needed by the school district.

The human resources director will maintain a current substitute candidate pool. The school district reserves the right to determine the selection process for hiring a candidate for a substitute position.

Annually, the school district will non-renew substitute teachers who have substituted in the district for a minimum of thirty (30) days in a school year.

## **IX. SEASONAL EMPLOYEES**

The program or building site administrator and the human resources director will collaborate on the interview and hiring process for seasonal employees. The human resources director will recommend candidates to the superintendent. The superintendent will approve the appointments of these positions for the identified season.

## **X. LEAD CO-CURRICULAR POSITIONS**

The activities director and human resources director will collaborate on the interview and hiring process using the certified job interview and hiring process as a guide. The human resources director will recommend candidates to the school board for employment approval.

## **XI. NON-LEAD CO-CURRICULAR POSITIONS**

The activities director and human resources director will collaborate on the interview and hiring process. The activities director will recommend candidates to the director of human resources. The superintendent will approve the appointment of these positions for one year.

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