

The Board of Trustees has the legal responsibility of hiring all employees. The Board assigns to the Superintendent the process of recruiting staff personnel. The Superintendent, or designee, may involve various administrative and teaching staff as may be needed in recruiting potential personnel. All personnel selected for employment must be recommended by the Superintendent or designee and approved by the Board. All personnel selected for employment must also go through the applicable screening process outlined in Idaho Code 33-1210.

As required in Idaho Code 65-505, the District will observe preference for veterans and disabled veterans when considering hiring employees to fill vacancies, selecting new employees, or implementing a reduction in force.

As required in Idaho Code 33-130 and 33-512(15), the District will conduct a criminal history check for all positions.

Each newly hired employee must complete an Immigration and Naturalization Service form, as required by federal law.

Any employment is not official until approved by the Lapwai School District Board of Trustees as recommended by the superintendent. The employment of any certified staff member is not official until the contract is approved by the Board and signed by both the Board Chair and the applicant.

To assist administrators in compliance with the above policy for the hiring of professional staff, the following guidelines shall be utilized:

Application Materials:

1. All application materials are to be housed at the district office and must not leave the premises in interest of confidentiality. On request, materials may be scanned and emailed to the building or program administrators/supervisors.

Applicant Screening:

1. The building or program administrator/supervisor may establish a committee to assist in the final screening process.
2. All screening tools should be preapproved by the superintendent.
3. Screening tools are available at the district office and may be edited and approved by the superintendent.
4. Small candidate pools or instances where all applicants will be granted an interview do not require a screening process.
5. Except in the instance where all applicants will be granted an interview, if there is more than one applicant with a complete application package for an opening, these applications should be screened and scored by a committee, not a party of one.
6. The screening committee should be separate from those selected to interview candidates.
7. All screeners are required to sign a confidentiality statement.

8. The screening tool must include a scoring rubric indicating what score qualifies for interview consideration.
9. Confidentiality statements, screening materials, scoring, and results should be submitted to the district office to keep on file.

Reference Checks:

1. The building or program administrator/supervisor may delegate assistance in the reference check process.
2. All reference check tools should be preapproved by the superintendent.
3. Reference check tools are available at the district office and may be edited and approved by the superintendent.
4. Reference checks are only required for those candidates selected for an interview.
5. Whenever possible, reference checks are highly encouraged prior to the interview process. Reference check results may be provided to the interview committee for their review and to influence overall scoring.
6. Those conducting reference checks are required to sign a confidentiality statement.
7. The reference check tool must include a scoring rubric and all references should be asked the same questions.
8. Confidentiality statements, reference check materials, scoring, and results should be submitted to the district office to keep on file.

Interview Process:

1. The building or program administrator/supervisor may establish a committee to assist in the final interview process.
2. Whenever possible, the building or program administrator/supervisor will extend an invitation to the Lapwai School District Board of Trustees and Indian Parent Committee to participate on interview committees for certified instructional and leadership roles.
3. All interview tools should be preapproved by the superintendent.
4. Interview tools are available at the district office and may be edited and approved by the superintendent.
5. All interviews tools should include rubrics, "look-fors", and scoring. All candidates interviewed for a position should be asked exactly the same questions with no exceptions.
6. Whenever possible, the interview committee should be separate from those selected to screen candidates.
7. Those conducting interviews are required to sign a confidentiality statement.
8. Confidentiality statements, interview materials, scoring, and results should be submitted to the district office to keep on file.

9. The highest score in an interview is offered the position unless the interview committee submits in writing to the superintendent and school board the reasons another candidate is better suited.
10. The building or program administrator/supervisor is required to determine salary placement with the business manager and superintendent prior to offering a position.
11. Any employment is not official until approved by the Lapwai School District Board of Trustees as recommended by the superintendent. The employment of any certified staff member is not official until the contract is approved by the Board and signed by both the Board Chair and the applicant.
12. New hire forms should be completed immediately and submitted to the district office *prior* to the employee beginning work.
13. Employees may not begin work without reporting to the district office for the required paper work and background check process. The superintendent will inform the building or program administrator/supervisor when the employee has met the necessary requirements to report to their duties.

Adopted: 9-21-15