

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

4102

EMPLOYMENT PROCEDURES: CERTIFIED AND NON-CERTIFIED PERSONNEL

All employees are appointed by the Board of Education upon recommendation of the Superintendent of Schools. The Superintendent shall be responsible for the development and administration of procedures for recruiting, screening, interviewing and selecting candidates for final consideration and election by the Board. All employment approvals are conditioned upon submitting necessary hiring paperwork, verification of credentials and receipt of a satisfactory criminal background check.

When circumstances require a recommended candidate to commence employment prior to the Board meeting at which formal election would occur, the Superintendent may authorize employment and assumption of duties pending final Board action at its next meeting. Until such approval, the employment remains conditional.

A. Vacancies

1. All regular vacancies will be advertised and posted by the Director of Human Resources or designee, and, when applicable, will be in accordance with the Collective Bargaining Agreements.

B. Application for Employment

1. All requests, inquiries, and information regarding applications, vacancies, candidacy status, etc. are to be initiated from or referred to the office of the Director of Human Resources.
2. Online and paper applications will be made available to all applicants.
3. All applications are to be submitted within the appropriate timeframe
4. Applications will be considered complete whenever the applicant has completed the requirements outlined on the application.

C. Selection Process

1. The Director of Human Resources will oversee the following selection process:
 - a. Review of online and paper applications to determine qualifications. All candidates shall be considered on the basis of their merits, qualifications and the needs of the school district. Initial screening to determine if qualifications may be performed by a clerk.
 - b. Selection of diverse interview panel in accordance with the Collective Bargaining Agreements.
 - c. Ranking of candidates based upon interview scores.
 - d. Review of references and confirming that references were checked, including that the current supervisor was contacted.
 - e. Recommendation of the Superintendent to the Board of Education of the highest scoring candidate, unless otherwise required by a CBA, and assuming each party conducting an interview scored each candidate independently.
 - f. Approval by the Board of Education.
 - g. Final approval contingent upon employment verification, education and other credential verifications, the receipt of satisfactory criminal background and child protection registry checks, and adherence to Milford School District policies.
 - h. For administrative positions, the Board of Education may interview candidates, if it so desires.

D. Processing Applications of Unsuccessful Candidates

1. Unsuccessful candidates will be notified informing them of their status.

ADOPTED: August 17, 1970

AMENDED: 7/18/77; 1/28/19