



Policies and Procedures  
Section Three – Staff Policies

**304 – HIRING OF STAFF**

**Policy 304**

**The superintendent is responsible for the hiring of all staff and will follow the procedures outlined in the KCS Policy Handbook.**

**PROCEDURES**

**Applications**

1. Applications will be solicited when vacancies are noted or needs are dictated by student population and/or program changes. The principals will be responsible for notifying the superintendent of staffing needs.
2. The Business Office, when directed by the superintendent, will place ads with appropriate organizations, institutions and publications.
3. Applications will be screened by the superintendent and a short-list of candidates will be developed for an interviewing committee.

**Interviews**

1. The interviewing of a teacher will be done by a committee with a minimum of 3 members. The composition of the committee will be determined by the division applied for, but should include the superintendent, the appropriate principal and one other person. The superintendent is responsible for appropriate committee make up.
2. The interviewing of Teachers on Call will be done by a committee with a minimum of 2 members, but in some situations, with the permission of the superintendent, can be done by one school administrator.
3. The method for the interviewing of personnel for other positions will be done at the discretion of the superintendent.
4. Before the interviews take place, the superintendent shall provide for each Interview Committee member the following information:
  - Current application form.
  - Current resume and other pertinent documentation.

## **Hiring**

1. Upon the completion of interviews the committee shall make appropriate staffing decisions.
2. The superintendent, or designate, shall notify the selected applicant of the committee's decision. After receiving an affirmative response from the selected applicant the superintendent shall inform the unsuccessful applicants who were interviewed of their status.
3. The superintendent is responsible to provide a KCS Employment Manual and orientation for all new staff.
4. In extraordinary circumstances, the superintendent may facilitate a process that does not include all elements of the Staff Hiring Procedures.
5. The Business Office is responsible to meet with new staff to review the KCS Employment Manual and to discuss contract issues and details.