

Grand Isle Supervisory Union

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Hiring Personnel

Standard Operating Procedures

Hiring quality staff is one of the most important components of our work as we continuously seek to improve our work with students. It is also one of the decisions which has the highest cost to the districts, given salary and potential longevity of an employee. A new employee making the median salary and benefits is an investment of \$1 million over the course of 20 years. Care must be taken to ensure the employee that is hired is the best for the students and the district.

Expect this process to take 15 to 45 days minimum, depending on employee category.

1. Vacancy Identified

- a. From a resignation (Policy D9)
 - i. Notify superintendent and business manager as soon as aware
 1. And Directors of Curriculum and Student Support Services as needed
 - ii. Notify school board chair (and representative of Town with CIUUSD)
 1. Advertising details (i.e. when, anticipated opening, etc.)
 2. If professional staff – is regular or special BOE meeting needed to approve resignation and/or create a position
 - iii. Collect resignation letter and send to superintendent
 - iv. Place on board agenda for professional resignation.
 - v. Assess opportunities developed through attrition
 - vi. Review and update Job Description
- b. If New Position Needed
 - i. Receive Board approval for the position
 - ii. Create Job Description

2. Advertise

- a. Notify Administrative Leadership Team of vacancy (in case they anticipate vacancy to share employee)
- b. Building Administrator creates draft advertisement
- c. Send to Superintendent's Office
 - i. Posted across schools
 - ii. Posted on schoolspring website
 - iii. For support staff, can also be posted in newspaper(s)
 - iv. Minimum Requirements for Application Packet
 1. Full-time and part-time employees:
 - a. Cover Letter (or letter of application)
 - b. Resume
 - c. Copy (or evidence of eligibility) of certifications (if needed)
 - d. Copy of transcripts (including high school if no college courses)

- e. Three recent letters of recommendation
 - 2. Temporary employees (i.e. athletic coaches)
 - a. Letter of Interest
 - v. Ensure sufficient time for advertisements (1-2 weeks)
 - vi. Use “anticipated” when appropriate
 - vii. All professional staff must apply through schoolspring
- 3. Create Internal Advisory Team (for purpose of interviewing and selecting a finalist to recommend to superintendent)
 - a. Remind members of confidentiality
 - b. Provide information to team on proper etiquette of interviewing
 - c. Develop clear criteria to choose interview candidates
 - d. Create interview questions
- 4. Select and interview candidates
 - a. Must get candidate’s superintendent approval for those under contract (or under letter of intent) in a Vermont District
 - i. Superintendent needs permission if someone has already signed a contract/letter for the next year
 - b. Select candidates to interview (with completed application packet **see minimum requirements for ad**)
 - i. Must ask prior to interviewing: Are you under contract or have you signed a letter of intent?
 - c. Required questions/elements of interview
 - i. Ask the first interview question:
 - 1. Are you under contract or have you signed a letter of intent?
 - ii. If candidate is contender for position
 - 1. Review and confirm resume (i.e. education experience, proper certification)
 - 2. Background check questions
 - a. See form
 - iii. Avoid anything considered unethical/illegal (i.e. are you married, do you have a disability, how old are you, do you have children)
 - d. Follow up interviews and observing teaching can occur as well
- 5. Reference Checks
 - a. Speak to a minimum of three references
 - b. Can be ones listed on their resume or others as situation dictates
 - c. Must include most recent employer/supervisor (even if not listed)
 - d. Record information on reference check form
- 6. Decide on finalist
 - a. Notify superintendent and send finalist information (including application packet) to Superintendent (including completed reference check forms)
 - b. For professional staff, inform candidate to contact superintendent’s office to set meeting with superintendent
 - i. After meeting with superintendent salary will be determined
 - ii. Admin may sit in on meeting if desired or superintendent will contact admin after meeting

- c. For support staff, administrator discussion with superintendent of salary and contract needed
 - d. Contact candidate with offer of employment pending Board approval (for professional staff) or superintendent approval (support staff)
 - e. Superintendent ask board chair to include on next board meeting (regular or special meeting)
 - f. Building administrator inform candidate of Board's decision
 - i. Inform candidate to contact superintendent's office to complete hiring paperwork and sign contract
 - g. After receiving notification of processing paperwork complete by SU office and contract signed, confirm with candidate the start date
7. Close the hiring process
- a. Contact candidates who were interviewed by same method originally notified
 - b. Contact Superintendent's Assistant to close schoolspring and notify all applicants on schoolspring
 - c. Building administrator contact the support staff not hired and not advertised through schoolspring that position is filled

****Notes****

- If a candidate being considered for a position is a close relative or friend of an administrator or supervisor the superintendent must be notified
- No work for pay is to be performed without all hiring paperwork, including a written contract which outlines the scope of the work to be performed, as well as the rate of pay, in place before work may begin.