

## PROFESSIONAL STAFF RECRUITING

It will be the policy of the District that the procedure for employing the best-qualified teachers and administrators will include:

- \* an effective recruitment program;
- \* an initiative that results in prompt action when vacancies occur or new positions are created; and
- \* a set of consistent hiring practices in dealing with applicants for teaching or administrative positions.

A recommendation to hire a teacher or administrator will not be made to the Board of Trustees until a personal interview with the candidate has been conducted and one or more references have been personally contacted by the principal, the Superintendent or his/her designee.

Determination of the personnel needs of the District is the responsibility of the Superintendent of Schools and of the administrators delegated by him/her to review and make recommendations about such needs.

Discrimination against any applicant for reasons of race, color, creed, religion, disability, national origin, sex, age, marital status or socioeconomic status is prohibited in the District

The Superintendent of Schools or his/her designee will verify that persons nominated for employment meet all qualifications established by applicable state law, rules of the Wyoming Department of Education and Board policies for the type of position for which the nomination is made.

Adopted: 04/08/85

Revised: 09/09/96

Revised: 03/09/98

Revised: 12/13/10