

Policy No.: 412.02
Adopted: 03-11-2003
Revised: 04-13-2015

SUPPORT STAFF QUALIFICATIONS, RECRUITMENT, AND SELECTION

Managing the qualifications, recruitment and selection of candidates for these positions shall be the responsibility of the superintendent or designee who shall confer with principals and other supervisory personnel in making a selection.

Persons interested in a support staff position shall have an opportunity to apply and qualify for support staff positions in the school district without regard to age, race, creed, color, sex, national origin, religion or disability. Job applicants for support staff positions shall be considered on the basis of the following:

- Training, experience, and skill;
- Nature of the occupation;
- Demonstrated competence; and
- Possession of or ability to obtain, state or other license or certificate, if required, for the position.

All vacancies shall be made known to the present staff. Anyone qualified for a position may submit an application.

Announcement of the position shall be through means the superintendent believes will inform potential applicants about the position. Applications for employment may be obtained from, and completed applications shall be returned to, the central administration office. A standard application form 412.02 E1 is available for these positions to ensure the enforcement of non-discrimination employment procedures. A signed release shall be obtained from the prospective candidates authorizing reference and background checks.

Any person desiring employment with Elba Public Schools shall submit an application to the office of the superintendent of schools. Interviews will be conducted by the administrative staff and, in specific cases, the maintenance personnel or the supervisor of buildings and grounds. All employment work agreements shall be signed by the president of the Elba Board of Education and the employee. A copy of this signed work agreement shall be kept in the employee's personnel file, in the office of the superintendent of schools. For examples of agreements for both limited term and indefinite term classified employees refer to 412.03 R1 and 412.03 R2, Support Staff Work Agreements.

Whenever possible, the preliminary screening of applicants shall be conducted by the administrator who directly supervises and oversees the position. The interviewer shall work from a written list of interview questions, using the same set of questions 412.02 R1 for each applicant. Gaps in the applicant's employment record will be questioned and checked.

A minimum of three reference checks made by telephone and using a standard list of questions shall be used in the screening process. These checks shall be documented and filed with the employee's records.

Prior to hiring any person, the district shall conduct background checks with previous employers regarding the applicant's fitness for employment.

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All applicants recommended for a position in the district shall submit a notarized form with information about felony or misdemeanor convictions. (This requirement shall not apply to any student currently enrolled in the district applying for a job.)

The superintendent shall recommend employment of support staff to the board for approval.

The Board shall officially appoint all employees upon the superintendent's recommendation; however, temporary appointments may be made pending board action.

Legal Reference: Nebraska Statute 79-501
79-802

Cross Reference: 402.01 Equal Opportunity Employment
402.02 Employee Orientation
404 Employee Health and Well-Being