

Kimberly School District

PERSONNEL 5120

Hiring Process and Criteria

The Superintendent is responsible for recruiting personnel, in compliance with Board policy, and making hiring recommendations to the Board. Educational support personnel applicants are initially screened by the principal. The District shall hire the best-qualified personnel, consistent with budget and staffing requirements, and shall comply with Board policy and state law on equal employment opportunities.

All applicants must complete a District application form in order to be considered for employment. Each person hired by the District will undergo a criminal history check consistent with Idaho law. Each newly hired employee must complete an Immigration and Naturalization Service form, as required by federal law. In addition, each new employee is required to take a drug screening prior to rendering any service to Kimberly Public Schools. The results of the drug screening must be negative for any drugs tested. The testing will be conducted by Magic Valley Regional Medical Center.

Certification of Professional Personnel

The District shall require that its contracted certificated staff hold a valid Idaho certificate endorsed for the role and responsibilities for which they are employed. All certificated professional employees must be employed on a written contract in the form approved by the state superintendent of public instruction. The District will withhold the salary of any certificated professional employee who does not hold a valid certificate.

Upon receipt of a proposed contract for the ensuing school year, the person shall deliver the signed contract to the District within ten (10) days of receipt of the same. Delivery of a contract may be made only in person or by certified mail, return receipt requested. (Note: If return delivery of the contract to the district is utilized, the return envelope shall bear a post mark on or before the ten (10) day period.)

Should any person refuse to acknowledge receipt of a contract or not return a signed contract to the District within the time period set forth herein, the District **may** declare the position vacant and offer the contract to another person.

The personnel office will retain a copy of each contracted certificated employee's valid certificate in the employee's personnel file.

Cross Reference: 5122 Fingerprinting and Criminal Background Investigations

Legal Reference: I.C. § 55-512 Governance of schools; I.C. § 33-130 Criminal history checks for school district employees or applicants for certificates. I.C. § 33-513 Professional personnel.

Policy History:

Adopted on: January 27, 2004

Revised on: