ITEM TYPE: Discussion

OVERVIEW:

The Superintendent is recommending revisions to Board Policy GCC, Personnel Application Procedures and the creation of new administrative regulations to support the policy.

Revisions include a name change for the policy and updates/changes to the application regulations and hiring/selection regulations.

RECOMMENDATION/FUTURE DIRECTION:

This policy is brought for Board discussion. It will be brought back for action at the Board’s March meeting.

Submitted by:

John Sell
Title: Director of Support Services

Approve/Concur: [Signature]

Stephen H. Guthrie, Superintendent
PERSONAL APPLICATION PROCEDURES EMPLOYMENT

I. PURPOSE
THE PURPOSE OF THIS POLICY IS TO ENSURE THAT SUSSEX TECHNICAL SCHOOL DISTRICT IS FAIR AND EQUITABLE IN HIRING DECISIONS AND EMPLOYMENT PROCEDURES.

II. DEFINITIONS
NONE

III. POLICY STATEMENT
THE SUSSEX COUNTY TECHNICAL SCHOOL WILL MAINTAIN EMPLOYMENT PRACTICES THAT RECRUIT, RETAIN, AND PROMOTE, A DIVERSE, HIGHLY QUALIFIED WORK FORCE. THESE EMPLOYMENT PRACTICES WILL FOLLOW ALL APPLICABLE EMPLOYMENT LAWS.

IV. EXCEPTIONS
NONE

V. GUIDELINES
RELEVANT STATE AND FEDERAL EMPLOYMENT LAW

VI. REPORTS
NONE

VII. EXPIRATION/REVIEW
THIS POLICY WILL BE REVIEWED EVERY THREE (3) YEARS.

VIII. DELEGATION OF AUTHORITY
THE SUPERINTENDENT/DESIGNEE WILL INFORM AND PROVIDE GUIDANCE TO STAFF ON THE LEGAL ASPECTS OF THE POLICY AND REGULATIONS.

IX. EFFECTIVE DATE
Adopted: July 17, 1975
Reviewed: February 12, 2007
Revised: July 7, 2009
Revision First Reading: February 11, 2019
Approved:
I General Provisions

When no openings exist:

All interested persons who contact the school district to inquire about employment will receive an employment application. When returned, the application will be kept on file for one year.

A. ALL INTERESTED PERSONS WHO DESIRE EMPLOYMENT SHALL COMPLETE AN ONLINE APPLICATION VIA THE SUSSEX TECHNICAL SCHOOL DISTRICT WEB SITE. ALL APPLICATIONS SHALL BE KEPT ON FILE FOR A MINIMUM OF ONE YEAR.

B. When openings exist (for positions other than the Superintendent) the personnel officer/designee will:

1. Establish a timeline in order to fill the position within an appropriate timeframe
2. Appoint a Selection Committee. Such a committee usually consists of THE FOLLOWING PERSONNEL:
   - District Personnel Officer
   - Appropriate Administrator/Supervisor/Designee
   - Teacher(s) and/or support staff from the specific area where the opening exists (if appropriate)
   - Superintendent – when deemed appropriate
   - Member of Sussex Technical School District Board of Education — when deemed appropriate
3. Advertise opening/openings in area newspapers (if necessary). Openings will also be posted on Sussex Tech’s website and on line at Teach-Delaware.com AND VIA THE STATE-OF-DELAWARE ONLINE APPLICATION PORTAL.
4. Review district files to include previous viable applicants.
5. Contact all Delaware school districts to advise placement offices of existing opening(s).
6. Contact colleges and universities to advise placement
offices of existing opening(s).
7. Advise the Department of Education of the opening(s).
8. Post opening(s) on bulletin boards.

II. Selection
A. The district’s personnel officer/designee coordinates the
receipt of all applications, resumes, transcripts,
references, etc.
B. Consistent with the timeline established, the personnel
officer coordinates the conducting of selection
interviews by the Selection Committee.
C. Each Selection Committee member is provided with a
job description for the existing opening with a
highlighted summary of major job/position
responsibilities, certification/degree requirements, and
other pertinent data. Interview questions are
developed for the position to allow each Selection
Committee member to objectively evaluate the
strengths and weaknesses of each candidate as
compared to the job requirements.
D. The personnel officer, after compiling all necessary
information provided by the Selection Committee,
submits the Selection Committee’s recommendation to
the Superintendent. The Superintendent accepts the
recommendation and, if the District’s Board of
Education has indicated that it will accept the
Superintendent’s selection, the Superintendent
proceeds to hire the recommended candidate. IF THE
SUPERINTENDENT ACCEPTS THE RECOMMENDATION,
HE WILL RECOMMEND THE SELECTED CANDIDATE FOR
BOARD APPROVAL. UPON BOARD APPROVAL, THE
FOLLOWING PROCEDURES SHALL OCCUR:

1. THE SUCCESSFUL CANDIDATE IS NOTIFIED, AND +
The appointment is announced.
2. Unsuccessful candidates receive a personal letter
CORRESPONDENCE THAT THEY WERE NOT
SELECTED FOR EMPLOYMENT, which reveals the
decision.
3. Unsuccessful candidate applications and personal
credentials are kept on file for one year for future
consideration.
4. In the case of administrative openings, the Board of Education may elect to conduct its own interviews. Utilizing job descriptions, summary forms, and evaluation criteria, the Board proceeds to decide with the Superintendent’s and/or designee’s assistance. The recommended candidate is then hired.
5. The appointment is announced.
6. Unsuccessful candidate applications and personal credentials are kept on file for one year for future consideration.

III. Sussex Technical School District reserves the right to extend or shorten the application and/or interview period and to modify job requirements. All candidates must supply a letter of interest, resume, application (available online at www.sussexvt.k12.de.us), four—THREE letters of recommendation, copies of official transcripts, current licenses, and certificates where applicable.